



## 2023-2024 Student Handbook

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## **The School Board of Lee County, Florida**

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Superintendent  
[www.leeschools.net](http://www.leeschools.net)



## **SCHOOL ADMINISTRATION**

John Roszell  
Director, Fort Myers Technical College

Todd Everly  
Director, Southwest Florida Public Service Academy

Katie Scoville  
Associate Director  
Fort Myers Technical College

Dennis Eads  
Associate Director  
SWFL Public Service Academy

## **WELCOME**

The faculty and staff of Fort Myers Technical College welcome you to our school. We have confidence that your attendance in the program of your choice will make it possible for you to achieve success in your career goals.

Both students and school personnel must work together for you to gain from this educational experience. The school has the responsibility of providing the highest quality training program; the student has the responsibility of taking advantage of this opportunity. A cooperative effort must be maintained in order for you to benefit from your program.

Nothing in this handbook supersedes federal law, Florida statutes, School Board policy, and/or the Adult Code of Conduct for Students.

The provisions of this document are subject to change without notification. FMTC assumes no responsibility for errors or misrepresentations made in the document. FMTC does not intend, by providing this document, to enter into a contract or any contractual arrangement with the student.

This student handbook is intended as an aid to the student attending the Fort Myers Technical College (FMTC). It is suggested that the handbook be kept as a source of reference throughout your enrollment at FMTC. It contains general information regarding student activities and many school policies and procedures. This handbook is intended to supplement the school catalog.

**The student handbook is revised each year, and this copy and its contents supplant all prior issues regardless of entry date.**

**Current revision:** January, 2024

## **MISSION STATEMENT**

The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

## **VISION STATEMENT**

All students enrolled in vocational/technical programs will obtain workforce credentials through certificate programs and, where applicable, industry certification and/or licensure.

## **PHILOSOPHY STATEMENT**

The philosophy and purpose of Fort Myers Technical College have been the guide to the operation of the institution since its inception. The programs offered at FMTC are determined by needs assessment and are based on the

beliefs that education is a continuing process and assumes the responsibility for offering its citizens an opportunity to participate in educational experiences commensurate with their interests and abilities. In our rapidly changing technological environment, most individuals will choose a career direction more than once in a lifetime. No longer is a general high school diploma to be considered adequate preparation for employment, nor should the adults in the world of work assume they have no further need for continuing education and training. If, then, in our increasingly complex society the need for continuing education is preparation for life, training for vocational competence must be included in the educational process.

Students' success can almost be guaranteed when they accept responsibility for their own learning; when instruction is relevant, challenging and interesting; and when students can see regular evidence of their progress.

The technical and career education classroom simulates the world of work by presenting programs which enable individuals to develop occupational skills, positive attitudes, and effective work habits which contribute to successful employment.

It is realistic to assume that technical education is a choice based on individual interests and gives meaning through application to the basics in the educational experience. This will enhance student retention through interest in meaningful learning.

All persons have individual worth and a right to reach their fullest potential. No person shall be excluded from participation in, be denied the benefits of or be subjected to discrimination in any educational program or activity based on race, color, religion, gender, sexual orientation, national or ethnic origin, marital status, disability if otherwise qualified, or any other unlawful factor.

## **ACCREDITATION**

FMTC is accredited by the Commission of the Council on Occupational Education and Cognia (previously AdvancED). Requests for additional information on the policies, standards, or procedures of the Council on Occupational Education should be addressed to:



Dr. Kirk Nooks  
Council on Occupational Education  
7840 Roswell Rd • Building 300 • Suite 325  
Atlanta, GA 30350  
Phone: (770) 396-3898  
FAX: (770) 396-3790

[www.council.org](http://www.council.org)



Fort Myers Technical College (FMTC) is approved as a training site by the State Approving Agency under the Florida Department of Veterans Affairs



and the State Board of Nursing.

The state has approved FMTC's Early Childhood Education program for teaching the mandatory 40-hour child-care training. Upon completion of this program and meeting additional requirements, students may be recommended for the Early Childhood Professional Certificate (ECPC), which is one of the recognized credentials for industry certification. The Early Childhood Education program operates a Department of Children and Families licensed and nationally accredited learning center, Fort Myers Technical College Tech Tots. The center is a state approved Voluntary Pre-Kindergarten (VPK) site.

The Automotive Service Technology program and the Automotive Collision Technology Technician program at FMTC are certified by the ASE Education Foundation.

The Heating, Ventilation, Air-Conditioning (HVAC/R) program at FMTC is accredited through The Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA) in the following areas: Residential Heating and Air-Conditioning, Light Commercial Heating and Air-Conditioning, and Commercial Refrigeration.

The Major Appliance and Refrigeration Technician program at FMTC is accredited by the Professional Service Association (PSA).

The Medical Coder/Biller program is accredited by the American Academy of Professional Coders (AAPC).

The Practical Nursing and Nursing Assistant (Articulated) programs are approved by the Florida Board of Nursing.

FMTC is an approved testing site for the Test of Adult Basic Education (TABE), Comprehensive Adult Student Assessment Systems (CASAS), Test of Essential Academic Skills (TEAS), American Academy of Professional Coders (AAPC), Pearson VUE, National Center for Construction Education and Research (NCCER), Prometrics for Nursing Assistant (Articulated), and National Healthcareer Association for Medical Assisting.

Southwest Florida Public Service Academy (SWFPSA) is approved as a training site by the Florida Department of Law Enforcement/Criminal Justice Standards and Training Commission, Florida Bureau of Fire Standards & Training, and Florida Department of Health Bureau of EMS.

## **ARTICLES PROHIBITED IN SCHOOL**

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with school procedure. Prohibited items will be impounded. Prohibited items include, but

are not limited to:

Weapons of any kind

Fireworks

Toys such as toy guns, water pistols, bean shooters and slingshots

Athletic equipment such as hard balls, basketballs, bats, etc.

Skates or skate boards

Controlled substances

Anything that substantially disrupts the school

**POSSESSION**—the retention, control or the manual or physical custody of anything (including, but not limited to, physical objects and substances). Possession may be sole or joint. In addition, a student is in violation of an offense involving possession even if they are not aware of or have no knowledge of the improper item that is in their possession. In addition, a student is presumed to have knowledge of those things in their possession; thus, they can be considered in possession of an improper item even if they state that they did not know about it.

**PLEASE NOTE:** Specially trained animals may be used on school property including, but not limited to, classrooms, storage areas, lockers, and parking lots to detect the presence of prohibited or illegally possessed substances or objects.

## **CAFETERIA**

Cafeteria-style meals are available in the FMTC Café and Grill (Building E) during the lunch period. Based on a 30-minute lunch time, students are encouraged to stay on campus for meals. Most food that is served on campus is prepared by the Professional Culinary Arts & Hospitality program and may contain food products or may have been cooked in some products (such as peanut oil) that are proscribed by certain religions or that cause serious allergic reactions. If you have concerns about this, always ask first before you purchase a food item. Students are responsible for being as informed as possible about the foods they eat.

## **CAMPUS SECURITY**

Although school security specialists patrol all buildings and parking lots during school hours, it is everyone's responsibility to maintain a secure campus.

The security specialists are authorized to question students any time during school hours. Furthermore, the security specialists are directed to report any school rule violation to Administration immediately.

Security specialists are to patrol the campus grounds to ensure that no unauthorized persons are on the campus. They will also enforce the wearing of FMTC identification badges and displaying of parking permits in vehicles.



Each student will receive an ID badge and parking tag which must be displayed at all times while on campus. Replacement ID badges and parking tags will be charged a nominal fee. Instructors will collect ID badges and parking tags from graduating students; withdrawn students will turn in IDs and parking tags to the Student Services office.

Unauthorized persons will be asked to leave the campus immediately. Unauthorized persons are defined as anyone who is not a student, staff member, or official visitor. Anyone not wearing the FMTC identification badge is considered an unauthorized person.

Official visitors are persons who are school district employees or school district approved contractors and any person who has been escorted to the main office and issued a visitor badge.

The Fort Myers Police Department (321-7700) and/or the Lee County Sheriff's Department (477-1000) provide public safety services 24 hours a day, seven days a week.

Students are urged to keep car doors locked and valuable personal possessions at home. Individual lockers are provided in most laboratory/shop areas, but students must provide their own locks in most cases. **The school is not responsible for items stolen from cars, lockers, and/or tool boxes.**

There is a Daily Crime Log kept in the Student Services Department. Information on any additional campus security statistics can be found online at [www.FortMyersTech.edu](http://www.FortMyersTech.edu).

## **CRIME AWARENESS AND CAMPUS SECURITY ACT**

Crime Awareness and Campus Security Act of 1990 mandates that all postsecondary institutions are required to prepare, publish, and distribute certain information regarding campus crime and policies related to security. In addition to crime statistics for the past three years, the national legislation requires schools to make policies related to security issues public. This information can be found at the main office or on our website.

## **CRISIS PLAN**

In the event of a dangerous or emergency situation, a comprehensive plan of action is in place at FMTC.

## **CAMPUS VISITORS/TOUR POLICY**

All visitors to Fort Myers Technical College (people who do not work for The School District of Lee County or who do not attend classes or programs) will obtain a "visitor's badge" from the receptionist's desk in Student Services. Employees of The School District of Lee County, employees and staff of FMTC, and all students are required to display an ID badge at all times while

on campus. Visitor registration serves 3 purposes:

1. Allows screening in accordance with the Jessica Lunsford Act
2. Tends to make visitors feel welcome
3. Identifies visitors to staff members

Tours may be arranged through the Student Services Department.

After a visitor has obtained a “visitor’s badge” and signed in, he/she is permitted to enter Fort Myers Technical College as long as he/she engages only in a valid activity which does not disturb, interfere, or disrupt instruction or school business in any manner. NOTE: Visitors must return their badge when they leave the campus.

Students are not permitted to bring their children to class. The exception to this rule is children of students who are enrolled in the FMTC Tech Tots Learning Center.

In general, friends, family members of students (including spouses), and former students are NOT allowed to be on campus during the school day, including lunch time, unless preapproved by Administration. Former students wishing to visit instructors must do so after 2:30 p.m. after being cleared through the front office.

High school students should arrange a visit through their home high school counselor before arriving on Fort Myers Technical College’s campus.

## **CASAS RETEST POLICY**

Fort Myers Technical College adheres to all recommended testing policies established by the Florida Department of Education, The American Psychological Association (APA), and the National Reporting System (NRS).

Students are allowed to retest a minimum of **two weeks** following a test date that resulted in out-of-range scores. If an additional retest is needed, students will be required to show proof of 70-100 hours of remediation.

Students requiring remediation based on CASAS results may enroll in GED prep classes through the Adult and Career Education department at the School District of Lee County office. More information can be found here: [https://www.leeschools.net/our\\_district/departments/academic\\_services/adult\\_and\\_career\\_education/GED/GEDclasses](https://www.leeschools.net/our_district/departments/academic_services/adult_and_career_education/GED/GEDclasses). Upon completion of remediation, the student will retest only on the needed subtests.

## **CLASS SCHEDULES**

The majority of programs start at 8:00 a.m. and end at 2:30 p.m. All students must clock in at the beginning of the day and clock out when they leave.

Lunch breaks are thirty minutes in length. A specific time is scheduled for each program, and students will be advised of their lunch time by their instructor. Students must clock out for lunch and clock in when they return.

## **CODE OF CONDUCT FOR ADULT STUDENTS**

By applying and registering at a Lee County Technical College, or a Lee County Adult Education Program, all students agree to abide by all regulations, as published in the Code of Conduct for Adult Students, the school catalog, the student handbook and other school publications, as well as federal, state and local laws.

As a post-secondary and adult education institution, the college or school expects students to be mature and responsible citizens at all times and places. Any student whose conduct or dress is in violation of the law, is a public nuisance or is deemed improper and detrimental to the school, and/or does not abide by the policies of a program may be subject to disciplinary action, including probation, suspension, withdrawal or denial of reenrollment.

All high school students that attend an Adult Education Program at the Lee Technical Colleges or any other Adult Education sites are subject to the School District of Lee County Code of Conduct for Students – Grade 6 to Grade 12.

The School Board of Lee County has clearly defined standards of performance for ethical conduct to preserve the trust in elected officials and appointed officers, in accordance with Board Policy 1.28 Ethics in Education.

The Family Educational Rights and Privacy Act (FERPA) Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (eligible students) certain rights with respect to your student's education records.

## **SCOPE OF AUTHORITY**

The Principal, Director, or Coordinator has the right to determine the appropriate response for the misconduct and the corresponding level of the offense based on the facts and circumstances of the incident in accordance with Florida statutes sections 1003.31 or 1006.61.

Proceedings of the investigation of each case and the action taken will be officially recorded. Students are expected to respect the rights and welfare of other members of the school community and its guests. This district recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere that is free of intimidation and coercion. As such, violence, the threat of violence, disruption to the learning process and intimidation are unacceptable to the adult learning community. Students are expected to assume full responsibility and will be held accountable for their individual or collective actions.

Certain conduct and actions while on campus shall be considered improper conduct and shall be subject to disciplinary action which may include suspension or withdrawal. Each case will be reviewed on an individual basis by the director or his/her designee giving each student the fundamental right of procedural due process. The degree of formality associated with a conference or hearing in the determination of a suspension or withdrawal will depend upon the nature of the offense and the severity of the sanctions that may be imposed as a result. Only the Principal, Director, Coordinator, or their designee has the authority to suspend a student. Only the Principal, Director, or Assistant Director has the authority to withdraw a student.

## **STATEMENT OF NONDISCRIMINATION POLICY**

The School Board of Lee County, Florida does not discriminate nor tolerate discrimination on the basis of race (including anti-Semitism), color, ethnicity, national origin, sex, sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities or employment policies as required by Title II, Title VI, and Title VII Civil Rights Act of 1964 including, Title IX of the United States Education Amendments of 1972, Age Discrimination in Employment Act of 1967 (ADEA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAAA), and the Florida Educational Equity Act of 1984. The School Board also provides equal access of its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act. Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above. As required by Florida's Educational Equity Act, the Superintendent shall submit an annual equity report addressing the District's educational and employment practices. The School Board of Lee County, Florida, prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including harassment) charge, complaint, investigation or lawsuit associated or in connection with this policy. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity, Academic and Student Support Services or the Equity Coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to: For Employees: Office of Civil Rights & Equity Compliance at (239) 335-1447 or at [CivilRightsEquity@leeschools.net](mailto:CivilRightsEquity@leeschools.net). For Students: Office of Positive Prevention at (239) 939-6858.

### **Student-Related Equity Issues**

Director of Positive Prevention  
The School District of Lee County  
2855 Colonial Blvd  
Fort Myers, FL 33966  
(239) 939-6858 \* TTD/TTY (239) 335-1512

### **Employee-Related Equity Issues**

Coordinator of Equity and Civil Rights  
The School District of Lee County  
2855 Colonial Blvd  
Fort Myers, FL 33966  
(239) 335-1447 \* TTD/TTY (239) 335-1512

## **DIVERSITY**

The School District of Lee County is committed to building and maintaining a diverse, accessible, civil, and supportive learning community. It fosters respect and understanding among all cultures and all individuals who work, study, live, and teach within this community. Bigotry, expressions of hatred or prejudice, behaviors that infringe upon the freedom and respect that every individual deserves, and harassment of any kind transgress the school's purposes and values. Just as learning benefits from the interplay of teaching and scholarship in a variety of disciplines, so does the school community learn and profit from diverse cultures and perspectives.

## **FEDERAL DRUG-FREE SCHOOL ACT**

Federal legislation has been passed as part of the war on drugs. This legislation is intended to convey to students of any institution receiving federal funds (contracts, grants, student financial aid, etc.) the health risks which exist for those who abuse alcohol or drugs. In addition, penalties for those who violate school standards are in place and consistently enforced.

## **DRUG-FREE SCHOOLS**

The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on The School District of Lee County owned and controlled property or as part of any of its activities.

## **TOBACCO-FREE CAMPUS RULE**

To provide a safe and healthful environment for employees, students, and visitors, and to minimize costs associated with health issues related to tobacco use, the use of tobacco products is prohibited on any and all property, including land, buildings, or vehicles, owned or operated by The School District of Lee County, whether indoors or outdoors, all day, every day, whether school is in or out of session. For purposes of this rule, "Use of Tobacco Products" means smoking, burning, chewing, snuffing, dipping, or otherwise ingesting or deriving the effects of tobacco and shall include the

use of tobacco-like substances or products intended to provide or simulate the effects of tobacco including, but not limited to, electronic cigarettes or similar devices.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment undermines the integrity of the academic and work environment and prevents its victims and their peers from achieving their full potential. All members of the school community are entitled to work and study in an atmosphere free from sexual overtures or innuendoes that are unsolicited and unwelcome. It is the particular responsibility of those members of the school community who hold positions of authority over others to avoid actions that are or can be considered sexually abusive or unprofessional. The school provides an equity coordinator for help in these matters.

## **ANTI-BULLYING INFORMATION**

The Jeffrey Johnston Stand-Up-for-All-Students Act became a law in June 2008. The School Board of Lee County has approved a board policy which states their guidelines for the identification and reporting of bullying, expectations for behavior, procedures, and consequences regarding bullying and harassment. In short, The School District of Lee County will not tolerate any form of bullying or harassment between students and/or adults on our school campuses. Our goal is protection of our students and provision of a safe and nurturing educational environment for all of our students and staff.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 RELEASE**

For adult students, the Family Educational Rights and Privacy Act of 1974 (FERPA) Release provides for the confidentiality of student education records. The technical colleges may not disclose educational information nor permit inspection of a student's education records without the written permission of the student unless such actions are covered by certain exceptions as stipulated in FERPA. (Additional details covered in the FERPA section of the Student Handbook)

## **STUDENT DRESS CODE REQUIREMENTS**

The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students in The School District of Lee County. Programs have specific dress code requirements. Student dress code guidelines can be found in the student handbook, program syllabi, or Master Plan of Instruction.

## **DISCIPLINARY SANCTIONS/CONSEQUENCES**

- **Warning:** A written reprimand to the student indicating that repetition of said act will be cause for further disciplinary action; copies of

which will be placed in student discipline files.

- **Restitution:** Reimbursement or payment for damage to or misappropriation of property
- **Suspension:** Exclusion from classes and other privileges or activities, as set forth in the notice of suspension for a defined period of time.
- **Withdrawal:** Disenrollment of the student from school, terminating their status as an enrolled student in the school. In accordance with State Statute 1006.61, this is for a minimum of 2 years
- **Other:** Other types of discipline, as set forth in school regulations and consistent with the incident involved, such as: a letter of apology to aggrieved parties, community service, repair of damages, mandatory attendance of an anger management seminar, etc.

## **DISCIPLINE INFRACTIONS AND CONSEQUENCES**

**ACADEMIC INTEGRITY AND CLASSROOM BEHAVIOR:** Students are expected to be honest in all of their academic coursework and activities. Academic dishonesty, such as cheating on examinations, course assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examination or course-related materials, is prohibited. Intentional obstruction or disruption of teaching, research or lab activities is prohibited.

Offense Consequences: Suspension and/or Admin. Review.

**ADJUDICATED VIOLATIONS OF STATE OR FEDERAL LAW:** Any adjudicated violations of Florida or federal criminal statutes on school premises or at school-sponsored events held off campus will result in disciplinary action.

Offense Consequences: Suspension and/or Admin. Review.

**ALCOHOL:** Possession, use, or under the influence of any alcoholic beverage.

Offense Consequences: Admin. Review.

**ARSON:** Damaging, or attempting to damage, any real or personal property by fire or explosion; intentionally setting a fire on/with school property.

Offense Consequences: Withdrawal from school.

**BATTERY:** Physical use of force or violence by an individual against another; uninvited physical contact with another person, including but not limited to, pushing, shoving, and /or contact via an object.

Offense Consequences: Suspension and/or Admin. Review.

**BREAKING/ENTERING:** Unlawful entry or attempted entry or unauthorized presence in a building or other structure, or conveyance with evidence of the intent to damage or remove property or harm a person(s).



Offense Consequences: Withdrawal from school.

**BULLYING/HARRASSMENT:** Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, 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.

Offense Consequences: Suspension and/or Admin. Review.

**CELL PHONE USE:** Use of any communication or recording device, such as cell phone, text messaging devices, or digital cameras, during instructional activities, (which is not instructor approved or directly associated to the lesson).

Offense Consequences: 1<sup>st</sup>: Warning, 2<sup>nd</sup>: Suspension, Repeated incidents; Admin. Review.

**CHEATING:** Deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment.

Offense Consequences: Zero Grade and Admin. Review.

**COMPUTER MISUSE:** Manipulation of computer hardware, software or data, and or the misuse of telecommunication services, including but not limited to: improper use of technology devices, accessing or posting inappropriate information on the internet, at any time on school-owned equipment, or school-owned or maintained network that may interfere with the educational process.

Offense Consequences: Suspension and/or Admin. Review.

**DISRUPTIVE BEHAVIOR:** Participating in and/or encouraging any activity that substantially disrupts the classroom environment or its related function

Offense Consequences: Suspension and /or Admin. Review.

**DRESS CODE VIOLATION:** Failure to comply with dress code requirement(s) (Including failure to wear student ID). Repeated violations constitute insubordination.

Offense Consequences: Warning and Correction or Suspension.

**DISRUPTION ON CAMPUS:** Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, including but not limited to: making a bomb threat, inciting a riot, initiating a false fire alarm, etc.

Offense Consequences: Withdrawal from school.

**DRUG SALE/DISTRIBUTION:** Manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, substance represented to be a

drug, including giving prescription drugs prescribed for someone else to another person.

Offense Consequences: Withdrawal from school.

**DRUG USE/POSSESSION:** Use possession, or under the influence of any drug, narcotic, or controlled substance, including any possession of drug paraphernalia or a student possessing prescription drugs that are not prescribed for him/her.

Offense Consequences: Admin. Review.

**FALSIFICATION OR FORGERY:** Deliberately making any false or misleading verbal or written statements on any official correspondence or application, or attendance record keeping device, or falsify any school records.

Offense Consequence: Suspension and/or Admin. Review.

**FIGHTING:** Two or more persons mutually participating in the use of force or physical violence that requires physical or verbal restraint or results in injury that requires first aid or subsequent medical attention.

Offense Consequences: Admin. Review.

**GAMBLING:** Participating in any form of gambling activities on campus.

Offense Consequences: Suspension and/or Admin. Review.

**HATE CRIMES:** Incidents of criminal acts that evidence prejudice based on race, religion, ethnicity, color, ancestry, sexual orientation, gender identity, disability, or national origin.

Offense Consequence: Withdrawal from school.

**HAZING:** Hazing is defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Offense Consequence: Admin. Review.

**INSUBORDINATION/DISRESPECT:** Refusal or failure to follow a direction or an order from a school staff member, or any adult in authority including guest teachers and security personnel. Use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons.

Offense Consequence: Suspension and/or Admin. Review.

**LARCENY/THEFT:** (Taking of property from a person, building, or a vehicle) The unauthorized taking, carrying, riding away or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm.

Offense Consequence: Suspension and/or Admin. Review.

**OFF-CAMPUS FELONY:** Any student who has been charged with a felony, other than on school property, involving violence, drugs, sexual offense, or weapons.

Offense Consequence: Admin. Review.

**OTHER MAJOR DISRUPTION:** Any serious, harmful incident resulting in the need for law enforcement intervention.

Offense Consequences: Withdrawal from school.

**OTHER RULE VIOLATIONS:** Other rule violations that do not fall into categories or other offenses as indicated.

Offense Consequence: Admin. Review.

**PORNOGRAPHIC MATERIAL:** Possession and/or distribution of any pornographic material.

Offense Consequence: Admin. Review.

**PROFANITY:** Use of profanity, and/or vulgar, abusive, or inappropriate language or gestures.

Offense Consequence: Student to Adult Staff: Admin. Review,  
Student to Student: Suspension and/or Admin. Review.

**SAFETY VIOLATION:** Engaging in an act that endangers the safety of self or others.

Offense Consequence: Suspension and/or Admin. Review.

**SEXUAL HARRASSMENT:** Unwanted verbal or physical behavior with sexual connotations 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.

Offense Consequences: Admin. Review and/or Withdrawal from school.

**THREAT/INTIMIDATION:** Threat to cause physical harm to another person with or without the use of a weapon that includes all the following elements:

1. Intent - an intention that the threat is heard or seen by the person who is the object of the threat.
2. Fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out.
3. Capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can be easily obtained.

Offense Consequences: Suspension and/or Admin. Review.

**TRESPASSING:** Entering or remaining on school grounds/campus or at a school-sponsored activity off campus without authorization or being told to leave or while on suspension.

Offense Consequences: Suspension and/or Admin. Review.

**UNAUTHORIZED AREA:** Being present in buildings, rooms, or other areas on school campus that are restricted to student access during all or part of the day.

Offense Consequences: Suspension and/or Admin. Review.

**VANDALISM:** Intentional destruction, damage, or defacement of public or private property.

Offense Consequences: Suspension and/or Admin. Review.

**WEAPONS POSSESSION:** Possession of any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious injury, including but not limited to: any firearms, handguns, Tasers, zip guns, knives, brass knuckles, razor blades, chains, chemical sprays, sharp objects, etc. (Possession includes any location within reach or control of the person, concealed or carried openly, including in vehicle, lockers or back pack.)

Offense Consequences: Suspension and/or Admin. Review.

Repeated misconduct during the school year or multiple incidents requiring disciplinary action may result in an Administrative Review and withdrawal from school.

Note: During a period of suspension, the suspended student is prohibited from returning to campus or a school related activity off campus. Violation without the permission of the School Director or designee could result in that student being subject to arrest and prosecution for trespassing.

## **RESPONSIBILITY TO CARRY OUT DISCIPLINARY PROCEDURES**

The Coordinator, Assistant Principal, or Associate Director (herein referred to as the judicial officer) is designated by the school Principal or Director as the staff member having primary responsibility for the Administration of student discipline, including the investigation of alleged student violations of the School's code of conduct. Alleged violations of student regulations or other student misconduct shall be referred to the judicial officer or designated representative by any member of the School community. The judicial officer or designated representative will immediately investigate the situation. The judicial officer or designated representative shall take whatever steps are necessary to determine probable foundation for the alleged infraction.

Lee County Technical Colleges and all Lee County Adult Education Centers will abide by all Florida Statutes and Florida board rules applicable to student discipline. Deliberate care shall be taken to provide for due process and to ensure that students receive fair and equitable treatment and are clearly aware of all their rights.

## **DISCIPLINARY PROCEDURES**

1. Alleged violations of student regulations or other misconduct are to

be referred to the judicial officer or designated representative by any member of the school community.

2. The charges will be investigated by the judicial officer or designated representative, and after careful consideration of the facts, the judicial officer or a designated representative will determine the degree of disciplinary action to be taken, if any. If extenuating circumstances exist, the judicial officer or a designated representative may temporarily suspend a student from attending classes and ban the student from campus, pending the outcome of an Administrative Review.
3. If a formal complaint is to be filed against a student, the student will be notified in writing of the nature of the charges against him/her and the date and place of the Administrative Review with the judicial officer or designated representative.
4. The student will be notified in writing of the disciplinary action to be taken by the School, if any, as soon as possible following the Administrative Review.
5. Action of the judicial officer or a designated representative that would impose a suspension or withdrawal from school may be appealed to the Principal or Director of the School, and if needed, to an appeal committee at the School District of Lee County.

## **APPEALS**

The following procedures are to be followed:

1. The appeal must be made in writing within three work days after notification to the student. The appeal must be sent to the Director or Principal. There are three grounds for appeal:
  - a. Improper disciplinary procedures being followed.
  - b. New, relevant or mitigating evidence that was unavailable to the student at the time of the original hearing.
  - c. Sanctions recommended by the original judicial officer are thought to be excessive.
2. The student will be notified in writing of the date and place of the appeal hearing. The notice will also inform the student of his/her right to appear at a fair and impartial appeal hearing, present relevant evidence and to bring witness statements on his/her behalf and have the opportunity for cross-examination. At this hearing, the student has the right to a representative of his choice and any fee charged by such a representative shall be the student's responsibility. This representative may act only in an advisory capacity to the student and will not be permitted to otherwise participate in the hearing.
3. The judicial officer will be present at the appeal hearing to present testimony, evidence and witness statements on behalf of the school.
4. Upon conclusion of the appeal hearing within 3 work days, the Director or Principal will provide the student with written notification

of the decision. This notification will include the findings of fact regarding the alleged violation(s) and the degree of disciplinary action.

5. If the student wishes to challenge the findings of the Director or Principal, he or she may appeal this decision to an appeal committee composed of administrators at the School District of Lee County. The committee will consist of the Director of Adult, Career and Technical Education, the Director of Student Services, and the Director of a Technical College not involved in the case. The appeal should be made in writing within five work days after notification to the student. The appeal committee will review the facts of the case and findings of the Director or Principal and make a decision regarding the disposition of the student's case. The actions and/or sanctions imposed by the appeal committee are final and shall constitute final agency action of the School District.

### **RE-ADMISSION AFTER DISCIPLINARY SUSPENSION**

Students under disciplinary suspension may re-enter after the specified time period identified in the suspension notice. Students who have been withdrawn may request re-admission to the school after a minimum period of two years from the withdrawal notice. Students withdrawn from one technical college for disciplinary reasons, may not request admission to another Lee County Technical College until the two-year waiting period has expired. Such requests for re-admission must be made to the Director or Principal in writing. A record of previous disciplinary action shall be admissible in subsequent determinations for re-admission.

### **COMPUTER/NETWORK USAGE**

It is a general policy that the District's Intranet environment and Internet access resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the general policy and guidelines will result in suspension or revocation of the user's privileges of access. Unacceptable uses of the network include, but are not limited to:

- violating the conditions of the Education Code dealing with students' rights to privacy;
- using profanity, obscenity, or other language, which is offensive to another user;
- reposting another individual's communications without the author's prior consent;
- copying commercial software in violation of copyright law or other copyright protected material;
- using the network for financial gain or for any commercial or illegal activity;
- using the network for product advertisement, political lobbying, or to unlawfully promote religion;
- the malicious attempt to harm or destroy data of another user or any other network is considered vandalism and is prohibited;

- improperly using telecommunication services or technology and/or posting inappropriate information on the web, during or after school hours that may interfere with the school environment

## **CONSUMER INFORMATION**

For consumer information, please visit our website:

<https://fortmyerstech.edu/about-fmtc/consumer-information/>

## **DISSEMINATION OF LITERATURE POLICY**

Students wishing to disseminate and/or post literature on any school bulletin board must follow these procedures:

- The student desirous of disseminating information must provide the flyer, notice, or bulletin to a member of the Administration who will review and initial the notice and place the information on the bulletin board or an appropriate place.
- The information a student may seek to have placed on the bulletin board or appropriate place is restricted to information about activities which will occur only on school grounds or during school hours or which have some connection with school business or Fort Myers Technical College's students.
- The student understands Fort Myers Technical College will determine the time limits and boundaries of content it deems acceptable to be placed on the bulletin boards.

## **DRESS CODE POLICY**

Dressing professionally is an important employability trait in a pre-employment educational environment. All programs at FMTC have a designated uniform that must be worn daily. Students who come to school in violation of the Fort Myers Technical College or the School District of Lee County dress code will face administrative action.

## **DRUG AND ALCOHOL ABUSE PREVENTION**

Fort Myers Technical College encourages healthy living habits for both students and employees. Eating healthily, getting sufficient sleep, regularly exercising, and making time for family and friends are important for assuring success in your program. In addition, we want students and staff to experience life free from dependence on drugs and alcohol.

The effects of drug and alcohol abuse can be devastating to individuals and families. Listed below are some of the health risks associated with drug and alcohol abuse:

- Psychological dependence. This is a mental or emotional adaptation to the effects of the drug that leads the abuser to believe he/she cannot function normally without the drug.
- Physical dependence. This is an adaptation whereby the body learns to live with the drug and becomes able to tolerate increasing doses.



Eventually, the abuser suffers withdrawal symptoms if deprived of the drug.

- Medical complications: Nervousness, anxiety, sleep disorders, muscle aches, spasms, vomiting and other gastrointestinal disorders, mental abnormalities, and changes in blood pressure/temperature/breathing rate, changes in heart rate/rhythm, cardiac arrest, convulsions, hallucinations, stroke, death, or many other dangerous conditions.

Of particular concern to students should be the learning disorders that can occur as a result of substance abuse:

- Interference with memory, sensation, and perception. Normal experiences can be distorted, and the abuser can experience a loss of self-control that can lead him/her to self-harm.
- Interference with the brain's ability to take in, sort, and synthesize information. Sensory information can run together, providing new sensations while blocking normal ability to understand the information received.
- Experiencing a false sense of functioning at one's best while under the influence.

### **Preventing Drug and Alcohol Abuse**

- Be firm about saying no. You do not have to explain your reasons. People who care about you will respect and support your decision. You never know when your decision will persuade someone else to change his/her behavior.
- Surround yourself with people who think like you do. Give yourself the opportunity to find common interests with people who live healthy, active lifestyles.
- Avoid temptation. Remove substances from your home. Stay away from places where they are used or sold. Find recreational activities that allow you to maintain your commitment to living a drug-free life. Take up a new hobby or sport, volunteer, spend more time with your children, do those projects you have been meaning to do around the house.
- Take seriously the responsibility all adults have to set a good example for children.
- Take the money you spend on unhealthy activities and save toward something special you and/or your family has been anticipating.
- Find productive ways to manage the stress in your life.

### **Drug and Alcohol Counseling, Treatment, or Rehabilitation Programs**

Many resources are available to help students and employees who want to seek help. Shown below are local resources for students and staff who decide to seek addiction counseling. These resources also have assistance for the friends and family members of those seeking help.

- Alcoholics Anonymous, Ft. Myers, 239-275-5111, [www.leecountyaa.org](http://www.leecountyaa.org)

- Al-Anon/Alateen, Ft. Myers, 239-274-1353,
- <https://al-anon.org/al-anon-meetings/find-an-al-anon-meeting>
- David Lawrence Center, Naples, 239-455-8500, [www.davidlawrencecenter.org](http://www.davidlawrencecenter.org)
- Narcotics Anonymous, 24-hour Help Line: 1-866-389-1344, <https://nagulfcoastfla.org>
- Grace Church—Celebrate Recovery, Cape Coral, 239-574-7161
- Salus Care, Ft. Myers, 239-275-3222, [www.saluscareflorida.org](http://www.saluscareflorida.org)
- Lutheran Services Florida, Inc. (services for adolescents/families), Ft. Myers, 239-275-1126 or 239-278-5400
- Teen Challenge (for 18+), 239-275-1974 (Men); 239-939-7705 (Women)
- The Salvation Army Crossroads (for men only), 239-334-3745

## **EMERGENCY EVACUATION**

An emergency evacuation diagram is posted in each classroom. In the event of fire or other types of emergencies, students will follow the posted instructions for clearing both classrooms and buildings. Fire drills, tornado drills, and other types of drills are held throughout the year for disaster preparedness. Cell phones are not allowed to be used during these emergency drills as they may pose a hazard to the students' safety.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. A student should submit to the registrar, dean, head of the academic department, [or other appropriate official,] a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask FMTC to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be

changed.

If FMTC decides not to amend the record as requested, FMTC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before FMTC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FMTC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by FMTC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of FMTC who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for FMTC.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FMTC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school

officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under

§ 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### **Health and Safety Exemption Requirement 34 CFR 99.31(a)(10) & 34 CFR 99.36**

FMTC will disclose PII from an education record to appropriate parties in connection with an emergency *if* knowledge of the information is necessary to protect the health or safety of the student or other individuals.

### **NOTICE OF DIRECTORY INFORMATION**

"Directory information" includes the student's name, address, telephone number, e-mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user, and a student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Adult students, parents or guardians of students must notify the school in writing within the first ten (10) days of school each year that such personally identifiable information is not to be designated directory information with respect to that adult student or pupil.

In the absence of a written notice by an adult student, parent or guardian of a student to withhold any, or all, information included in the definition of “directory information,” the school reserves the right to release any of this information as it may consider desirable and in compliance with the law. Nondirectory information will be released as per the above stated laws.

The intent of the law is to protect the accuracy and privacy of a student’s educational records, and such adult student, parent or guardian of a student’s record shall have the right to access, waiver of access, challenge and hearing, review and reasonable interpretation of any such record or report upon appropriate written request to the principal of the school where the adult student is enrolled.

A copy of School Board policy 4.19 is available in each school for the interpretation of the educational records of students.

## **FIELD TRIPS**

Instructors may arrange field trips with administrative approval to various businesses or industries as part of the unit of study. The student’s behavior must be above reproach while away from the school campus. High school students must submit a parent permission slip for each field trip.

## **FINANCIAL AID SERVICES**

Financial aid is available to eligible students. Information regarding sources and the eligibility to receive funding may be obtained in the Financial Aid Office. Federal financial aid is not available for programs less than 600 clock hours. The school’s standard for satisfactory academic progress must be maintained throughout the length of the program to remain eligible for federal financial aid. Other financial aid programs may have additional requirements.

The technical colleges’ financial aid awards are contingent upon receipt of funds. Sources include but are not limited to Federal Pell Grant, Florida Bright Futures, Florida Prepaid Tuition, Postsecondary Tuition Assistance Grant, local scholarships, and outside agencies. FMTC does not participate in the Federal Student Loan Programs.

## **LOSS OF FINANCIAL AID DUE TO SUBSTANTIAL DISRUPTION**

United States Public Law 92.318; Section 497(a): This law provides that students or employees at an institution of higher learning will not be eligible for financial assistance provided by the federal government if after notice and a hearing are found guilty of substantial disruption.

## **SATISFACTORY ACADEMIC PROGRESS**

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid Administrator will require a progress report to be completed and submitted to the Financial Aid Office prior to each disbursement.

Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade average (CGA), and do not exceed the maximum time limits to complete their course of study. Each student's academic progress will be checked at 450 clock hours (300 hours for CHCA) and prior to subsequent disbursements for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year.

No SAP is required prior to the first disbursement.

Satisfactory Academic Progress is defined as:

- Maintaining a **minimum cumulative grade average of 75** (80 for Health Sciences) as determined by the student's individual program on all theory, clinical, or shop performance each evaluation period. (Qualitative Measurement).
- Maintaining a **67% pace of progression** (successfully completed clock hours ÷ scheduled clock hours) within the time frame as defined by individual program guidelines for the evaluation period. The 85% rule refers to the quantity of work completed for on-time program completion. Therefore, if a student's work is satisfactory, but he/she is behind schedule in completing the program's competencies, he/she cannot be reported as satisfactory for SAP reporting (Quantitative Measurement).
- Students are allowed up to 150% of the scheduled clock hours to complete their program (Minimum 67% Pace of Progression); however, they will only be provided financial aid for 100% of the program hours.

Failure to meet Financial Aid Satisfactory Academic Progress

- At the technical colleges, there is no academic probation or warning upon the determination of unsatisfactory financial aid satisfactory academic progress. Students acknowledge notice of unsatisfactory academic progress and the forfeiture of scheduled financial aid payment by signing the Satisfactory Academic Progress form. Failure to achieve satisfactory academic progress at the end of a payment period will result in the forfeiture of Federal Title IV funding until satisfactory academic progress is achieved in a minimum of one additional payment period.
- Reinstatement of financial aid will be granted when a student achieves a satisfactory academic progress report for the subsequent payment period for which no grant aid was awarded.

## FINANCIAL INFORMATION

### TUITION

The hourly fee rates are determined by the Florida State Legislature annually and are calculated accordingly for Florida and non-Florida residents. Fees



are subject to change from one school year to the next. In exceptional instances, the fee rate may increase during the school year. Proof of residency must be provided at the time of registration.

Tuition is calculated based on the technical program's scheduled hours. Tuition is charged by an enrollment period, payable two weeks prior to the start of each enrollment period. The school is prohibited by State Statute from allowing students to begin class who have not yet paid the fees due.

Students scheduled to complete or finish a program during a semester are charged for the hours scheduled as remaining in the student's enrollment. Students who require additional hours to complete their program beyond this point are charged for those hours and must pay for them before being allowed to continue.

Tuition for students withdrawing from school during the first five school days of an enrollment period are fully refundable, with the exception of the non-refundable application fee. For programs less than 250 clock hours, the refund policy is two days.

### **APPLICATION FEE**

A non-refundable application fee of \$45 is due at the time of enrollment for each program. Any subsequent enrollment in a different program will require an additional \$45 fee.

### **BOOK FEE**

Costs for textbooks vary by program. Textbook lists and associated costs are published on program disclosure documents and FMTC's website. If students are responsible for purchasing their own books, they can buy them from any source (Amazon, eBay, Textbookrush, etc.). FMTC also maintains an online bookstore that can be found at <https://fortmyerstech.edu/future-students/bookstore/>. Textbooks for dual-enrolled high school students are provided by The School District of Lee County, Florida, at no cost to the student.

### **COMMENCEMENT FEE**

This fee is charged the last enrollment period of the program and covers the cost of career certificates and certificate covers. Administration will determine if a commencement ceremony will be held based on availability of a suitable location or if other options will be explored.

### **LAB FEE**

For most programs, a lab fee is payable by the first day of each payment period.

### **OTHER COSTS**

Program information sheets listing specific items which must be purchased for

each program are published each year and are available from the Student Services Department. These items, which are the responsibility of the student to acquire, are listed on the disclosure fee sheets and include such things as additional uniform requirements, supplies, and/or consumable materials. These items are the property of the student and must be purchased, maintained, and secured by the student. Students should check with an admissions specialist or instructor prior to entering the program to determine costs and sources of these items.

### **PERSONAL CHECK POLICY**

Fort Myers Technical College accepts personal checks as payment for student fees. Please be aware of the following policies regarding acceptance of personal checks:

- Be prepared to present your driver's license or other form of photo ID when paying by personal check.
- Refunds to eligible students who paid by personal check will not be issued until fifteen (15) working days after deposit of check into Fort Myers Technical College's bank account.
- Checks that are returned by the bank for any reason may be subject to service charges in addition to the amount of the check.
- Any student who made payment with a check that was dishonored by his/her bank may be put on a cash or money order only status.

If the student does not contact Student Accounts within forty-eight (48) hours, the student will be asked to leave class until the balance due is paid. The "Statutory Notice" from the State Attorney's office regarding penalty for nonpayment of a check that has been dishonored by the bank is available in the Student Accounts office per request.

### **REFUND POLICY**

If the school closes or cancels a program, the student will receive 100% refund of tuition and lab fees paid.

All full-time students voluntarily/non-voluntarily withdrawn from a program during the first five days of enrollment or the first two days of enrollment for programs less than 250 hours will receive a 100% refund of the tuition and lab fees paid, provided all lab supplies are returned, with the exception of the nonrefundable application fee. After these drop/add periods, there are no refunds.

Refunds, when due, are made without requiring a request from the student. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification 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. All refunds are made within 45 days of the student's last day of attendance.

In accordance with the Council on Occupational Education requirements,

students who have not visited the school facility prior to enrollment can withdraw within three days following either attendance at an orientation or a tour of the school facilities and receive a full refund of all tuition and fees paid.

### **REFUND POLICY FOR TITLE IV RECIPIENTS**

When a Title IV eligible student is voluntarily/non-voluntarily withdrawn from school, he/she must contact the financial aid office prior to his/her last date of attendance. For the purposes of return of the Title IV funds calculations, the last day of attendance is the official withdrawal date. For any Title IV recipient voluntarily/non-voluntarily terminating his/her program of study after entering the institution and before completing the program, a Return of Title IV funds calculation will be performed to determine the amount that a student has earned and the amount that must be returned. Examples of Return of Title IV funds calculations are available in the Financial Aid Office. The student is obligated for any tuition, fees, books, or equipment not covered by the Title IV funds.

### **VETERANS**

In order to be eligible for VA Educational benefits, the student must file the proper forms on the VA web site, [www.GIBILL.VA.gov](http://www.GIBILL.VA.gov), or consult with the VA Certifying Officer at Fort Myers Technical College. Students eligible for VA benefits must submit all military and post-secondary transcripts.

All veterans receiving educational benefits while attending Fort Myers Technical College are subject to the general policies and procedures of the school and the specific requirements of the Veterans Administration.

### **VETERANS' ATTENDANCE POLICY**

Early departures, class cuts, tardies, etc. for any portion of a class period will be counted as actual clock-hour time missed. Students who, for any reason, miss more than 20% of the total scheduled course hours in a calendar month are considered to be in violation of the attendance policy and the student will be placed on attendance probation for one (1) month for unsatisfactory attendance. If the student fails to meet attendance standards the following month, his/her unsatisfactory attendance will be reported to VA and his/her benefits will be terminated.

In order to show that the cause of unsatisfactory attendance has been eliminated, students must not miss more than 20% of the total scheduled hours in one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for U.S. Department of Veterans Affairs (USDVA) and State Approving Agency (SAA) audit purposes.

Fort Myers Technical College will accommodate short absences for enrolled members of the Armed Forces, including reserve components and National Guard through submission of an official Leave of Absence. For those

members requiring an extended absence for reason of serving in the Armed Forces, we will suspend enrollment and allow readmission upon completion of service.

### **VETERANS' ENROLLMENT IN PROGRAMS**

All veterans receiving educational benefits while attending FMTC will document his/her approval of enrollment when meeting with the financial aid specialist. Students must be recertified each payment period and will not be automatically reenrolled.

### **VETERANS' STANDARDS OF ACADEMIC PROGRESS**

Students receiving VA educational benefits are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade average (CGA), and do not exceed the maximum time limits to complete their course of study. Each student's academic progress will be checked at 450 clock hours (300 hours for CHCA) and prior to subsequent disbursements for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year.

Students must maintain a minimum CGA of 75 (80 for Health Sciences) each evaluation period. If the VA student's CGA falls below 75 (80 for Health Sciences) at the end of the evaluation period, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory academic progress may petition the school to be recertified after attaining a CGA of 75 (80 for Health Sciences) in a subsequent payment period.

### **GRIEVANCE POLICY**

If a student or applicant feels he/she has been unfairly treated, he/she may appeal any policy or procedure. First, the student is to discuss the matter with his/her program instructor. If the conflict still exists, the student should then talk with the program manager or associate director. If the conflict persists, the student may make an appointment with the school director.

If the student wishes to challenge the findings of the director, he/she may appeal this decision to an appeal committee composed of administrators at The School District of Lee County, Florida. The committee will consist of the Director of Adult and Career Education, the Director of Student Services, and the Director of a technical college not involved in the case. The appeal should be made in writing within five workdays after notification to the student. The appeal committee will review the facts of the case and findings of the director and make a decision regarding the disposition of the student's case. The actions and/or sanctions imposed by the appeal committee are final and shall constitute final agency action of The School District of Lee County, Florida.

If a student feels his or her concerns have not been satisfied on the local

level, the student is free to write to the following address, which is the accrediting body for the school:

Council on Occupational Education  
7840 Roswell Road Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898  
[www.council.org](http://www.council.org)

If the conflict is of a discriminatory or sexual harassment nature, the student may be referred to the technical college's equity coordinator (for more information, please see Equity Policy and contact information on the school's website).

## **HEALTH SERVICES**

No healthcare is provided on campus. First aid kits are available in all laboratories/shops. Automated External Defibrillators are located in Buildings A, C, H, and L.

At the time of registration, if a student has a medical problem which might interfere with learning or result in a future emergency, the information should be documented on the student emergency information form.

It is the student's responsibility to notify the instructors of all injuries or illnesses no matter how slight they may appear, so that appropriate care can be recommended and proper documentation can be completed. In the event of an accident or emergency of a medical nature, the instructor will notify the Security Specialist to determine if additional medical service will be needed. If a high school student becomes ill and wishes to leave campus, the student must see someone in Student Services or Administration.

## **INSTRUCTIONAL POLICIES AND PROCEDURES**

### **ATTENDANCE POLICIES**

FMTC expects all students to attend regularly to derive maximum benefit from the instructional program and to develop acceptable employability habits of punctuality, self-discipline, and responsibility. Students will be expected to sign off on the FMTC Attendance Policy at the beginning of their program as unsatisfactory attendance can negatively affect financial aid and program progression.

- Students must be on time and must notify their instructor if they will be tardy. Tardies include late morning arrivals and arriving late from lunch.
- Students must notify their instructor when they will be absent within the first hour of the scheduled course arrival time.
- Leaving early without permission prior to the end of the school day is a violation of the attendance policy.
- Students displaying a pattern of non-attendance, late arrival, or

early departure may be referred to Student Services.

- **Students absent for 6 consecutive days without contacting the instructor will be automatically withdrawn.**
- All students must clock in at the beginning of the day, clock out at lunch, clock in when they return from lunch, and clock out when they leave for the day. **Students are not permitted to clock another student in or out.** If one student clocks another in or out, both students may be subject to disciplinary action up to and including withdrawal from school.
- All students in Cooperative Education and Internship/Externship are to notify their employer and instructor if they are unable to report to work. Health Science Education students must notify their instructor if they are unable to report to Clinicals.

### ***Excused Absence Policy***

For the purposes of determining whether a student successfully completes the clock hours in a program, a student is expected to miss no more than 10% of the scheduled hours in each payment period. In other words, up to 10% of the clock-hours in a payment period can be excused (i.e., the student does not have to make up the hours). Time missed due to arriving late or leaving early is subtracted from attended clock-hours. All programs follow a clear and structured course of study; missing instructional time may negatively affect progression in a program. Students who do not meet the standard of acceptable attendance by the end of a payment period may be withdrawn.

### ***Leave of Absence Policy***

Students who require an extended absence for a legitimate, unforeseen circumstance may submit a Leave of Absence request to administration in advance of the absence. Students taking approved leave retain in-school status. A student who does not return from an approved Leave of Absence will be considered withdrawn. In order for a leave of absence to be approved, the student and instructor must agree upon a Plan of Action to make up missed work. The student must also meet with financial aid and the director/designee for final approval.

Students who exercise a leave of absence may have to extend their time in the program and pay additional fees which may not be covered by financial aid.

High school dual-enrolled students are not eligible for a leave of absence.

## **GRADING SYSTEM**

Standards of progress established for each program are based upon identified competencies to be accomplished by students in the program. The technical colleges employ an electronic gradebook which the instructors use to record student performance for each enrollment period. Each instructor

details their grading procedures in either their Master Plan of Instruction, syllabi, or course outline. Students are provided with access to their own performance through a password-protected student FOCUS portal.

Grades will have the following values:

A = 90-100 percent	D = 60-69 percent
B = 80-89 percent	F = 0-59 percent
C = 70-79 percent	

Students who have academic deficiencies, and/or were not in compliance with the school attendance policy, and/or have excessive discipline referrals may be withdrawn.

### **MAKEUP WORK**

All work missed from a program as a result of absences must be made up during the semester in which it occurred. Each program has a policy on make-up work.

### **PROGRAM COMPLETION REQUIREMENTS**

Certification for FULL program completion is determined by (1) mastery of 85% of program competencies as determined by the instructor, (2) a final grade of 75% or better (80% Health Sciences) in each course, (3) proof of state-mandated basic skills levels, and (4) a minimum attendance rate of 90% per payment period (95% for some Health Science programs). Under unique circumstances, instructors in our competency-based programs may recommend a student for completion who falls short of the attendance rate as long as #1-3 above are met. Students meeting these requirements are awarded a full program certificate.

A record of the student's progress is kept up-to-date by the instructor and available to the student in the FOCUS Student Portal. High school grades are reported to the assigned high school.

Exceptions to the program completion requirements include Health Science programs.

### **WITHDRAWAL AND READMISSION POLICY**

Students who plan to voluntarily withdraw must confer with Student Services prior to leaving the school. The withdrawal procedure is as follows:

1. Obtain a Student Withdrawal Form from the Student Services Department.
2. Secure the signature of the instructor/program manager indicating the return of anybooks, tools, or equipment which are property of the school.
3. Advise the financial aid specialist of the withdrawal and have him/her review eligibility.

4. Review your account with the student accounts office.
5. Complete exit interview.

Once these steps are completed, the withdrawal is complete.

Students who voluntarily withdraw from school during a semester will not be allowed to reenroll until the beginning of the next semester without prior approval of administration and admissions.

### ***Readmission for Voluntary Withdrawals***

Students who have voluntarily withdrawn from a program and wish to return to continue working toward a certificate may reenroll during the next Open Enrollment on a space available basis. Students must complete the following:

- Confer with an admissions specialist.
- Submit enrollment paperwork.
- Pay applicable and/or outstanding fees.

### ***Readmission for Involuntary Withdrawals***

All students who have been withdrawn as a result of disciplinary action, violation of attendance policies, or academic failure must sit out for a specified period of time prior to applying for readmission. Health Science programs have different guidelines and criteria that can be found in the programs' Master Plans of Instruction.

- Disciplinary: Students may reenroll after a period of two years from the withdrawal notice.
- Attendance: Students may reenroll after sitting out the rest of the current semester in which they are withdrawn and one additional full semester. If a student is withdrawn a second time, he/she must seek administrative approval to reapply.
- Academic: Students may reenroll after a minimum period of one full year. If a student is withdrawn a second time, he/she must seek administrative approval to reapply.

## **JOB PLACEMENT**

The administrators, instructors, and Career Specialist combine their efforts to provide a link between employers who wish to hire students and students who are actively seeking full- or part-time employment. The Career Specialist accepts job orders from employers and delivers this information to students in a variety of ways:

1. Through the college's career development website: [www.collegecentral.com/fortmyerstech](http://www.collegecentral.com/fortmyerstech). Jobs are posted either by the Career Specialist or employers themselves. Students have access to this website via computer or any mobile device. Students can browse, conduct job searches, and apply for jobs directly



through this website. Students will be able to directly contact employers to schedule appointments and/or interviews related to the positions posted.

2. Career fairs and community hiring events are also advertised to students via [www.collegecentral.com/fortmyerstech](http://www.collegecentral.com/fortmyerstech). Students can view up to date information on local hiring events in our area by logging onto their account and reviewing the event page on the college's career services website.
3. The Career Specialist will also email jobs directly to students via this website, as long as students have granted authorization to be contacted by the Career Services Office.
4. The Career Specialist will also utilize social media, such as Facebook and Twitter, to relay new job information that has been posted to [www.collegecentral.com/fortmyerstech](http://www.collegecentral.com/fortmyerstech).
5. Biannual career fairs will be hosted on campus where students can meet employers and discuss various employment opportunities, including internships, cooperative learning assignments, and possible externship opportunities. A career fair is hosted by the college once in the fall and once in the spring.

Furthermore, Fort Myers Technical College adopts a team approach to job placement, which involves the instructors, career specialist, and advisory committee members who provide new information about employment trends and forecasts to students. Additionally, employability skills training is presented to students individually by appointment through the Career Services Center, such as job search strategies, mock interviewing, resume writing, etc. What's more, employability skills trainings are conducted in the classroom, through mini-seminars held on campus, and workshops that are presented throughout the school year.

Employability information and trainings can also be found through the college's career services website at [www.collegecentral.com/fortmyerstech](http://www.collegecentral.com/fortmyerstech). By utilizing this resource, students can read articles on employment tips, cover letter development, view videos on dressing for success, interview dos and don'ts, and also listen to audio podcasts on career fair etiquette, elevator speeches, etc.

Finally, members of the community, employers, parents, and prospective students who visit Fort Myers Technical College have an opportunity to see the college's commitment to job placement for its students through its many resources.

## **SCHOOL NEWSLETTER**

*Soaring Scene* is the school newsletter, and it is published at various times throughout the year.

## STATEWIDE ARTICULATION AGREEMENTS

Articulation agreements provide for the awarding of college credits (depending on the FMTC program completed). The Florida State Board of Education has approved a list of Statewide Career and Technical Education Articulation Agreements based on completed programs and industry certification. Please go to <http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/> for more information about articulation agreements.

## STUDENT ID POLICY

For safety and security, all students will receive a photo ID during the first week of class. EVERY STUDENT MUST WEAR THE ID BADGE (worn above the waist, photo facing out) in class and while on campus. Students will be required to purchase replacement ID badges for \$5 if they are lost or stolen.

## STUDENT ORGANIZATIONS

**SkillsUSA:** SkillsUSA has an active chapter at Fort Myers Technical College. This is a national organization for vocational and industrial students of both secondary and postsecondary schools. The general purpose of the SkillsUSA program is to promote leadership and self-development for career education students. Annual regional, state, national, and international skills competitions are held among vocational/technical students from various schools throughout the world. All eligible students are encouraged to participate.

**Health Occupations Students of America (HOSA), Inc.:** HOSA is the vocational student organization for Health Science Education. It is appropriate for providing leadership training experiences and for reinforcing specific vocational skills. Health Science Education students have membership in this organization as part of their program costs. Members are encouraged to take an active role.

**National Technical Honor Society (NTHS):** The NTHS is an organization committed to the recognition of excellence in every arena of Career and Technical Education. NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace; in addition, this organization stresses student achievement, community service, and contributions from business, industry, and educational professionals.

## STUDENT RECORDS

### PRIVACY OF RECORDS

The Student Services Department is the custodian of student records. Lee County School Board Policy 4.19 regarding student records includes the privacy of student records and is available for inspection during normal

school hours. The policy outlines the right to review, copy, and challenge records as well as the right to a hearing and the right to waive access to review or statements of recommendations or evaluation. For adult students, the Family Educational Rights and Privacy Act of 1974 (FERPA) Release provides for the confidentiality of student education records. Fort Myers Technical College may not disclose educational information, nor permit inspection of an adult student's education records, without the written permission of the student, unless such actions are covered by certain exceptions as stipulated in FERPA.

## **TRANSCRIPT REQUESTS**

Requests for transcripts or certificates of grade and program results will be issued only upon the written request of the student for a \$5.00 charge payable by cash or money order. Students who have outstanding balances due to FMTC will not have transcripts released to any other educational institution or licensing agency until Fort Myers Technical College is officially notified to do so by the Student Accounts office.

## **STUDENT RETENTION PLAN**

The FMTC Student Services Department is the first line of defense in student retention, and strategies are implemented as early as the enrollment process. The Admissions Specialist works with individual applicants to reach the common goals of enrollment and success. Programs are filled on a first come first served basis during Open Enrollment. When a student's first choice of program is unavailable, the Admissions Specialist counsels him/her and discusses the benefits and similarities of other programs that may be of interest.

Once enrolled, if a student has not met the Basic Skills Exam requirements of his/her program, the Admissions Specialist refers the student to the School District of Lee County Career and Adult Education Department for remediation services. Students are able to attend classes at night that do not impede on their daily schedule at FMTC before retaking the Basic Skills Assessment.

As an alternative approach, all programs on campus that have an available CAPE – Postsecondary Industry Certification included on the Basic Skills Licensure Exemption List offer that certification to students in their program to both make them more marketable to a local employer and give them another method for meeting the Basic Skills Assessment requirement.

Throughout a student's tenure at FMTC, attendance and academics are monitored closely by the instructors and the FMTC Program Manager. When students start to fall below standards, they are issued a Deficiency Report that includes recommendations for improvement.

If an instructor determines a student is experiencing financial issues, he/she is referred to the Financial Aid Department to discuss Title IV Financial Aid resources as well as internal and external scholarship opportunities and local community resources.

If a student brings a concern to the Student Services Department about a program or instructor, the Admissions Specialist, Career Specialist, Program Manager, or Associate Director will conference with the student and/or the instructor to attempt a peaceful resolution.

The SWFPSA campus is a designated public service academy enrolling in programs for Law Enforcement, Corrections, Fire and EMT career fields. Within each program there is a set of academic rules and guidelines for retention and student success. Due to the nature of the programs and their coordination with both the Criminal Justice Standards and Training Commission, the Bureau of Fire Standards and Training and the Florida Department of Health, specific criteria have been developed in regard to retention.

The Bureau of Fire Standards and Training, the Criminal Justice Standards and Training Commission and the Florida Department of Health dictate the number of class hours required for certification. Programs do not allow for any absences. The SWFPSA staff closely monitor all attendance and deal with absenteeism on a case by case basis. The recruit must be aware that missing just one day, depending on the subject matter, could result in removal from the program.

Florida Law Enforcement Academy, Correctional Officer (B RTP), Crossover from Law Enforcement Officer to Correctional Officer and Crossover from Correctional Officer to Law Enforcement Officer students are required to successfully complete any Commission-required certification course. A student must achieve a score of at least 80% percent on the course's comprehensive examination(s) intended to measure the student's acquisition of knowledge, skills, and abilities. If a student does not achieve a passing score on an examination, they are afforded a one-time retake. If a student fails a re-take examination, the student will be withdrawn from the program.

Fire and EMT students are required to successfully complete any Bureau of Fire Standards and Training and Florida Health Department requirements. All tests, both written and practical, shall require a score of 70% on each subject listed in the respective courses. Students whose average falls below 70% shall be removed from the program. If a minimum score of 70% is not achieved on any test, the student shall be afforded a one-time makeup examination to achieve the required 70%. Tests shall be designed to encompass all significant content of the subjects taught. If a student fails a second time, or fails a third exam, the student will be withdrawn from the program.

If a student brings a concern to the program coordinator or instructor regarding a program requirement, the coordinator, and director if needed, will conference with the student and attempt a resolution.

This plan will be evaluated annually by the FMTC and SWFPSA faculty with input from student exit surveys. It will be published in the FMTC and SWFPSA Student Handbooks.

## **STUDENT SAFETY**

The use of safety glasses, helmets, and other personal protective equipment is required for all students participating in certain laboratory and shop activities. Clothing and accessories that can be caught in moving parts such as long sleeves or loose, unbuttoned shirts are prohibited. Long hair must be pulled back while working on equipment so that vision is not impaired and the hair does not become caught in moving parts.

Students will not operate any equipment which has not been authorized by the instructor for their use. The use of school vehicles or any other moving vehicles (mowers, tractors, etc.) must not be driven more than the approved 10-mph limit on campus because of the danger to pedestrians or other drivers.

Any student who sustains an injury or becomes ill must report to his/her instructor immediately.

Automated External Defibrillators (AEDs) are located in the lobbies of Buildings A, C, H, and L.

## **STUDENT SERVICES**

Fort Myers Technical College's Student Services staff and Administration believe that academic and career counseling are important components for a successful educational experience at FMTC. Student Services staff assist students by providing general information about their program, help with planning their course of study, review requirements for various credentials in the field of study and register students for classes. A list of programs, school catalogs, and pamphlets are provided. The Admissions Specialist assists students in clarifying educational and occupational objectives, developing study skills and habits, and dealing with personal concerns.

## **STUDENTS WITH DISABILITIES**

All programs, campus organizations, and activities are open to all students regardless of disability. Efforts are made to assist these students to function as independently as possible while attending school. Should special needs arise, the Administration and/or Student/Career Services are to be notified (see Health Services).

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students must supply documentation which is less than 2 years old for accommodations requested. Documentation of the accommodations requested and provided will be maintained in a confidential file.

## **TECH TOTS LEARNING CENTER**

The Fort Myers Technical College Tech Tots Learning Center is the state-licensed, pre-school program at the Fort Myers Technical College campus. The Center is an approved VPK provider for four-year-olds. Students, whose children meet the eligibility requirements for Florida's VPK program and present the appropriate certificate may file an application with the staff at the Center. Further information regarding child care services and fees may be obtained from the director of the Center.

## **TIMELY WARNING ISSUANCE AND POLICY PROVISIONS**

**The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** is a federal law that requires colleges and universities to disclose crime statistics that happen on and around their campuses. The law was originally known as the Crime Awareness and Campus Security Act of 1990 and was amended and renamed in 1998 after Jeanne Clery, a Lehigh University student was assaulted and murdered in her residence hall on April 5, 1986. These statistics are published annually on the school's website.

**Citation:** Under the Clery Act, institutions must issue timely warnings to the campus community to inform affected persons of crimes considered to be a threat to students and employees.

**FDLE: Florida Sexual Offenders and Predators:** Pursuant to Florida Statute s. 943.043, students and employees can access the Florida Department of Law Enforcement sexual predator and sexual offender registry at <https://offender.fdle.state.fl.us/> or toll free at 1-888-357-7332.

## **VEHICLE PARKING POLICY**

Parking is available to students who provide their own transportation to the school and hold a valid driver's license. For safety and convenience, each student providing his or her own transportation will receive a hanging parking tag. This parking tag must be displayed in the front window of any vehicle using our facility.

Parking for students is not permitted in the visitor parking area or in the areas designated for Cosmetology and Tech Tots patrons. **Parking behind the shop area is restricted to faculty parking only, except for students who will be working on their personal vehicles with the instructor's permission.** If so, a shop work order must be prominently displayed on the

vehicle. Improperly parked vehicles will be addressed by a school security specialist.

The law permits only persons with disabled veteran (DV), handicapped (HC) or international wheelchair tags to park in a space designated “Handicapped Only.” Unauthorized or improperly parked vehicles may be towed away at the owner’s expense.

Requests for additional parking tags or replacements for lost or stolen parking tags will be charged a nominal fee.

## **VERIFICATION OF STUDENT IDENTITY IN DISTANCE EDUCATION POLICY**

### **SCOPE**

This policy applies to all distance learning courses and programs offered by Fort Myers Technical College beginning with the application for admission and continuing through to the student’s completion, transfer, and/or withdrawal from study. FMTC is committed to the academic honesty and integrity of our entire community.

### **PURPOSE**

The purpose of this policy is to ensure that Fort Myers Technical College is operating in compliance with the provisions of the United States Federal Higher Education Act (HEOA), Public Law 110-315, Section 602.17, Subsection G requiring academic institutions that offer distance education to have procedures in place to verify student identity, making certain that the student is who he or she is purporting to be.

All courses and programs offered through distance education at Fort Myers Technical College must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit through Occupational Completion Points (OCP’s).

One or more of the following methods will be used by faculty instructing the course or program:

- Secure login and password: An individual secure login and password in the Blackboard virtual learning environment
- Proctored exams: Using secure online portal or proctoring exams on campus
- New or Emerging Technologies: Other technologies and practices that have been shown to be effective in verifying student identification must be approved by FMTC Administration
- Pedagogical and related instructional practices: Online instructors have a responsibility to identify sudden changes in students’ academic performance including but not limited to changes in writing style, asking students to share key ideas learned, or noting irregularities in communications through discussions or email. In

addition, instructors should use more than one kind of method to assess student performance.

- Response time: Online instructors are expected to respond to students' requests and/or postings within one school day.

## **VOTER REGISTRATION**

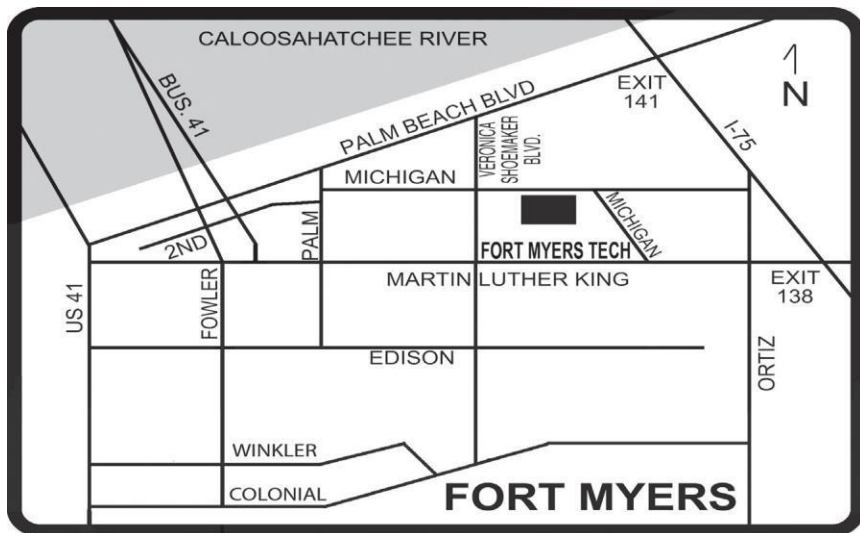
FMTC promotes responsible citizenship through voting in local, state, and federal elections as part of becoming productive citizens in today's global society. Florida Voter Registration Applications are available in Student Services, on the school website at [www.FortMyersTech.edu](http://www.FortMyersTech.edu), and/or may be downloaded from the Lee County Government's web site at [www.leeelections.com](http://www.leeelections.com). In addition, voter registration drives take place on an annual basis.

## **WEAPONS AND FIREARMS ON CAMPUS**

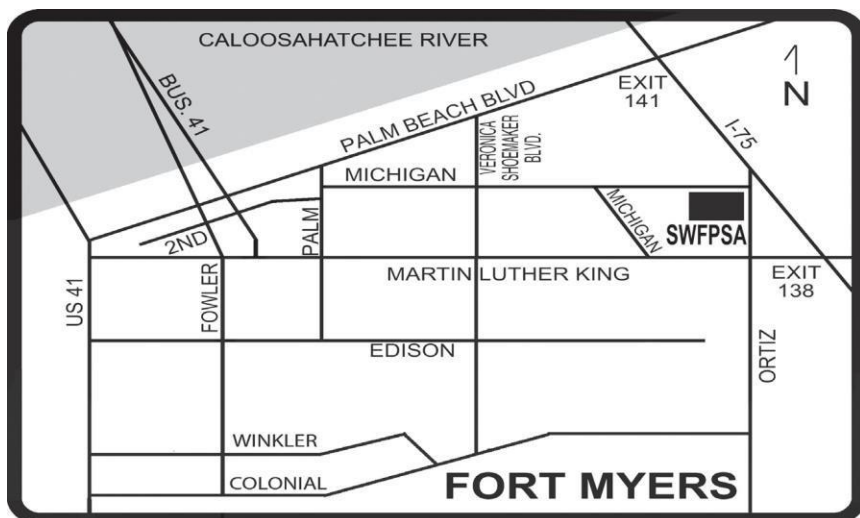
F.S. 790.115 prohibits the possession of weapons or firearms of any kind on campus, including being stored in vehicles. Possession on school grounds is a felony.



Fort Myers Technical College  
Main Campus  
3800 Michigan Ave., Fort Myers, FL 33916



Southwest Florida Public Service Academy  
Extension Campus  
4312 Michigan Ave., Fort Myers, FL 33905



## 2023-2024 FMTC Student Handbook January 2024 Addendum

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Dennis Eads, Associate Director, SWFL Public Service Academy

### Page 10

#### CASAS RETEST POLICY

Fort Myers Technical College adheres to all recommended testing policies established by the Florida Department of Education, The American Psychological Association (APA), and the National Reporting System (NRS).

Students are allowed to retest a minimum of **two weeks** following a test date that resulted in out-of-range scores. If an additional retest is needed, students will be required to show proof of 70-100 hours of remediation.

Students requiring remediation based on CASAS results may enroll in GED prep classes through the Adult and Career Education department at the School District of Lee County office. More information can be found here: [https://www.leeschools.net/our\\_district/departments/academic\\_services/adult\\_and\\_career\\_education/GED/GEDclasses](https://www.leeschools.net/our_district/departments/academic_services/adult_and_career_education/GED/GEDclasses). Upon completion of remediation, the student will retest only on the needed subtests.

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#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

5. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. A student should submit to the registrar, dean, head of the academic department, [or other appropriate official,] a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
6. The right to request the amendment of the student's education

records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask FMTC to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If FMTC decides not to amend the record as requested, FMTC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

7. The right to provide written consent before FMTC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FMTC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by FMTC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of FMTC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for FMTC.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FMTC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS

tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## **Health and Safety Exemption Requirement 34 CFR 99.31(a)(10) & 34 CFR 99.36**

FMTC will disclose PII from an education record to appropriate parties in connection with an emergency *if* knowledge of the information is necessary to protect the health or safety of the student or other individuals.

## **Pages 27-28**

### **NOTICE OF DIRECTORY INFORMATION**

“Directory information” includes the student’s name, address, telephone number, e-mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user, and a student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in

conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Adult students, parents or guardians of students must notify the school in writing within the first ten (10) days of school each year that such personally identifiable information is not to be designated directory information with respect to that adult student or pupil.

In the absence of a written notice by an adult student, parent or guardian of a student to withhold any, or all, information included in the definition of "directory information," the school reserves the right to release any of this information as it may consider desirable and in compliance with the law. Nondirectory information will be released as per the above stated laws.

The intent of the law is to protect the accuracy and privacy of a student's educational records, and such adult student, parent or guardian of a student's record shall have the right to access, waiver of access, challenge and hearing, review and reasonable interpretation of any such record or report upon appropriate written request to the principal of the school where the adult student is enrolled.

A copy of School Board policy 4.19 is available in each school for the interpretation of the educational records of students.

## **Page 33**

### **VETERANS' ENROLLMENT IN PROGRAMS**

All veterans receiving educational benefits while attending FMTC will document his/her approval of enrollment when meeting with the financial aid specialist. Students must be recertified each payment period and will not be automatically reenrolled.

## **Page 35**

### ***Leave of Absence Policy***

Students who require an extended absence for a legitimate, unforeseen circumstance may submit a Leave of Absence request to administration in advance of the absence. Students taking approved leave retain in-school status. A student who does not return from an approved Leave of Absence will be considered withdrawn. In order for a leave of absence to be approved, the student and instructor must agree upon a Plan of Action to make up missed work. The student must also meet with financial aid and the director/designee for final approval.

Students who exercise a leave of absence may have to extend their time in the program and pay additional fees which may not be covered by financial aid.

High school dual-enrolled students are not eligible for a leave of absence.

## **Page 36**

### **PROGRAM COMPLETION REQUIREMENTS**

Certification for FULL program completion is determined by (1) mastery of 85% of program competencies as determined by the instructor, (2) a final grade of 75% or better (80% Health Sciences) in each course, (3) proof of state-mandated basic skills levels, and (4) a minimum attendance rate of 90% per payment period (95% for some Health Science programs). Under unique circumstances, instructors in our competency-based programs may recommend a student for completion who falls short of the attendance rate as long as #1-3 above are met. Students meeting these requirements are awarded a full program certificate.

A record of the student's progress is kept up-to-date by the instructor and available to the student in the FOCUS Student Portal. High school grades are reported to the assigned high school.

Exceptions to the program completion requirements include Health Science programs.

## **Pages 36-37**

### **WITHDRAWAL AND READMISSION POLICY**

Students who plan to voluntarily withdraw must confer with Student Services prior to leaving the school. The withdrawal procedure is as follows:

6. Obtain a Student Withdrawal Form from the Student Services Department.
7. Secure the signature of the instructor/program manager indicating the return of anybooks, tools, or equipment which are property of the school.
8. Advise the financial aid specialist of the withdrawal and have him/her review eligibility.
9. Review your account with the student accounts office.
10. Complete exit interview.

Once these steps are completed, the withdrawal is complete.

Students who voluntarily withdraw from school during a semester will not be allowed to reenroll until the beginning of the next semester without prior approval of administration and admissions.

### ***Readmission for Voluntary Withdrawals***

Students who have voluntarily withdrawn from a program and wish to return to continue working toward a certificate may reenroll during the next Open

Enrollment on a space available basis. Students must complete the following:

- Confer with an admissions specialist.
- Submit enrollment paperwork.
- Pay applicable and/or outstanding fees.

### ***Readmission for Involuntary Withdrawals***

All students who have been withdrawn as a result of disciplinary action, violation of attendance policies, or academic failure must sit out for a specified period of time prior to applying for readmission. Health Science programs have different guidelines and criteria that can be found in the programs' Master Plans of Instruction.

- **Disciplinary:** Students may reenroll after a period of two years from the withdrawal notice.
- **Attendance:** Students may reenroll after sitting out the rest of the current semester in which they are withdrawn and one additional full semester. If a student is withdrawn a second time, he/she must seek administrative approval to reapply.
- **Academic:** Students may reenroll after a minimum period of one full year. If a student is withdrawn a second time, he/she must seek administrative approval to reapply.

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## **SCHOOL NEWSLETTER**

*Soaring Scene* is the school newsletter, and it is published at various times throughout the year.

**Pages 40-43**

## **STUDENT RETENTION PLAN**

The FMTC Student Services Department is the first line of defense in student retention, and strategies are implemented as early as the enrollment process. The Admissions Specialist works with individual applicants to reach the common goals of enrollment and success. Programs are filled on a first come first served basis during Open Enrollment. When a student's first choice of program is unavailable, the Admissions Specialist counsels him/her and discusses the benefits and similarities of other programs that may be of interest.

Once enrolled, if a student has not met the Basic Skills Exam requirements of his/her program, the Admissions Specialist refers the student to the School District of Lee County Career and Adult Education Department for remediation services. Students are able to attend classes at night that do



not impede on their daily schedule at FMTC before retaking the Basic Skills Assessment.

As an alternative approach, all programs on campus that have an available CAPE – Postsecondary Industry Certification included on the Basic Skills Licensure Exemption List offer that certification to students in their program to both make them more marketable to a local employer and give them another method for meeting the Basic Skills Assessment requirement.

Throughout a student's tenure at FMTC, attendance and academics are monitored closely by the instructors and the FMTC Program Manager. When students start to fall below standards, they are issued a Deficiency Report that includes recommendations for improvement.

If an instructor determines a student is experiencing financial issues, he/she is referred to the Financial Aid Department to discuss Title IV Financial Aid resources as well as internal and external scholarship opportunities and local community resources.

If a student brings a concern to the Student Services Department about a program or instructor, the Admissions Specialist, Career Specialist, Program Manager, or Associate Director will conference with the student and/or the instructor to attempt a peaceful resolution.

The SWFPSA campus is a designated public service academy enrolling in programs for Law Enforcement, Corrections, Fire and EMT career fields. Within each program there is a set of academic rules and guidelines for retention and student success. Due to the nature of the programs and their coordination with both the Criminal Justice Standards and Training Commission, the Bureau of Fire Standards and Training and the Florida Department of Health, specific criteria have been developed in regard to retention.

The Bureau of Fire Standards and Training, the Criminal Justice Standards and Training Commission and the Florida Department of Health dictate the number of class hours required for certification. Programs do not allow for any absences. The SWFPSA staff closely monitor all attendance and deal with absenteeism on a case by case basis. The recruit must be aware that missing just one day, depending on the subject matter, could result in removal from the program.

Florida Law Enforcement Academy, Correctional Officer (BRTP), Crossover from Law Enforcement Officer to Correctional Officer and Crossover from Correctional Officer to Law Enforcement Officer students are required to successfully complete any Commission-required certification course. A student must achieve a score of at least 80% percent on the course's comprehensive examination(s) intended to measure the student's

acquisition of knowledge, skills, and abilities. If a student does not achieve a passing score on an examination, they are afforded a one-time retake. If a student fails a re-take examination, the student will be withdrawn from the program.

Fire and EMT students are required to successfully complete any Bureau of Fire Standards and Training and Florida Health Department requirements. All tests, both written and practical, shall require a score of 70% on each subject listed in the respective courses. Students whose average falls below 70% shall be removed from the program. If a minimum score of 70% is not achieved on any test, the student shall be afforded a one-time makeup examination to achieve the required 70%. Tests shall be designed to encompass all significant content of the subjects taught. If a student fails a second time, or fails a third exam, the student will be withdrawn from the program.

If a student brings a concern to the program coordinator or instructor regarding a program requirement, the coordinator, and director if needed, will conference with the student and attempt a resolution.

This plan will be evaluated annually by the FMTC and SWFPSA faculty with input from student exit surveys. It will be published in the FMTC and SWFPSA Student Handbooks.