



OKALOOSA

Technical College



GET THERE

With Okaloosa Technical College

2024-25 Student Handbook

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Okaloosa Technical College

Administration

Jon Williams
Director

Scott Huerkamp
Assistant Director

Drew Willis
Academic Advisor
VA School Certifying Official

Office Support Staff

Connie Kraus
Financial Aid

Barbara Nystrom
Bookkeeper

Patricia Aucoin
Counselor

Kim Schamberger
Registrar

Norma Wingo
Data Entry

Patricia Sansom
Community Liaison

Jessica Nystrom
Registrar

Mirenda Blasingim
Payroll

Andrea Waters
Secretary

Carl Grimes
Dual Enrollment Liaison

Okaloosa County School District Administration

Marcus Chambers
Superintendent of Schools

School Board Members of Okaloosa County

Dr. Lamar White, Chairman District 1
Marti Gardner, District 2
Linda Evanchyk, Vice Chairwoman, District 3
Tim Bryant, District 4
Dr. Diane Kelley, District 5

Okaloosa Technical College
1976 Lewis Turner Blvd
Fort Walton Beach, Florida 32547
(850)833-3500 Office / (850)833-3466 Fax
www.OTCollege.net

Accreditation



Okaloosa Technical College is accredited by
the Commission of the Council on
Occupational Education.

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898
FAX: 770-396-3790
www.council.org

An Equal Opportunity Agency

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

Pre-School Planning	Thursday - Monday	August 1 – 6 ,2024
Professional Development Day	Tuesday	August 6, 2024
First Day of School for Students	Wednesday	August 7, 2024
Labor Day Holiday	Monday	September 2, 2024
Veteran’s Day Holiday	Thursday	November 11, 2024
Thanksgiving Holiday	Monday - Thursday	November 23-28 2024
End of First Semester	Thursday	December 19, 2024
Winter Break Holidays	Monday - Thursday	December 23, 2024- January 7, 2025
Teacher Workdays, Student Holidays	Wednesday/Thursday	January 8-9, 2024
Martin Luther King, Jr. Holiday	Monday	January 20, 2025
President’s Day Holiday	Monday	February 17, 2025
Spring Break Holiday	Monday- Friday	March 17 - 20, 2025
Last Day for students	Thursday	May 29, 2025
Teacher Workday-Last day for teachers	Tuesday	June 2, 2025

Okaloosa Technical College recognizes:

9/11 Heros Day

House Bill 1537, signed into law by Governor Ron DeSantis created section (s.) 683.335, Florida Statutes (F.S.) to declare 9/11 Heroes’ Day. 9/11 Heroes’ Day is to honor those who perished in the terrorist attacks on September 11, 2001.

Constitution Day

On September 17, 1787, the delegates to the Constitutional Convention met for the last time to sign the document they had created. We encourage all American to observe this important day in our nation’s history by attending local events in your area. Celebrate Constitution Day through activities, learning, parades an demonstrations of our Love for the United States of America and the Blessings of Freedom Our Founding Fathers secured for us.

Career and Technical Education (CTE) Schedules

Daytime Student Schedule

Monday thru Thursday

TIME	PERIOD
7:15 a.m. – 10:22 a.m.	Career Dual Enrollment Block
8:00 a.m. – 2:00 p.m.	Cyber Security
10:30 a.m. – 11:30 a.m.	LUNCH- 30 Minutes @ Instructor's Discretion
2:00 p.m.	End of Instructional Day
2:00- 4:12	Teacher Planning

NOTE: High School Co-Enrollment (Cosmetology) Block 7:15am – 9:45am

Night-time Student Schedule

Monday thru Thursday

TIME	PERIOD
12:30 p.m. - 3:00 p.m.	Teacher Planning
3:00 p.m. – 9:45 p.m.	Evening Full-Time
30 minutes as scheduled by instructor 5:30 p.m. - 6:30 p. m.	LUNCH
4:30 p.m. – 9:45 p.m.	Evening 3/4 Time
5:00 p.m. – 9:15 p.m. 4:00 p.m. – 9:45 p.m.	Technology Support Services & Nighttime Applied Cybersecurity

PROGRAM OFFERINGS

Program Name	Program Number	Certificate Program Hours	Basic Skills Grade Levels		
			Math	Language	Reading
Applied Cybersecurity	Y100300	750 Hours	10	9	9
Master Automotive Service Technology 1	T400700	1050 Hours	10	9	9
Master Automotive Service Technology 2	T400800	750 Hours	10	9	9
Building Trades and Construction Design Technology	C100100	900 Hours	9	9	9
Carpentry	C510300	1200 Hours	9	9	9
Computer System & Information Technology	Y100200	900 Hours	9	9	9
Cosmetology	D500100	1200 Hours	8	8	9
Electrician	I460314	1500 Hours	9	9	9
Heating Ventilation, Air Conditioning / Refrigeration 1	C400410	750 Hours	10	9	9
Heating Ventilation, Air Conditioning / Refrigeration 2	C400420	600 Hours	10	9	9
Marine Service Technologies	T400210	1350 Hours	9	9	9
Practical Nursing	H170607	1350 Hours	11	11	11
Professional Culinary Arts and Hospitality	N100500	1200 Hours	9	9	9
Solar Photovoltaic System Design, Installation and Maint-Entry Level	X600400	600 Hours	9	9	9
Specialized Career Instruction – Comprehensive	S990007	900 Hours	NA	NA	NA
Technology Support Services	Y100100	600 Hours	10	10	10
Welding Technology	I480500	1050 Hours	9	9	9
Welding Technology – Advanced	I480508	750 Hours	9	9	9

Certification Testing

ASE	Automotive Service Excellence - exam is a computer-based test offered by Pro-metric and is national certification for master automobile mechanics. Pre-registration with Pro-metric and testing fees are required. Testing is by appointment only. OTC is an approved Pro-metric testing center
AWS	Welding Technology Welding Technology-Advanced
CompTIA A+, Network+	Technology Support Services & Computer System & Information Technology (CSIT)
CompTIA Security+, CYSA +	Applied Cybersecurity
Excellence EPA Esco	Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 and/or 2
GED	General Educational Development Test
NCCER	Carpentry, Building Trades & Construction Technology, Solar Photovoltaic System Design, Installation and Maintenance- Entry level, and Electrician
Yamaha 5 Star BRP Essentials	Marine Service Technologies
CASAS	Comprehensive Adult Student Assessment Systems.. Unless exempt, this test is required for certification or completion for all of the career/technical programs offered at OTC. Pre-registration and testing fee are required prior to the testing date.

Please refer to the Tuition and Fee Schedule for a list of any fee(s) that might apply to the above tests. For your convenience the most recent Tuition and Fee Schedule may also be found online at www.OTCollege.net or you may contact Student Services by calling (850) 833-3500.

Information subject to change, check online at www.OTCollege.net for the latest information.

OTC's Testing Center

OTC has our own testing lab and provides testing in a variety of subject areas. Please see your instructor in reference to tests pertaining to your program.

Tuition and Fee Schedule

Student fees are subject to change without notice

Resident		Non-Resident		
Florida	Alabama			
\$2.44	\$3.44	Tuition Fee <i>(per clock hour)</i>	\$9.32	Full cost: Standard tuition <i>(per clock hour)</i>
\$0.24	\$0.34	Financial Aid Fee <i>(per clock hour)</i>	\$0.93	Financial Aid Fee <i>(per clock hour)</i>
\$0.12	\$0.17	Capital Improvement Fee <i>(per contact hour)</i>	\$0.46	Capital Improvement <i>(per clock hour)</i>
\$0.12	\$0.17	Technology Fee <i>(per clock hour)</i>	\$0.46	Technology Fee <i>(per clock hour)</i>
\$2.92	\$4.12	Total Fee <i>(per clock hour)</i>	\$11.17	Total Fee <i>(per clock hour)</i>

- Lab Fee- Program Specific
- \$50.00 Registration Fee*
- \$20.00 Student Prof Organization Fee
- \$4.00 NCCER Retake Fee
- \$7.00 Student Center Access Key

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

Other Fees (as applicable)

- \$ 5.00 Transcript (after the 1st one)
- \$15.00 Certificate or diploma replacement
- \$ 7.00 ID Badge Fee (replacement)
- \$ 7.00 Retest fee-Basic Skills Assessment

Non-Refundable Fees

- Books & supplies for class
- Registration Fee
- Technology Fee
- Testing Fees

**Includes registration, a transcript, diploma/certification, schedule changes, CASASTesting etc.*

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

Fee Changes

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

Estimated Cost of Full-Time Attendance

School Year

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

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

<i>Category</i>	<i>In-State Independent</i>	<i>In-State Dependent</i>	<i>Non-Florida Resident Independent Out-of-State Tuition</i>	<i>Non-Florida Resident Dependent Out-of-State Tuition</i>
Tuition	\$ 2,628	\$ 2,628	\$ 10,044	\$ 10,044
Lab Fees	\$100 - \$1,600	\$100 - \$1,600	\$100 - \$1,600	\$100 - \$1,600
Books & Supplies	\$1,250	\$1,250	\$1,250	\$1,250
Room & Board	\$9,513	\$ 2,700	\$9,513	\$ 2,700
Personal Expenses	\$3,381	\$3,381	\$3,381	\$3,381
Transportation	\$4,132	\$4,132	\$4,132	\$4,132
	\$22,304	\$15,491	\$29,720	\$22,907

Tuition & Fees

The amount for Tuition & Fees is based on \$2.92 per hour in state and out of state \$11.17 per hour. 900-clock hours per school year.

Lab Fees

The cost of Lab Fees varies by program.

Books & Supplies

The cost of Books & Supplies was derived by including an allotment of \$1,000 for a laptop and the Program's Books & Supply list, which is supplied by the instructor.

Room & Board

Independent - \$1,057 per month for 9 months; Dependent - \$300 per month for 9 months (1/4 of the Independent rate. Based on the *Living Wage Calculation* website.*

Personal Expenses

Based on similar technical schools in the Florida Panhandle.

Transportation Expenses

Based on *the Living Wage Calculation* website.*

Administration, Faculty and Staff Directory

Front Office Phone – (850) 833-3500

School Administration

Williams, John

Director



B.A. Psychology
University of West Florida

M.Ed. - Curriculum & Instruction
University of West Florida

Ed. S - Educational Leadership
Florida State University

Williamsj2@okaloosaschools.com

Huerkamp, Scott

Assistant Director



B.S. - Business Administration
Florida State University

M.Ed. - Social Science Education
Florida State University

Ed. S - Educational Leadership
Florida State University

HuerkampS@okaloosaschools.com

Willis, Drew

Academic Advisor
VA School Certifying Official

M. Ed.
School Counseling
Lamar University

Ed. S.
Educational Leadership
University of West Florida

willisa@okaloosaschools.com

Sansom, Patricia

Community Liaison
Academic Advisor

Patrica.Sansom@Okaloosaschools.com

Financial Aid

Kraus, Connie
Financial Aid

Connie.Kraus@okaloosaschools.com

Student Services

Nystrom, Jessica
Admissions/Registrar

Jessica.Nystrom@okaloosaschools.com

Schamberger, Kim
Admissions/Registrar

Kimberly.Schamberger@okaloosaschools.com

Support Staff

Blasingim, Mirenda
Payroll

BlasingimM@Okaloosaschools.com

Brewer, Karen
CTE Secretary

Karen.Brewer@Okaloosaschools.com

McGowan, Tim
Paraprofessional / Testing

Timothy.Mcgowan@okaloosaschools.com

Newman, Karen
Admin. Assistant (Nursing)

Karen.Newnam@Okaloosaschools.com

Nystrom, Barbara Bookkeeper	NystromB@Okaloosaschools.com
Perodin, Angie CTE Secretary	Angienita.Perodin@Okaloosaschools.com
Sadler, Joel Testing Center Proctor	Joel.Sadler@Okaloosaschools.com
Waters, Andrea Secretary	WatersA@Okaloosaschools.com
Wingo, Norma Data Entry	Norma.Wingo@Okaloosaschools.com

SRO

Spence, Scott Okaloosa Sherriff's Office	sspence@sheriff.okaloosa.org
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Faculty

Applied Cybersecurity

Bair, Steven		Steven.Bair@okaloosaschools.com
Sligar, Dan Department Head	BS Computer Science University of Nebraska at Omaha	Daniel.Sligar@okaloosaschools.com

Master Automotive Service Technology

McMillian, Ryan		Ryan.Mcmillan@okaloosaschools.com
Welch, James		James.Welch@okaloosaschools.com

Building Trades and Construction Design Technology / Carpentry

Brogdon, Scott		Timothy.Brogdon@Okaloosaschools.com
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Computer Systems & Information Technology (CSIT) / Technology Support Services

Jason Jay-Peterson	BA - Florida State University	Jayson.JayPeterson@okaloosaschools.com
Morgan, Elizabeth		Elizabeth.Morgan@okaloosaschools.com
Yu, Bonnie		Hsienyu.yu@okaloosaschools.com

Cosmetology

Deshong, Andrea		DeshongA@okaloosaschools.com
Evans, Lisa		Lisa.Evans@okaloosaschools.com
Hall, Twyla		HallT@okaloosaschools.com
Wyman, Margaret		Margaret.wyman@okaloosaschools.com

Electrician / Solar Photovoltaic System Design, Installation and Maint-Entry Level

Barrow, Jason		Jason.Barrow@okaloosaschools.com
Hope, Ray		Raymond.Hope@okaloosaschools.com

Heating, Ventilation, Air-Conditioning/Refrigeration 1 & 2

Carle, Kirt	Kirt.Carle@okaloosaschools.com
Scott, Davin	ScottD@okaloosaschools.com

Marine Service Technologies

Oldnettle, Mitch	Mitchell.Oldnettle@okaloosaschools.com
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Practical Nursing

Restey, Brenda Director of Nursing	MSN University of Phoenix	Brenda.Restey@okaloosaschools.com
Dagusen, Monica	BSN The College of New Jersey	Monica.dagusen@okaloosaschools.com
Dickenson, Blake	MSN University of Phoenix	Blake.Dickeson@okaloosaschools.com
Dustin, Greg	BSN – Florida State University	Blake.Dickeson@okaloosaschools.com
Robinson, Aimee	RN, MSHSA University of Central Florida	Greg.Dustin@okaloosaschools.com
Sumrall, Maria	BSN, RN Tarleton State University	Aimee.Robinson@okaloosaschools.com
TBA	RN, ADN Excelsior University	Maria.sumrall@okaloosaschools.com

Professional Culinary Arts & Hospitality

Hencinski, Marcus	Bachelor's Hospitality Management, Florida International University	Marcus.Hencinski@okaloosaschools.com
	AS Culinary Institute of America	

Welding Technology and Advanced Welding Technology

TBA	Keith.Seeley@okaloosaschools.com
Wise, Benjamin	Benjamin.Wise@okaloosaschools.com

Specialized Career Instruction – Comprehensive (also known as “Okaloosa Up”)

Rushing, Cheryl Department Head	Cheryl.Rushing@Okaloosaschools.com
Cheney, Fred Instructional Aide	
Colon, Linnea	Linnea.Colon@okaloosaschools.com
Heather, Jordan Instructional Aide	Heather.Jordan@Okaloosaschools.com

GENERAL INFORMATION

Beliefs

All students are unique and can learn.

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

Mission Statement

Okaloosa Technical College will train students through a balance of theoretical and real world, project-based experience to meet the ever-changing professional needs of our local workforce.

Vision

Okaloosa Technical College strives for recognition as a leader in the local community, state, and nation as transforming people's lives through quality post-secondary education and setting them on a path to lifelong professional success.

History of Okaloosa Technical College

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

Institutional Advisory Committee

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

Occupational Advisory Committee

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

Confidentiality and Inspection of Student Records

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

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

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

*Under **FERPA**, our school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their right under FERPA.*

Annual Notice Regarding Disclosure of Student Directory Information

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

contrary.

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

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

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

Private Providers of Student Services

(Okaloosa District School Board Policy 2.129)

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

Student with Disabilities and Accommodations

The Americans with Disabilities Act (ADA) prohibits discrimination against disabled Americans and ensures they receive equal access to public services like higher education.

Equal access means that students who disclose their disabilities to their colleges and universities will receive reasonable accommodations, which make educational environments accessible for students with disabilities.

Okaloosa Technical College postsecondary students with disabilities must first self-identify, present current documentation, request accommodations if needed, and develop a plan with the Accommodations Coordinator and Instructor(s).

The Accommodations Coordinator and Instructor(s) meets individually with students to discuss accommodations through an interactive process. Accommodations received in postsecondary education may differ from those received in secondary education. The Accommodations Coordinator will consult with faculty to assist with developing reasonable accommodations for individual program requirements.

Request for Reasonable Accommodations at OTC

1. Self-Identify that you have a Disability to any appropriate staff such as:
Accommodations Coordinator, Registrar, Program Instructor, Guidance, or Administration.
2. Provide the OTC Accommodations Coordinator with current documentation of your disability. Your information is confidential.
3. Complete the Adult Request for Accommodations Form that you will be provided.
4. Participate in an Accommodations Plan Meeting to discuss needs and accommodations.

Non-Discrimination Policy

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

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

genetic information in making employment decisions, restricts employers and other entities covered by Title II from requesting, requiring, or purchasing genetic information, and strictly limits the disclosure of genetic information.

Voter Registration

Students are encouraged to vote in all elections. Students may register to vote online at <https://registertovoteflorida.gov/home> .

Safety and Security

Accidents/ Incidents

Students should report accidents to the teacher as soon as possible. In the case of serious injury, the teacher will notify an administrator immediately. The director's office will be contacted to complete a student accident form. In case of an extreme emergency, dial 911. Teachers must complete an accident form MIS 5063.

Visitors

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

Trespassing on School Property

Any person who enters or remains upon the school campus without obtaining authorization through Student Services commits a trespass upon the school grounds. Any student who enters the school campus and is currently under suspension or expulsion commits a trespass and is guilty of a misdemeanor. (§810.097, Florida State Statutes) It is a felony of the third degree for a person who is trespassing upon school property to bring onto, or to possess any weapon or firearm. (§810.095, Florida State Statutes)

Campus Security

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

Telephone Numbers:
Emergency 911 DIAL "911"
Campus Main line 833-
3500 School Resource Officer . . .
833-3500

The National Suicide Prevention Hotline: 1-800-273-TALK
(8255) Local Crisis Hotline: (850) 522-4485 or 1-888-785-8570

The Clery Act

The Clery Act is a federal law that requires that all postsecondary institutions participating in title IV student financial assistance programs disclose campus crime statistics and other security information to students and the public. The Violence Against Women Reauthorization Act (VAWA) of 2013 amendments added requirements that institutions disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault, and stalking, among other changes.

Campus Crime Statistics Disclosure

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

Definitions of crimes which must be reported are:

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

Criminal Offenses On-Campus (2023-2024)

1. Murder/Non-negligent manslaughter = 0
2. Negligent manslaughter = 0
3. Sex offenses – Forcible = 0
4. Sex offenses – Non-forcible = 0
(Including only incest and statutory rape) = 0

5. Robbery = 0
6. Aggravated assault = 0
7. Burglary = 0
8. Motor vehicle theft = 0
9. Arson = 0

Bullying, Harassment, or Cyberstalking 7.207

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

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

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

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

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

Bullying and Harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion
 - b. Accessing or knowingly and willingly causing or providing access to data or

- computer software through a computer, computer system, or computer network within the scope of the District and/or Center
- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Sexual Harassment & Discrimination Policy

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

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the school community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at the school. A nondiscriminatory environment is essential to the mission of the school. A sexually-abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that the school maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as appropriate to the severity of the offense. Employees and students of the school shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students. For these purposes, the term "harassment" includes, but is not necessarily limited to: Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. Harassment of employees or students by non-employees is a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to Administration.

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

All personnel shall be aware that any amorous relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship who shall be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of discrimination or sexual harassment to contact the Director of OTC. Any reprisals shall be reported immediately to the Director of OTC or to the Superintendent of the area in which the incident or alleged incident occurred.

Definition of Sexual Harassment

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

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

Procedures for Reporting

The Director of Okaloosa Technical College, or his designee, is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Director or the Director's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the Director or the Director's designee. Any member of the school community who believes that he or she has been the victim of bullying, cyberstalking, sexual harassment or illegal discrimination may bring the matter in writing to the attention of any administrative personnel. When a written complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Director of OTC, who shall coordinate the investigation of such complaints. The Director shall notify the District Director of Human Resources if the complaint pertains to an employee of Okaloosa District Schools.

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

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

The investigation record shall consist of formal and informal statements from the alleged victim, the

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

Formal Action

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

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

Sexual Predator and Offender Notification

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

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

STUDENT SERVICES

Admission and Registration

Okaloosa Technical College maintains an "open door" admissions policy that provides higher education for individuals who meet minimum admission standards. Admission to OTC does not guarantee entrance into a particular course or program since some programs have specific

admission requirements.

****Please refer to the Program Catalog for additional admissions requirements for the Applied Cybersecurity and Practical Nursing and Welding.**

General Admission Procedures

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

Apply: Complete the online application using our Student Information System (FOCUS).

<https://otc.focusschoolsoftware.com/focus/apply/>

Call the Registrar's Office: Please call 850-833-3500 ext. 2. Confirm with the Registrar that your application is complete. You will be provided with the steps to pay your \$50 application fee.

- Two documents of Florida residency will be required to receive In-State tuition. They must be valid for at least the past 12 months if enrolling in a Career & Technical Education (CTE) program. See acceptable forms of residency in registrar's office or at www.OTCollege.net
- OTC does require an official copy of a transcript or high school diploma or GED from an accredited educational institution.
- Transcripts must be received within two weeks of enrollment in class.

Identification: Provide valid and acceptable proof of identification (with photo) to the Student Services office. (This step will be reviewed when you call)

Pay Application Fee: \$50 (NON-REFUNDABLE)

Basic Skills Assessment: Students are required to take an adult basic skills assessment within the first six weeks of a program unless meeting one of the exceptions below. In order for a student to be a "completer" in any program and receive a program completion certificate, he/she must meet the basic skills requirement. This assessment covers three areas: reading, mathematics, and language.

Scheduling for the basic skills assessment is made through the registrar and testing coordinator. If a student does not meet the proficiency levels for the program as aligned with the state's frameworks, he/she will be given an opportunity to work with a tutor in order to practice the skills.

1004.91 *Requirements for career education program basic skills.*

- 1) The State Board of Education shall adopt, by rule, standards of basic skill mastery for completion of certificate career education programs. Each school district and Florida College System institution that conducts programs that confer career and technical certificates shall provide applied academics instruction through which students receive the basic skills instruction required pursuant to this section.
- 2) Students who enroll in a program offered for career credit of 450 hours or more shall complete an entry-level examination within the first 6 weeks after admission into the program. The State Board of Education shall designate examinations that are currently in existence, the results of which are comparable across institutions, to assess student

mastery of basic skills. Any student found to lack the required level of basic skills for such program shall be referred to applied academics instruction or another adult general education program for a structured program of basic skills instruction. Such instruction may include English for speakers of other languages. A student may not receive a career or technical certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the career education program.

Basic Skills Exemptions: Students who are exempt from meeting a program's minimum basic skills requirements include:

- A student who possesses a college degree- associate in applied science level or higher.
- Individuals with a documented disability.
- Have passed an approved state, national, or industry licensure exam.
- A student who demonstrates readiness for public postsecondary education pursuant to s.1008.30 and applicable rules adopted by the State Board of Education:
- Student entered 9th grade in a Florida public school in the 2003-2004 school year, or later, and earned a Florida standard high school diploma (transcript required)
- A student who is serving as an active-duty member of any branch of the United States Armed Services.

Pay all other Fees: All fees (tuition, lab, toolbox, student activity fee, etc.) must be paid. Unless exempt, out-of-state tuition rates apply to CTE students who do not meet Florida residency requirements. According to Florida Statute §1009.25 tuition and fee exemptions apply for youth who were in custody of the Department of Children and Families (DCF). Payments may be made using a cashier's check, money order, personal check, credit/debit card or cash. Students qualifying for financial aid (PELL or VA), scholarships, Florida Pre-Paid or other programs will have their fees deferred until payment is received from a qualifying source.

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

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

Florida Residency for Tuition Purposes Policy

Residency refers to whether a student is considered an in-state Florida resident or an out-of-state resident, military, or eligible non-citizen, and this classification determines your rate of tuition.

Florida residents pay discounted fees per clock hour, non-Florida residents pay full cost of tuition and fees.

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

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

Your initial residency classification is determined by the Student Services Office when you apply to OTC. Failure to provide all relevant information and required documentation in the residency section of the admission application could result in a non-Florida or out-of-state resident classification for tuition purposes.

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

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

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

Florida waives out-of-state tuition fees for all honorably discharged veterans who reside in the state and who are enrolled in Florida public, post-secondary institutions, through the "Congressman C.W. Bill Young Tuition Waiver Program." The out-of-state tuition and fee waiver is extended to spouses and dependent children who reside in Florida and who are using GI Bill® benefits for enrollment in Florida public, postsecondary institutions (see FS 1009.26(13)).

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

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

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

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

Residency Reclassification

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

Residency Appeals

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

*****Note** – Any student who has applied for financial aid and has not received confirmation that their Financial Aid is COMPLETE must pay all tuition and fees by the first day of class. VA Chapter 31 and Chapter 33- may have up to a 90 day deferment of payment

After Registering for Classes

Paying for classes:

- Contact the Financial Aid office: deferment document if approved for FAFSA/Pell Grant, VA or WIOA.
- If using some types of Financial Aid to pay for classes, you may be required to provide an official copy of a high school diploma or transcript from an accredited educational institution.
- Tuition and fees must be paid by the first day of classes. Payment may be made with cash or debit/credit card, or exact amount if using personal check.
- Should you have any questions, please contact us by calling 850-833-3500.

Drop/Add Period

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

Students who withdraw from school within the first 4 days of class will be responsible for an administrative fee equal to 10%, not to exceed \$100 of their tuition cost for the hours enrolled.

Fee Changes

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

Appeals for Refunds

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

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

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

Administrative Withdrawals

- Students may be withdrawn immediately by the administration for the following reasons:
- Discipline referral
- Behavior or act that endangers students, staff, and/or faculty, or other inappropriate actions as determined by the administration
- Unsatisfactory progress, and/or drug and/or alcohol abuse
- Attendance
- Non-payment of fees or tuition

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

Administrative withdrawals may be appealed by following the appeal guidelines outlined on our website. The appeal form is located under the "Student Resources" Tab.

General Policies Information

Technology Usage

When a student is enrolled at OTC, they will be provided credentials to access to the school's computers and network. Each student will also be provided with an Okaloosaschools.com email account as well as access to other online applications via Classlink. Students may access FOCUS or our school's SIS using their personal email and password which they created when they originally applied to OTC. All students are expected to use and be familiar with both FOCUS and regularly check their grades, attendance and their school email. At the beginning of each semester, students will be provided with a technology training session.

Instructional Facilities

Okaloosa technical College is proud to house classrooms and laboratories and we try to ensure that they are filled with the most modern, industry-standard equipment. Each program (students and faculty) utilizes the classrooms and labs on a daily basis. In addition, students have use of an Adult Student Center, a Testing Center, a Tutoring Center, the Registrar's Office, a Community Center, Bookstore and a district operated cafeteria (for daytime only).

Adult Student Center

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

Bookstore

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

Dress Code

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

should contact Administration. Additionally, some programs may require specific dress codes, including uniforms.

Grading Scale

Okaloosa Technical College is a certificate-granting institution. At the satisfactory completion of various pre-determined points in a program and at the satisfactory completion of a program, instructors request certificates for their students. Each instructor will have a syllabus to define satisfactory progress, as well as a breakdown of grading for the program.

Grade Appeal Process

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

Licensure Programs – Additional Requirements

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

Practical Nursing Requirements:

<https://www.ncsbn.org/nurse-licensure-compact.htm>

Okaloosa Technical College Nursing Programs are in compliance with the U.S. Department of Education's (USDE) Regulation 34 CFR 668.43 (a) (5) (v). The Nurse Licensure Compact (NLC) is an interstate agreement allowing a nurse to have one license and the privilege to practice in other compact states. Implemented in 2000, the NLC fosters public protection and access to care through the mutual recognition of one state-based license that is enforced locally and recognized nationally. Along with the majority of states nurses' associations, hospitals associations and health care facilities in every state overwhelmingly support the NLC. The NLC includes important patient safety features such as facilitation of sharing of licensure, investigate and disciplinary action information among member states. All graduates from Okaloosa Technical College Nursing are eligible to test for any state licensure in compliance with U.S. Department of Education's (USDE) Regulation 34 CFR 668.43 (a) (5) (v).

Cosmetology Requirements:

<https://www.myfloridalicense.com>

In order to take the Florida Cosmetology State Board exam, students must successfully complete the Cosmetology program and obtained a certificate in HIV/AIDS training.

Parking

(Okaloosa District School Board Policy 7.307)

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

Prior Credit

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

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

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

Probationary Period

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

Program Re-Entry Policy

Any student who has withdrawn from a program may be eligible to re-enroll at OTC at the

beginning of the next enrollment period, pending administrative approval. Students who received Federal Title IV (Pell Grant) funding may be required to return Pell Grant funds received. Contact the Financial Aid Office for further information and details for funding status.

- See page 31 for administrative withdrawals.

Refund Policy

(Okaloosa District School Board Policy Chapter 8) All information pertaining to charges, refunds and appeals will be furnished to the student at the time of registration. Ninety-percent of unused tuition and refundable fees (FAA & Capital Improvement) charged will be refunded if the registered student does not attend class and does not notify the registrar prior to the first day of class (not exceed \$100). In addition, if the student withdraws or is dropped (within the drop/add period) the same rule applies

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

Students are not required to request refunds. Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.

Returning Students

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

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

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

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

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

Schedule Options

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

SkillsUSA

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



Student Surveys

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

Transcripts

There are two types of transcripts: incoming and outgoing.

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

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

To request an official transcript from OTC to another school, students must complete a Transcript Request form and pay the associated fee (see the current Tuition and Fee

Schedule). The official transcript will be sent directly from OTC to the receiving school. Transcripts may be requested either in person or by using the following link from our schools website: <https://www.otcollege.net/transcript-request-form-2/>

Withdrawal

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

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

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

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

Transfer Students

Transfer Students – External

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

Transfer Students - Internal

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

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

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

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

Transfer Students – Financial Aid

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

Changing Programs

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

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

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

Attendance Policy – CTE (Career and Technical Education)

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

- All students registered in class are expected to attend every class period in full.
- The teacher for each program is responsible for attendance. Absences will be counted from the first scheduled class meeting of a student's enrollment.
- Individual Career Technical Education Programs may have additional requirements for attendance in their program. Students should refer to the class syllabus.
- In compliance with Florida statute, a student will be dropped on the sixth consecutive day of absences. The withdrawal date will be the first of the six days the student was absent.

- If a student's accumulative attendance reaches **a total of 10% of the clock hours** for which a student is enrolled for in a program, they will be dropped from the program for lack of attendance. Each program may have a stricter policy as stated in the program syllabus. All hours missed are as part of this 10% are considered excused, however it is the responsibility of the student to make up any missed assignments or work. These hours will be calculated using 450 hours increments for full-time students and 337.5 hours for part-time students.
- If a student is notified of an attendance policy violation, and the student wishes to file an appeal, the student can obtain and submit an appeal request form with the Administrative office. Students are allowed a maximum of one Attendance Appeal per academic year.
- Attendance is calculated in 15-minute increments, rounded to the nearest quarter hour.
- The teacher's attendance book will be the final authority in determining the number of hours and absences for each student.
- An Administrative Approved Absence is required for a student to remain in a program once they have missed 10% or more of a program's hours. This may require an official appeal in order to have the hours excused. However, the hours excused will NOT count towards program completion.
- It is the responsibility of the student to know the attendance policies for the program in which they are enrolled. It is the responsibility of the student to be aware of all absences and keep up with the number of hours they have been in attendance. This information can be viewed inside of OTC's SIS or FOCUS.
- Students are required to sign-in and sign-out for each class section using their OTC issued ID and the FOCUS Kiosk. The attendance time clock will be maintained by the instructor.
- Suspensions will be counted as absences.
- Make up time is limited to 5 % of clock hours per semester and must be completed in the presence of the instructor and the same semester in which the absence occurred. Note: Some programs may have stricter requirements. Students should refer to the syllabus for each class.
- Students are responsible for completing classwork and/or labs missed due to absences.

Late Arrivals and Leaving Early

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

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

Leave of Absence

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

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

MAKE UP HOURS:

A student may not make up more than 5% of the hours of enrollment during a single term.

5% of 450 = 22.5 (full time)

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

Administrative Approved Absences (AAA)

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

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

Documentation is required for:

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

absences allowed during a payment period. However, these excused hours will NOT count towards the total number of hours required to complete any program.

Student Code of Conduct

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

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

Misconduct Defined

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

- 1) Any form of dishonesty, including cheating, plagiarism, or furnishing incomplete or false information to the school.
- 2) Forgery, alteration, or misuse of school documents, exams, records, vehicle registration, verification, or identification.
- 3) Intoxication from, or the use, display or possession of alcoholic beverages or any controlled substance (drug), unless the student has a valid prescription for the use of the controlled substance.
- 4) Use, possession, or distribution of firearms, knives, weapons, ammunition, fireworks, or any type of explosive or incendiary device or material. Items perceived as weapons are also prohibited. Only duly constituted law enforcement officers on duty may possess firearms on campus, and as defined by the school board policy.
- 5) Disorderly or disruptive conduct, including rioting, incites to riot, assembling to riot, reckless endangerment, raiding, inciting to raid, harassment, and assembling to raid school's properties. This offense also includes in-class behavior that unduly disrupts the order of a class.
- 6) Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense

includes but is not limited to, the usage of verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.

- 7) Participation in any form of gambling.
- 8) Fighting.
- 9) Extortion or stealing.
- 10) Threatening students or school staff.
- 11) Violence against school personnel or other students.
- 12) Violation of sexual harassment policy.
- 13) Violation of transportation policies.
- 14) Initiating a false fire alarm.
- 15) Tampering with or using the AED in an inappropriate manner.
- 16) Vandalism.
- 17) Possession and/or use of electronic cigarettes.
- 18) Hazing.
- 19) Unauthorized entry to school facilities. Unauthorized possession of a key to school facilities.
- 20) Unauthorized interference with the use of or access to a school facility.
- 21) Failure to promptly comply with directions of school officials or law enforcement officers acting in the performance of their duties as such officials and officers.
- 22) Violation of any school policy or regulation as published or referred to in the school Catalog/Student Handbook, including, but not limited to, those governing the time, place, and manner of public expression; the registration of student organizations; the use of computers; copyright laws; and use or parking of motor vehicles on the campus.
- 23) Violation of any federal, state, or local law or ordinance.
- 24) Profanity on school grounds.
- 25) Any activity or actions that interfere with classroom instruction or the learning environment.

Tobacco and Smoking

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

Technical College campus. **Students may not smoke in their vehicles on school property.**

Zero Tolerance Grounds for Expulsion

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

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

Academic Misconduct

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

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

(Okaloosa District School Board Policy 7.204)

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

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

Student Grievance Policy

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

Student grievance procedures for Okaloosa Technical College are stated here:

- 1) Informal: The student should first take a complaint to the person(s) involved and try to solve the problem.
- 2) If left unresolved: The student should fill out the grievance form found on OTC's website (Listed under the "About" Tab) and either print or email to the Assistant Director. Using this form the student should describe the problem and give all the facts and suggested solutions. This form must be given to the Assistant Director no more than ten (10) days after the incident occurred. Following the receipt of the written grievance form being received, the Assistant Director will confer with Director and will then render a response within three (3) school days when feasible.
- 3) If the student does not agree with the Director's decision, the grievance, as described in Step 2, may be sent to the Okaloosa County School District Superintendent's office. This has to be done within three (3) days after the Director's decision. The Superintendent's decision is considered final.
- 4) In accordance to School Board Policy, 5-02, filed Student Grievances will be maintained by the Director for a period of three (3) years from date of Director's decision.

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

Note: If a grievance is not resolved at the District level, the student may contact the College's accrediting agency. Okaloosa Technical College is accredited by the Commission of the Council on Occupational Education. The Commission's contact information is:

Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898
FAX: 770-396-3790
www.council.org

Okaloosa County School District [Statement on Postsecondary Students with Disabilities](#)

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

- The student must remediate with the prescriptive developed by Adult Student's Basic Skills tutor.
- The student must test a second time after remediation on any areas of the basic skills test that do not meet the basic skills requirements for a CTE certificate.

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

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

Campus Access

Okaloosa Technical college is a limited-access campus. Student, teacher and staff are required to have their school issued ID with them while on campus. All visitors, contractors and vendors are required to enter through the main office.

Deliveries

All delivers will be received through the main office. Students should not have items delivered to Okaloosa Technical College, unless they have received permission from the Director or an Assistant Director.

Reporting Unauthorized Access

Students, teachers and staff are expected to report any suspicious or unauthorized access on campus. This information can be reported directly to the administration or SRO.

- Suspicious Activity Reporting App – Fortify FL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials.
<https://getfortifyfl.com/>
- FINANCIAL AID INFORMATION

General Financial Aid Information

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

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

Purpose of the Financial Aid Office

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

The Financial Aid Office meets the students' needs by:

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

Philosophy of Financial Aid Office

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

Types of Student Financial Aid

Scholarships

Florida Bright Futures

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

OTC Scholarships

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

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

WIOA (Workforce Innovation & Opportunity Act)

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

The target populations for WIOA services consist of:

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

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

Loans

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

State Grants

Florida Student Assistance Grant-Career Education (FSAG-CE)

The Florida Student Assistance Grant-Career Education is a need-based grant for eligible Florida residents enrolled at full-time (450 clock hours) in a technical or vocational certificate program.

Priority is given to early applicants. Award amounts vary depending on each student's need and enrollment level. This program has very limited funding. The grant will be awarded on a first-come, first-served basis. For more specific eligibility information, contact the Financial Aid Office.

Federal Grants

Pell Grant (Title IV)

Note: All students enrolled at OTC, are highly encouraged to complete a FAFSA (Free Application for Federal Student Aid). Remember to designate Okaloosa Technical College to receive your FAFSA information by using School Code: 032303.

To be eligible for Title IV aid, students must have earned their high school diploma or GED. This document must be provided at enrollment.

The purpose of the Pell Grant is to provide funds to qualified students who demonstrate financial need which will assist them in obtaining the benefits of a post-secondary education. Financial aid is the difference between the total cost of the program and the Student Aid Index (SAI; formerly known as EFC), as determined by the FAFSA. The SAI is a number that determines each student's eligibility for certain types of federal student aid. These formulas use information that applicants provide on the FAFSA® form and, in most cases, federal tax information (FTI) that is retrieved directly from the Internal Revenue Service (IRS). Students should submit an accurate, error-free FAFSA as soon as possible.

The FAFSA application is available on-line at www.studentaid.gov. Students should note that this application is required for all need-based financial aid.

After submitting the FAFSA, the student should expect to receive a student aid report (SAR) within a few days. Students should review the report for accuracy as soon as it is received. Any revisions or corrections should be made promptly online.

During the verification process, students may be required to provide the Financial Aid Office with a variety of documentation such as driver's license, proof of graduation (high school diploma/GED), income tax returns or tax forms, or social security statements confirming benefits, and other relevant information. Students who are applying as non-resident aliens will be required to provide copies of their Alien Registration Cards.

The amount of federal aid the student receives depends on the student's SAI, cost of attendance, enrollment status, enrollment date, and whether the student attends school for a full academic year (Academic year is defined as 900 clock hours). Students must maintain satisfactory attendance and satisfactory academic progress (SAP) to remain eligible for federal financial aid at Okaloosa Technical College. It is the student's responsibility to know and understand the attendance and satisfactory academic progress policies for federal student aid and that these policies may differ from each program's policies.

Federal financial aid funds are awarded with the expectation that students will complete the entire program. Students "earn" a percentage of the funds disbursed with each day of class attendance per pay period. When students who are eligible for federal financial aid withdraw before the end of their current payment period in an award year, federal law requires Okaloosa Technical College to calculate the percentage and amount of "unearned" Pell that must be returned to the federal government. Once students have successfully completed over 61% of the clock hours for the

payment period, they earn the full eligible award. This calculation may have the effect of requiring students to pay if a balance is due. OTC encourages students to contact the Financial Aid Office prior to making the decision to withdraw.

Professional Judgement

Professional Judgment refers to the school's authority to adjust, on a case-by-case basis, to information reported on the Free Application for Federal Student Aid (FAFSA) so that the Department of Education can recalculate the SAI. The SAI is the number the school uses to determine if a student is eligible for need-based financial aid.

Should a student's financial circumstances change significantly after applying for financial aid, the student should contact the Financial Aid Office. Below are examples to include, but not limited to, reasons to submit a professional judgement request:

- *Special Circumstances*: special or extenuating situations that impact a student's financial condition and support a financial aid administrator adjusting data elements in the COA or in the SAI calculation on a case-by-case basis.

Examples of special circumstances that may be considered:

- Change in employment status, income, or assets;
 - Change in housing status (e.g., homelessness);
 - Additional family members enrolled in college;
 - Medical, dental, or nursing home expenses not covered by insurance;
 - Child or dependent care expenses;
 - One-time taxable income
 - Separation/divorce of the student's parents
- *Unusual Circumstances*: conditions that justify making an adjustment to a student's dependency status, commonly referred to as a dependency override, is based on an unusual situation (e.g., human trafficking or parental abandonment). An unusual circumstance does not include the parents' refusal to contribute to the student's education, the parent's unwillingness to provide information on the FAFSA or for verification, not claiming the student as dependent for income tax purposes, or the student demonstrating total self-sufficiency.

Professional Judgement will be reviewed at the discretion of the Financial Aid Office. The law does not allow modification of the formula or tables used in the SAI calculation. The data elements that are adjusted must relate to the student's special circumstances only. The Office of Financial Aid reserves the right to deny any appeals that would not increase a student's eligibility for aid. The decision made by Financial Aid is final and cannot be appealed to the Department of Education.

Verification

Verification is federal financial aid process used to confirm that the data reported on your FAFSA form is accurate. If you're selected for verification, the financial aid office will request additional documentation that supports the information you reported. All students who have been selected for verification by the US Department of Education must complete verification before being awarded

Attendance Policy in relation to Federal Financial Aid

- Financial Aid students are allotted a maximum of ten percent (10%) of their hours per semester unless program requirements are stricter.

- Students receiving Federal Financial Aid who withdraw or are administratively withdrawn will have their award recalculated and a repayment to the U.S.D.O.E. may be required.

Satisfactory Academic Progress (SAP)

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

SAP Policy

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

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

Satisfactory Academic Progress Measurements:

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

Satisfactory Academic Progress Status:

- **Meets SAP:** Assigned to a student who is currently meeting SAP in all measures.
- **Warning:** Assigned to a student who fails to make SAP at the end of a payment period. Conferred to student automatically without any action taken by the student. Student will continue to be eligible for Pell for one additional payment period. Students in the Licensure programs may not qualify for Warning status if the program requirements cannot be achieved.

- **Suspended:** Assigned to a student who fails to make SAP for the second consecutive payment period. A student in this status is NOT eligible for Pell award. The student will be notified in writing of the assignment of this status and must sign notice and return it to the Financial Aid Office. The student may submit a written appeal to Financial Aid Office, which will be reviewed by the Appeals Committee, to request “Probation” status. Student will be notified in writing of the decision of the Appeals Committee. The decision of the Appeals Committee is final.
- **Probation:** Assigned to a student who has submitted a written appeal and it has been approved. A student in this status is eligible for Pell for one payment period. Only one appeal is allowed per enrolled certificate program. If student does not meet SAP during the probationary period, he/she is no longer eligible to receive Pell award.

Satisfactory Academic Progress Appeal Process

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

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

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

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

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

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

Withdrawals and Return of Financial Aid

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

Both the College and student receiving financial aid are required to return unearned financial

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

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

- 1) repays the overpayment in full to the College;
- 2) provides proof of entering into a repayment agreement with the Department of Education.

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

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

Homelessness- FA to update electronic file

Veteran's Affairs Education Benefits

Student General Information

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

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

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

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

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

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

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

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

Prior Education and Training

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

Only Exceptions –

- Prior school has closed and records not available (must submit proof of closure)

- No credits would transfer because
 - School was not accredited.
 - Review of prior school's catalog proves no courses would transfer (student must supply catalog/website)
 - Class was taken long enough prior to no longer be valid

VA Attendance Policy

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

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

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11G.I. Bill (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Within **90 days** of the date when the school certifies the student's tuition and fees, following receipt of the student's VA Certificate of Eligibility, this school will not:

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

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

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

VA Academic Policy

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

Minimum Requirements for Program Completion

In order to complete a program, a student must be in good standing in regard to both their attendance, academic performance and cleared financially. These standards are outlined in the FLDOE Curriculum Frameworks. Students will potentially complete their assigned program at different times of the year based on the program’s clock hour requirement.

Okaloosa County School District

Request for Waiver from Basic Skills Requirement

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

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

Documentation (Check those that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Individual Education Plan (IEP) | <input type="checkbox"/> High School Transcript | <input type="checkbox"/> High School Report Card |
| <input type="checkbox"/> Vocational Rehabilitation Counselor | <input type="checkbox"/> Physician Verification | <input type="checkbox"/> Other (Explain below) |

Expected Program Completion Date: _____



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Career and Technical Education (CTE) is a good fit for anyone who wants to build a foundation for a successful career and get into a new job. Each of the 17 career pathways offer you the opportunity to get there faster – and most importantly – affordably.

Pay only for the course work you need, not a degree that amasses student debt. You can still earn a degree by stacking courses and applying them toward an associate's or bachelor's degree down the road.

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