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2026/27 Broward Technical Colleges



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Student Handbook

ATLANTIC, MCFATTER & SHERIDAN



2026/2027 STUDENT HANDBOOK

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DIRECTOR'S WELCOME



**Atlantic Technical College
& Technical High School**

Neeta Rancourt, Director

Nabila Bouqlata, Office of Student Affairs Director



**McFatter Technical College
& Technical High School**

Celeste Johnson, Director

Franzie S. Williams, Office of Admissions Director

Roger Barnhart, Office of Student Affairs Director



**Sheridan Technical College
& Technical High School**

Cara A. Daniel, Director

Ervean Shannon-Goff, Office of Student Affairs Director

Welcome to Broward Technical Colleges! Whether you aspire to launch a new career, advance in your current field, or discover a new passion, you have taken an important and courageous step toward building a better future and we are honored to be part of that journey.

As public state institutions, Broward Technical Colleges operate under the oversight of both the Florida Department of Education (FLDOE) and the School Board of Broward County (SBBC), Florida. Our three colleges — Atlantic, McFatter, and Sheridan — are united by a shared commitment to excellence in career and technical education. Program offerings, tuition rates, curriculum frameworks, and student eligibility requirements are all governed by Florida statutes and FLDOE regulations, ensuring consistency, accountability, and affordability across all three colleges.

Our dedicated faculty and staff are here to support you at every stage of your experience, from your first day of class to the moment you obtain employment. Your success is our mission, and we look forward to celebrating your achievements. We are proud to have you as part of our growing community.

CAMPUS LOCATIONS & CONTACT INFORMATION

Atlantic Technical College & Technical High School

4700 Coconut Creek Pkwy,
Coconut Creek, FL 33063
754.321.5100

Arthur Ashe, Jr. Campus

1701 NW 23rd Avenue,
Ft. Lauderdale, FL 33311
754.322.2800

ESOL Campus - Coconut Creek School

1400 NW 44th Ave.
Coconut Creek, FL 33066
754.321.5350

McFatter Technical College & Technical High School

6500 Nova Dr,
Davie, FL 33317
754.321.5700

Broward Fire Academy

2600 SW 71st Ter,
Davie, FL 33314
754.321.1300

McFatter Broward Estates Early Learning and Resource Center Campus

441 NW 35th Ave
Fort Lauderdale, FL 33311
754.321.5700

Sheridan Technical College & Technical High School

5400 Sheridan St,
Hollywood, FL 33021
754.321.5400

West Campus

20251 Stirling Road,
Pembroke Pines, FL 33332
754.321.3900

High School

3775 SW 16th St,
Fort Lauderdale, FL 33312
754.321.7450



SECTION 1 – Institutional Overview

MISSION & VISION

Vision: The vision of Broward Technical Colleges is to change the lives of people from all backgrounds through innovative education.

Mission: The mission of Broward Technical Colleges is to promote excellence in academic, career, and technical studies in order to prepare students to enter and remain competitive in a global workforce.

ACCREDITATION & MEMBERSHIP

Broward Technical Colleges are fully accredited by the Commission of the Council on Occupational Education (COE), a nationally recognized accrediting body that evaluates the quality, integrity, and effectiveness of occupational and technical education institutions. COE accreditation ensures that BTC programs are recognized by employers, licensing boards, and other educational institutions, and that students are eligible to apply for federal financial aid through Title IV programs. Accreditation holds the institution accountable to nationally recognized standards of quality and transparency, ensuring that students, prospective students, and the public can trust that the education provided at Broward Technical Colleges meets rigorous and independently verified benchmarks of excellence.

In addition to COE accreditation, many programs maintain accreditation, approval, or membership with specialized accrediting agencies and regulatory organizations related to their field of study. Students enrolled in programs with specialized accreditation may be subject to additional policies, requirements, or guidelines beyond those outlined in this handbook.

Broward Technical Colleges are accredited by:
The Commission of the Council on Occupational Education
 7840 Roswell Road, Building 300, Suite 325
 Atlanta, GA 30350
 Tel (770) 396.3898
 Fax (770) 396.3790
<https://www.council.org>

Broward Technical Colleges are accredited by:
Cognia
 9115 Westside Parkway
 Alpharetta, GA 30009
 Tel 888.413.3669
<https://www.cognia.org>

Broward Technical Colleges are accredited by:
Accreditation Commission for Education in Nursing, Inc. ACEN with conditions
 3390 Peachtree Road NE Suite 1400
 Atlanta, GA 30326
 Tel (404) 975.5000
 Fax (404) 975.5020
<https://www.acenursing.org>

- American Welding Society (AWS)
- Automotive Service Excellence (ASE) Education Foundation
- Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB)
- Commission on Dental Accreditation (CODA)
- Florida Dental Laboratory Association (FDLA)
- Florida Department of Education (FLDOE)
- Florida Department of Health Bureau of Emergency Medical Services (FDHBEMS)
- Department of Business and Professional Regulation (DBPR)
- Florida Board of Nursing
- Florida Department of Education Graphic Arts Education and Research Foundation, PrintED
- National Board of Therapeutic Massage
- National Center for Construction Education and Research
- National Court Reporters Association (NCRA)
- National Healthcareer Association
- National Restaurant Association Education Foundation (NRAEF)
- Pharmacy Technician Certification Board (PTCB) Education/Training Program
- State Approving Agency for Veterans' Education and Training Florida Department of Veterans' Affairs
- State Bureau of Fire Standards & Training
- Student and Exchange Visitor Program (SEVP)



ANNUAL REVIEW

This combined BTC Student Handbook and Consumer Information Guide is reviewed and updated annually prior to the start of each academic year and is effective for the academic year provided on the cover of this handbook. It serves as a comprehensive reference to the policies, procedures, and resources that will shape your educational experience. Students are responsible for reading and complying with all policies and procedures outlined in this handbook. For questions about the content of this handbook or to report an error or omission, contact the Office of Student Affairs or Office of Admissions at your campus.

STUDENT HANDBOOK ACKNOWLEDGEMENT

Students must read all policies, procedures, and notifications contained in this handbook prior to signing the Student Handbook Acknowledgment Form via the Focus student portal.

ACADEMIC CALENDAR

Broward Technical Colleges operate in accordance with the official academic calendar established by Broward County Public Schools (BCPS), which governs recognized school holidays, early release days, and scheduled campus closures. Broward Technical

Colleges operate under a clock-hour and open-enrollment model. Therefore, program start dates, enrollment periods, and registration deadlines may vary depending on the specific program and campus location. While district wide holidays and campus closures apply to all students and programs, individual program schedules may not follow a traditional semester-based format. Students are encouraged to consult with their program counselor or advisor to confirm program-specific start dates, enrollment timelines, and registration deadlines. The current academic calendar is included in the Appendix.

CLOCK-HOUR OVERVIEW

Career Technical Education programs are measured in clock hours rather than the credit hours used at traditional colleges and universities. A clock hour is one 60-minute period of scheduled instruction, laboratory work, or supervised study. Enrollment status, academic progress, and financial aid eligibility are all measured in clock hours. Full-time enrollment is defined as 900 clock hours over 30 weeks per academic year, and all financial aid awards for less than a full academic year are prorated accordingly. Understanding this distinction is important because it affects how quickly you progress through your program, how financial aid is disbursed, and how your attendance is tracked.

INSTRUCTIONAL FORMATS

Traditional (In-Person): All required instructional hours are completed in person on campus.

Distance (Online): The program makes 100% of its required instructional hours available via distance learning.

Hybrid: The program provides instructional hours online but less than 100% of the required curriculum.

CURRICULUM

Career and Technical Education (CTE) programs are developed and delivered in accordance with the Florida Department of Education (FLDOE) Career and Technical Education Curriculum Frameworks. The Curriculum Frameworks serve as the official state-level guide for the design, content, and delivery of all CTE programs in Florida and establish the minimum standards for program length, student performance standards, competency requirements, and basic skills requirements for each program of study. For more information, please contact the program counselor or advisor or visit the FLDOE website at www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/.

CAREER PROGRAMS

Career and Technical Education (CTE) programs are designed to prepare students for high-demand careers by combining academic knowledge with hands-on, industry-specific training in fields such as healthcare, information technology, automotive technology, culinary arts, and more. These programs are structured to equip students with the technical skills, industry knowledge, and professional certifications needed to enter the workforce confidently or pursue advanced education opportunities. Upon successful completion of all program and basic skills requirements, students are awarded a program Certificate of Completion. Program offerings may differ by campus. Program information can be found on the school website and school catalog.

Applied Technology Diploma (ATD) programs are a specialized subset of Career and Technical Education offerings that provide focused, post-secondary level training in specific technical fields. These

programs are designed for students seeking to enter the workforce quickly with a strong foundation in a specialized trade or profession. Upon successful completion of all program and basic skills requirements, students are awarded an Applied Technology Diploma. Program offerings may differ by campus. Program information can be found on the school website and school catalog.

Continuing Workforce Education (CWE) programs are short-term, non-credit training opportunities designed to help individuals upgrade their skills, learn new technologies, or meet specific job or licensing requirements. These programs are ideal for working professionals, career changers, or individuals re-entering the workforce who need targeted, flexible training without committing to a full-length academic program. CWE programs may lead to industry certifications or fulfill continuing education requirements for certain licensed professions. Program offerings may differ by campus. Program information can be found on the school website and school catalog.

Career Dual Enrollment (CDE) is a program that allows eligible high school students to take career and technical education courses at Broward Technical Colleges while remaining enrolled in high school. Through this opportunity, students can earn both high school and post-secondary credit simultaneously, while gaining valuable hands-on experience and industry-recognized certifications in their chosen field. The program is available to eligible high school juniors and seniors at no cost, providing an excellent opportunity for students to get a head start on their career goals and reduce the time needed to complete a postsecondary program after graduation. Program offerings may differ by campus.

Life Long Learning (LLL) classes are designed to build technical skills, personal enrichment, and professional development. These courses do not qualify for a Career Certificate of Completion upon completion.



STUDENT ACHIEVEMENT DATA

In accordance with COE accreditation standards and federal consumer information requirements, the following student achievement data is collected, monitored, and reported annually for each program of study: program completion rate, job placement rate, licensure and certification pass rate, and student retention rate.

Student achievement data is reviewed annually by program faculty, administrators, and advisory committee members to identify areas for improvement, inform program development decisions, and ensure that all programs continue to meet the evolving needs of students and employers. As a COE-accredited institution, Broward Technical Colleges are committed to maintaining a minimum Total Program Completion Rate of 60% across all programs.

The completion rates below are based on each school's most recent COE Annual Report and reflect the overall program completion rate for each campus:

- Atlantic Technical College: 81%
- McFatter Technical College: 79%
- Sheridan Technical College: 79%

STUDENT DIVERSITY DATA

In accordance with the Higher Education Opportunity Act and federal consumer information disclosure requirements, Broward Technical Colleges make student diversity data available to current and prospective students. This information provides insight into the demographic composition of the student body at each campus, including data on gender, race, and ethnicity. Student diversity information for each Broward Technical College campus can be accessed through the National Center for Education Statistics College Navigator tool at <https://nces.ed.gov/collegenavigator>. Students and prospective students are

encouraged to visit College Navigator and search for their specific campus by name to view the most current diversity data available.

RETENTION RATE, GRADUATION RATE & TRANSFER-OUT RATES

In accordance with the Higher Education Opportunity Act and federal consumer information disclosure requirements, Broward Technical Colleges make student outcome data publicly available, including retention rates, graduation rates, and transfer-out rates. This information is intended to help current and prospective students make informed decisions about their educational investment and career pathway.

Student outcome data for each Broward Technical College campus can be accessed through the National Center for Education Statistics College Navigator tool at <https://nces.ed.gov/collegenavigator>. Students and prospective students are encouraged to visit College Navigator and search for their specific campus by name to view the most current data available



JOB PLACEMENT OUTCOMES FOR GRADUATES

In accordance with Title IV of the Higher Education Act, Broward Technical Colleges are required to make available to current and prospective students information regarding the employment placement outcomes of program graduates, including the types of employment obtained upon completion. This information is intended to help students evaluate the career outcomes associated with their chosen program of study and make informed decisions about their educational investment.

Job placement outcome data for Broward Technical Colleges graduates is available through the Florida Education and Training Placement Information Program (FETPIP), a statewide follow-up data system that tracks the employment outcomes of students who have graduated, exited, or completed a public education or training program within the State of Florida. FETPIP data provides valuable insight into the types of employment obtained by graduates and the industries in which they are working following program completion. Data can be accessed at <https://www.fldoe.org/accountability/fl-edu-training-placement-info-program/workforce-edu-reports.stml>. For more information about job placement outcomes for a specific program, contact the Office of Student Affairs, Office of Admissions, or Career Services at your campus.

FACULTY & STAFF

Broward Technical Colleges employ highly qualified faculty and staff with industry experience who are dedicated to providing students with an exceptional educational experience. Instructors bring a combination of academic knowledge and real-world expertise to the classroom, ensuring that students receive up-to-date

training that prepares them for success in their chosen field. Information about the faculty and staff at each technical college campus can be found in each college's program catalog.

PROGRAM ADVISORY COMMITTEE

Each program maintains an active Program Advisory Committee comprised of industry professionals, employers, community representatives, and other stakeholders with expertise in the program's field of study. Program Advisory Committees meet at least twice per year, and their recommendations are considered by program faculty and administration in the ongoing review and development of each program. Students who are interested in learning more about their program's Advisory Committee or who wish to provide feedback on their educational experience are encouraged to speak with their instructor or program counselor/advisor. Students may also provide feedback through institutional surveys conducted throughout the academic year.

STUDENT FEEDBACK SURVEYS

Student feedback is one of the most valuable tools for enhancing the quality of instruction, student services, and overall educational experience. Students are encouraged to actively participate in feedback opportunities throughout their enrollment, as their input directly influences institutional decisions and program improvements. Students may be asked to complete surveys and feedback forms at various points during their enrollment.

All survey responses are confidential and are used solely for the purpose of institutional improvement. Survey data is used to make informed decisions about curriculum, instruction, facilities, staffing, and student services. Students are strongly encouraged to complete all surveys they receive and

to provide honest, thoughtful, and constructive feedback.

TEACH-OUT POLICY

In accordance with COE accreditation standards, Broward Technical Colleges maintain a Teach-Out Plan that outlines the steps the institution will take to protect the educational interests of students in the event of program discontinuation or closure. If a program is discontinued, currently enrolled students will be notified in writing as soon as practicable and will be provided with the following:

- A clear timeline for program discontinuation
- Options for completing the program within the established teach-out period
- Information about transfer options to comparable programs at other institutions, where applicable
- Guidance regarding the impact on financial aid eligibility and academic records
- Access to all student records, including transcripts and certificates earned prior to discontinuation.

Students who are unable to complete their program due to discontinuation may be eligible for a tuition refund in accordance with the Refund Policy outlined in this handbook.

SECTION 2 – Admission & Enrollment Requirements

GENERAL ADMISSION CRITERIA

Beginning your journey at Broward Technical Colleges starts with a straightforward admissions process designed to help students identify a career training program that aligns with their interests, abilities, and career goals. Admission is open on a non-discriminatory basis to all post-secondary (adult) students who have completed their secondary education or are beyond the age of compulsory school attendance.

As part of the enrollment process, prospective students are required to complete an orientation and a basic skills assessment. Once results are available, students meet with a program counselor or advisor to

review their results and discuss appropriate educational and career pathways.

Some programs have additional admission or completion requirements beyond the general enrollment criteria and may also require separate handbooks, disclosures, or supplemental agreements. Students will be advised of all program-specific requirements during the enrollment process. Students are encouraged to consult with their program counselor or advisor to ensure they understand all requirements associated with their selected program.

ORIENTATION

Prior to enrolling in a program, all prospective students are required to complete an orientation. Orientation is designed to introduce students to the

college environment and school policies, provide an overview of program expectations, and connect students with the resources and support services available to them throughout their enrollment. During orientation, students will receive important information about attendance policies, academic requirements, financial aid, student rights and responsibilities, and campus safety. In addition to the general orientation, some programs may require an additional program-specific orientation. Contact the Office of Student Affairs or Office of Admissions at your campus for orientation scheduling information and to confirm any additional requirements specific to your program of study.



BASIC SKILLS REQUIREMENTS

Per State Board Rule 6A-10.040, students enrolled in postsecondary career certificate or Applied Technology Diploma programs of 450 clock hours or more must pass a basic skills assessment to receive a Career Certificate of Completion upon program completion. Mastery is assessed in two areas; communication (reading and language arts) and computation (mathematics). Minimum standards are program-specific and established by the FLDOE Curriculum Frameworks.

Students may be exempt from taking the basic skills assessment or meeting the exit requirements if they meet specific criteria. Additionally, per State Board Rule 6A-10.040, Section 4, a student with a disability that prevents them from meeting the minimum basic skills standards may apply for a waiver, provided they have completed all other program requirements. Consult your program counselor or advisor to determine eligibility for an exemption or waiver. Please note that a \$15.00 testing fee applies to basic skills exams.

HEALTH SCIENCE PROGRAM REQUIREMENTS

In accordance with the requirements established by the Joint Commission and the Jessica Lunsford Act, students seeking admission into any Health Science program that includes a clinical component within a hospital, nursing home, or other healthcare facility are required to complete a Level II criminal background check and a drug screening. Enrollment and continued participation in a Health Science program are contingent upon successful completion of both requirements.

Broward Technical Colleges have partnered with Complio by American DataBank to manage student screening and compliance tracking.

Students must register and submit payment directly through the Complio system to schedule their screenings. Additional program requirements may include, but are not limited to, a physical examination, immunizations, TB test, or chest x-ray. Applicants and students are responsible for all associated costs, including screening fees, liability insurance, and any other required insurance. Please note that pre-registration fees associated with enrollment, including Complio fees, are non-refundable.

Any applicant or currently enrolled student who receives a positive drug screen result will be withdrawn from the program or may be prohibited from enrolling in any Health Science program for a period of one year from the date of notification. Denial of admission or removal from a program may occur when a student is unable to meet the clinical access requirements necessary to complete mandatory training components of the program.

Students seeking admission into the Practical Nursing program are required to complete the Test of Essential Academic Skills (TEAS) as part of the admissions process. The TEAS is a standardized assessment that measures academic preparedness in reading, mathematics, science, and English and language usage. Passing TEAS scores are accepted from Broward Technical Colleges only; scores from other institutions will not be accepted. TEAS exemptions may be available with official documentation, such as a passing HESI score or other approved equivalent assessment. Contact your program counselor or advisor for program-specific TEAS requirements, minimum passing scores, and exemption criteria prior to scheduling your assessment. Testing fees apply.

FLORIDA RESIDENCY FOR TUITION PURPOSES

Florida Residency for Tuition Purposes determines whether an applicant is classified as an in-state Florida resident or an out-of-state resident, a distinction that directly impacts tuition costs as defined by Florida State Statute 1009.21 and State Board of Education Rule 6A-10.044. A "Florida resident for tuition purposes" is a person who has, or a dependent person whose parent, legal guardian, or spouse, has established and maintained legal residence in Florida for at least twelve months before the first day of the academic term. In addition, the student must be a U.S. citizen, lawful permanent resident (Green Card holder), or hold a specific eligible visa type or lawful immigration status as determined by the USCIS.

Independent students must demonstrate their own Florida residency, while dependent students may qualify based on a parent's or legal guardian's residency. To be classified as an independent student, you must meet at least one of the following criteria: be 24 or older, married, have legal dependents, be a graduate student, be active-duty/veteran military, be a ward of the court, or prove self-sufficiency by not being claimed on parents' taxes and covering over 50% of expenses. Acceptable documentation may include, but is not limited to, a valid Florida driver's license, Florida vehicle registration, voter registration card, or utility bills reflecting a Florida address. All applicants must complete the Florida Residency Affidavit for Tuition Purposes form and submit all required supporting documentation at the time of application. Please note that registration, activity, lab, books, supply, and insurance fees are charged in addition to tuition and are not impacted by residency status.

Reclassification of Status

Students classified as out-of-state whose residency status changes after initial enrollment may request a reclassification for a future term by submitting updated documentation to the Office of Admissions. Residency reclassification is not applied retroactively. Students on an M-1 student visa do not qualify for reclassification under the terms of the visa.

Exemptions or Waivers

Florida law provides several exceptions to the standard 12-month residency requirement for tuition purposes, as well as out-of-state tuition fee waivers for certain qualifying students. Although both provisions allow eligible students to pay the same tuition rate as Florida residents, they differ in their application. An exception permits certain students to qualify for in-state tuition without meeting the standard 12-month Florida residency requirement and results in the student being classified as a Florida resident for tuition purposes. In contrast, an out-of-state tuition fee waiver removes only the additional non-resident tuition

surcharge charged to students who do not meet Florida's residency requirements. Students who receive a fee waiver continue to be classified as out-of-state residents, even though they pay the same tuition rate as Florida residents.

Common examples of students who may qualify for a tuition waiver or residency exception include those who were in foster care or adopted, individuals experiencing homelessness, veterans and active-duty military personnel, dependents of Florida residents, and recipients of Florida Prepaid benefits. Students are encouraged to contact the Office of Student Affairs or the Office of Admissions prior to enrollment for a comprehensive list of available exceptions and waivers, to determine their eligibility, and to obtain information regarding the required supporting documentation.

Appeal Process

Applicants who are classified as Florida non-residents and wish to contest that determination may appeal the decision through BTC's institutional appeal process. To initiate

an appeal, applicants must submit a Florida Residency Classification Appeal form, supporting documentation, and a signed Release of Information form to their program counselor or advisor within ten (10) school days of the denial. The Residency Appeal Committee, which consists of the Office of Admissions Director, Financial Aid Director, and International Student Advisor, will render a written decision to the applicant within thirty (30) school days. Please note that the committee's decision is final for the term in which the appeal is submitted. Students are encouraged to speak with their program counselor or advisor to determine eligibility.

HIGH SCHOOL DIPLOMA

Programs requiring a high school diploma or its equivalent for admission will not accept a Certificate of Completion or Special Diploma as a substitute credential. However, high school equivalency diplomas such as an Adult High School Diploma, GED® or diplomas issued via home education are acceptable.



ACADEMIC RECORDS RECOGNITION CRITERIA

BTC accepts academic records from other institutions for admissions decisions, financial aid eligibility, basic skills exemption/exit, and recognition of prior academic work. To ensure the academic integrity and quality of educational programs, BTC recognize academic records only from institutions that meet one of the following criteria:

1. Accredited Institutions

Educational institutions accredited by agencies listed on BTC's Approved Accrediting Agency list are recognized for the purposes of academic record evaluation. Membership in an accrediting agency alone does not indicate that an institution has undergone a formal accreditation review or met the accreditor's standards and is not sufficient for recognition. Institutions must have met and maintained the accreditation standards and requirements established by the accrediting agency. Contact the program counselor or advisor for a comprehensive list of approved accrediting agencies.

2. Public School Districts or U.S. Territories

Public school districts or U.S. territories that do not utilize a formal accrediting body but are registered with their respective State or Territorial Department of Education. Educational records issued by U.S. territories must be translated into English if not already provided in English. Credential evaluation is not required in such cases.

3. Registered Home Education Programs

Home education program completers must submit this institution's Affidavit of Home School Completion form in compliance with Florida Statutes

s.1002.41 and s. 1007.263(2)(a), F.S. The affidavit must be completed, signed by the designated Home School Official (parent or legal guardian), and notarized. All required supporting documentation, as specified by this institution, must be submitted with the affidavit. Contact the program counselor/advisor to obtain the Affidavit of Home School Completion form.

4. Foreign Institutions with Evaluation Reports

Academic records from foreign institutions must be evaluated by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), the Association of International Credential Evaluators (AICE), FLDOE Bureau of Educator Certification (BEC), or an accepted accredited four-year college or university in the United States. Evaluations from former NACES or AICE members will be accepted if the documents were issued during their period of membership.

A document-by-document evaluation—also referred to as a General, Diploma, or Degree Evaluation—must be requested. This evaluation provides a summary of academic credentials and does not include individual courses or grades. The evaluation must certify that the academic records are equivalent to a secondary and/or postsecondary education in the United States. A course-by-course evaluation is not required. If the documents are not in English, an official English translation may be required at an additional cost. For a comprehensive list of approved evaluation agencies, contact the program counselor or advisor.

REGISTRATION PROCEDURES

After completing the admissions process, new students may register upon receiving an acceptance letter from the Office of Student Affairs or Office of Admissions. An acceptance letter does not guarantee enrollment in or availability of a specific course or program, as seat availability is limited and subject to change. Rather, a seat in the course or program is secured only upon submission of payment. Registration is ongoing, and students are encouraged to verify current course availability and registration dates with their program counselor or advisor or access the program information on the school website.

IDENTIFICATION

Students are required to present a valid, non-expired government-issued photo ID at the start of the admissions process. Acceptable forms of identification include state or federally issued documents such as a state-issued driver's license, state-issued ID card, passport, military ID, permanent resident card, etc. If you are unsure whether your identification is acceptable, contact the program counselor/advisor.

VETERANS EDUCATION BENEFITS

Broward Technical Colleges are proud to support the men and women who have served our country and are committed to helping eligible veterans, active-duty military personnel, and their dependents access the educational benefits they have earned. In accordance with Florida Statute 295.125(2), Broward Technical Colleges provide eligible veterans and their dependents preference in the admissions process when all other admission criteria have been equally met. Most programs are approved for veterans training.

Students receiving Veterans Educational Benefits should contact the Veterans Certifying Official prior to registering for any program that includes an eLearning component, as the Department of Veterans Affairs has specific requirements governing online and hybrid instruction. For complete information on VA benefit eligibility and available programs, contact the Department of Veterans Affairs at 1-888-442-4551 or visit <https://www.gi-bill.va.gov>. For information specific to Broward Technical Colleges' VA-approved programs, standards of progress, attendance requirements, transcript requirements, and the processing of certification paperwork, contact the Veterans Certifying Official.

VA Benefit Chapters

Broward Technical Colleges are approved for training under several VA educational benefit programs.

The most commonly used benefit programs include:

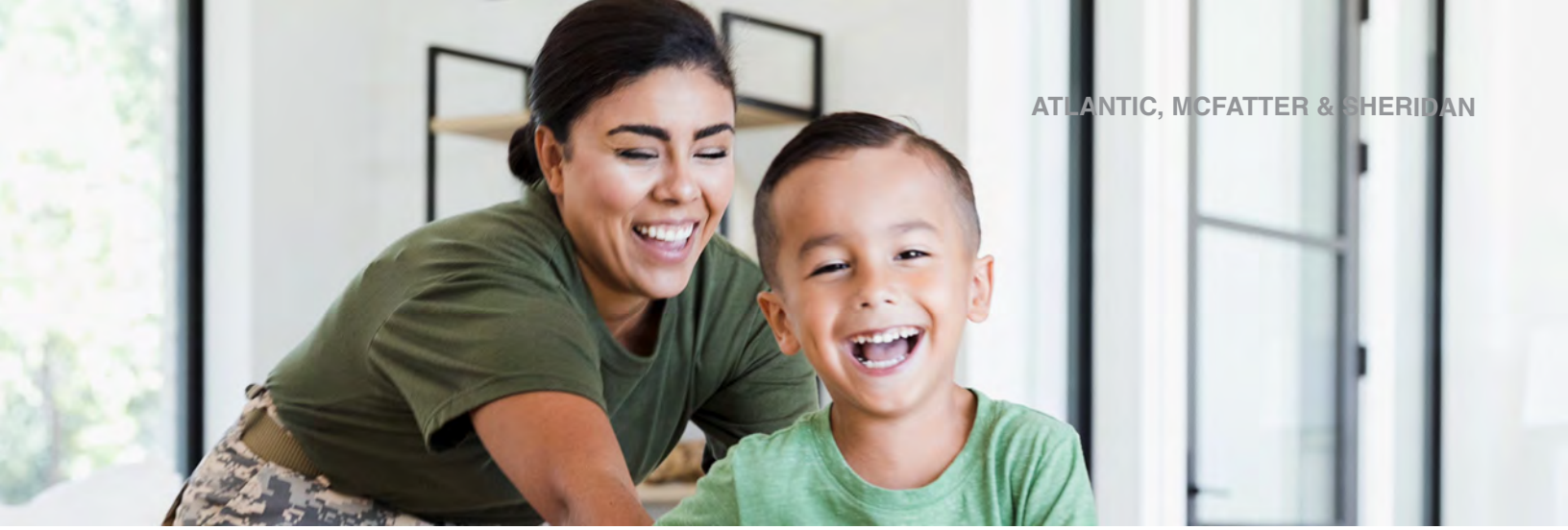
- Chapter 30 — Montgomery GI Bill Active Duty (MGIB-AD)
- Chapter 31 — Vocational Rehabilitation & Employment (VR&E)
- Chapter 33 — Post 9/11 GI Bill®
- Chapter 35 — Dependents Educational Assistance (DEA)
- Chapter 1606 — Montgomery GI Bill Selected Reserve (MGIB-SR)
- Chapter 1607 — Reserve Educational Assistance Program (REAP)

For complete information about each benefit program and eligibility requirements, visit <https://www.gi-bill.va.gov> or contact the Department of Veterans Affairs at 1-888-442-4551.

Independent Study

In accordance with PL 115-48 (The Harry W. Colmery Veterans Assistance Act of 2017, also known as the Forever GI Bill®), Section 302, Broward Technical Colleges have been determined to meet the requirements to allow for the approval of certain courses taught in whole or in part in an independent study modality for eligible VA benefit recipients. Please note that this provision does not apply to all VA benefit chapters. Specifically, Chapter 35 (Dependents Educational Assistance) beneficiaries are not eligible for Independent Study, including Online-Based Training (OBT), hybrid, or fully online classes.





Florida Residency – Veterans Exemption

Active-duty military personnel, veterans, and their dependents or spouse may be eligible for in-state tuition rates regardless of the standard 12-month residency requirement, in accordance with the Veterans Access, Choice, and Accountability Act of 2014 (38 USC § 3679(c)) and Florida Statute 1009.26(13). Official documentation is required to verify eligibility.

These provisions apply to the following individuals:

- Honorably discharged veteran of the U.S. Armed Forces, Reserves, or National Guard and currently residing in Florida.
 - Veteran or veteran beneficiary currently using VA Educational Benefits and residing in Florida.
 - Dependent or spouse of an eligible veteran and am using transferred Post 9/11 GI Bill® benefits while residing in Florida.
 - Active-duty military who resides or stationed outside of Florida.
 - Active-duty military stationed in Florida.
 - Dependent or spouse of an active-duty military member.
- Interaction with Other Financial Assistance

VA educational benefits may affect a student's eligibility for other forms of financial aid, including federal Pell Grants, state grants, and institutional scholarships. Students receiving VA benefits are strongly encouraged to consult with both the Veterans Certifying Official and the Office of Financial Aid prior to enrollment to understand how their VA benefits will interact with other available funding sources and to ensure that their financial aid package is properly coordinated.

Attendance and Grades

Veterans enrolled in noncollege degree (NCD) programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated absences, tardies, and instances of leaving class early exceed 20 percent of scheduled class clock hours in a month or, where the course is less than one month in length, 20 percent of total approved course clock hours for the length of the program.

The termination will be reported to the VA within 30 days of the veteran's last date of positive attendance using Form 22-1999b and will reflect the last date of the student's class attendance before violating this policy. A veteran may be recertified for VA educational benefits at the beginning of the term or, where a school does not operate on a term basis, 30 days following the termination of benefits due to

unsatisfactory attendance, after demonstrating that the cause of unsatisfactory attendance has been removed. Recertification requires the veteran to meet attendance standards, as defined, for one month following termination for unsatisfactory attendance.

VA students must maintain a minimum cumulative grade point average (GPA) of 2.0 (grade of C or better) to remain eligible for VA educational benefits. Students whose GPA falls below this standard will be reported to the VA and may have their benefits terminated.

Maximum Timeframe

VA students must complete their program within the maximum timeframe established by the Florida Department of Education's Program Curriculum Frameworks and the advertised program length in the school's catalog. The Department of Veterans Affairs will only provide educational benefits for the length of time listed in the Program Curriculum Frameworks. Students whose enrollment exceeds the approved program length will be financially responsible for any additional tuition and fees incurred beyond the approved timeframe.

Records Policy

The institution maintains records of grades and transcripts for veteran students for a minimum of three years.

Education Benefits/Tuition for VA Students

In accordance with Title 38 US Code 3679 sub section (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

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

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

- Produce the VA Certificate of Eligibility (COE) by the first day of class;

- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Impact of Withdrawal on VA Benefits

Students receiving VA educational benefits who withdraw from a program whether voluntarily or involuntarily are subject to the VA's policies regarding the termination and repayment of benefits. The institution is required to notify the VA of any change in enrollment status, including withdrawals, and the student may be required to repay benefits received for the withdrawn enrollment period. Students who are considering withdrawal are strongly encouraged to contact the Veterans Certifying Official before withdrawing to fully understand the potential impact on their VA benefits.

Overpayment Liability

Students who receive VA educational benefits for a period in which they were not properly enrolled or were not

maintaining satisfactory academic progress may be required to repay the overpaid benefits directly to the Department of Veterans Affairs. Overpayment situations can arise as a result of withdrawal, changes in enrollment status, or failure to maintain satisfactory academic progress. Students are responsible for repaying any VA benefit overpayments.

Resources and Contacts

For additional information about VA educational benefits, eligibility requirements, and available programs, contact:

- **Veterans Certifying Official**
Broward Technical Colleges -
Tel: 954-614-1608
- **U.S. Department of Veterans Affairs** - Tel: 1-888-442-4551
Website: www.gibill.va.gov
- **VA Regional Office** -
P.O. Box 1437
St. Petersburg, FL 33731
Tel: 1-800-827-1000
Website: www.va.gov



INTERNATIONAL STUDENTS – STUDENT VISA

Broward Technical Colleges welcome prospective international students and are committed to providing a supportive, high-quality, and compliant educational environment for individuals pursuing studies in the United States under an M-1 Student Visa. The M-1 visa is a nonimmigrant student visa issued by the U.S. Department of State to individuals enrolled in full-time vocational or nonacademic programs at schools certified by the U.S. Department of Homeland Security (DHS) through the Student and Exchange Visitor Program (SEVP). As an SEVP-certified institution, Broward Technical Colleges are authorized to enroll eligible international students in approved Career and Technical Education (CTE) programs and to issue Form I-20, Certificate of Eligibility for Nonimmigrant Student Status, which is required to apply for an M-1 student visa.

The M-1 student visa is valid for the length of the approved program of study, plus an additional 30-day grace period to prepare for departure from the United States. Students may enter the United States no earlier than 30 days before the program start date

listed on their Form I-20. International students are encouraged to review this section carefully, as M-1 visa holders are subject to specific federal regulations governing enrollment, attendance, academic progress, and visa status maintenance that differ from those applicable to domestic students. For complete admissions requirements, required documentation, compliance obligations, next steps, contact the International Student Advisor at 754-321-5737.

Requirements for Admission

Prospective students are encouraged to apply to Broward Technical Colleges at least two (2) to four (4) months before their intended enrollment term. M-1 students are admitted for a specific educational objective and may not change that objective while in the United States. Online or distance education courses may not be counted toward an M-1 student's full course of study requirement unless they are an integral part of the student's program of study and require the student's physical presence for instruction, examinations, or other activities essential to successful completion of the course. M-1 students are not eligible for annual vacation periods, including summer break, and must

maintain continuous full-time enrollment throughout their program of study. Please note that acceptance to Broward Technical Colleges does not guarantee the issuance of a student visa by a U.S. Embassy or Consulate, nor does it guarantee approval of a change of status application by U.S. Citizenship and Immigration Services (USCIS). International students who obtain an M-1 student visa abroad may not enter the United States more than 30 days prior to the program start date listed on their Form I-20. The earliest date a student may be admitted to the United States is indicated in the "Earliest Admission Date" section of the Form I-20.

SEVIS Fee

All M-1 student visa applicants are required to pay the SEVIS I-901 fee to the U.S. government prior to applying for their student visa. The SEVIS fee is a mandatory cost that is separate from the institution's tuition and fees and must be paid directly to the U.S. Department of Homeland Security (ICE). Students should retain proof of payment of the SEVIS fee as it may be required during the visa application process. For current SEVIS fee information, visit www.fmjfee.com.



Attendance

M-1 students are subject to the institution's standard attendance policy. A student must be withdrawn after six (6) consecutive absences. The withdrawal will be recorded on the seventh (7th) day, which will serve as the official withdrawal date. Following withdrawal, the student will be terminated from the Student and Exchange Visitor Information System (SEVIS) for unsatisfactory attendance, which may result in the loss of M-1 visa status.

Up to two (2) additional absences beyond the standard allowance may be granted for death in the family, illness, or hospitalization when official documentation is provided. M-1 students may be authorized for a reduced course load (part-time enrollment) only due to a documented medical condition or illness. All requests must be approved in advance by the International Student Advisor and documented in SEVIS in accordance with SEVP regulations. In certain medical cases, a student may be excused from all classes for up to five months while maintaining valid M-1 status.

Standards of Academic Progress

International students must maintain a minimum cumulative grade point (GPA) of 2.0 (grade of C or better) by the end of each course completion. International students whose GPA falls below a 2.0 (grade of C) at the end of any course will be withdrawn from the program and terminated from the Student and Exchange Visitor Information System (SEVIS). Termination from SEVIS may result in the loss of M-1 visa status and may have significant immigration consequences. International students are strongly encouraged to seek academic support through the Office of Student Affairs or Office of Admissions if they are experiencing academic difficulties.

Financial Obligation and Financial Aid

To obtain an M-1 International Student Visa, the prospective student or their sponsor must demonstrate that they have sufficient funds to cover all tuition, fees, and living expenses for the full period of intended study. The U.S. government and the Department of Homeland Security do not offer financial aid packages to international students. International students are not eligible for federal or state financial aid programs, including the Federal Pell Grant, state grants, or institutional scholarships funded through federal or state sources. Students are responsible for ensuring that sufficient funding is secured and maintained for the duration of their enrollment prior to applying for admission.

Visa Status Compliance

International students are responsible for maintaining compliance with all SEVP, USCIS, and Broward Technical Colleges requirements at all times during their enrollment. M-1 visa violations are serious matters that can have significant and long-lasting immigration consequences, including termination from SEVIS, loss of visa status, deportation from the United States, and bars on future U.S. visa applications.

Common visa violations include:

- Failing to maintain full-time enrollment without prior authorization
- Engaging in unauthorized employment
- Failing to report changes in address or personal information within the required timeframe
- Remaining in the United States beyond the authorized period of stay

- Changing educational objectives without proper authorization

Employment Restrictions: M-1 visa holders are not permitted to work in the United States while enrolled in their program of study. The only employment authorization available to M-1 students is Practical Training (PT), which may be authorized after successful completion of the program and approval by U.S. Citizenship and Immigration Services (USCIS). Engaging in unauthorized employment is a serious violation of M-1 status and may result in SEVIS termination, loss of visa status, and removal proceedings.

Address & Personal Information

Updates: M-1 students are required by federal law to report any changes in their address or personal information to the International Student Advisor within 10 days of the change. Failure to report address changes is a violation of SEVP regulations and may jeopardize the student's visa status. While address updates may also be made through the Focus Student Portal, students must notify the International Student Advisor separately to ensure that SEVIS records are updated accordingly.

International students are strongly encouraged to familiarize themselves with all M-1 visa compliance requirements, maintain regular communication with the International Student Advisor throughout their enrollment, and contact the International Student Advisor immediately if any circumstances arise that may affect their visa status or enrollment. For complete information about M-1 visa compliance obligations and available support services, contact the International Student Advisor.

Florida Residency – International Student

International students are considered temporary residents of the United States and may not be classified as Florida residents for tuition purposes. As a result, international students are required to pay out-of-state tuition rates for the full duration of their studies at Broward Technical Colleges.

Attendance

A student must be withdrawn after being absent for six (6) consecutive

days. The student will be withdrawn on the seventh (7th) day, which will be recorded as the withdrawal date. After that, the student will be terminated from the Student and Exchange Visitor Information System (SEVIS) for unsatisfactory attendance. Two (2) additional absences may be allowed for death in family, illness or hospitalization when official documentation is provided. M-1 students can only drop to part-time status while enrolled in a full course of study due to an approved medical condition or illness.

Resources and Contacts

For additional information about the M-1 student visa, contact the International Student Advisor at 754-321-5737. Students are also encouraged to visit the official Study in the States website for information about maintaining M-1 status, employment authorization, travel, and other immigration-related topics: <https://studyinthestates.dhs.gov>.





SECTION 3 – Student Onboarding

DROP PERIOD

The drop period occurs during the first five (5) school days of each enrollment period and provides students with the opportunity to make changes to their course schedule, including adding or dropping a course, without academic penalty. Five (5) school days shall not apply to courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than one-third (1/3) of its assigned hours. Refer to the “Withdrawal” and “Refund” sections for more information.

STUDENT IDENTIFICATION BADGES

All students receive an ID badge upon registration, which must be always worn and visible while on campus. ID badges serve as an important part of campus safety and security, helping staff quickly identify students, employees, and visitors on school grounds. Replacement badges are issued up to three times per school year at no cost to the student. Any replacement beyond the third may incur a fee.

STUDENT PORTAL ACCESS (FOCUS)

The Focus Student Information System allows you to monitor grades, attendance, and academic progress; view class schedules and transaction history; update personal information; complete registration forms; download enrollment verification; and access the 1098-T Tuition Statement. While students may update some personal information directly through the portal, certain legal changes such as name and Social Security number, must be processed through the Registrar's Office and require a valid government-issued photo ID.

To access the portal:

1. Visit <https://browardfocus.com> (use Chrome, Firefox, or Safari)
2. Enter your 10-digit Student ID (06#####), found on your class schedule
3. Enter your password (date of birth in PMM/DD/YYYY format)

BOOKSTORE & TEXTBOOK INFORMATION

Required books and supplies must be purchased prior to the first day of class. Each Broward Technical College operates a bookstore stocked with required program materials which include textbooks, workbooks, uniforms, kits, tools, and other school-related supplies. Accepted

forms of payment include cash, credit cards, and debit cards; personal checks are not accepted.

Students who qualify for the Federal Pell Grant may be eligible to receive financial assistance toward the cost of books and supplies and are encouraged to contact the Office of Financial Aid for additional information regarding eligibility and available resources.

In accordance with the Higher Education Opportunity Act, Broward Technical Colleges are required to disclose textbook and course materials information to current and prospective students. This information includes required and recommended textbooks and supplemental materials for each course, including the International Standard Book Number (ISBN) and retail price information. Students can locate this information on the program cost sheet or course materials spreadsheet available on each program's page on the college website. Please note that prices and materials are subject to change. Students are encouraged to review this information prior to the start of their program to plan accordingly. Unused items in their original packaging may be returned to the bookstore for a full refund, provided the items are currently being used in the instructional program.

PARKING

All vehicles, including motorcycles, operated or parked on campus must be registered with the school and display a valid parking permit. Students are issued one parking permit annually at the time of registration. Requests for replacement permits due to loss or damage, as well as requests for additional permits, may be subject to an additional fee.

Designated parking areas are assigned separately for students and faculty/staff, and students are required to park only in authorized student parking areas. All posted parking regulations, including but not limited to "No Parking," "Staff Only," "Handicap," and "Fire Lane" designations, must be strictly observed. The maximum speed limit on campus is 10 miles per hour. These regulations are enforced by school security personnel and/or local law enforcement to help maintain a safe and accessible campus environment. Violations may result in citations, towing, and/or the revocation of parking privileges at the owner's expense.

Please note that The School Board of Broward County, Florida assumes no responsibility for damage to, theft of, or loss from any vehicle parked or operated on school property. Students are encouraged to secure their vehicles and avoid leaving valuables in plain view. Additionally, reasonable suspicion of prohibited or unlawful activity may result in the search of a person, personal belongings, and/or a vehicle.

DRESS CODE

Broward Technical Colleges are dedicated to preparing students for successful careers in their chosen industry. As such, all students including those enrolled in Adult General Education programs are

expected to maintain a neat, clean, and professional appearance at all times. Many programs require students to wear uniforms and/or safety apparel, which may be purchased through the college bookstore or designated vendors. Students are responsible for all costs associated with required uniforms, safety equipment, and related apparel. Uniforms must be worn properly and kept in good condition at all times. Clothing that violates the Code of Conduct, including items that are revealing, indecent, or associated with gangs, drugs, alcohol, or violence, is strictly prohibited.

Caps or hats that are part of the official school uniform may be worn in lab areas; however, other head coverings are not permitted inside buildings. Students requesting accommodation for medical or religious head coverings must provide appropriate written documentation to the Office of Student Affairs or Office of Admissions.

CAFETERIA

The Professional Culinary Arts & Hospitality program welcomes students, faculty, staff, and campus visitors to dine in the school cafeteria. During designated service hours, a variety of short-order and cafeteria-style meals are prepared and served by students as part of the instructional program. This hands-on experience is an integral component of the curriculum and helps reinforce industry-based competencies and customer service skills developed within the program.

The food service operation is entirely self-supporting and operates independently from the Broward County Public Schools lunch program. In addition, vending machines are conveniently located throughout the campus and provide a selection of snacks and beverages.

LOCKERS

Students who are assigned lockers are responsible for keeping them neat, organized, and free from damage or defacement. Please note that lockers are subject to inspection by school personnel at any time. Broward Technical Colleges are not responsible for the loss of, or damage to, any items stored in a student's locker. Students are advised not to store valuables in their lockers.

LOST AND FOUND

Items found anywhere on campus should be turned in promptly to the Lost and Found located in the designated office. Students who have lost a personal item are encouraged to report it to the designated office as soon as possible. While every reasonable effort will be made to reunite students with their belongings, Broward Technical Colleges are not responsible for lost, stolen, or unclaimed personal property. Students are advised to keep personal belongings secure at all times and to avoid bringing unnecessary valuables to school.



SECTION 4 – Academic & Attendance Policies

ACADEMIC PROGRESS & EVALUATION

Students are evaluated on their performance in the classroom and/or laboratory setting. The final grade and certificate issuance are typically determined by the student's combined knowledge of theory (coursework) and practical performance (lab work) within a specified timeframe. When extenuating circumstances prevent a student from completing all coursework during the enrollment period, the instructor may assign a grade of "I" (Incomplete) and execute an Educational Contract for Success, which outlines the terms and timeline for completing the remaining requirements. Students are encouraged to monitor their academic progress regularly through the Focus Student Portal. Upon request, official transcripts of completed courses are available through the Office of Student Affairs/Office of Admissions. The

following system of grading shall be used.

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F or Incomplete = 0 – 59%

ATTENDANCE POLICIES

Certificate & ATD Programs **Total Absences**

A student must be withdrawn after six (6) consecutive absences. The withdrawal will be recorded on the seventh (7th) day, which will serve as the official withdrawal date. Up to two (2) additional absences beyond the standard allowance may be granted for the following documented reasons: court appearance, death in the family, illness, or hospitalization. The full duration of jury duty is exempt from the absence count when official documentation is provided. If a student is unable to present documentation

prior to the absence, it must be submitted to the instructor and program administrator before the student will be permitted to re-enter class.

Please note that attendance policies may vary depending on the program of study and the student's funding source. Students enrolled in the Practical Nursing program should refer to the Practical Nursing Handbook for program-specific attendance requirements. Students receiving Veterans' educational benefits are also subject to different attendance policies as governed by the Department of Veterans Affairs. Refer to the Online/Distance Learning section below for the attendance policy for programs that are offered fully online.

Students are encouraged to contact their program counselor or advisor to determine whether a program-specific or funding-specific attendance policy applies to their enrollment.



Interventions

All postsecondary students are responsible for making up missed assignments as determined by the course syllabus to stay current with program progression. Students who demonstrate a pattern of non-attendance, poor attendance, or inadequate academic progress during an enrollment period will be referred for intervention. Intervention may be initiated by the instructor, program counselor/advisor, or department head, and may include an Educational Contract for Success that outlines specific expectations, strategies, and timelines to support the student in getting back on track. Students are encouraged to communicate proactively with their instructor or counselor whenever personal circumstances may impact their attendance or academic progress.

Probation

Students withdrawn from their program due to poor attendance must meet with the designated program administrator prior to re-entry. At the administrator's discretion, the student may be referred for counseling and placed on academic probation for the remainder of the enrollment period. Any additional absences during the probationary period will result in withdrawal, and re-entry will not be permitted until the start of the subsequent enrollment period.

Students who are withdrawn from a program three (3) times within a twelve (12) month period may be ineligible for re-entry to that program for two (2) consecutive enrollment periods. Please note that re-entry may also be delayed if the course is not being offered at the time of eligibility or if no available seats exist. In such cases, students must wait until the next available enrollment period to resume their studies.

Authorized Leave

Students may apply for one (1) Authorized Leave of Absence per academic year through their program administrator. The maximum duration of an approved leave is the remainder of the current enrollment period. Prior to approval, students must ensure that all financial obligations are satisfied and must consult with the Office of Financial Aid or their sponsoring agency to understand any potential impact on their financial aid eligibility. Authorized Leave requests are granted at the discretion of the program administrator and are not guaranteed.

Tardies

Students are considered tardy if they are not present in the classroom at the scheduled start time indicated on their course schedule. Attendance is recorded in positive 15-minute increments, meaning that only time present in class is counted toward a student's attendance hours. Students who are tardy more than three (3) times during an enrollment period will be referred to their program counselor, advisor, or administrator for further support and intervention. Excessive tardiness may impact a student's academic progress, financial aid eligibility and could result in additional consequences in accordance with the attendance policy.

Distance/Online Learning

Each online and hybrid Certificate and Applied Technology Diploma (ATD) program provides students with a course syllabus and pacing chart at the start of the enrollment period. The syllabus provides a comprehensive overview of the course, including objectives, policies, grading criteria, and key resources. The pacing chart outlines the sequence and timing of topics and assignments throughout the course. Together, these documents are designed to help students stay

organized, manage their time effectively, and remain on track for successful program completion.

To verify enrollment identity, distance education students are required to present a valid, non-expired photo ID via webcam to their instructor during the first week of class. Students must also maintain consistent attendance and activity in accordance with the course syllabus and pacing chart throughout the enrollment period. For the purposes of this policy, "inactivity" is defined as a failure to log in to the learning management system, submit required assignments, or otherwise engage with course materials during a scheduled week. Students who have one (1) week of inactivity will be contacted by the instructor or program counselor/advisor, and documentation of that contact will be maintained. Upon completion of a second consecutive week of inactivity during the enrollment period, the student will be withdrawn from the program. Students who are withdrawn due to inactivity are subject to the same academic and financial consequences as any other withdrawal, including potential loss of financial aid eligibility and tuition refund ineligibility after the drop and add period.

Please note that prorated attendance hours will be deducted for any week in which only partial coursework is submitted. It is the student's responsibility to maintain consistent participation and to notify their instructor or program counselor in advance if personal circumstances are likely to result in a period of inactivity.

ABE, GED®, ASB & ESOL Programs

Total Absences

In accordance with the Department of Education attendance policy, students enrolled in ABE, GED® Test Preparation, ASB, and ESOL programs must be withdrawn after six (6) consecutive absences. Please note that there are no excused absences in these programs. Students who have been withdrawn may re-enter the same class if space is available; however, re-entry is limited to one (1) time per enrollment period.

Interventions

All postsecondary students are responsible for making up missed assignments as determined by the course syllabus to stay current with program progression. Students who demonstrate a pattern of non-attendance, poor attendance, or inadequate academic progress during an enrollment period will be referred for intervention. Intervention may be initiated by the instructor, program counselor/advisor, or department head, and may include an Educational Contract for Success that outlines specific expectations, strategies, and timelines to support the student in getting back on track. Students are encouraged to communicate proactively with their instructor or counselor whenever personal circumstances may impact their attendance or academic progress.

TRANSFERS & ARTICULATION AGREEMENT

Transfer of Students from Other Institutions

Students with previous technical training from other institutions may be eligible to receive credit for that training, provided the prior coursework was completed within two (2) years of the transfer application date. Transcripts from Florida public

institutions documenting Course Completion and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer for the same technical program at the receiving institution.

Transcripts from non-public institutions that are fully accredited by a regional or national accrediting agency recognized by Broward County Public Schools (BCPS) and that participate in the common course designation numbering system will also be accepted in transfer for the same course or program. Transcripts from non-accredited institutions will be evaluated on an individual basis by the department head, counselor, instructor, and/or program administrator to determine whether advanced placement is applicable.

Transfer of Students Between Programs within Institution

Students who wish to transfer from one program to another within Broward Technical Colleges must first notify their assigned program counselor or advisor. Students receiving financial aid — whether from the institution or a third-party source — are strongly encouraged to consult with a financial aid advisor or the awarding entity prior to initiating the transfer, as a program change may impact their financial aid eligibility. All standard admissions requirements and enrollment deadlines for the receiving program will apply, and students must meet these criteria to be eligible for transfer consideration. It is ultimately the student's responsibility to complete all necessary steps in the transfer process in a timely manner.

Transfer of Students to Other Institutions - Articulation Agreement

Through Florida's Statewide Articulation Agreements, graduates of eligible

Career and Technical Education (CTE) programs may be able to apply their BTC clock hours toward college credit at Broward College or any of the other 27 Florida State Colleges. The general conversion standard used in Florida is 30 clock hours per one (1) college credit. Using this standard, a 900 clock hour program may be equivalent to approximately 30 college credits. However, the actual number of credits awarded depends on the specific program, the receiving institution, and the articulation agreement in place.

Please note that not all programs have active articulation agreements, and credit is awarded at the discretion of the receiving institution. Articulation agreements and institutional policies are subject to change without notice. It is the student's responsibility to verify current articulation agreement information with both the program counselor or advisor and the receiving institution prior to and during enrollment. Students are encouraged to begin this process early to understand how their program may articulate to college credit and to plan their educational pathway accordingly. For assistance contact the program counselor or advisor or visit www.browardtechnicalcolleges.com/articulation-agreement/.



WITHDRAWAL

Voluntary Withdrawal

Students who appear at the school in person and voluntarily withdraw within five (5) school days of the beginning of a term shall be entitled to a full refund of tuition, student activity fee, fee-supported cost recovery, and lab/supply fees. Registration fees and Health Science fees are non-refundable. Five (5) school days shall not apply to courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than one-third (1/3) of its assigned hours. Additionally, students who do not attend a registered course

refund eligibility and procedures, refer to the Refund Policy section of this handbook.

Involuntary Withdrawal

In some instances, students who fail a course or have poor attendance during an enrollment period may be unable to continue in the course sequence and will be involuntarily withdrawn from the program. Additionally, programs that require passing grades as a prerequisite for advancing to required lab work may necessitate withdrawal prior to the end of the enrollment period. Involuntary withdrawal may also occur as a result of a violation of the code of conduct policies outlined in this handbook.

financial aid or third-party funding are strongly encouraged to consult with the Office of Financial Aid or their third-party funding administrator to fully understand the potential impact of the withdrawal.

RE-ENTRY (DENIAL OF RE-REGISTRATION)

Inadequate academic progress may be evidenced by, but is not limited to, poor attendance, missed or unsatisfactory class or lab work, or an inability to demonstrate the skills necessary to meet industry-specific standards. If the instructor, administrator, or program counselor/advisor determines that a student has not made adequate academic progress during an



within the first five (5) school days of the enrollment period will be withdrawn, making that seat available to another student.

Students receiving federal financial aid or third-party funding are strongly encouraged to consult with the Office of Financial Aid or their third-party funding administrator prior to withdrawing to fully understand the potential impact of the withdrawal on their funding eligibility, disbursements, and any repayment obligations that may result. For complete details on

When an involuntary withdrawal occurs, the student will be scheduled for a conference with the appropriate program staff to discuss their individual circumstances, available options, and the steps required for re-entry into the program. Please note, refunds for involuntarily withdrawals are subject to the Refund Policy guidelines in this handbook. Additionally, any type of withdrawal may potentially impact the student's funding eligibility, disbursements, and the student may incur repayment obligations. Students receiving federal

enrollment period, the student may be denied the opportunity to re-register for the subsequent enrollment period. Administrative approval is required for both the denial and rescission of re-registration privileges, as well as to determine when it is academically appropriate for the student to re-enter the program. Students who have been denied re-registration are encouraged to meet with their program counselor or advisor to discuss their options and develop a plan for moving forward.

GRADE FORGIVENESS

Grade forgiveness may be granted once per course for a grade of D or F, allowing students to remain eligible for program completion and/or retain eligibility for college credit transfer under Florida's Statewide Articulation Agreements. Please note that grade forgiveness does not remove the original grade from the student's academic record; rather, it allows the student to meet program completion requirements despite the lower grade. Specific eligibility criteria must be met, and students are required to meet with their program counselor or advisor to determine eligibility and initiate the process. Grade forgiveness is not automatically applied and must be requested by the student.

EXPERIENTIAL CREDIT

Students entering Workforce Education Certificate and Applied Technology Diploma programs may be eligible to receive Experiential Performance Awards, which allow students to accelerate their progress by applying prior experience toward program competencies. Qualifying experiences may include coursework from regionally accredited institutions, work experience, volunteer work, military service, industry certifications, or self-directed study. Prior coursework or experience must have been completed within two (2) years of the application for Performance Awards. Students must submit the application for Experiential Performances prior to entering the program. Completion will only be awarded for the entire course; no partial course completions will be awarded. Students interested in applying for an Experiential Performance Award should contact their program counselor or advisor prior to enrollment for eligibility requirements and next steps.

WORK-BASED LEARNING

Participation in work-based learning activities as part of a Career and Technical Education (CTE) or Applied Technology Diploma (ATD) program is available on a case-by-case basis. Eligibility may vary depending on the student's program and funding source. Students interested in work-based learning opportunities should speak with their program counselor or advisor to determine eligibility. Those receiving any type of financial aid must receive clearance prior to initiating any work-based learning activities. The code of student conduct applies to work-based learning sites.

**CERTIFICATE OF COMPLETION
ISSUANCE**

In accordance with the FLDOE Career and Technical Education Curriculum Frameworks, a Certificate of Completion is awarded to students who have successfully met all program requirements, including the completion of all required instructional hours and, where applicable, the mandated basic skills exit requirements. The certificate serves as the official recognition of a student's technical competency and workforce readiness in their chosen field.

**INDUSTRY LICENSURE &
CERTIFICATION**

Many CTE programs prepare students to earn industry-recognized certifications or complete state licensure examinations required for employment in their selected career field. Completion of a CTE program does not automatically grant an industry license or state certification. Students are responsible for applying for and successfully passing all required examinations and meeting any additional requirements established by the relevant licensing or certifying body. The institution's role is to prepare students for these examinations through quality instruction and

hands-on training; however, successful examination outcomes depend on the individual student's effort, preparation, and performance. Students are encouraged to speak with their instructor or program counselor early in their enrollment to gain a clear understanding of the specific certification or licensure requirements associated with their program of study.

**CERTIFICATE ELIGIBILITY
POST-PROGRAM WITHDRAWAL**

In some cases, students are unable to complete all program requirements necessary to be considered a program completer. This may be due to (1) not meeting the required basic skills exit requirement or (2) lack of adequate academic progress. In such cases, students will be given a period of up to five (5) years from their official withdrawal date to finish any remaining requirement(s) provided FLDOE Curriculum Frameworks and basic skills mandates have not changed. It is the student's responsibility to monitor this timeline and take proactive steps to meet all outstanding requirements within the allotted period. Students are strongly encouraged to consult with their program counselor or advisor well in advance of the deadline to develop a plan and avoid forfeiture of eligibility.

Once the five-year window has elapsed without the student satisfying the outstanding requirement(s), this option is void. To be considered for certificate issuance after this period, the student must re-start the program to ensure that all instruction reflects current industry standards, updated Curriculum Frameworks, and applicable licensure or certification requirements. Re-enrollment is subject to standard admissions requirements, seat or program availability, and enrollment deadlines.



GRADUATION CEREMONY

Broward Technical Colleges celebrate the achievements of program completers through an annual graduation ceremony held each spring. The ceremony is a meaningful milestone that recognizes the dedication, hard work, and perseverance of our graduates, and provides students, faculty, staff, and loved ones the opportunity to come together and celebrate this important accomplishment.

Students who complete their program earlier in the academic year are invited to return and participate in the spring ceremony alongside their cohort. Participation in the graduation ceremony is encouraged but not required for certificate or diploma issuance. Students will receive communication from their campus regarding graduation ceremony details, including date, time, location, and any associated requirements, as the event approaches. It is the student's responsibility to ensure contact information (i.e., phone, email, and address) is current.

To be eligible to participate in the graduation ceremony, students must have successfully completed all program requirements, including all required instructional hours and, where applicable, the mandated basic skills exit requirement. Students who achieve a cumulative Grade Point Average (GPA) of 3.5 or above upon program completion will receive a gold seal designation on their Certificate of Completion, recognizing their outstanding academic achievement.

GUARANTEE FOR SUCCESS PLAN

The Guarantee for Success Plan allows graduates who do not pass their identified entry-level industry certification exam to return for additional training and/or test preparation at no additional cost within one (1) year of program completion. Returning students may attend up to nine (9) weeks of additional instruction. Certain conditions apply. Contact your program counselor or advisor for eligibility details and next steps.

MONEY-BACK GUARANTEE

The Money-Back Guarantee allows eligible graduates from select programs who are unable to obtain employment within six (6) months following official program completion the opportunity to receive reimbursement for tuition paid, less any institutional scholarships and/or grants received. The guarantee applies to tuition only and does not include fees, books, supplies, uniforms, testing fees, or any other educational expenses or charges. Students must meet all eligibility criteria and submit a completed application no later than the first seven (7) days of the seventh (7th) month following their official program completion date to be considered. Incomplete applications or those that do not meet all required criteria will not be considered. Students are encouraged to consult with their program counselor or advisor or visit the school's website for details regarding eligibility requirements and program participation. For more information and to access the application visit: <https://www.broward-technicalcolleges.com/money-back-guarantee>.



SECTION 5 – Financial Information & Responsibilities

CONSUMER INFORMATION GUIDE

In accordance with the Higher Education Act (HEA) of 1965, as amended, Broward Technical Colleges make consumer information available to all current and prospective students. This information covers a broad range of topics, including educational programs, faculty, instructional facilities, transfer of credit policies, copyright and file-sharing policies, campus security, student outcomes, and job placement. The Consumer Information Guide has been incorporated into this student handbook to ensure that all required disclosures are readily accessible to students in one convenient location.

PROGRAM COSTS

As public institutions, Broward Technical Colleges establish tuition and fees in accordance with guidelines set forth by the Florida Department of Education and Florida Statute 1009.22. Program costs include a

range of mandatory tuition and fees that cover essential services, access to campus facilities, and other related expenses. These costs typically include tuition, registration fees, laboratory or supply fees, and student activity fees. In addition to these charges, students are responsible for purchasing all required books and supplies necessary to successfully complete their program. Students may also incur additional fees that are directly associated with their specific program of study.

Program costs are reviewed and updated annually to reflect current rates and requirements established by the Florida Department of Education and the Postsecondary Workforce Education & Community Education Fee Schedule. The most up-to-date pricing information is available on each college's website. Each program website contains a program cost sheet (brochure/flyer) which indicates the approximate program cost for tuition, registration, books and supplies for the academic year. Published cost sheets reflect

Florida resident in-state tuition rates and are calculated based on the number of class days in the school calendar.

All program cost estimates are approximate and subject to change without prior notice due to fluctuations in required textbooks, supplies, equipment, or other instructional materials. In addition, students who exceed the published program length or require additional instructional time will be responsible for any additional tuition, fees, and related expenses incurred beyond the standard program timeframe. Please visit the technical college website below, click on the program descriptions tab and select a program to view the price of attendance.

Atlantic Technical College:
www.AtlanticTechnicalCollege.edu

McFatter Technical College:
www.McfatterTechnicalCollege.edu

Sheridan Technical College:
www.SheridanTechnicalCollege.edu

COST OF ATTENDANCE

The Cost of Attendance (COA) is an estimate of the total expenses a student may incur while attending Broward Technical Colleges for a full academic year. This estimate includes tuition and fees, books and supplies, transportation, living expenses, and other personal or miscellaneous costs. At Broward Technical Colleges, full-time enrollment is defined as 900 clock hours over 30 weeks. Financial aid awards for students enrolled for less than a full academic year are prorated accordingly. The budget below reflects a sample Cost of Attendance for a full-time student enrolled in a 900 clock hour, 30-week program. To obtain the current academic year budget, please visit <https://www.browardtechnicalcolleges.com/consumer-information-re-sources/>

NET PRICE CALCULATOR

In accordance with the Higher Education Opportunity Act, each postsecondary institution that participates in Title IV federal student aid (FSA) programs must post a net price calculator on its website that uses institutional data to provide estimated net price information to current and prospective students and their families based on a student's individual circumstances. This calculator allows students to calculate an estimated net price of attendance at an institution which is defined as the cost of attendance minus the average yearly grant and scholarship aid.

Please note that the information provided by the calculator is a broad estimate. There are many factors that are considered as part of the financial aid award process, including full or part-time attendance, dependency status, grade level and application submission dates.

Atlantic Technical College:

<https://www.atlanticttechnicalcollege.edu/net-price-calculator/>

McFatter Technical College:

<https://www.mcfattertechnicalcollege.edu/net-price-calculator/>

Sheridan Technical College:

<https://www.sheridanttechnicalcollege.edu/net-price-calculator/>

FEDERAL STUDENT AID – TITLE IV POLICIES

Overview

Federal Student Aid is designed to provide assistance to students who, without financial support, would be unable to attend school. In conjunction with the U.S. Department of Education and the Florida Department of Education, Broward Technical Colleges award financial assistance from a variety of federal and state programs.

The Office of Financial Aid will assess each student's eligibility and provide guidance on application requirements, deadlines, and available funding options. It is important to understand, however, that the primary responsibility for financing a postsecondary education rests with the student and/or their family. Financial assistance should be viewed as supplementary to the student's and family's own financial resources, and any aid received must be used exclusively for expenses directly related to attending one of the Broward Technical Colleges.

To ensure compliance with federal financial aid regulations, students are not permitted to receive federal aid from more than one postsecondary institution simultaneously. Receiving aid from multiple institutions may result in over-awards, which can lead to repayment obligations, loss of eligibility, and potential legal consequences. Students who are

enrolled at more than one institution must notify the Office of Financial Aid immediately to ensure that only one institution administers their federal financial aid. Students are encouraged to meet with a financial aid advisor or visit the Office of Student Affairs or Office of Admissions to explore all available funding options and determine eligibility.

Student Loan Information

Broward Technical Colleges do not participate in federal student loan programs and do not offer loans of any kind.

How to Apply for Federal Aid

Students can apply for financial assistance by completing and submitting the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov. Students who prefer a paper application may request one by calling the Federal Student Aid Information Center at 1-800-433-3243. Assistance with completing the FAFSA is also available by calling the same number. Teletype Machine (TTY) users or individuals who are hearing impaired may call 1-800-730-8913 for assistance.

Students are encouraged to complete the FAFSA as early as possible, as some funding sources are limited and awarded on a first-come, first-served basis. When completing the FAFSA, students must list the Federal School Code for the Broward Technical College they plan to attend to ensure that their financial aid information is sent to the correct institution. The Federal School Codes for Broward Technical Colleges are as follows:

Atlantic Technical College: 012263

McFatter Technical College: 030036

Sheridan Technical College: 009902

Obtaining a Federal Student Aid ID

The Federal Student Aid (FSA) ID is a username and password that serves as your legal electronic signature for all federal student aid purposes. Your FSA ID is required to sign your FAFSA, access your federal student aid history, and manage your financial aid information online.

To create an FSA ID, visit www.studentaid.gov/fsa-id/create-account and follow the on-screen instructions. Your FSA ID is personal and should never be shared with anyone. Each individual must have their own unique FSA ID; dependent students and their parents must each create separate FSA IDs. If you need assistance creating your FSA ID, contact the Federal Student Aid Information Center at 1-800-433-3243 or TTY: 1-800-730-8913.

Satisfactory Academic Progress (SAP)

Students must maintain minimum standards of progress in accordance

with the institutions' policies and federal regulatory requirements to be eligible to receive financial aid. Minimum standards refer to established qualitative and quantitative criteria, including a maximum timeframe within which a student must complete his/her program. Student progress is monitored by utilizing the Grade and Hours Report. If a student's academic standing is not in accordance with the satisfactory standards stated below, the student's aid may be terminated.

- **Qualitative Measure (Cumulative Grade Point Average)**

A student's satisfactory progress is reviewed at the end of each payment period before an award is disbursed. A minimum cumulative grade point average (GPA) of 2.0 must be maintained, which is a grade of C. Students are reviewed for SAP changes before a disbursement is given. A failed course (F letter grade) must be successfully passed before moving onto another payment period.

- **Quantitative Standard (Completion Rate)**

Students must complete a minimum number of clock hours per program to be considered making progress. Students must demonstrate a pace/progress by completing at least 67% of the attempted clock hours in order to complete their program within the required timeframe. If the student is behind in progress, the student may not complete on time. The quantitative measure is based on calendar time (weeks/months) since students are given credit for every hour of attendance.

Maximum Timeframe: Students must be progressing at a rate that enables them to complete their program within the Federal Regulation. The regulation specifies that the maximum timeframe may not exceed 150% of the advertised program length as set forth in the State Curriculum Frameworks.

- Example: A 900 clock hour program must be completed within 150% or 1350 clock hours.



Return of Title IV Funds (R2T4)

Under the Higher Education Reconciliation Act (HERA), a student who voluntarily or involuntarily withdraws or otherwise ceases to attend the college will lose student financial aid eligibility and will not be paid further funds for the enrollment period but may be eligible to keep the funds received. The amount of Title IV grant assistance earned by the student must be determined by performing a Return of Title IV calculation. If the amount disbursed to the student is greater than the amount earned, unearned funds must be returned in accordance with federal HERA guidelines. The student is responsible for any tuition, fees, books or equipment that is not covered by Title IV funds. If the student receives less federal student aid than the amount earned, the student is eligible for a post-withdrawal disbursement.

Official Withdrawal: The instructor completes a change of enrollment form when a student voluntarily withdraws and informs the school of his intent to withdraw. The last day of recorded attendance will be listed as well as the student's withdrawal date. This information is necessary when completing the Return of Title IV (R2T4) form.

Unofficial Withdrawal: Involuntary withdrawals will follow the same process as above, but the day the student is officially withdrawn from the institution will be both the last day of attendance and withdrawal date.

Please be aware that students who withdraw prior to completing more than 60% of the payment period have not earned all of their federal financial aid. If the amount of Federal Title IV aid disbursed exceeds the calculated amount earned by the student, the institution must return a portion of the excess funds. If the return of funds creates a balance due on the student statement account, the student will be

liable for satisfying the outstanding balance.

Post-Withdrawal Disbursement

A student may receive a post-withdrawal disbursement if the calculated amount of Federal Title IV aid earned exceeds the amount disbursed.

Financial Aid Warning

Students must meet the minimum cumulative GPA of 2.0 or program GPA. If the student fails to meet the minimum GPA and/or complete at the proper completion rate, the student is placed in a Financial Aid Warning status. The Office of Financial Aid reviews each student record at the end of each payment period. Students who are not meeting SAP requirements will be notified by the Office of Financial Aid via phone or email that they have been placed in a financial aid warning status.

Students placed in a Financial Aid Warning status remain Title IV eligible for one payment period only. If, at the end of the payment period, the student is meeting SAP requirements the student will be placed in good standing and continue to remain eligible for Title IV funds. If, at the end of the payment period, the student is not meeting SAP requirements the student becomes ineligible for the next payment period and will remain ineligible for the next payment period until the student meets the SAP requirements at an official evaluation point. There is no appeal process or probation period.

Professional Judgment – Special and Unusual Circumstances

Section 479A of the Higher Education Act gives financial aid administrators the authority to make case-by-case adjustments to data items used to calculate a student's eligibility for financial aid. Professional judgment determinations must be adequately documented in order to address current circumstances not reflected on

the student's FAFSA. To obtain the Professional Judgement FAQ, please visit <https://www.browardtechnicalcolleges.com/consumer-information-resources/>.

Special circumstances refers to financial situations that may lead to a financial aid adjustment. This type of adjustment is called a Request for Professional Judgment. Special circumstances could include one or more of the following:

- Loss or reduction of employment earnings
- Reduction or loss of untaxed income or benefits
- Loss of a one-time income distribution
- Death of a parent (dependent student) or spouse (independent student)

Unusual circumstances refers to conditions that may lead to an adjustment to a student's dependency status based on a unique situation. This type of adjustment is called a Dependency Override. Unusual circumstances could include one or more of the following:

- Abusive family environment that threatens the student's health or safety
- Parental abandonment
- Parental incarceration
- Death of parent after filing the FAFSA when surviving parent meets one of the conditions above x
- Human trafficking
- Refugee or asylee status
- Unaccompanied homeless youth status

Special and Unusual Circumstance Procedures: The Office of Financial Aid will make these adjustments only when appropriate to each student's situation with appropriate documentation. If you are experiencing special or unusual circumstances, contact your financial aid counselor to discuss your situation. If we determine that you may be eligible for an adjustment, we will advise you which of the below forms and types of documentation to submit. Once your documentation is submitted, please allow 4 weeks for your request to be reviewed. We will contact you if we need any additional supporting information. You will be notified of the result of your request as soon as practicable after we have reviewed all requested documentation. Please be aware of the following important information:

- Not every student who experiences special or unusual circumstances will be eligible for or benefit from a financial aid adjustment.
- If your FAFSA was selected for verification, this process must be completed before we can consider any special circumstances requests.
- A school is not permitted to make a professional judgment for a student after that student has ceased to be eligible, including when the student is no longer enrolled.
- The Office of Financial Aid's decisions regarding these requests are final and cannot be appealed to the Department of Education.

OTHER FUNDING SOURCES & EDUCATION PARTNERS

In addition to the Federal Pell Grant, the Broward Technical Colleges accept funding from a variety of alternative funding sources and educational partnerships. The following is a list of the most commonly utilized funding sources.

For the full description of each funding source, please visit <https://www.browardtechnicalcolleges.com/consumer-information-resources/>

- BTC Education Fund
- Bright Futures Scholarship
- CareerSource Broward
- Children of Deceased and Disabled Veterans
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Fee Waivers or Exemption
- Financial Aid Fee Trust Fund (FAFTF)
- Florida Division of Vocational Rehabilitation
- Florida National Guard Education for Dollars (EDD)
- Florida Pre-Paid Tuition Plan
- Florida Student Assistance Grant — Career Education (FSAG-CE)
- Open Door Grant
- Scholarships
- Tuition Payment Plan
- Veterans Educational Benefits

REFUND POLICY

School Board of Broward County (SBBC) Policy 6607 dictates the official rules for the refund of Post-Secondary and Adult program fees.

1. All refunds shall be accounted for and audit trails maintained in accordance with Business Practice Bulletins issued by the Office of the Chief Financial Officer.
2. Students who appear at the school in person and voluntarily withdraw within five (5) school days of the beginning of a term shall be entitled to a full refund of tuition, student activity fee, fee-supported cost recovery, and lab/supply fees. Registration fees and Health Science fees are non-refundable. Five (5) school days shall not apply to courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than one-third (1/3) of its assigned hours. Retention of fees collected in advance for a

student who does not enter class shall not exceed \$100. Refunds will be made within forty-five (45) days of the date on which the student voluntarily withdraws.

3. Students involuntarily withdrawn pursuant to the Adult Student Conduct and Discipline Code are not entitled to a refund of any fees.

4. Students who pay fees but are entitled to a waiver, voucher or agency payment (refer to SBBC Policy 6606) shall be entitled to a refund of fees only if required evidences are presented to the school/ college principal/director or his/her designee within fifteen (15) school days of the beginning of a term.

5. In the case of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal/director or his/her designee may honor a request for full or partial refund of fees provided that: (1) the request is made in writing prior to the date that the course would have normally ended, two (2) supporting evidence (where appropriate) is provided. If said refund results in a failure to satisfy state fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in the course for which the refund is given.

6. Students who feel they have been treated unfairly in the application of this policy or its rules may appeal using the student grievance procedure as presented in the Student Conduct and Discipline Code. See page 19 for procedures.

7. Refunds, when due, will be made without requiring a request from a student.

8. Refunds, when due, will be made within forty-five (45) days: one (1) of the last day of attendance if written notification of withdrawal has been provided to the school/college by the student, or two (2) from the date the school/college withdraws the student or determines withdrawal by the student.

9. A student is entitled to a full refund of fees if a course is canceled by the school/college, principal/ director or his/her designee, provided however, that the student was not reported in membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the state requirement shall be refunded.

10. Miscellaneous items purchased from the school bookstores (textbooks, uniforms, etc.) may be returned for a full refund provided that the items are unused, in the original packaging and currently being used in the instructional program.

All refunds are processed using the original payment method. Cash payments are refunded by check only. SBBC policies can be accessed online at <https://www.browardschools.com/policies>.

FINANCIAL OBLIGATIONS

Students are financially responsible for all tuition, fees, books, supplies, and any other charges associated with their enrollment and program participation. All outstanding balances must be satisfied in a timely manner. Failure to meet financial obligations may result in a hold being placed on the student's account, which may restrict access to official transcripts, certificates, and future course registration.

In addition, students with outstanding financial obligations will not be

permitted to enroll or re-enroll at any Broward Technical Colleges until all balances and related obligations have been resolved.

1098-T TUITION STATEMENT

The 1098-T Tuition Statement is a tax form that post-secondary institutions are required by the Internal Revenue Service (IRS) to issue annually to eligible students enrolled in post-secondary programs. It reports the total dollar amount paid by the student for qualified tuition and related expenses during the calendar year, which may not correspond exactly to the academic year.

The 1098-T is available electronically on or before January 31st of each year through the Focus Student Portal for Career Technical Education programs. The student's Social Security number must be on file with the college for the 1098-T to be generated. Students who have not provided their Social Security number should contact the Registrar's Office immediately to ensure timely issuance of the form.

Broward Technical Colleges are unable to provide tax advice and recommend that students consult with a qualified tax professional or visit the IRS website at www.irs.gov to determine their specific eligibility for education tax benefits.

SECTION 6 – Student Rights & Protections

MEDIA RELEASE

While attending BTC, students may be photographed, videotaped, or interviewed for educational purposes or to promote the colleges. Images and interviews may be used on school and district websites, in publications, and on social media at the sole discretion of Broward County Public Schools. Students who do not wish to be recorded may opt out using the Student Handbook Acknowledgment Form via the Focus student portal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the accuracy and privacy of students' education records.

FERPA, F.S. §§1002.22 and 1002.221 and School Board Policy 1480 (Student Records: Confidentiality and Family Educational Rights) afford parents, guardians or eligible students (students over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records maintained by the District. These rights are:

1. The right to inspect and review a student's education records within 30 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. When the education records contain information about more than one student, a parent may review the information related only to his or her child.



E-mails not maintained in a student's file folders kept by the schools or District departments are not education records. In addition, records created and maintained solely by Special Investigative Unit (SIU) are not education records.

2. The right to request the amendment of a student's education records. Parents or eligible students may ask SBBC to amend a record they believe is inaccurate, misleading, or in violation of the student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed and specify the reasons for the request. If the District decides not to amend the record as requested, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing within a reasonable period of time regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the parent or eligible student is notified of the right to a hearing.

NOTE: Substantive decision-making processes, which include but are not limited to Behavioral Threat Assessments, student discipline and grades are not subject to the amendment process.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without written consent. FERPA permits disclosure without written consent in many situations, including:

- a) to SBBC school officials with a legitimate educational interest.
- b) to contracted outside agencies and organizations, whose personnel perform their duties in a "school official" role and who are prohibited from re-disclosing personally identifiable information

from education records, except as required or permitted by law.

c) to school officials of other institutions for the purposes of student transfer or student enrollment.

d) to authorized Federal, State and local officials, including educational authorities, and for audits or evaluations of Federal and State supported programs.

e) to comply with judicial orders or lawfully issued subpoenas; the parent/guardian/majority age student will be notified in advance of SBBC's intent to comply in ten (10) days so the parent or majority age student may seek protective action, except where the law prohibits or does not require said notification.

f) to appropriate parties in connection with a health or safety emergency, and,

g) to an agency caseworker or representative of a State or local child welfare agency, or tribal organization, when the agency is legally responsible for the care and protection of the student.

Additional requirements and conditions may apply to non-consensual disclosures. See School Board Policy 1480 for a full listing of FERPA-permitted disclosures for which prior written consent is not required.

Types of Directory Information

"Directory Information" is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. Pursuant to the FERPA, SBBC may disclose - in its discretion - directory information of a student in any grade level, if the parent or student age 18 or over did not "opt out" of the disclosure. SBBC designates the following as directory information": student's name,

parent's name, residential address, telephone number(s), date of birth, place of birth, major field of study, participation in school-sponsored activities and sports, height and weight of athletic team members, jersey number and team position of athletic team members, school grade level, dates of school attendance, degrees and awards*, the name of the most recent previous school or program attended, and room number.

***Note: Degrees and awards include exemplary work (including artwork), recognitions of all types, and graduation status (i.e., a list of graduating student(s), and exclude Grade Point Average (GPA).**



Purposes of Disclosure of Directory Information

SBBC reserves the right to release Directory Information only:

- a) to colleges, universities or other institutes of higher education in which the student is enrolled, may seek enrollment or may be recruited.
- b) for athletic events, school publications, instructional materials and other school communication tools (including, but not limited to, yearbooks, athletic programs, graduation programs, recruitment brochures, theatrical programs, school and District websites, social media, and postings and displays throughout the school facility).
- c) to Broward County health officials for purposes of communicating with parents to address conditions of public health importance as determined by Florida Department of Health (64D-3, F.A.C.), including information to meet or to prepare for a potential or confirmed health threat.
- d) to class reunion committees (and the like) for purposes of class reunion activities.

Opt Out Procedure

Parents/guardians of students in any grade level (or eligible students, those over the age of 18 or attending a post-secondary institution) may opt out of (refuse to permit) the release of any or all of the above Directory Information on the FERPA Opt Out Notification Form, provided online at <https://www.browardschools.com/bcps-departments/information-technology/focus-student-information-system>, must be completed and submitted to the school on an annual basis. Regarding former students,

SBBC shall continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance, unless the former student rescinds the opt out request (34 CFR §99.37(b)) and/or the former student submits a new FERPA Opt Out Notification Form.

Note: Opt out choices on the FERPA Opt Out Notification Form will be effective until the parent or student (age 18 or older) submits a new form.

Disclosures to Military, Armed Forces and Postsecondary

SBBC is required to disclose, upon request, student name, address, and telephone number of 11th and 12th grade students to the armed services, military recruiters, and/or postsecondary institutions without prior written consent, unless the parent/ guardian or eligible student opts out of disclosure. On the Every Student Succeeds Act (ESSA) Opt Out Form provided online at <https://www.broward-schools.com/bcps-departments/information-technology/focusstudent-information-system>, parents/guardians and eligible students must indicate the categories they wish not be disclosed. The ESSA Opt Out Form must be submitted to the school principal annually. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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, S.W., Washington, DC 20202. If you wish to discuss and try to resolve any FERPA concerns before contacting the Student Privacy Policy Office, you may contact the SBBC Privacy Officer at 754-321-1914. For additional information refer to SB Policy 1480. This policy outlines the

privacy rights of parents and students with respect to students' education records. You may view the complete student records policy and all School Board policies on the Web at: <https://www.browardschools.com/school-board/school-board-policies>. Forms are available at <https://www.browardschools.com/privacyinformation>.

SCHOOL RECORDS REQUEST

Official transcripts may be requested securely and conveniently through Parchment, an online records request platform. The link to Parchment is available on the Records page on the college website. Transcripts are released only to the student of record via mail or email and will not be released to any third party without the student's prior written authorization. For archived records dated prior to 2004, students should contact the BCPS Records Retention Department by visiting <http://www.broward-schools.com/transcripts> or by calling 754-321-3150. Students who need unofficial transcripts or enrollment verification may generate these documents directly through the Focus Student Portal.

Third-party records requests including requests from employers, other educational institutions, agencies, or any other outside party require the student to complete and submit BTC's written Authorization for Release of Records form prior to the release of any records. Verbal authorization is not accepted under any circumstances. The completed authorization form must include the student's signature, the name of the authorized recipient, and the specific records to be released. Broward Technical Colleges reserve the right to verify the identity of the requesting party and may deny any request that raises reasonable concern regarding the legitimacy of the request.



Students should be aware that certain records may be disclosed without written consent in limited circumstances as permitted by FERPA, such as in response to a lawfully issued subpoena or court order.

Each student is issued one (1) original Certificate of Completion upon program completion. Subsequent requests for documentation will be fulfilled through the issuance of official copies only. Students who require an additional copy of their certificate should follow the records request process. Fees apply for records requests.

DISABILITY SERVICES & ADA/AA / SECTION 504

Broward Technical Colleges are committed to ensuring that students with disabilities have equal access to all programs, activities, and services. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), the colleges strictly prohibit discrimination against individuals with disabilities

and are dedicated to providing a fully inclusive learning environment for all students.

Students requesting accommodation are encouraged to begin the process as early as possible, preferably prior to the start of testing or instruction to allow sufficient time for review and implementation of appropriate support services.

To initiate the accommodations process, students must inform their program counselor, advisor, or Section 504/ADAAA Liaison (Disability Services Advisor) and provide official documentation of their disability and complete the disability services process. All documentation submitted as part of the disability services process will be kept strictly confidential and maintained in the student's official file.

Please note that accommodations are not retroactive. Students who do not disclose a disability or request accommodations in advance may not be eligible to receive accommodations for assessments or coursework that has already been completed.

While Broward Technical Colleges are committed to providing reasonable accommodations to students with documented disabilities, accommodations are designed to provide equal access to the educational experience and are not intended to alter the fundamental requirements or academic standards of a program. Accommodations will not be approved if they would fundamentally change the nature of the program, lower academic or technical standards, pose a direct threat to the health or safety of the student or others, or create an undue burden on the institution. Students are encouraged to contact the program counselor or advisor for more information about available disability support services and the accommodations process.



Learner's Rights and Responsibilities

Individuals with documented disabilities, including but not limited to: learning disabilities, attention deficit disorders, emotional or orthopedic impairments, vision or hearing impairments, have the right to reasonable accommodation(s) for instruction and testing. All students complete the "Learner's Rights and Responsibilities" form prior to enrollment and terms are as follows:

Each student has the right:

- To participate in adult education programs, services, and activities without discrimination
- To choose whether to disclose a disability
- To receive reasonable accommodations in class and on tests
- To meet with staff to discuss his/her needs

Each student has the responsibility:

- To self-identify, or notify a teacher, counselor or registrar if he or she needs or wishes to request accommodations for testing or instruction.
- Provide documentation of their disability to the Section 504/ADAAA Liaison (Disability Services Advisor). Documentation is required and will be kept strictly confidential.

Possible accommodation(s) may include:

- Extra time for testing
- Frequent breaks
- Private work area
- Sign language interpreters
- Alternate test formats (Braille, audiotape, large print)
- Assistive devices

Section 504 Grievance Procedures
Individuals are encouraged to first attempt to resolve the matter with the appropriate school personnel. All meetings should be documented by the appropriate school personnel (teachers, section 504/ADAAA liaison-Disability Services Advisor, counselors/advisors, or administrators). The procedures for the grievance process are found in the School Board of Broward County, Florida Section 504/ADA Procedural Manual available online at <https://www.browardschools.com/ese-support>.

To file a grievance, complete the following actions:

1. If informal discussions do not resolve the issue, the student/parent/guardian may obtain a Grievance Filing Form from the Director. The completed form should be submitted to the Director.
2. Within fifteen (15) school days of receipt of the written grievance, the Director shall provide the grievant with a Grievance Resolution Notice that upholds, modifies or denies the resolution sought. Prior to sending the Grievance Resolution Notice to the grievant, the Director must submit this document Opportunities/ADA Compliance, 600 SE Third Avenue Fort Lauderdale, FL 33301. Allow three school days for the review process by the Director, Equal Educational Opportunities/ADA Compliance.
3. If the student/parent/guardian is not satisfied with the response issued in Step 2, he or she may file a complaint with the Superintendent of Schools and request an impartial hearing. When requested, school personnel may need to participate in the hearing process. The request for an impartial hearing would be submitted to: Director, Equal Educational Opportunities/ADA Compliance Department.

- Equal Educational Opportunities/ADA Compliance
600 SE Third Avenue, 14th Floor,
Fort Lauderdale, FL 33301
Tel: 754-321-2150
TTY: 754-321-2158
E-Mail: EEO@browardschools.com

As a party to the hearing, grievant(s) will be provided with full disclosure of their rights, including their impartial hearing rights, responsibilities and hearing procedures. The Department of Equal Educational Opportunities/ADA Compliance (EEO/ADA Compliance) will conduct an investigation and make a determination as to whether probable cause exists that the student was, in fact, discriminated against. A determination of probable cause will include specific recommendations for corrective actions.

SERVICE ANIMALS

Per Broward Schools Policy 4001.2 (Use of Service Animals in School District Facilities), Broward Technical Colleges permit individuals with disabilities to be accompanied by a service animal (dog or miniature horse) in all areas of school facilities where the public or participants are allowed to go, as long as the animal does not interfere with the educational environment. A service animal is defined as an animal individually trained to perform specific tasks related to the individual's disability (e.g., alerting to allergens, assisting with mobility, seizure support, navigation for the blind, etc.). Refer to the full policy for details. All SBBC policies are accessible at <https://www.browardschools.com/policies>.

Reporting Bullying, Discrimination, and/or Harassment Complaints related to discriminated, harassment, or bullying may be addressed to:

- Bullying Hotline
Phone: 754-321-0911
Text: Send "SBBC" followed by your message to 274637 (CRIMES)
Email: school911@browardschools.com
- Director, Equal Educational Opportunities/ADA Compliance
600 Southeast Third Avenue, 14th Floor, Fort Lauderdale, Florida 33301
Phone: 754-321-2150
TTY: 754-321-2158
- Office for Civil Rights
400 Maryland Ave.,
Washington, DC 20202-1100
or the state or federal Office for Civil Rights

Complaints related to discrimination on the basis of sex may be addressed to:

- Assistant Secretary for Civil Rights
330 C. Street SW,
Washington, D.C. 20202
Phone: 900.421.3481
Fax: 202.205.9862
TTY: 877.521.2172
- Director, Equal Educational Opportunities/ADA Compliance
600 Southeast Third Avenue,
14th Floor,
Fort Lauderdale, Florida 33301
Phone: (754) 321-2150
TTY: (754) 321-2158

RIGHT TO APPEAL & GRIEVANCE PROCEDURES

There are times when students may feel they have been treated unfairly under the Conduct and Discipline Code for Adult Students or other institutional rules and regulations. In such cases, students have the right to file a formal grievance and appeal the

decision through the School Board's approved grievance procedures. These procedures are designed to ensure that all student concerns are heard and resolved in a fair and timely manner. All formal grievances submitted through this process are documented and tracked by campus administrators to ensure timely resolution and to identify opportunities for institutional improvement. Grievance forms and detailed procedures are available on each college's website and through the Office of Student Affairs or Office of Admissions. The grievance procedure and timeline shall proceed according to the following steps:

1. The student must first meet with the staff member involved in the alleged unfair action. If the issue is not resolved after the initial meeting, the student may involve any other person of their choice in a follow-up conference with the staff member (i.e., school counselor/advisor, administrator, director, etc.).

2. If the grievance has not been resolved after meeting with the teacher, non-instructional staff, counselor, and/or Assistant Principal/Director, and the student wishes to proceed, the student must submit a written statement to the Principal/Director within five (5) school days of the last conference. The statement must describe what happened, when it happened, who was involved, and how the student would like the matter resolved. A copy of the statement will be filed and maintained as an educational record. The Principal/Director with the most knowledge of the incident has five (5) school days to respond in writing.

3. If the matter has not been resolved within five (5) school days of receipt of the school's response, the student may request in writing an appointment with the Director/designee of the Office of Service Quality. The written request must include a copy of the

original written statement and the school's response, if one was received.

4. Upon receipt of the request, the Director/designee of the Office of Service Quality will schedule a meeting within five (5) school days. This meeting will include the person(s) involved in the appeal process, the Principal/Director, the student, and if requested, any representative the student selects. The Director/designee of the Office of Service Quality has five (5) school days after the date of the meeting to send a written response to the student.

5. If the student remains unsatisfied, they may escalate the matter to the Superintendent's Office/designee following the procedures outlined above.

6. The Superintendent's Office/designee will schedule a meeting to attempt to resolve the matter. The Superintendent/designee has five (5) school days after the date of the meeting to send a written response. The decision of the Superintendent/designee shall be final for the penalty.

Please note that students are protected from retaliation for filing a grievance in good faith. Any student who believes they have experienced retaliation as a result of filing a grievance should report the matter immediately to the Office of Student Affairs or the Director of Equal Educational Opportunities/ADA Compliance at 754-321-2150.



Other External Complaint Resources
After all internal grievance procedures have been exhausted, students who believe their complaint warrants additional investigation may contact the following external agencies and organizations:

Complaints alleging discrimination may be addressed to:

- Office for Civil Rights, U.S. Department of Education
Atlanta Office
61 Forsyth St. S.W., Suite 19T70
Atlanta, GA 30303-3104
Phone: 1-800-421-3481
Email: OCR.Atlanta@ed.gov

Complaints related to financial aid may be addressed to:

- Office of Student Financial Assistance Florida Department of Education
325 West Gaines Street,
Suite 1314
Tallahassee, FL 32399-0400
Phone: 1-800-366-3475
Website:
www.floridastudentfinancialaid.org
Email: OSFA@fldoe.org
- Federal Student Aid Ombudsman
U.S. Department of Education
830 NE First Street, Fourth Floor
Washington, DC 20202-5144
Phone: 1-877-557-2575
Website:
<https://studentaid.ed.gov/sa/repay-loans/disputes/prepare/contact-ombudsman>

To file a complaint with the Council on Occupational Education, contact:

- Commission of the Council on Occupational Education
7840 Roswell Road, Building 300,
Suite 325
Atlanta, GA 30350
Phone: 770.396.3898
Fax: 770.396.3790
www.council.org

STUDENT COMPLAINT LOG

In accordance with COE accreditation standards, Broward Technical Colleges maintain a formal Student Complaint Log at each college. The complaint log is used to record, track, and monitor the status and resolution of all formal student complaints received by the institution. This process ensures that student concerns are addressed in a timely and consistent manner and that patterns or trends are identified and used to inform institutional improvement efforts.

All formal complaints submitted through the institution's grievance procedures are recorded in the complaint log, including the date the complaint was received, the nature of the complaint, the steps taken to resolve it, and the final outcome. The complaint log is reviewed regularly by campus administrators and is made available to COE upon request as part of the accreditation review and compliance process.

Please note that only formal complaints submitted through the institution's official grievance procedures are captured in the complaint log. Students are strongly encouraged to utilize the formal grievance process outlined in this handbook to ensure that their concerns are properly documented and addressed. Informal or verbal complaints that are not submitted through the formal grievance process may not be recorded in the complaint log.

For information on how to submit a formal complaint, refer to the Right to Appeal and Grievance Procedures section of this handbook or contact the Office of Student Affairs or Office of Admissions at your campus.



Pursuant to section 1009.25, Florida Statutes (F.S.), and Rule 6A-10.087, Florida Administrative Code (F.A.C.), each Florida College System institution's board of trustees, each district school board with a career center, and each board of directors for a charter technical career center, must exempt students experiencing homelessness from the payment of tuition and fees, including lab fees.

The McKinney-Vento Homeless Assistance Act defines a homeless person as an individual lacking a fixed, regular, and adequate nighttime residence. This includes students who are sharing the housing of others due to loss of housing or economic hardship, living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations, living in emergency or transitional shelters, or living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

Students may be eligible for fee exemptions for tuition and certain fees only. Costs associated with required books, supplies, uniforms, and other program-related materials are not covered by this exemption and remain the responsibility of the student. To receive the tuition exemption, students must have the Florida Student Homelessness Verification (FSH-1)

form completed and signed by an authorized individual. Students who are not being assisted by a certified homeless support program should contact the Homeless Liaison for next steps. Each Broward Technical College campus has a designated Homeless Liaison who is available to assist students with the homeless verification process, determine eligibility for available exemptions and support services, and connect students with additional community resources.

WARD OF THE STATE/ FOSTER CARE

In accordance with Florida Statute 1009.25, students who are current or former wards of the state may be eligible for a tuition fee exemption at Broward Technical Colleges. Books, supplies, and uniforms are the responsibility of the student. To be eligible, students must meet one of the following criteria:

- The student is currently in foster care or under the guardianship of the state
- The student was in foster care or under the guardianship of the state on or after their 13th birthday and has not yet reached the age of 28
- The student was adopted from foster care or placed in a

guardianship arrangement from foster care on or after their 13th birthday and has not yet reached the age of 28

Eligible students may also be exempt from the Florida residency requirement for tuition purposes. For the purposes of federal financial aid eligibility, students who are or were wards of the state or in foster care at any time after the age of 13 are considered independent students under the Higher Education Act. This means that parental information is not required on the Free Application for Federal Student Aid (FAFSA), which may significantly increase the student's eligibility for need-based financial aid. Students who qualify for independent student status under this provision should indicate their status on the FAFSA and contact the Office of Financial Aid for assistance in determining their eligibility.

To receive the tuition and fee exemption, eligible students must provide official documentation of their foster care or ward of the state status to the Office of Financial Aid or the Office of Student Affairs/Office of Admissions. Acceptable documentation must be the official qualification letter issued by the Florida Department of Children and Families (DCF) or a recognized partner agency.



SECTION 7 – Campus Safety & Health

EMERGENCY CODES & PROTOCOLS

SBBC Policy 2120 establishes Broward County Public Schools' framework for Emergency Protocols and Preparedness, providing comprehensive guidelines for preventing, preparing for, and responding to a wide range of emergencies across all BCPS facilities, including schools, administrative sites, athletic venues, and other district property. In accordance with this policy, mandatory emergency drills will be conducted periodically throughout the school year without advance notice. These drills are designed to ensure that all students and staff are familiar with emergency procedures and are prepared to respond quickly, calmly, and effectively in the event of a real emergency. Active participation in all drills is required and taken seriously, as preparedness can save lives.

Students are expected to familiarize themselves with the emergency codes and protocols outlined below and to follow the instructions of school staff at all times during an emergency or drill. For additional information regarding BCPS emergency preparedness policies and procedures, visit <https://www.browardschools.com/policies>.

EMERGENCY CODES & PROTOCOLS CHART		
PROTOCOL	FACULTY RESPONSE	STUDENT RESPONSE
HOLD "In your classroom or area" 	Staff are trained to: ➤ Close and lock all doors ➤ Account for all students and adults ➤ Continue business as usual	Students are trained to: ➤ Clear the hallways ➤ Remain in classroom or area ➤ Continue school as usual ➤ Come out when all clear is given
SECURE "Get inside. Lock outside doors" 	Staff are trained to: ➤ Bring everyone indoors ➤ Lock the exterior doors near them ➤ Increase situational awareness ➤ Account for all students and adults ➤ Continue business as usual	Students are trained to: ➤ Return to the inside of the building ➤ Continue school as usual
LOCKDOWN "Locks, Light, Out of Sight" 	Staff are trained to: ➤ Gather students from the hallway (if possible) ➤ Lock classroom doors ➤ Turn out the lights ➤ Move out of sight of assailants ➤ Remain silent & quiet cellphones ➤ Do not open doors for anyone ➤ Prepare to evade or defend	Students are trained to: ➤ Clear the hallways ➤ Remain in classroom or area ➤ Continue school as usual ➤ Come out when all clear is given
EVACUATE "To a specific location" 	Staff are trained to: ➤ Bring student attendance roster ➤ Bring an emergency bag (if possible) ➤ Lead students to evacuation area ➤ Report any injuries or issues	Students are trained to: ➤ Leave bookbags behind (if possible) ➤ Bring cell phones (if possible) ➤ Follow instructions of teacher(s)
SHELTER "State the hazard and safety strategy." 	Staff are trained to: ➤ Use proper safety hazard strategy ➤ Account for all students and adults ➤ Report any injuries or issues	Students are trained to: ➤ Use proper safety hazard strategy ➤ Seal the room ➤ Take drop, cover hold position

EVACUATION PLAN

Evacuation plans are posted in each classroom and laboratory, and evacuation drills are conducted regularly throughout the academic year to ensure that students and staff are prepared to respond quickly and safely in an emergency. In addition, Broward County Public Schools (BCPS) requires all classrooms and instructional areas to designate a "Safer Space," also referred to as a "hard corner," to enhance student safety during emergency lockdown situations. To review the full details outlined in Policy 2150, visit <https://www.browardschools.com/policies>. Students are encouraged to familiarize themselves with the evacuation plan posted in each of their classrooms and to take all drills seriously.

EMERGENCY SCHOOL CLOSURES

Broward Technical Colleges operate under the Broward County Public Schools' (BCPS) comprehensive emergency management system, which is designed to respond effectively and quickly to a wide range of emergencies and potential threats,

including situations that may necessitate school closures or temporary suspensions of operations. The authority for making these critical decisions rests with the Superintendent of Schools. In the event that classes are canceled or operations are suspended, official announcements will be communicated promptly through multiple channels, including news media, radio broadcasts, email, telephone, text messages, and social media platforms. Students are encouraged to ensure their contact information is current in the Focus Student Portal to receive timely notifications. The Broward County Public Schools Information Hotline (24/7/365) is 754-321-0321 and the website is <https://www.broward-schools.com>.

SAFETY INSPECTION

Broward Technical Colleges are inspected annually by Fire, Safety, and Health Inspectors to ensure that all campus facilities meet the required safety standards.

CAMPUS LAW ENFORCEMENT

The District's Police appoints and commissions special officers to protect school personnel, property, and students throughout the Broward County Public School System. These officers have full authority to make arrests for any violation of law on school property and may arrest individuals on or off school property for violations that occur on school grounds. Special officers are authorized to bear arms while performing their official duties.

In accordance with School Board policy, Broward Technical Colleges collaborate with local law enforcement in the development and annual review of the School Safety Plan. The plan requires notification of local law enforcement for any incident threatening the health or safety of students or staff and must be reviewed and signed by local law enforcement. Local law enforcement is responsible for investigating all alleged crimes occurring on campus. In addition, each college employs security specialists and utilizes 24-hour camera surveillance throughout the campus.



CAMPUS CRIME STATISTICS (JEANNE CLEARY ACT)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the Clery Act, is a federal law that requires post-secondary institutions participating in federal financial aid programs to maintain transparency regarding campus safety, security policies, and crime statistics. Originally enacted as the Crime Awareness and Campus Security Act of 1990, the Clery Act establishes reporting and disclosure requirements intended to help students and prospective students make informed decisions regarding campus safety.

In compliance with the Clery Act, Broward Technical Colleges publish an Annual Security Report each year. The report includes campus crime statistics for the three most recent calendar years, along with information related to campus security policies, emergency response and evacuation procedures, crime reporting procedures, and programs addressing sexual assault prevention and campus safety awareness.

Students and prospective students have the right to review and access this information as part of their educational decision-making process. In the event of an immediate or ongoing threat to the health or safety of the campus community, timely warnings and emergency notifications will be issued through available communication channels. Campus crime statistics for each Broward Technical College are updated annually in accordance with federal requirements. The Annual Security Report for each college — Atlantic, McFatter, and Sheridan — is available at the U.S. Department of Education Campus Safety and Security website: <https://ope.ed.gov/campusafety/#/>.

DRUG-FREE SCHOOLS & COMMUNITIES ACT (DFSCA) & BIENNIAL REVIEW

The Drug-Free Schools and Communities Act (DFSCA) of 1989 requires every higher education institution that receives federal funding to implement a drug and alcohol abuse prevention program and to provide annual written notification to students and employees regarding the unlawful possession, use, sale, or distribution of illicit drugs and alcohol. Broward Technical Colleges maintain drug-, smoke-, and alcohol-free campuses. The unlawful use, possession, distribution, or manufacture of controlled substances, including alcohol, is strictly prohibited on school property and at all school-sponsored events.

Health Risks of Drug Use

The following is a summary of the health risks associated with commonly abused substances. Students are encouraged to review the full health risk information available in the BTC Biennial Review at <https://www.browardtechnicalcolleges.com/biennial-review/>.

- **Alcohol** — Short-term effects include impaired judgment, loss of coordination, and blackouts. Long-term abuse is associated with liver disease, heart disease, cancer, brain damage, and physical dependence.
- **Tobacco & Nicotine** (including E-Cigarettes & Vaping) — Highly addictive due to nicotine. Associated with lung, throat, and oral cancer, cardiovascular disease, respiratory disease, and serious lung injuries related to vaping.
- **Marijuana** — Impairs memory, concentration, coordination, and judgment. Long-term use is associated with cognitive impairment, mental health disorders including depression

and anxiety, and psychological dependence.

- **Opiates & Opioids** — Carry a high risk of addiction and fatal overdose. Associated with respiratory depression, physical dependence, and increased risk of bloodborne infections from intravenous use.
- **Stimulants** (Cocaine, Methamphetamine) — Associated with dangerous cardiovascular complications including heart attack and stroke, psychosis, severe mood disturbances, and a high risk of addiction.
- **Depressants & Sedatives** — Impair attention, memory, and coordination. Physical dependence can develop quickly, and withdrawal can be life-threatening. Overdose risk is significantly increased when mixed with other depressants.
- **Hallucinogens** — Cause significant alterations in mood and perception, including hallucinations and dissociative experiences. May result in violent psychotic episodes, long-lasting perceptual changes, and serious injury or death resulting from impaired judgment.

Legal Sanctions for Drug Offences

Federal, state, and local laws impose significant legal penalties for the unlawful possession, use, sale, or distribution of illicit drugs and alcohol. Penalties vary depending on the type and quantity of the substance involved and the nature of the offense, and may include fines, imprisonment, forfeiture of property, and a permanent criminal record. Florida law also prohibits the sale, purchase, manufacture, or delivery of a controlled substance within 1,000 feet of a school, which constitutes a first-degree felony carrying a minimum sentence of three (3) years imprisonment without eligibility for parole or gain time.

Beyond criminal penalties, students should be aware that a drug-related conviction may have significant long-term consequences, including:

- Loss of eligibility for federal financial aid. For more information, visit www.studentaid.gov
- Disqualification from employment in certain industries, including healthcare, education, law enforcement, and other licensed professions
- Ineligibility to obtain required industry licenses or certifications necessary for employment in their chosen field
- Negative impact on professional background checks and future employment opportunities

Biennial Review (Drug Abuse Prevention)

In compliance with the DFSCA, Broward Technical Colleges conduct a biennial review of all alcohol and other drug (AOD) programs and policies every two years. The purpose of this review is to evaluate the effectiveness of prevention programs, ensure the consistent enforcement of policies for both students and employees, and identify and identify any needed improvements or modifications to existing programs and procedures. Findings from the most recent biennial review are available on the BTC website at <https://www.browardtechnicalcolleges.com/biennial-review/>.

ATLANTIC, MCFATTER & SHERIDAN

Counseling & Treatment Resources

Students struggling with substance abuse or dependency are strongly encouraged to seek support through the school counselor/advisor, social worker, or by contacting BCPS School Culture and Student Support at 754.321.1600. All requests are handled with complete confidentiality. A list of drug prevention programs is available at <https://www.broward-schools.com/bcps-departments/school-culture-student-support/new-violence-prevention/substance-abuse-prevention>. Students can also contact: Substance Abuse and Mental Health Services Administration (SAMHSA) Helpline — 1-800-662-4357 (available 24 hours a day, 7 days a week).



CRIME PREVENTION

Broward Technical Colleges employ Security Specialists, Campus Monitors, Armed Guardians, and/or School Resource Officers to provide security and support for students, staff, and visitors during both daytime and evening operations. In addition, campus surveillance cameras are monitored throughout the day and evening to enhance the safety and security of the campus community. Local law enforcement agencies and campus security personnel are also available to provide educational

suspicious activity, unsafe conditions, or other safety concerns. Criminal incidents occurring on the campus of any Broward Technical College should be reported immediately to the nearest instructor, staff member, security personnel or administrator so that appropriate action may be taken. Individuals can choose to remain anonymous. In an emergency, call 911 immediately. To submit a safety or security concern that is not an emergency, please use one of the tip reporting methods provided below.

- **SaferWatch App:** a real-time safety communication tool that connects people directly with local law enforcement. Through the app, users can report incidents, share tips, and receive critical safety alerts issued by Broward Schools and its public safety partners. Built as a proactive, app-based solution for both emergency and non-emergency situations, SaferWatch improves awareness, speeds response times, and strengthens coordination between first responders and the communities they protect. Download the app on the App Store or Google Play.



information and resources related to crime prevention and campus safety. Pamphlets on “Personal Safety” are available at various locations across the campuses. These efforts are part of an ongoing series of Crime Prevention Information Dissemination Programs sponsored by Broward Technical Colleges. Students seeking additional information may contact their program counselor or advisor.

CRIME & SAFETY REPORTING

Students and employees are encouraged to promptly report

- **Broward County Schools Police Department:** The district’s Police Department is responsible for investigating civil and criminal incidents occurring within Broward County schools and district facilities. The department operates a 24-hour hotline for reporting potentially serious situations at (754) 321-0911.

- **FortifyFL App:** a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. Download the app on the App Store or Google Play.

- **See Something, Say Something:** Call District Security Operations Center (DSOC) 24/7 (including holidays): (754) 321-3500
Anonymous Tip Box: Broward Schools.com/SecurityTips
Email: securitytips@browardschools.com

SEXUAL HARRASSMENT & SEXUAL VIOLENCE

Broward Technical Colleges are committed to maintaining an educational environment free from discrimination and harassment of any kind. The Civil Rights Act of 1964 prohibits discrimination based on race, color, religion, sex, or national origin in programs and activities receiving federal financial assistance. Title IX of the Education Amendments of 1972 further prohibits discrimination on the basis of sex in any educational program or activity receiving federal funding. Coupled with SBBC Policy 4001.1 (Nondiscrimination Policy Statement), these federal laws protect students from sexual harassment, sexual violence, and gender-based discrimination.

Sexual Harassment and Sexual Violence Defined

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or communication of a sexual nature. Sexual violence is a physical act of aggression that includes a sexual act or purpose. Both forms of misconduct are unlawful, strictly prohibited, and will be grounds for disciplinary action. Sexual harassment includes, but is not limited to the following behaviors:

- Unwelcome statements of a sexual nature;
- Unwelcome solicitation or pressure for sexual activity;
- Intentional brushing against, patting, or pinching of another's body;
- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, unwanted physical contact, and blocking movements;

- Leering with sexual overtones, gestures, display of sexually suggestive objects, posters, or cartoons;
- Indecent exposure.

Students who believe they have experienced sexual harassment or sexual violence are encouraged to report the matter immediately to a teacher, counselor/advisor, and/or school administrator. Information regarding registered sexual predators and offenders residing in Broward County and surrounding areas is available through the Broward Sheriff Office website at www.sheriff.org.

Reporting Options

Students who believe they have been victims of sexual harassment or sexual violence are encouraged to report the incident as soon as possible. Reporting options include:

- Call 911 in the case of an immediate emergency
- Broward County Schools Police Department Hotline (24/7): (754) 321-0911
- The 24-hour Sexual Assault Hotline is: (954) 761-RAPE (7273)
- Report to a BTC administrator, counselor/advisor, or instructor
- District Title IX Coordinator (Equal Educational Opportunities/ADA Compliance)
600 SE 3rd Avenue,
Fort Lauderdale, Florida 33301
Phone: (754) 321-2150
TTY: (754) 321-2158
Email: EEO@browardschools.com

Support for Victims

Students who have experienced or are at risk of sexual harassment or sexual violence are encouraged to seek support through the Office of Student Affairs or Office of Admissions. All reports will be handled with sensitivity and confidentiality to the extent permitted by law. Additional resources include:

- **Nancy J. Cotterman Treatment Center** — 2995 N. Dixie Highway, Oakland Park, FL 33334
Phone: (954) 354.5775 (Administration)
(954) 761-7273 (24/7 Helpline)
- **Women in Distress** —
Phone: (954) 760-9800
<https://widbroward.org/>
- **RAINN National Sexual Assault Hotline** —
Phone: 1-800-656-HOPE (24/7)
Text "HOPE" to 64673
Online Chat: <https://rainn.org/help-and-healing/hotline/>



VIOLENCE AGAINST WOMEN ACT (VAWA) & CAMPUS SaVE ACT

The Violence Against Women Act (VAWA) of 1994, as amended, and its Campus Sexual Violence Elimination Act (Campus SaVE Act) provision of 2013 are federal laws that significantly expand protections, reporting requirements, and prevention obligations for colleges and universities receiving federal funding. The Campus SaVE Act, passed as part of the Violence Against Women Reauthorization Act of 2013, amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to require institutions to address and respond to incidents of domestic violence, dating violence, sexual assault, and stalking with greater transparency and accountability.

In compliance with VAWA and the Campus SaVE Act, Broward Technical Colleges are committed to eliminating domestic violence, dating violence, sexual assault, and stalking from our campuses and providing a safe, supportive, and inclusive environment for all students, employees, and visitors. The institution takes all reports of these offenses seriously and is dedicated to ensuring that every member of the campus community is treated with dignity, respect, and compassion, regardless of the circumstances surrounding a report.

Definitions:

- **Sexual Assault** — Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent
- **Domestic Violence** — A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, a person sharing a child with the victim, a person cohabitating with the victim as a spouse or intimate partner, or any other person against an adult or youth victim protected under domestic or family violence laws
- **Dating Violence** — Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length and type of relationship and the frequency of interaction
- **Stalking** — Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress

Reporting Options

Students who have experienced domestic violence, dating violence,

sexual assault, or stalking are encouraged to report the incident as soon as possible. Reporting options include:

- **Call 911** in the case of an immediate emergency
- **District's Police Hotline (24/7):** (754) 321-0911
- **The 24-hour Sexual Assault Hotline** is: (954) 761-RAPE (7273)
- **Report to a BTC administrator, counselor/advisor, or instructor**
- **District Title IX Coordinator** (Equal Educational Opportunities/ADA Compliance) 600 SE 3rd Avenue, Fort Lauderdale, Florida 33301 Phone: (754) 321-2150 TTY: (754) 321-2158 Email: EEO@browardschools.com

Prevention & Awareness

Broward Technical Colleges are committed to preventing domestic violence, dating violence, sexual assault, and stalking through ongoing education and awareness programs. Primary prevention and awareness programs are provided to all incoming students and new employees and include information on the definitions of prohibited conduct, bystander intervention strategies, risk reduction techniques, and available reporting and support resources.

Support for Victims

Students who have experienced or are at risk of domestic violence, dating violence, sexual assault, and stalking are encouraged to seek support through the Office of Student Affairs or Office of Admissions. All reports will be handled with sensitivity and confidentiality to the extent permitted by law. Additional resources include:

- **Nancy J. Cotterman Treatment Center** — 2995 N. Dixie Highway, Oakland Park, FL 33334
Phone: (954) 354-5775 (Administration)
24/7 Helpline: (954) 761-7273
- **Women in Distress** — Phone: (954) 760-9800
<https://widbroward.org/>
- **Florida Domestic Violence Hotline** — Phone: 1-800-500-1119
- **National Domestic Violence Hotline** — Phone: 1-800-799-7233
- **National Teen Dating Abuse Hotline** — Phone: 1-800-331-9474
- **RAINN National Sexual Assault Hotline** —
Phone: 1-800-656-HOPE (24/7)
Text "HOPE" to 64673
Online Chat: <https://rainn.org/help-and-healing/hotline/>

INJURIES & INSURANCE

Each laboratory is equipped with emergency first aid supplies to address minor injuries that may occur during instructional activities. All injuries, regardless of severity, must be reported immediately to the instructor and the appropriate administrator. Please note that instructors are not permitted to administer or dispense medication to students under any circumstances. Facilities for students who become ill are available on each campus, and Automated External Defibrillator (AED) units are accessible at designated locations throughout each college. Students who are injured or become ill while on campus are responsible for any costs associated with emergency medical services. All students are required to maintain their own medical or hospitalization insurance for the duration of their enrollment. Students are also encouraged to designate an emergency contact person, which can be done through the Focus Student Portal. Optional in-school and 24-hour accident insurance is available through an external provider for a nominal fee. Contact the program counselor or advisor for more information.

VACCINATION POLICY

Broward Technical Colleges are non-residential campuses and do not

have a general vaccination requirement for enrollment. However, students admitted to Health Science programs that include clinical components in hospitals, nursing homes, or other healthcare facilities may be required to provide proof of certain immunizations as a condition of clinical placement. These requirements are established by the clinical facility partners and may include, but are not limited to, hepatitis B, influenza, varicella, and tuberculosis screening. Students will be advised of all applicable vaccination requirements during the admissions process. For program-specific immunization requirements, contact your program counselor or advisor.

VISITORS & CHILDREN ON CAMPUS

All visitors must be processed through the visitor information system at the designated campus entrance and must wear a visitor badge while on campus. Visitors are not permitted in classrooms without permission. Solicitation by salespeople or agents on school premises is prohibited. Students may not bring children into classes or allow children to wander unsupervised on campus. Children must be at least 12 years of age to receive barbering or cosmetology laboratory services.





SECTION 8 – Student Conduct & Behavioral Standards

CODE OF CONDUCT

Broward County Public Schools firmly believes a positive school culture promotes the equal educational opportunity and establishes a framework for a safe learning environment. The Code of Student Conduct is comprised of a set of policies, rules, and laws by which order is established and maintained for the benefit for all. Students are expected to adhere to the Conduct and Discipline Code for Adult Students enrolled in Career, Technical, Adult, and Community Education programs. These include safety and health rules, and the expectation that students will conduct themselves in a manner consistent with a safe and productive work environment. The rules apply to all activities occurring on the grounds or other sites being used for such activities. The School Board is not responsible for students, their conduct and activities, when attending non-school sponsored activities. “Adults” are defined as individuals beyond compulsory school age who have legally left the K-12 school

program or are high school students who are co-enrolled in an adult program. For Career-Dual Enrolled highschool students at Broward Technical Colleges, the District's Code of Secondary Student Conduct.

applies.

1. All provisions of state, county, and municipal criminal codes as well as District policies apply to adult students while they are under the jurisdiction of The School Board of Broward County, Florida.

2. Any adult student who engages in behavior which is in violation of any section of the criminal code may be referred by the school administrator to the appropriate law enforcement agency. Such behavior may result in the involuntary withdrawal of the student from the school for a period of time determined by the administrator.

3. While under the jurisdiction of The School Board of Broward County, Florida, adult students may not possess or use knives or guns or use any other object defined as a weapon. The possession of a concealed weapon permit does not allow students to possess a firearm on their person or in their automobile while on campus, outside the school at school-sponsored activities and/or at District sponsored training facilities.

4. Adult students may not be in possession of or under the influence of alcohol, marijuana, or other mood-altering substances while under the jurisdiction of The School Board of Broward County, Florida.

5. Violation of Rule 3 or 4 shall result in the student being involuntarily withdrawn from all adult, alternative, technical, and community schools for one (1) school year from the date of the infraction.

6. Adult students may not wear clothing, jewelry, buttons, haircuts, or other items or markings which are suggestive, revealing, or indecent; associated with gangs or cults; encourage drugs, alcohol, or violence; or support discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation.

7. Per District Policy 4001.1, suspected acts of bullying, cyberbullying, harassment and discrimination by any student in the school or outside the school at school-sponsored activities or at District sponsored training facilities shall be reported to school-based administration, but the complaint shall also be filed with, and investigated by, the EEO/Title IX Coordinator (754-321-2150).

8. Violations of the Conduct and Discipline Code for Adult Students which are not illegal but which are very serious in nature, may result in an immediate withdrawal from the school. Less serious behavioral violations shall be managed in the following manner:

a. The staff person first observing the unacceptable behavior shall meet and discuss the behavior with the student and inform him/her of the consequences if the behavior continues;

b. If the unacceptable behavior continues, the student shall be referred to the appropriate administrator for action.

c. If the student does not modify his/her behavior after the administrator's intervention, the administrator may suspend the student from the program for up to 10 days or involuntarily withdraw the student from the school for a period of time not to exceed one (1) school year from the date of the infraction.

9. A K-12 student who has been expelled or suspended from the K-12 program may not be accepted for enrollment as an adult student until after the duration of expulsion or suspension. Students who participate in an alternative to external suspension program are not considered suspended.

10. A student's locker or other storage areas may be subject to a search based upon reasonable suspicion of possession of prohibited or illegal materials. Reasonable suspicion may also result in a search of person, possessions, and/or vehicle.

11. Adult students disciplined under any of the above rules may appeal the decision by following the Student Grievance Procedure.

HONOR CODE & ACADEMIC INTEGRITY

Broward Technical Colleges maintain the highest standards of academic integrity, fairness, personal responsibility, and respect for others. Plagiarism and all forms of academic dishonesty are strictly prohibited. Students found in violation of the Honor Code may be subject to one or more of the following consequences, as determined by an administrator:

- Reprimand and recommended failure of the assignment or course
- Suspension for one (1) term
- Suspension for not less than one (1) semester

CIVILITY POLICY

In accordance with SBBC Policy 1010, Broward Technical Colleges are committed to fostering nurturing and orderly environments where students, staff, and the community can grow, learn, and work with mutual respect. All members of the college community are expected to treat one another with courtesy and professionalism. For more information, SBBC policies are accessible at <https://www.broward-schools.com/policies>.

COPYRIGHT INFRINGEMENT POLICY

Broward Technical Colleges take copyright compliance seriously and expect all students and staff to respect the intellectual property rights of others in all digital and non-digital

contexts. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce, distribute, display, or perform copyrighted work. In the file-sharing context, downloading or uploading substantial portions of a copyrighted work without authorization also constitutes an infringement of these rights. Unauthorized reproduction, distribution, or sharing of copyrighted materials through school technology resources is strictly prohibited. Students are required to use only authorized, licensed, or publicly available materials in their coursework and research.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages of not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504 and 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to \$250,000 per offense. Students who violate copyright laws may be subject to disciplinary action in accordance with the Student Code of Conduct in addition to civil and criminal penalties under federal law. For more information about copyright law and your rights and responsibilities as a user of copyrighted materials, visit the U.S. Copyright Office at www.copyright.gov.



SECTION 9 – Student Support Services & Civic Engagement

COUNSELING & STUDENT SUPPORT SERVICES

Broward Technical Colleges provide comprehensive counseling and advisement services to support students throughout every stage of their educational journey. Full-time certified school counselors and social workers are available to assist students with a wide range of needs, including navigating the admissions process, academic support, personal challenges, and more. Counselors/advisors and social workers are committed to helping students make informed decisions, overcome obstacles, and stay on track toward successful program completion and career placement.

Broward Technical Colleges recognize that mental health is an essential component of academic success and are committed to the emotional well-being and overall wellness of every student. Students who are struggling emotionally or psychologically are encouraged to seek support early, as unaddressed mental health challenges can significantly impact

attendance, academic progress, and program completion. Our counselors are here to listen, support, and connect students with the resources they need.

All mental health counseling and support services provided through Broward Technical Colleges are confidential to the extent permitted by law. Information shared with a mental health professional will not be disclosed to third parties without the student's written consent, except in the following circumstances:

- When there is a reasonable belief that the student poses an imminent risk of harm to themselves or others
- When disclosure is required by law, such as in cases of suspected child abuse or neglect
- When disclosure is necessary to address a health or safety emergency
- When required by a lawfully issued subpoena or court order

To schedule an appointment or learn more about available counseling and advisement services, contact the Office of Student Affairs or Office of Admissions at your campus.

Crisis Resources

The following crisis resources are available to students at any time:

- **2-1-1 Broward** — Call 211 to connect with a crisis counselor (available 24 hours a day, 7 days a week)
- **988 Suicide & Crisis Lifeline** — Call or text 988 (available 24/7)
- **Crisis Text Line** — Text “HOME” to 741741 to connect with a crisis counselor (available 24/7)
- **Henderson Behavioral Health Crisis Line** — 954.463.0911
- **Emergency Services** — Call 911 if there is an immediate risk of harm to yourself or others
- **BCPS School Culture & Student Support** — 754.321.1600
- **Nancy J. Cotterman Treatment Center** — 954.354.5778 (available 24/7)
- **National Alliance on Mental Illness (NAMI) Helpline** — 1-800-950-6264
- **Substance Abuse and Mental Health Services Administration (SAMHSA) Helpline** — 1-800-662-4357 (available 24/7)

CAREER SERVICES & JOB PLACEMENT ASSISTANCE

Career Services Advisors are available to assist current students and alumni with a wide range of professional development and job search needs, career exploration, resume and cover letter assistance, job postings, interview skills coaching, and more. Current job opening information is updated regularly and accessible through the college's online job platform, providing students with real-time access to employment opportunities in their field.

Students who obtain employment are encouraged to report their job placement to the college by completing a Job Placement Form. Forms may be submitted online through the college website or directly to the student's instructor or program counselor. Reporting employment outcomes is an important component of program evaluation and helps Broward Technical Colleges monitor graduate success, support accreditation requirements, and enhance career services and workforce partnerships for future students.

Atlantic Technical College: www.atlanticttechnicalcollege.edu/career-services/

McFatter Technical College: www.mcfattertechnicalcollege.edu/career-services/

Sheridan Technical College: www.sheridanttechnicalcollege.edu/career-services/

DISABILITY SERVICES ADVISOR

A Section 504/ADAAA Liaison (Disability Services)

Counselor/Advisor) is available at each campus to assist individuals seeking accommodations for a documented disability. The liaison is responsible for reviewing accommodation requests, coordinating support services, and ensuring that students with disabilities have equal access to all programs, activities, and services.

FINANCIAL AID ADVISOR

Financial Aid Advisors are available to assist students with all aspects of the financial aid process, including completing the FAFSA, understanding available funding options, monitoring Satisfactory Academic Progress (SAP), and navigating any changes to enrollment that may impact financial aid eligibility.

VETERAN'S CERTIFYING OFFICIAL

The Veterans Certifying Official plays a critical role in supporting students who are receiving or planning to use Veterans' educational benefits. This individual serves as the primary point of contact between the college and the U.S. Department of Veterans Affairs (VA) and is responsible for ensuring that eligible students receive the full benefits to which they are entitled in a timely and accurate manner.

INTERNATIONAL STUDENT ADVISOR

The International Student Advisor plays a vital role in supporting the unique needs of international students enrolled at Broward Technical Colleges. As the designated school official for the Student and Exchange Visitor Program (SEVP), the International Student Advisor serves as the primary point of contact between the college and the U.S. Department of Homeland Security and is responsible for ensuring that international students maintain their student visa status and remain in compliance with all applicable federal regulations throughout their enrollment.





ALUMNI ASSOCIATION

Upon successful completion of their program, graduates of Broward Technical Colleges are automatically enrolled in the BTC Alumni Association, representing Atlantic, McFatter, and Sheridan Technical Colleges. The Alumni Association is a vibrant and growing community of former students who share a common bond — a commitment to excellence, professional growth, and giving back to the institution that helped launch their careers. Membership in the Alumni Association provides graduates with access to a wide range of benefits and opportunities for networking and advancement.

For more information or to get involved, contact the Alumni Association at (754) 321-5802 or BrwdTechAlumni@gmail.com. You can also connect with us online at <http://www.browardtechnicalcolleges.com/alumni> and follow us on Facebook, LinkedIn, and Twitter.

MEDIA CENTER

The Media Center serves as an essential academic resource for students, providing access to a wide range of educational materials and technology tools to support learning and research. Students may utilize the Media Center to access print and digital resources, conduct research, complete coursework, and take advantage of available technology

equipment. Media Center staff are available to assist students in locating resources and navigating research tools.

TESTING CENTER

The Testing Center provides a secure computer-based testing environment for students and community members to complete a variety of assessments for basic skills attainment, industry certification, admissions, employment, and GED®. As a Pearson VUE approved testing site, individuals wishing to take the GED® exam can register online at GED.com.

STUDENT ORGANIZATIONS & ACTIVITIES

The instructors at the Broward Technical Colleges support and encourage student participation in co-curricular clubs and activities as identified by the Florida Department of Education. They are national nonprofit organizations that partner with students, teachers and industry to provide educational programs, events and competitions that support career and technical education. All co-curricular clubs are dedicated to developing a well-rounded workforce by enhancing leadership, employability, safety, and technical skills training.

VOTER REGISTRATION

Consistent with the Higher Education Amendments of 1998, Broward

Technical Colleges provide each enrolled student the opportunity to register to vote or update their voter registration records at least once per year. Registration applications and information are available online at www.registertovoteflorida.gov, <https://browardvotes.gov/>, and through the Focus student portal. Students who need assistance completing their voter registration may contact their program counselor or advisor for support.

CONSTITUTION DAY

In accordance with the requirements of Section 111 of the Consolidated Appropriations Act of 2005 (Public Law 108-447), Broward Technical Colleges observe Constitution Day annually on September 17, commemorating the signing of the United States Constitution on September 17, 1787. This observance serves as an opportunity for students, faculty, and staff to reflect on the significance of the Constitution and the fundamental rights and freedoms it guarantees to all Americans.

When September 17 falls on a weekend or holiday, Constitution Day activities will be held during the preceding or following week. Students are encouraged to take advantage of any educational programming or resources made available on this day to deepen their understanding of the Constitution and its lasting impact on American society and democracy.



SECTION 10 – Technology and Digital Responsibility

DIGITAL CITIZENSHIP

Digital citizenship refers to the responsible, ethical, and safe use of technology, the internet, and online communication tools. As a student at Broward Technical Colleges, you are expected to conduct yourself online with the same level of professionalism, integrity, and respect that is expected of you in the classroom and workplace.

Being a responsible digital citizen means understanding that your actions online have real consequences for yourself, for others, and for the broader campus community. It means using technology for its intended educational purpose, protecting your personal information and the privacy of others, and treating all individuals with courtesy and respect in every digital interaction.

WIRELESS COMMUNICATION DEVICES

Personal technology devices, including cell phones, must be turned off or set to silent and kept out of sight during instructional time. Placing or receiving calls and text messages during instruction is not permitted. Classroom phones are reserved for staff use only; however, a telephone is available to students in the event of an emergency.





TECHONOLGY ACCEPTABLE USE

Broward Technical Colleges provide students and staff with access to computers, networks, and online telecommunications resources to support learning and instructional activities. All use of these technologies must comply with SBBC Policy 5306 (School and District Technology Usage). For more information, SBBC policies are accessible at <https://www.browardschools.com/policies>. The following major policy provisions apply:

- Use of computers, networks, the Internet, and online communication systems must be related to students' educational activities.
- Students must recognize that computers, networks, and equipment used to support online learning systems are shared devices, and agree to use them in ways which will maintain their continued operability for all users.
- No illegal activity may be conducted using the District's computers, networks, or online communications and information systems.

- Students must not access or distribute offensive, obscene, inflammatory, or pornographic material.
- Students shall not intentionally spread or attempt to spread computer viruses, vandalize data, infiltrate systems, or degrade/disrupt computer and/or network performance.
- All users of computers, networks, and online communications systems and information systems shall adhere to laws regarding copyright.

BRING YOUR OWN DEVICE (BYOD)

The Bring Your Own Device (BYOD) initiative enables students in participating schools and classrooms to use their personally owned Wi-Fi-capable devices (laptops, smart phones, tablets) to connect to the District's network for learning purposes. Teachers facilitate the use of student devices by integrating instructional strategies that embed Web 2.0 tools, Internet research, and applications to engage students in curriculum content and collaboration with peers.

Damage/Loss/Theft of Personal Devices

Broward County Public Schools and Broward Technical Colleges assume no responsibility for the theft, loss, damage, or vandalism of personal technology devices brought onto school property. Students who choose to bring personal devices to campus do so at their own risk. The District will not be held liable for any physical damage, loss, or theft that occurs within district facilities, nor for any software or operating system issues resulting from malware, spyware, adware, worms, viruses, Trojan horses, or any other malicious activity on the network. Additionally, the District assumes no responsibility for any damage that may occur as a result of connecting a personal device to the BCPS network or any power outlet within district facilities. Students are strongly encouraged to take appropriate precautions to protect their personal devices and data.

Technical Help/Support

Students experiencing technical issues with their personal devices are responsible for resolving those issues outside of the classroom, using the user's manual or other support resources provided by the device manufacturer. Personal devices are not BCPS-owned equipment, and the District is unable to provide technical support or troubleshooting assistance. While some instructors may be willing to offer limited assistance, this is not guaranteed and should not be expected. Students who bring personal devices to campus should be aware of the following responsibilities:

- Device hardware must be maintained by the owner of the device
- Device software must be maintained by the owner of the device
- District-owned software may not be installed on any personally owned device

Broward Guidelines and Policies for Information Communication Technology (ICT) Use

Personal devices connected to the Broward County Public Schools (BCPS) network have the potential to pose a security risk to all other devices on the network. As such, all users who connect personal devices to the BCPS network are required to abide by all applicable BCPS policies and guidelines governing the acceptable use of computers, networks, the Internet, and online telecommunications systems. Please note that not all applicable rules and regulations are listed in this handbook; students are responsible for familiarizing themselves with all relevant policies. Failure to comply with these policies may result in disciplinary action, denied or restricted access to

computers, networks, the Internet, and online communication systems, or appropriate legal measures.

While the District has taken every reasonable measure to ensure that information accessed through school networks and online telecommunications systems is appropriate, it cannot fully control all content published across the thousands of connected workstations and online systems within the network. The School Board of Broward County, Florida is not responsible for controversial or inappropriate material that may be inadvertently accessed on a school computer or through the school network. The following Policies and Guidelines are in place for Information Communication Technology (ICT) use and is accessible at: <https://www.browardschools.com/policies>.

- Policy 5306 "School and District Technology Usage"
- Policy 6318 "Copyrighted Materials - Reproduction & Usage"
- Policy 4212 "Intellectual Property"
- Policy 5090 "Code of Student Conduct"

AI TOOLS ACCEPTABLE USE

Broward Technical Colleges recognize that Artificial Intelligence (AI) tools are an increasingly prevalent part of the digital landscape and may offer valuable support for learning, research, and productivity. All students are expected to use AI tools responsibly, ethically, and in a manner consistent with the academic integrity standards and digital citizenship principles of the institution.

Broward County Public Schools (BCPS) has embraced artificial intelligence, rolling out the landmark "Broward Powered by AI" initiative in collaboration with Microsoft. The

district utilizes Microsoft 365 Copilot districtwide, setting up specific ethical guidelines, dedicated AI liaisons, and AI literacy programs for students. You can find more information about the district's ongoing integration of technology by visiting the BCPS Innovative Learning Department.

APPENDICES

Welcome to the Alumni Association Class of 2027!

EXPERIENCE
THE
DIFFERENCE
A CAREER
IN A YEAR
CAN MAKE.



*Be in Touch
Be Connected
Be Involved*

Register at <http://www.BrowardTechnicalColleges.com/alumni/>

Career Technical Programs (CTE) Calendar 2026 - 2027

	AUGUST 2026		WINTER 2027		SUMMER 2027
	Term 1 (43 days)	Term 2 (42 days)	Term 3 (50 days)	Term 4 (45 days)	Summer (42 days)
Re-Registration Open Registration	Jul 1 Jun 22	n/a Ongoing	Dec 1 Ongoing	n/a Ongoing	May 1 Ongoing
First Day of Term	Aug 10	Oct 13	Jan 5	Mar 29	Jun 2
Early Release:	Oct 9	Dec 18	Feb 12 Mar 18	Apr 30 May 28	n/a
Holiday/ School Closed	Sept 5 - 7 Sept 19 - 21	Nov 11 Nov 22 - Nov 28 Dec 19 - Jan 3	Jan 16 - Jan 18 Feb 13 - Feb 15 Mar 10 Mar 20 - 28	May 29 - May 31	Jul 2 - 4
No Classes/ Planning Day	Oct 12	Nov 3 Jan 4	Mar 19	Jun 1	Aug 2 - 6
Last Day of Term:	Oct 9	Dec 18	Mar 18	May 28	Jul 30
Last Day of Term:	Oct 8	Dec 17	Mar 18	May 27	Jul 29

New students can register upon receiving an acceptance letter. Registration is ongoing, so verify course availability and registration dates with the program counselor/advisor.

Adult General Education (AGE) Calendar 2026 - 2027

	2026-2027 Tri A (85 days)	2026-2027 Tri B (65 days)	2026-2027 Tri C (72 days)
Re-Registration Open Registration	Jul 1 Ongoing	Dec 1 Ongoing	Apr 1 Ongoing
Trimester Begins	Aug 10	Jan 5	Apr 19
Early Release:	Oct 9 Dec 18	Feb 12 Mar 18	Apr 30 May 28
Holiday/ School Closed	Sept 5 - 7 Sept 19 - 21 Nov 22 - 28 Dec 19 - Jan 3	Jan 16 - 18 Feb 13 - 15 Mar 10 Mar 20 - 28	May 29 - 31 Jul 2 - 4
No Classes/ Planning Day	Oct 12 Jan 4	Mar 19	Jun 1 Aug 2 - 6
Last Day of Term:	Dec 18	Apr 16	Jul 30
Last Day of Term:	Dec 17	Apr 15	Jul 29



Broward Technical Colleges 2026/2027

**The School Board of
Broward County, Florida**

Sarah Leonardi, Chair

Dr. Jeff Holness, Vice Chair

Lori Alhadeff | Maura McCarthy Bulman

Adam Cervera, Esq. | Debra Hixon

Nora Rupert | Rebecca Thompson

Dr. Allen Zeman

Dr. Howard Hepburn, Superintendent of Schools

Student Handbook



Broward Technical Colleges are
accredited by:
The Commission of the
Council on Occupational Education
7840 Roswell Road, Building 300,
Suite 325
Atlanta, GA 30350
Tel 770.396.3898 • Fax
770.396.3790
www.council.org

cognia

Broward Technical Colleges are
accredited by:
Cognia
9115 Westside Parkway
Alpharetta, GA 30009
Tel 888.413.3669
www.cognia.org



Broward Technical Colleges are
accredited by:
Accreditation Commission for
Education in Nursing, Inc.
ACEN with conditions
3390 Peachtree Road,
NE Suite 1400
Atlanta, GA 30326
Tel 404.975.5000
Fax 404.975.5020
www.acenursing.org



The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com. browardschools.com