



# Adult & Continuing Education

Student Handbook  
2018-2019

# **SECTION 1**

## **SCHOOL OVERVIEW**

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## **1.1 PENTA CAREER CENTER VISION:**

Focus on being the best hands-on training/educational organization within our service area.

## **1.2 PENTA CAREER CENTER MISSION:**

Penta Career Center is a high-performing school that provides:

- Options and opportunities
- Real-world learning
- Partnerships with business and industry
- Productive citizens

## **1.3 PENTA CAREER CENTER COMMITMENT:**

The staff at Penta Career Center is committed to:

- Achieving excellence
- Delivering results
- Responding to our communities
- Creating an environment for success

## **1.4 ADULT & CONTINUING EDUCATION MISSION STATEMENT:**

To provide students life-long learning directed toward their economic growth and personal enrichment in a rapidly changing world.

## **1.5 PHILOSOPHY:**

Penta Career Center Adult & Continuing Education provides programs which enable the individual to assume responsibilities, to perceive world-of-work concepts in a realistic and work-oriented environment, to gain positive social attitudes, and to learn career-technical skill competencies in manipulative and technical areas.

By relating to occupational goals, the school gives definite purpose and meaning to its educational programs. It provides the technical knowledge and skills necessary for employment. Also of importance is the development of abilities, attitudes, work habits, and appreciations which contribute to a satisfactory and productive life.

## **1.6 OBJECTIVES:**

The general objectives of Penta Career Center Adult & Continuing Education are as follows:

1. To provide activities that will enable adults to become competent and employable in an occupational skill

2. To provide instruction in areas of knowledge related to a client's training program, which will permit each person to progress on the job and enable them to upgrade his or her skills
3. To help adults in their efforts to become increasingly successful persons economically, socially, and personally
4. To provide an educational setting that reaffirms the worth of every individual and attaches dignity to all socially useful labor

The student enrolled in an Adult & Continuing Education program at Penta Career Center will:

1. Build a record of attendance and dependability to prepare the student for employment
2. Demonstrate competencies of individual program skills and hands-on training
3. Demonstrate teamwork
4. Demonstrate commitment to the program and respect for the school, others, and program tools/materials

## 1.7 PROFILE & HISTORY:

Located in Northwest Ohio, Penta Career Center was established in 1965 and was the first multi-county joint vocational school in Ohio. In November 2003, Penta passed a one-mill permanent improvement levy to construct, equip and maintain a new facility. The new advanced facility contains 125 classrooms and labs which were opened in 2008.

Penta Career Center serves the training needs of adults in the entire region through its Adult & Continuing Education Division, which offers full-time and part-time programs in areas such as skilled trades, automotive technology, and healthcare. In addition, Penta Career Center offers the ASPIRE Program for adults to prepare to take the High School Equivalency Certification.

Penta Career Center has proudly served its communities for over fifty years. The institution celebrated its fifty-year anniversary in 2015 (1965-2015).

## 1.8 THE SCHOOL:

Penta Career Center is a state and locally supported institution offering postsecondary education in full-time and part-time program areas as well as other specialized courses and services. Certificates are issued to students completing a program or course.

Adult occupational training programs allow students to prepare for a new career or upgrade their present skills in their current jobs. Students gain both theoretical knowledge and practical experience through well-equipped laboratories that provide up-to-date "hands-on" experiences.

Penta Career Center Adult & Continuing Education is chartered by the Ohio Board of Regents and is fully accredited by the Commission on Occupational Education (COE). Individual programs possess additional accreditations and affiliations as appropriate.

## **1.9 CAMPUS & FACILITIES:**

Penta Career Center is equipped with 125 classrooms and educational laboratory facilities. A large multimedia area is available for faculty and student use, housing a variety of audio-visual equipment and library materials. A cafeteria is also available for students during daytime hours and a break area for students during the evening hours. Some of the highlights of the new Penta Career Center building include: professionally-designed career-technical labs, science labs, and academic classrooms; a 600-seat auditorium; state-of-the-art infrastructure for technology; an expanded media center; and conferencing facilities.

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# **SECTION 2**

# **PERSONNEL**

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## 2.1 BOARD OF EDUCATION:

**Judith Paredes, President** ..... Wood County Educational Service Center  
**Kenneth Sutter, Vice President** ..... Rossford School District  
**Diane Balcerzak** ..... Maumee City Schools  
**Eric Benington** ..... Perrysburg School District  
**William Green** ..... Northwest Ohio Educational Service Center  
**Kathy Limes** ..... Wood County Educational Service Center  
**Joseph Rutherford** ..... Educational Service Center of Lake Erie West  
**Judith A. Sander** ..... North Point Educational Service Center  
**Paul Walker** ..... Bowling Green City School District

## 2.2 ADMINISTRATION:

**Ronald Matter** ..... Superintendent  
**Edward Ewers** ..... Assistant Superintendent  
**Carrie Herringshaw** ..... Treasurer  
**Debbie Morris** ..... Adult Education Supervisor

## 2.3 COORDINATORS:

**Chad Greeley** ..... Evening Coordinator/Financial Aid Advisor  
**Jessica Arbuckle** ..... ASPIRE Program  
**Barbara Szydowski** ..... ASPIRE Program

## 2.4 SUPPORT STAFF:

**Linda Romstadt** ..... Adult Education Secretary  
**Jennifer White** ..... Adult Education Secretary  
**Claudia Ruedisueli** ..... Adult Diploma Program (ADP)

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# **SECTION 3**

# **ENROLLMENT POLICIES**

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### 3.1 ADMISSION REQUIREMENTS:

Penta Career Center adheres to an “open admission” policy. Penta Career Center does not discriminate on the basis of race, religion, national origin, sex, disability, or disadvantaged status, and follows affirmative action policies.

To enroll in one of Penta Career Center’s occupational training programs, the applicant must have a high school diploma or equivalent and a valid photo ID. The applicant must also meet testing benchmarks on the ACT WorkKeys and TABE Assessments. TABE assessment follow up will occur in December. Some programs may have additional requirements due to external certifications.

If the applicant does not have a high school diploma or High School Equivalency Diploma he or she is encouraged to enroll in one of Penta Career Center’s ASPIRE classes. Once the applicant has attained the High School Equivalency Diploma, he or she is encouraged to re-apply to an occupational training program.

#### **ACADEMIC QUALIFICATIONS:**

To enter an occupation program at Penta Career Center and to receive Federal Student Aid funds, the applicant must be qualified to study at the postsecondary level. The applicant qualifies if he or she meets the following requirements:

- Has a valid high school diploma
- Has the High School Equivalency diploma.
- Has completed a valid home schooling program at the secondary level
- Is otherwise eligible as mandated by the State of Ohio

If the US Department of Education or Penta Career Center questions the validity of the applicant’s high school credentials, the institution will first check the “Unacceptable Proof of Graduation” list. If the applicant’s high school is on that list it will be judged as unacceptable. If the applicant’s high school is not on that list, but the institution still questions the validity of the high school credential, a transcript will be requested from the high school showing courses completed and passed. If the applicant’s credentials are still in question, the Ohio Department of Education will be contacted to ascertain if the high school is approved by the state.

#### **FOREIGN ACADEMIC QUALIFICATIONS:**

All applicants must have completed secondary education (high school or equivalent) to be eligible for Federal Student Aid funds (Pell Grants). If the applicant’s diploma is from a foreign country he or she must follow the special procedures outlined below:

1. Have the diploma translated into English
2. Once the diploma has been translated into English, it must be reviewed by a credential evaluator to determine if it is equivalent to a US Diploma

See the NACES website (<http://www.naces.org/members.htm>) for a list of evaluators who belong to The National Association of Credential Evaluation Services. This list is for comparison only. Penta Career Center does not

recommend one agency above another. Evaluators do charge for this service and it can take several weeks, so be sure to follow these procedures early in the enrollment process.

### **3.2 REGISTRATION:**

All applicants are required to complete a Registration Form prior to enrollment as well as provide their high school diploma (or equivalent) and a photo ID. Applicants registering for full-time programs are also required to attend a group registration meeting or individual registration appointment with the Academic Advisor prior to enrollment.

Registration payments may be completed in person with payment by cash, check, money order, Master Card, VISA, or Discover only. Payments will be accepted in the Adult & Continuing Education Office during the established hours of operation (see item 4.2).

### **3.3 CLASS SCHEDULES & CALENDARS:**

See the current Penta Career Center Adult & Continuing Education Course Catalog for the School Year Calendar and specific program start dates and class times. Students will also be given a complete school year calendar at their program orientation.

### **3.4 PROGRAM CANCELLATIONS:**

Penta Career Center reserves the right to cancel or delay the opening of any program that has less than sufficient enrollees. All tuition and fees (except for the non-refundable WorkKeys fee) will be returned in full if program cancellation is required.

### **3.5 FEES & TUITION:**

Refer to the Penta Career Center Adult & Continuing Education Course Catalog for specific fees and tuition costs as each course varies. The Course Catalog is available online at the Penta Career Center Adult & Continuing Education website: <http://www.pentacareercenter.org/Programs.aspx>

### **3.6 PAYMENT POLICY:**

All payments may be completed in person with payment by cash, check, money order, Master Card, VISA, or Discover only. Payments will be accepted in the Adult & Continuing Education Office during the established hours of operation (see item 4.2). Payments may also be made by credit/debit card over the phone by calling 419-661-6554 or 419-661-6501 (Master Card, VISA, or Discover only).

#### **PART-TIME PROGRAM PAYMENTS:**

Tuition payments for all part-time programs must be paid **IN FULL** prior to the start of the respective program. If applicable, additional fees for credential testing must be paid **IN FULL** prior to scheduling the testing.

### **FULL-TIME PROGRAM PAYMENTS:**

Full-time students are responsible for keeping their accounts current and making payments on time. Tuition payments for all full-time programs are due by the 20th of each month beginning in August prior to the start of the current academic school year. All students requiring WorkKeys testing are responsible for paying a **NON-REFUNDABLE** fee prior to testing. If applicable, additional fees for credential retesting must be paid **IN FULL** prior to scheduling the testing.

### **FINANCIAL PROBATION & DISMISSAL:**

- A student who fails to meet his or her financial obligation for **ONE MONTH** will receive a **WRITTEN WARNING**.
- If a student is **TWO MONTHS** in arrears, he or she will be placed on **FINANCIAL PROBATION**.
- If a student is **THREE MONTHS** in arrears, he or she **WILL BE DISMISSED** from the program.

## **3.7 REFUND POLICY:**

Student refunds, when due, will be made without requiring a request from the student. Refunds, when due, shall be made within 45 days of the last day of attendance if written notification of withdrawal has been provided to Penta Career Center by the student, or within 45 days from the date Penta Career Center dismisses the student or determines the student has withdrawn without providing written notification.

In the event a student does not commence class, withdraws, is dismissed, or drops out of his or her program of training, tuition costs and related educational fees and expenses are subject to refund pursuant to the following guidelines:

### **PART-TIME PROGRAM REFUNDS:**

- Withdrawal **BEFORE** start of program = **100% REFUND**
- Withdrawal **AFTER** start of program = **NO REFUND**

### **FULL-TIME PROGRAM REFUNDS:**

- Withdrawal **BEFORE** start of school year = **100% REFUND**
- Withdrawal during **FIRST WEEK** of school year = **90% REFUND**
- Withdrawal after **FIRST WEEK** of school year = **NO REFUND**

No refund will be issued for overpayments of \$5.00 or less. Students who withdraw or are dismissed from a full-time program must return all books, supplies, and toolkits in working condition. Students who fail to return these items in working condition will be charged for all applicable items.

### **PROGRAM CANCELLATION REFUNDS:**

If tuition and fees are collected in advance of the start date of a program that is cancelled by Penta Career Center, **100%** of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the programs planned start date.

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# **SECTION 4**

# **GENERAL POLICIES**

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## 4.1 SCHOOL OFFICES:

### **ADULT & CONTINUING EDUCATION OFFICE:**

Penta Career Center maintains an Adult & Continuing Education Office in suite 1225 in the east wing of the building, which is near the Adult Education / Board of Education exterior entrance. All Adult & Continuing Education administrative personnel and support staff maintain offices within suite 1225. Adult students should visit the Adult & Continuing Education Office when requiring assistance with administrative needs, academic advising, financial aid, payments, etc.

### **MAIN OFFICE:**

Penta Career Center maintains a Main Office in suite 1105 near the main entrance in the center of the building. After 4:00 p.m. all students and visitors are required to enter the building through the Main Office. Security personnel are stationed in the Main Office during class hours to check students, staff, and visitors in and out of the building.

## 4.2 HOURS OF OPERATION:

Penta Career Center Adult & Continuing Education maintains regular office hours throughout the year in suite 1225 as outlined below. The Adult Education / Board of Education Office wing exterior entrance is open until 4:00 p.m. throughout the year. During the school year the Adult Education / Board of Education Office wing exterior entrance will lock at 4:00 p.m. and all students and visitors will be required to enter through the Penta Career Center main entrance and access the Adult & Continuing Education Office through the interior of the building. All students and visitors are required to exit through the main entrance after 4:00 p.m. during the school year.

### **SCHOOL YEAR (LATE AUGUST THROUGH EARLY JUNE):**

Monday - Thursday: 8:30 a.m. – 8:30 p.m.

Friday: 8:30 a.m. – 3:30 p.m.

### **SUMMER:**

Monday - Friday: 8:30 a.m. – 3:30 p.m.

### **HOLIDAYS/BREAKS:**

Hours vary during holiday breaks. Please call 419-661-6554 for all hours of operation inquiries.

## 4.3 VISITORS:

All visitors to Penta Career Center before 4:00 p.m. must enter the building through the Adult Education / Board of Education wing exterior entrance and report directly to the Adult & Continuing Education Office (suite 1225). After 4:00 p.m., all visitors must enter through the main entrance and sign-in at the Main Office. All visitors who sign-in at the Main Office must also sign-out in the Main Office upon their departure and exit through the main entrance. After signing in, visitors will be provided with visual identification that they must adorn at all times while on the

premises. Visitor parking is available outside of the Adult Education / Board of Education wing entrance (before 4:00 p.m.) as well as in the “front circle” directly outside of the main entrance (after 4:00 p.m.). In the interest of safety/security and to minimize class disruptions, the following guidelines will be enforced for **ALL** school visitors:

- In general, students should not have any visitors during class time. The Adult Education Supervisor may grant visitor permission on an emergency basis only.
- With the exception of relatives, no visitors will be allowed to see students unless it is an extreme emergency.
- Relatives will be allowed to meet with students in the Adult & Continuing Education Office.
- Students should not bring children or other relatives to class. Childcare is not available at Penta Career Center.
- Visitors planning to meet with faculty or staff personnel will be admitted only after contacting and gaining approval from the respective faculty or staff member.
- Visitors requiring access to areas of the high school prior to the end of the school day (3:05 p.m.) must be escorted by an Adult & Continuing Education staff member.
- Visitors accessing operating lab spaces are required to adorn all necessary personal protective equipment pertaining to those respective lab spaces.

#### **4.4 USE OF PENTA CAREER CENTER PROPERTY:**

Students and visitors are not permitted to use any office equipment, phones, etc. without permission of the Penta Career Center staff. If given permission to utilize school property, students and visitors are asked to use these items responsibly and return them to the proper staff member when finished.

#### **4.5 ENERGY CONSERVATION:**

All staff, students, and visitors are requested to turn off all equipment and lights that are not needed for instructional purposes in order to promote a more cost efficient facility. All outside doors should be closed tightly in cold weather and all lights turned off when the last person leaves in the evening. All staff, students, and visitors are also asked to recycle whenever possible using marked receptacles throughout the building.

#### **4.6 DRESS CODE:**

Penta Career Center has a liberal dress code; however, students are asked to wear clothing that is appropriate for their program and is in good taste. Some programs may have a more defined dress code in the interest of safety and program requirements.

## **4.7 FOOD & BEVERAGE:**

Food and drinks are not to be consumed in labs or classrooms. All food and drinks should be consumed in the cafeteria in the center of the building. Consuming food or drinks in all other areas is at the discretion of the instructor with the approval of the Adult Education Supervisor. When food or drinks are consumed on the premises staff, students, and visitors are expected to dispose of all trash in the appropriate receptacles.

## **4.8 CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER:**

If a student's name, address, or telephone number changes any time during the student's attendance at Penta Career Center, it is the student's responsibility to inform the instructor and Adult & Continuing Education Office.

## **4.9 FIRE / TORNADO SAFETY & DRILLS:**

### **FIRE SAFETY DRILLS:**

All students will be trained in fire safety skills pertaining to their respective programs and laboratory facilities. Instructors are responsible for training students in fire safety within the first two weeks of the school year, including fire prevention and evacuation procedures.

### **TORNADO SAFETY DRILLS:**

During student orientation, all full-time students and instructors will be informed about the primary Penta Career Center tornado shelter in the center of the building. Instructors are responsible for informing students about tornado shelters in and/or near their respective laboratories and classrooms within the first two weeks of the school year. Part-time students will be made aware of the appropriate tornado shelter locations on the first night of class.

### **TORNADO WATCH & WARNING PROCEDURES:**

A tornado watch is a forecast of the possibility of one or more tornadoes in a large area. When a tornado watch is in effect, classes will continue normal activities but all outdoor activities should be moved indoors. Each program instructor and the Evening Coordinator will be responsible for continuously monitoring the watch while students are in the building or on the premises. Class will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

A tornado warning signals that a tornado has been sighted and may be approaching. A tornado warning signal is an electric siren and/or an announcement on the public address system. All students, instructors, and staff members should, in orderly fashion, make their way to the nearest marked tornado shelter or the centralized tornado shelter near the center of the building if time permits.

## 4.10 WEATHER RELATED CENTER CLOSINGS:

Decisions regarding the operation of Adult & Continuing Education programs and other activities on days that have inclement weather potential will be made jointly by the Adult Education Supervisor and the Superintendent. Classes will automatically be cancelled when a **Level 3 Snow Emergency** is in effect in Lucas or Wood County. On other days when classes are cancelled, a decision will be made by 2:00 p.m. and announced on the Adult & Continuing Education social media pages. Instructors have the flexibility to establish other forms of communication with their students regarding school closing as appropriate. Students will also have the opportunity to sign up for automatic text message alerts concerning weather and other emergencies.

## 4.11 HEALTH & SAFETY:

Penta Career Center does not maintain a health services center, but the health and safety of students, staff, and visitors is a priority.

### **ILLNESS OF A NON-SERIOUS NATURE:**

Staff and students who are experiencing an illness of a non-serious nature during class should excuse themselves from the class and return home. Visitors who become ill should also excuse themselves from their visit to the school and leave school property. If the ill staff member, student, or visitor is not able to return home or leave school property on their own, then arrangements will be made for someone to pick them up at the school.

### **ILLNESS OF A SERIOUS NATURE:**

For staff, students, and visitors who become seriously ill and are in need of emergency care, the instructor or other staff member will immediately call for 911 assistance and notify the Adult & Continuing Education Office.

### **INJURY ON SCHOOL PROPERTY:**

Whenever a staff member, student, or visitor becomes injured in a laboratory or elsewhere on school property, the injured person is to be given immediate attention. Only properly trained staff members may provide assistance to the injured person. In cases of serious injury where emergency care is needed, the instructor or other staff member will immediately call for 911 assistance and notify the Adult & Continuing Education Office.

### **EMERGENCY CONTACT INFORMATION:**

Emergency contact information for students is collected during student orientation and is maintained in the Adult & Continuing Education Office. Emergency contact information for staff members is collected at the time of employment and is maintained in the Adult & Continuing Education Office.

### **INCIDENT / ACCIDENT REPORTING:**

All incidents of serious illness or injury shall be reported immediately to the Adult & Continuing Education Office. Instructors and/or other staff members are to complete an Incident/Accident Report Form and submit the completed form to the Adult & Continuing Education Office prior to leaving work for the day. Injury and illness reports are kept on file in the Adult & Continuing Education Office.

Reports of injury and/or serious illness are reviewed by the Adult Education Supervisor. Should the incident warrant, the Adult Education Supervisor will conduct an investigation of the incident to determine cause, accountability, and the possible need for updating health and safety procedures.

#### **4.12 LIABILITY & CAMPUS SECURITY:**

Penta Career Center is not responsible for theft of personal property or personal injuries occurring on campus. Students are responsible for all monetary losses resulting from theft or injuries and should have their own personal insurance policies. Penta Career Center is not responsible for any losses or injuries that may occur while working on projects, vehicles, etc. In case of emergency, Emergency Service, 911, will be called and will take charge of the emergency situation upon their arrival.

#### **4.13 STUDENT CONDUCT & DISCIPLINE:**

The general code of behavior, approved by the Penta Career Center Board of Education, for students directs, cooperatively, the behavior of the administration, faculty, and student body. Adult & Continuing Education at Penta Career Center prioritizes values important in the world of work. Penta Career Center places emphasis on the need to develop self-discipline and restraint as well as the ability to govern one's own conduct.

The discipline procedures are based on the premise that every student attending school is able to differentiate between right and wrong; that every student is aware that he or she is attending school primarily to learn and profit through training; and that constituted authority and school regulations are necessary for the proper conduct of the school.

The school recognizes that it has a solemn obligation to protect the public property entrusted to its care and protect the rights and privileges of those students who sincerely desire to learn and who make an honest effort to do so.

Any student who demonstrates that he or she is unable to differentiate between right and wrong; who has no apparent desire to profit from the course of instruction; who has no regard for the rights of other students—or any combination of the above—is subject to severe disciplinary action, including dismissal from the program.

Offenses that are in violation of the Ohio Criminal Code may be referred to the appropriate law enforcement authorities.

##### **STUDENT BEHAVIOR CODE:**

A violation of any school rule may result in dismissal from the program. The following rules apply on school grounds or at school activities and events off school grounds. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

##### **RULE 1 – DISRUPTION OF SCHOOL:**

A student shall not by use of violence, force, gang related activities or dress, coercion, threat, obscene language, or any other behavior cause disruption, obstruction, or interference with activities of the school.

**RULE 2 – DAMAGE TO AND/OR THEFT OF SCHOOL PROPERTY:**

A student shall not cause or attempt to cause damage to and/or theft of school property.

**RULE 3 – DAMAGE TO AND/OR THEFT OF PRIVATE PROPERTY:**

A student shall not cause or attempt to cause damage to and/or theft of private property.

**RULE 4 – ASSAULT, MENACING, AND HAZING:**

No student, relative, or visitor, while on the property of Penta Career Center or involved in any activity related to Penta Career Center, shall commit assault, menacing, and/or hazing. Any student that strikes or attempts to strike an employee of Penta Career Center will be immediately dismissed from the program.

Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee is within the authority of the school administration to apply the Student Behavior Code.

Offenses are defined as:

- **Assault** – Knowingly, purposely, or recklessly cause or attempt to cause physical harm to another or another's property.
- **Menacing** – Knowingly or recklessly cause another to believe that the offender will cause physical harm to the person or the property of another.
- **Hazing** – Participating or coercing another to participate in any act that causes or creates a substantial risk of causing mental or physical harm to any person, which is considered hazing. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Instances of assault, menacing, and hazing will be referred to the proper law enforcement agency for the purpose of filing appropriate criminal charges immediately.

**RULE 5 – DISREGARD OF REASONABLE DIRECTIONS:**

A student shall not willingly disregard reasonable directions or commands by instructors, school staff, or other authorized school personnel. Truancy, tardiness, plagiarism, failing to utilize proper exits/entrances, and parking in undesignated areas are considered not following reasonable directions.

**RULE 6 – DANGEROUS WEAPONS AND INSTRUMENTS:**

A student shall not possess, handle, convey, attempt to convey, or conceal any object defined by law as an illegal weapon or item which could reasonably be considered a weapon. This list of such objects includes, but is not limited to knives, guns, explosives (includes fire crackers), and other physically damaging objects. Students are prohibited from bringing the items described above on school property, in a school vehicle, or to any school-sponsored activity.

**RULE 7 – NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS:**

A student shall not possess, transmit, conceal, or show symptoms of using drugs, hallucinogens, volatile chemicals, alcohol, or possess paraphernalia conducive to above substances, or counterfeit controlled substance as any one or more of the aforementioned items while on school property or while attending school sponsored activities. Students will be dismissed immediately if drugs or alcohol are discovered.

1. A counterfeit controlled substance is defined as:
  - A. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;
  - B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it;
  - C. Any substance that is represented to be a controlled substance, but is not a controlled substance, or is a different controlled substance;
  - D. Any substance other than a controlled substance that a reasonable person would believe to be controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
2. No student shall directly or indirectly represent a counterfeit controlled substance, nor shall any student knowingly make, sell, give, package, or deliver a counterfeit controlled substance.
3. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.
4. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

**RULE 8 – TOBACCO:**

Penta Career Center is a tobacco free facility. **TOBACCO** use is only permitted **in the student's own vehicle**. Penta Career Center is supporting the smoke-free and tobacco-free resolution set by the Ohio Board of Regents, now the Department of Higher Education, on July 23, 2013, and implementing a smoke-free and tobacco-free campus policy to protect the health of students, faculty, staff, and visitors.

**Smoking is defined as:**

The act of emitting smoke or vapor; to inhale or exhale smoke/vapor; to burn or to carry any product or device for burning tobacco or any other plant.

**Tobacco product is defined as:**

Any product made from, containing, or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product.

Examples of smoking products or use of tobacco products include, but are not limited to:

- Cigarettes (clove, bidis, kreteks)
- Electronic cigarettes and vaporizers
- Cigars
- Cigarillos
- Hookah-smoked products
- Pipes
- Oral tobacco (spitless, smokeless, chew, snuff)
- Nasal tobacco (snus)
- Marijuana

**RULE 9 – REPEATED VIOLATIONS:**

A student shall not repeatedly fail to comply with school policies listed in this student handbook, directions of instructors, regular school staff, or other authorized school personnel during any period of time when the student is under the authority of school personnel which includes field trips, parking lots, and all campus grounds.

**RULE 10 – COLLUSION:**

No student shall assist or aid in any way another student in violating school rules, regulations, or policies.

**RULE 11 – HARASSMENT:**

No student shall sexually harass another student, staff, or other persons on school premises during a school activity, function, or event off campus. Sexual harassment is defined “in the eyes of the beholder” as unwanted sexual advances which may be verbal, visual, or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making frequent sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person’s body, touching a person inappropriately, blocking their exit, or assaulting a person.

No student shall harass by any written, oral, or non-verbal innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person’s gender, ethnicity, sexual orientation, age, national origin, or religious beliefs.

**RULE 12 – SAFETY VIOLATIONS:**

A student shall not repeatedly fail to comply with safety procedures outlined in a program's Course of Study or safety guidelines presented by instructors, regular school staff, or other authorized school personnel during any period of time when the student is under the authority of school personnel which includes field trips, parking lots, and all campus grounds. Major safety violations include any safety-related actions or neglect of safety regulations that may endanger the student, his or her classmates, instructors, or other personnel; as well as those actions or neglect of safety regulations that may cause damage to class materials or equipment.

#### **DISCIPLINARY PROBATION & DISMISSAL:**

- The **FIRST TIME** a student violates the Code of Conduct he or she will receive a **WRITTEN WARNING** and be required to meet with the Evening Coordinator and instructor (as appropriate) to determine an action plan concerning the student's behavior and continued participation in the program.
- The **SECOND TIME** a student violates the Code of Conduct, he or she will be placed on **DISCIPLINARY PROBATION** and will be required to review his or her action plan with the Evening Coordinator and instructor (as appropriate) to determine if any revisions are necessary.
- The **THIRD TIME** a student violates the Code of Conduct, he or she **WILL BE DISMISSED** from the program.
- If a student violates the Code of Conduct in a manner that is deemed **EXTREME** or **CRIMINAL** in nature, he or she will be asked to leave campus immediately and **MAY BE DISMISSED** from the program at the discretion of the Adult Education Supervisor even if he or she has not received a written warning or has not be placed on disciplinary probation.

#### **4.14 PENTA DRUG-FREE STATEMENT & INTERVENTION POLICIES:**

The Penta Career Center Board of Education recognizes that chemical use and abuse by our students may lead to chemical dependency, a treatable, but potentially fatal disease. Furthermore, this use and abuse often contributes to an inappropriate behavior that interferes with learning within the school environment. Because of the nature of the institution, the behaviors can also be a serious threat to the safety of the students and staff in our career training labs. In response, Penta Career Center practices a "Positive Action" intervention plan that emphasizes referral for help. Although disciplinary action will still hold the student accountable for his or her behavior, the emphasis is on finding help for the student through the referral agency rehabilitation process.

#### **4.15 NON-DISCRIMINATION / EQUAL OPPORTUNITIES:**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationships, and/or personal sense of self-worth. As such, Penta Career Center does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

Penta Career Center also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal

operation or the achievement of any legitimate objective of the program/activity), place of residence, or social or economic background, to learn through the curriculum offered at Penta Career Center. Educational programs shall be designed to meet the varying needs of all students.

For more information, please consult the Penta Career Center Administrative Guidelines document online:

<http://www.neola.com/pentacountyjvs-oh/> (Administrative Guidelines > Item 2260)

#### **4.16 INSTITUTIONAL AFFIRMATIVE ACTION / DISABILITY POLICIES:**

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

For more information, please consult the Penta Career Center Bylaws & Policies document online:

<http://www.neola.com/pentacountyjvs-oh/> (Bylaws & Policies > Item 2260.01a)

#### **4.17 STUDENT RIGHTS & GRIEVANCE PROCEDURES:**

Students who have concerns about their program or instructor should first discuss those concerns with their immediate instructor and the Evening Coordinator in an attempt to resolve those concerns at an informal level. If the instructor and Evening Coordinator are unable to resolve the issue, or are the focus of the concern, students should document their concerns in writing to the Adult Education Supervisor. The Supervisor will then schedule an appointment to meet with the student. If the concern is not resolved, a written request can be submitted to the Superintendent to meet and discuss the student's concerns. Should the student wish to bring the complaint to the attention of COE, they may do so by submitting their concerns in writing to:

**Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.**

**Website: [www.council.org](http://www.council.org) Phone: (Toll-Free) 800.917.2081.**

# **SECTION 5**

## **PROGRAM POLICIES**

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## 5.1 ATTENDANCE POLICY:

All students should strive to achieve satisfactory performance levels by maintaining a minimum of **90% ATTENDANCE** for the course. Instructors record and monitor attendance hours regularly, communicating any issues directly with students. The Academic Advisor and Financial Aid Advisor also monitor attendance regularly and communicate with students who are having attendance problems. Student attendance percentages are calculated based on the number of hours they are physically present in class. Students who arrive late or leave early will not receive credit for the time they missed.

Students should provide instructors documented proof of “excused” absences (or tardiness/leaving early), including illness with a doctor’s note, family emergency, etc. It is up to the instructor’s discretion to determine if a documented absence is considered to be excused. Though students will not be provided with attendance hours for documented excused absences, they may work with the instructor to take advantage of makeup hours opportunities. Students with undocumented and/or unexcused absences (or tardiness/leaving early) will not be eligible for makeup hours opportunities.

All students, including Title IV eligible students for financial aid purposes, will be evaluated for Satisfactory Academic Progress (SAP) at the end of each payment period (see item 7.10 below for more details).

Occupational programs also require a high attendance standards in order for students to be eligible to participate in certification assessments. Students must maintain **90% ATTENDANCE** in order to qualify for credential testing, including ASE Certifications (Automotive Programs); EPA Core Type 1, 2, 3 Refrigerant Certification (HVAC); and Plate/Pipe Certifications (Welding). This is not a comprehensive list and other certifications may require higher attendance standards. Please consult the instructor for all certification attendance requirements.

### **ATTENDANCE PROBATION & DISMISSAL:**

- If a student’s attendance falls **BELOW 90%**, he or she will receive a **WRITTEN WARNING** and be required to meet with the Evening Coordinator and instructor to determine an action plan concerning the student’s continued participation in the program.
- If a student’s attendance falls **BELOW 80%**, he or she **WILL BE DISMISSED** from the program.
- Students who are forced to miss extensive hours of class due to documented reasons deemed outside of their control, such as extended hospitalization, illness of a family member, etc., will be encouraged to **WITHDRAW** from the program and re-enroll when their circumstances allow them to attend class regularly. In these special cases, it will be up to the discretion of the Adult Education Supervisor to determine if the student will receive financial credit towards future enrollment for payments made during the student’s current program.

## 5.2 LEAVE OF ABSENCE POLICY:

Leave of Absence is generally not granted at Penta Career Center except for extreme circumstances, such as extended medical situations. Military duty or jury duty may require Penta Career Center to grant a student leave. The student will need to present documentation for the absence. If possible, make up work will be arranged. Otherwise, students who need to miss extensive hours or class are encouraged to **WITHDRAW** from the program and re-enroll when their circumstances allow them to attend class regularly.

### 5.3 MAKE-UP WORK POLICY:

Students are encouraged to make up missing work and/or assignments and to present any documentation of their absences (or tardiness/leaving early) for their student files (see item 5.1 above for more details regarding attendance documentation). Make-up work availability is at the discretion of the instructor based on the attendance policy above.

All make-up work is recorded in hours format in the program attendance and will be calculated into the student's total attendance percentage. All make-up work must be recorded on the Make-Up Work Form and be supported by documented proof of the work completed. Make-up work may include attending lab time outside of the normal class schedule, completing relevant written assignments at home, participating in work off-site that pertains to class concepts and activities, etc.

Again, it is important to note that make-up work opportunities are not guaranteed and are contingent on the course content and instructor's discretion; therefore, students should strive to maintain high attendance standards so that make-up work is not essential for successful completion of the program.

### 5.4 BREAKS:

Breaks for students are not to exceed ten (10) minutes for every hour the class is in session. Breaks may not be combined for programs meeting multiple hours in one session. In other words, all programs must include 50 minutes of instruction for every 60 minutes of class. All other regulations concerning student breaks are at the discretion of the instructor. Instructors will inform students as to the break and mealtime policy on the first day of attendance in the program.

### 5.5 BUILDING ACCESS & PARKING:

In the interest of safety and security, Penta Career Center enforces strict policies regarding building access and parking. Violation of parking and building access policies will result in disciplinary action, which may include dismissal from the program.

#### **STUDENT PARKING:**

During evening course hours (starting at 4:00 p.m.), all students are required to park their vehicles in the lot on the north side of campus near the main entrance. Students are prohibited from parking in any other lot, including the school bus lot and the visitor lot ("front circle"), which are also near the main entrance to the building.

Occasionally, student parking arrangements may need to be adjusted due to maintenance or events hosted by the high school or third-party organizations. If adjustments to the normal parking arrangement are required, students will be notified in advance by the Evening Coordinator and the instructor and will be provided with instructions on temporary parking arrangements.

### **BUILDING ACCESS:**

In general, students are not permitted to enter or exit the building through any entrance other than the main entrance in the front of the building except during emergency situations. After entering the building, students should report immediately to their assigned classroom, laboratory, or the Adult & Continuing Education Office. Otherwise, students should avoid “wandering” the building and should only leave their classrooms/labs when accessing designated break areas, the student parking lot, or other spaces used for specialized training purposes (computer labs, forklift training lab, CPR training classroom, etc.). Students should refrain from propping open any interior or exterior doors in the building. Students should also refrain from providing unauthorized access to other students, relatives, or other visitors by opening labs, classrooms, offices, or other secure spaces.

If students need to access the Adult & Continuing Education Office (suite 1225) during daytime hours (8:30 a.m. - 4:00 p.m.), they should park in the lot on the northeast end of campus and enter through the Adult Education / Board of Education entrance. If students need to visit the Adult & Continuing Education Office during evening course hours they should follow the parking policy described above and enter the Office through the interior of the building. Adult Education students are not permitted to access areas of the building other than the Adult & Continuing Education Office before the high school is dismissed (3:05 p.m.) without being escorted by authorized personnel. Students planning to meet with Adult & Continuing Education Office personnel are advised to call ahead and schedule an appointment with the respective staff member.

If a student needs to enter the building directly into a laboratory due to class-related work on the student’s automobile, transporting tools and materials relevant to class activities, etc., the student must first check in at the Main Office and then move his or her vehicle to the designated lab. Once finished with the work, the student must also check out at the Main Office before leaving campus for the evening. Students are only permitted to enter the building directly into a laboratory after receiving permission from the instructor. The instructor is responsible for informing the Evening Coordinator and security personnel if a student is granted permission to enter the building directly into a laboratory.

### **STUDENT PHOTO ID BADGES:**

During evening course hours, students must enter and exit the building through the main entrance by checking in and out at the Main Office using their photo ID badges. Photos for ID badges will be taken at student orientation and photo ID badges will be distributed by the end of the first week of class. Students are responsible for bringing and openly displaying their photo ID badges at all times while on campus. If a student’s photo ID badge is misplaced or damaged at any point during the school year, the student is responsible for notifying the Adult & Continuing Education Office as soon as possible so a replacement badge can be issued. Students will be given a temporary ID badge while the replacement is being generated.

A **\$10 FEE** will be charged to the student’s account for each replacement photo ID badge. Students who do not possess an ID badge will not be permitted to attend class until they inform the Adult & Continuing Education Office about a replacement ID badge.

## **5.6 WORK ON PROJECTS FOR EXTERNAL PARTIES:**

All projects for external parties must be relevant to course competencies and be approved by the instructor based on lab availability and relevance to student learning.

Before students are permitted to work on projects involving an external party, the instructor is responsible for having the external party sign a Student Work Waiver, which releases liability from Penta Career Center and explains that the work is being completed by students in training under the supervision of a certified instructor. Penta Career Center does not charge external parties for labor or transportation related to class projects; however, the external party is responsible for purchasing all materials and parts required for the project.

## 5.7 OFF CAMPUS PROJECTS & TRAINING:

Most of the student's training takes place in a laboratory or classroom at the main campus of Penta Career Center. On occasion, certain programs require that the student report to an off-campus location for practical work experience or other relevant activity. Off-campus training is set up by the instructor. The student is responsible for his or her transportation to the off-campus site. Off-campus activities will only take place within a fifteen (15) mile radius of the Penta Career Center main campus.

## 5.8 STUDENT EVALUATION:

### GRADE SCALE:

All occupational programs calculate a cumulative grade point average based on the following scale:

- **Letter Grade A** (90-100%) = 4.00 GPA
- **Letter Grade B** (80-90%) = 3.00 GPA
- **Letter Grade C** (70-80%) = 2.00 GPA
- **Letter Grade F** (< 70%) = 0.00 GPA

### GRADING CATEGORIES:

The final grades for all full-time occupational programs are calculated based on weighted totals of graded items within the following four categories:

- **Employability (10%)** – Students are graded weekly based on the performance regarding “soft skills” such as punctuality, attitude, work ethic, team work, and safety.
- **Assignments (25%)** – Students are graded regularly on written assignments, including textbook/workbook questions, handouts, completion of occupation-related forms, etc.
- **Lab Projects & Activities (40%)** – Students are graded regularly on their ability to demonstrate practical skills and knowledge related to the field of study through hands-on projects and activities.
- **Assessments (25%)** – Students are graded regularly through the use of written and practical assessments, including tests, quizzes, practice credential exams, skill demonstrations, etc.

### COURSE COMPETENCIES:

All occupational training programs at Penta Career Center include a collection of competencies areas that students are required to master in order to successfully complete their program of study. Competencies lists are outlined in

the Course of Study for each program. Instructors regularly assess students' ability to demonstrate mastery of competency areas, tracking each student's skills throughout the school year. A complete listing of all competencies mastered for each student is generated and provided in the Career Passport after students successfully complete their program of study.

#### **CERTIFICATE OF ACHIEVEMENT:**

All students who successfully complete a part-time program will receive a Certificate of Achievement.

#### **CERTIFICATE OF COMPLETION:**

Students who successfully complete a full-time training program, have met the attendance requirements, have paid their accounts in full, and have mastered the appropriate skills as displayed through their grades and mastery of course competencies will receive a Certificate of Completion along with their Career Passport.

#### **CAREER PASSPORT:**

The Career Passport is awarded to students who have successfully completed their full-time training program. Students who have not met the program completion requirements do not receive Career Passports. Students must pay their accounts in full before the Career Passport can be released.

## **5.9 TRANSCRIPTS:**

Students may request an official or unofficial transcript by submitting a Document Request Form to the Adult & Continuing Education Office. For official transcripts, students requesting transcripts are responsible for providing the name, institution, and contact information for the representative to whom the transcript will be sent.

## **5.10 CREDIT FOR PREVIOUS LEARNING / TRANSFER OF HOURS POLICY:**

The Adult Education Supervisor will evaluate official transcripts and documentation of previous education and training, as well as certificate and credentials earned, and appropriate credit will be given when applicable. Students who wish to repeat a course may do so. The grades and attendance from the previous class will not have an impact on the repeated course.

## **5.11 PROGRAM COMPLETION REQUIREMENTS:**

To successfully complete a full-time training program at Penta Career Center the student must meet the following requirements:

- A minimum **GRADE AVERAGE OF 70%** (individual programs may require another grade standard)
- A minimum **ATTENDANCE OF 90%** (individual programs may require another attendance requirement)
- All outstanding financial obligations to the school must be **PAID IN FULL** to receive the Career Passport documents

If the completion requirements have been met, students will receive a Career Passport. Penta Career Passports include a Completion Certificate, a Competency List of skills and concepts mastered by the student, and printed copies of all industry standard credentials earned throughout the program.

## **5.12 GRADUATION:**

All students who maintain acceptable grades/attendance, show proficiency in all program competencies, and who have paid their accounts in full will be permitted to participate in the Adult & Continuing Education Recognition Ceremony, which will be held in the Penta Career Center auditorium. Students will be presented with their Career Passports, which includes all certifications, credentials, and licensures earned throughout the school year.

## **5.13 DISMISSAL POLICY:**

Dismissal denotes a student being removed from a program due to lack of progress, excessive absence, misconduct, or failure to meet financial obligations in a timely fashion.

Students must follow the Student Behavior Code (see item 4.13), make Satisfactory Academic Progress (see item 7.10), as well as maintain acceptable attendance and grade standards (see item 5.11) in an effort to continue to work towards program completion. If there is a risk for dismissal the student will meet with the instructor and the Academic Advisor to discuss the situation and intervention strategies as outlined in relevant policies in this Student Handbook. The Adult Education Supervisor will review and approve the decision before a student is formally dismissed from a program. A letter will be sent notifying the student of the official decision for dismissal. A record of the dismissal will be kept in the student file.

A student who is dismissed from a program at Penta Career Center who wishes to enroll in another program at the institution must first discuss their enrollment with the Adult Education Supervisor. The Adult Education Supervisor reserves the right to deny enrollment to any student who was formerly dismissed from a program at Penta Career Center based on the circumstances and severity of the issues leading to the student's dismissal.

## **5.14 WITHDRAWAL POLICY:**

Withdrawal denotes a student leaving school for any reason other than dismissal, whether initiated by the student or by the school.

### **WITHDRAWAL PROCESS:**

Students wishing to withdraw should first discuss the decision with the Academic Advisor. If the student is receiving Federal financial aid then he or she should also meet with the Financial Aid Advisor. If, following these discussions, the student still wishes to leave the program, the student will complete a Program Withdrawal Form. The student's withdrawal date is based on the date the Program Withdrawal Form is submitted. For Pell Grant purposes the date of the withdrawal is based on the student's last day of attendance in the program.

Students who are withdrawing must return all books, supplies, and toolkits in usable condition, verify their last date of attendance, and pay all outstanding account balances. The student is responsible for any expenses not covered by their financial aid funding as outlined in the refund policy (item 3.7). Each student withdrawing in good

financial standing has the option to return to any program. Any previous class time will not have an impact on any future classes in regards to attendance, grades, or contact hours.

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# **SECTION 6**

# **STUDENT SERVICES**

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## 6.1 STUDENT SERVICES PERSONNEL:

The Student Services division of Penta Career Center Adult & Continuing Education consists of coordinators and support staff who assist students with academic advising, registration, enrollment, financial aid, and other support services. Student Services personnel maintain offices in the Adult & Continuing Education Office (suite 1225).

### **ACADEMIC ADVISOR:**

The Academic Advisor assists students with registration, enrollment, career planning, resume training, and all other services pertaining to student academic progress and success. The Academic Advisor also addresses all issues related to student academic process, including, but not limited to grades, attendance, competencies, job placement, etc.

### **FINANCIAL AID ADVISOR:**

The Financial Aid Advisor assists students with applying for Federal financial aid, administering and disbursing Federal financial aid funds, and monitoring student payments. The Financial Aid Advisor also assists students in searching for other financial aid opportunities at the state and local level, including, but not limited to grants, scholarships, private student loans, etc.

### **ADULT & CONTINUING EDUCATION SECRETARIAL STAFF:**

The Adult & Continuing Education secretarial staff assist students with registration, payments, credential test scheduling, and obtaining other required documentation related to enrollment at Penta Career Center.

### **ADULT DIPLOMA PROGRAM (ADP) STAFF:**

The Adult Diploma Program (ADP) staff assist students receiving funding through the Adult Diploma Program (ADP). As needed, the ADP staff provide these students with WorkKeys test preparation, success coaching, as well as assistance with ADP enrollment and invoicing.

## 6.2 ASSESSMENT SERVICES:

### **WORKKEYS ASSESSMENTS:**

At Penta Career Center, students who sign up for full-time and part-time career training programs, as well as other designated programs, take the ACT WorkKeys Assessment tests to demonstrate that they have math and reading skill levels that will enable them to be successful in their respective programs. Students registering for full-time or part-time programs are required to take the WorkKeys prior to the start of their respective programs. To be admitted into a full-time or part-time program, students are required to score at least a **LEVEL 4** in Applied Mathematics, Locating Information, and Reading for Information.

Students may be required to retake the WorkKeys (or other assessments) due to program-specific requirements and/or for data tracking purposes.

### **CAREER READY 101:**

If students do not meet the required scores on any one of the three testing areas they may request to be enrolled in Career Ready 101, which is an online remediation program designed to prepare students for the WorkKeys assessments. The student must then re-take the necessary WorkKeys assessment(s) and obtain the required score level(s) in order to be admitted into the program. Students are responsible for paying a **NON-REFUNDABLE** WorkKeys fee for any retesting.

### **NATIONAL CAREER READINESS CERTIFICATE:**

Upon completion of the WorkKeys testing, students earn a National Career Readiness Certificate. This is an evidence-based credential that certifies essential workplace skills which are important for workplace success.

## **6.3 COUNSELING SERVICES:**

Penta Career Center Adult & Continuing Education does not employ guidance counselors; however, the Academic Advisor and other Student Services personnel are readily available to provide students with success coaching, career counseling, job placement assistance, and conflict mediation services. On occasion, the Adult Education Supervisor also meets with students to act in a counseling capacity.

## **6.4 PLACEMENT SERVICES:**

Penta Career Center provides job placement assistance to all students enrolled in occupational programs. Adult & Continuing Education students receive instruction in the computer labs on career exploration, online job searches, creation of an effective resume, and methods for posting a resume on the web. All students are required to create an OhioMeansJobs account during the first week of class. Students receive a flash drive to store their resume, cover letter, reference page, and other application documents. The flash drive also includes a variety of resume, cover letter, and reference page templates as well as a comprehensive Resume Training Handbook.

Through their established connections with local business and industry, program instructors at Penta Career Center provide employment leads for students enrolled in occupational programs. A Job Postings Board is maintained in the Adult & Continuing Education Office with updated information about employment opportunities. Penta Career Center Adult & Continuing Education also works with the Apprenticeship Council of Northwest Ohio in order to provide students with information on applying to apprenticeship programs related to their occupational programs. Penta Career Center also maintains a Job Bank, which is an online listing of current job leads posted by community employers on the Penta Career Center website:

[www.pentacareercenter.org/pentacareerservices.aspx](http://www.pentacareercenter.org/pentacareerservices.aspx)

### **EMPLOYMENT VERIFICATION:**

For tracking and reporting purposes, all students are required to provide proof of employment upon being hired in their field of study. To verify employment, students must complete the Student Employment Form, which must be accompanied by a pay stub or letter from the employer. Confidential information may be hidden on pay stubs as long as the document clearly displays the student's full name and the name of the employer.

Students who cannot provide a pay stub or letter from an employer due to the fact that they are self-employed within their field of study are required to sign a Self-Employment Waiver Form in order to verify their employment in a related occupation.

Students who are not actively seeking employment in their field of study are required to sign a Job Placement Waiver Form to verify that they are taking the program solely for personal enrichment.

## **6.5 ACADEMIC ADVISEMENT SERVICES:**

At Penta Career Center, the Academic Advisor is available to provide advisement services to prospective and current students. During their orientation interviews, all applicants discuss their career plans with the Academic Advisor as means to ensure academic success.

Advisement services also include pre-enrollment testing, selection of a career and training program based on assessments and interests, as well as financial funding information and assistance. Students in need of further advisement are referred to outside agencies for counseling regarding barriers and life issues or for supplemental funding sources for their educational plans.

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# **SECTION 7**

## **FINANCIAL AID POLICIES**

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## 7.1 ACADEMIC YEAR STRUCTURE & PROGRAMS:

To receive Federal Financial Aid for Title IV funding purposes, all clock hour certificate programs must have an academic year with a minimum length of 15 weeks and 600 clock hours. Students who are attending a program of 600 or more hours are considered full time students under Title IV, Pell Grant financial aid regulations.

Students can find a listing of all programs with tuition costs and fees in the Adult & Continuing Education Course Catalog and website: [http://www.pentacareercenter.org/AdultEd\\_home.aspx](http://www.pentacareercenter.org/AdultEd_home.aspx)

## 7.2 CODE OF CONDUCT FOR FINANCIAL AID PROFESSIONALS:

Penta Career Center adheres to the Ethical Principles and Code of Conduct established by the National Association of Student Financial Aid Administrators (NASFAA): [www.nasfaa.org](http://www.nasfaa.org)

A Penta Career Center financial aid professional is expected to maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a Penta Career Center financial aid professional should:

- Refrain from taking any action for his or her personal benefit.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating, or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

## 7.3 APPLYING FOR FINANCIAL AID:

To apply for Federal Financial Aid, students need to complete the Free Application for Federal Student Aid (FAFSA) at the official web site: [www.fafsa.gov](http://www.fafsa.gov). Once the U.S. Department of Education has completed processing the application, the results are sent to the school and to the student in a report called the Student Aid Report (SAR). Without a completed application, and report the school will not be able to determine the student award.

To complete the application process, please follow the instructions below:

1. Collect the financial documents that will assist you in completing the FAFSA: tax returns, bank statements, untaxed income, assets, child support, etc.
2. Go to [www.fafsa.gov](http://www.fafsa.gov) complete a FAFSA form online. When asked for the Federal School, choose Penta Career Center's code: **013519**.
3. If an email address is included, the U.S. Department of Education will send the SAR report by e-mail within 3-5 days. If no email is provided, it will arrive by mail within 3 weeks. Students can check the status of their FAFSA online at [www.fafsa.gov](http://www.fafsa.gov) or by calling 1-800-433-3243.
4. As soon as the application is received by Penta Career Center, the Financial Aid Advisor will contact the student if there are any issues that need to be resolved.
5. To complete the enrollment process at Penta Career Center, students must successfully complete the WorkKeys assessment test, resolve any issues on the FAFSA application, and, for students who are selected for the Verification Process, provide any documentation necessary.

## 7.4 FINANCIAL AID OPTIONS:

Enrolled students in Title IV eligible, clock-hour certificate programs may qualify for the Federal Pell Grant.

Students must complete a Free Application for Federal Student Aid (FAFSA) for the appropriate financial aid year to apply for federal financial aid at [www.fafsa.gov](http://www.fafsa.gov) or contact 419-661-6349 for assistance.

### **FEDERAL FUNDING:**

#### **Pell Grant:**

Pell grants are based on financial need. Repayment of grants is not required. Apply online at [www.fafsa.gov](http://www.fafsa.gov).

#### **Veteran's Administration Funding Programs:**

Full-time programs are approved for students who are eligible to use these benefits. To apply online or get more information on the educational benefits listed above, please visit the VA website at <http://www.gibill.va.gov>. Once the student has completed the VA application and has enrolled in the program, the enrollment office will certify the VA application

If you have never applied for veterans' educational benefits, you need the following:

- DD-214 Discharge papers (Certified Copy):
- VA22-1990 Application for Educational Benefits
- DD-2384 Notice of Basic Eligibility (NOBE) for members of Selective Reserve. (See your commanding officer for this document.)

If you have used educational benefits in the past, you will need:

- VA22-1995 Request for a Change of Location or Place of Training

**Chapter 1606 – Montgomery GI Bill® – Selected Reserve Educational Assistance:**

- **Eligibility:** Student must be currently enrolled in a Selective Reserve program such as the National Guard or the Army Reserves.

**Chapter 1607 – Reserve Education Assistance Program (REAP):**

- **Eligibility:** Available to certain reservists who were activated for at least 90 days after September 11, 2001.

**Chapter 30 - Montgomery GI Bill®**

- **Eligibility: Active Duty (MGIB-AD):** For active duty members who enroll and pay \$100 per month for 12 months and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation.
- **Eligibility: Selected Reserve (MGIB-SR)** For Reservists with a six-year obligation in the Selected Reserve who are actively drilling.

**Chapter 31 – Vocational Rehabilitation:**

- **Eligibility:** Student must have a service related disability which the Department of Veterans Affairs has rated at least 10% compensable. There must be an employment handicap and generally the student must complete the program within 12 years from the notice of the disability rating.

**Chapter 32 – Veterans’ Educational Assistance Program (VEAP):**

- **Period of Service:** 1-1-77 to 6-30-85
- **Eligibility:** Active duty for least 181 days, contribution to the program and other than dishonorable discharge. Eligible 10 years from date of separation.

**Chapter 33 – Post 911:**

- **Eligibility:** Must have 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

**Chapter 35 – Survivors’ and Dependents’ Educational Assistance:**

- **Eligibility:** A child (under 26) or a spouse of a veteran who is 100% disabled or who died because of service related injuries.

**STATE, LOCAL, AND COUNTY FUNDING:**

**Opportunities for Ohioans with Disabilities (O.O.D. – formerly BVR-RSC):**

Financial assistance may be available from this local agency for students with physical, mental, or emotional disabilities that present a handicap to employment. Full or partial grants may cover tuition, books, and supplies. Contact your local area Opportunities for Ohioans with Disabilities office.

**Trade Adjustment Assistance (TAA):**

Assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or a local Ohio Bureau of Employment Services office.

**Workforce Innovation and Opportunity Act (WIOA):**

Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your county's OhioMeansJobs office for information and eligibility requirements.

**MORE INFORMATION ON FUNDING:****Deferments:**

Under certain circumstances a borrower may defer or postpone loan repayment. For more information about deferments and eligibility requirements visit [www.studentloans.gov](http://www.studentloans.gov).

**National Student Loan Data System (NSLDS):**

Federal law requires that all records of student loans be submitted to NSLDS. The information is accessible by guaranty agencies, lenders, and schools who are authorized users of the data system. Students may access their own records at [www.nsls.ed.gov](http://www.nsls.ed.gov).

## 7.5 DETERMINING ELIGIBILITY:

A federally approved system of need analysis is used to calculate a student's Pell Grant award. To initiate the application and calculations, students must complete the Free Application for Federal Student Aid (FAFSA) providing family financial information such as income and assets, size of family, number in college, and any unusual circumstances or expenses.

**THE CONCEPT OF "NEEDS ANALYSIS" FOR FINANCIAL AID:**

The FAFSA calculation and resulting Expected Family Contribution (EFC) is the basis for determining the student's eligibility for financial aid:

- **Cost of Attendance:** Tuition, fees, transportation, personal, etc.
- **Family Contribution:** What the student and family are able to contribute toward the educational cost
- **Financial Need:** Grants or other resources you can receive

Cost of Attendance Minus Family Contribution = Financial Need

**REQUIREMENTS FOR ALL FINANCIAL AID FOR TITLE IV PROGRAMS (PELL GRANT PROGRAMS):**

A student enrolled at Penta Career Center seeking Title IV funding must:

- Have financial need

- Be enrolled in a program that is at least 600 clock hours and 15 weeks in length
- Meet Satisfactory Academic Progress standards set by the school
- Attend a program that is at least 600 hours long
- Be a U.S. citizen or eligible non-citizen
- Register with the Selective Service if the student is a male who is at least 18 and born after 12/31/59
- Not be incarcerated in a federal or state penal institution
- Have a high school diploma or GED
- Have a valid Social Security Number
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that the student will use federal student aid only for educational purposes
- Sign a statement on the FAFSA certifying that student is not in default on a federal student loan and that the student does not owe money back on a federal student grant
- Not have been convicted under federal or state law of the sale of or possession of drugs (the student may still be eligible depending on the number of offenses and when they happened)
- Provide information and documentation in order for school to obtain financial aid history
- Have no property that is subject to a judgment lien for a debt owed to the United States Government

## 7.6 COST OF ATTENDANCE / COURSE FEES:

When applying for financial aid, students and parents need to be aware of all the costs of attending Penta Career Center. The Cost of Attendance (COA) for a student is an estimate of the student's educational expenses for the enrollment period. Tuition and fees are a component of the COA. Living expenses must be considered when calculating how much it will cost while enrolled at Penta Career Center. The living or indirect costs include room and board, transportation, child care, and personal expenses. The Financial Aid office at Penta Career Center establishes standard budgets to reflect the average costs for Penta Career Center students, but actual expenses vary for individual students depending on lifestyles and obligations.

Review tuition and fees in the Penta Career Center Adult & Continuing Education Course Catalog or online at:

[http://www.pentacareercenter.org/AdultEd\\_home.aspx](http://www.pentacareercenter.org/AdultEd_home.aspx)

## 7.7 DISBURSEMENT OF FUNDS:

All financial aid funds are disbursed by the Penta Career Center Financial Aid Office in conjunction with the Treasurer's Office. Disbursements are made to best serve the needs of the students. At Penta Career Center disbursements are generally done at the half-way point in the payment period. The number of payment periods is based upon the number of hours in the program. There are two disbursements per program at Penta Career Center.

Below are examples of disbursement schedules:

- **Auto Mechanic Technician:** 735 hours = two payment periods (367 hours, 368 hours)
- **Builder, Contractor, & Remodeler Technologist:** 892 hours = two payment periods (446 hours, 446 hours)

At the time of enrollment, the student will receive information from the Financial Aid Advisor explaining how to apply for financial aid and the documents that may be needed to complete the student's paperwork. The student will also receive a Student Award letter which states the amount of financial aid that he or she is eligible to receive. When financial aid disbursements are drawn down, a student will receive a letter of notification from the Financial Aid Office that their funds for the payment period have been applied to their student account. Within three days of receipt of the federal financial aid funds into the designated Treasurer's account, Penta Career Center will credit the student's account for the amount of the disbursement. If a credit balance occurs on a student's account, the student will receive a refund within 14 days of the credit balance occurring.

## 7.8 DEPENDENCY STATUS:

Some students have supported themselves for several years and their parents are not expected to contribute toward their school expenses. Such students are called "Independent Students" and for them, the financial aid process works differently because parental income is not considered. However, if an independent student is married, his or her spouse's income is considered even if they were not married when they filed taxes.

A student is considered **INDEPENDENT** if he or she meets any one of the following criteria:

- The student has reached the age of 24 prior to January 1<sup>st</sup> of the upcoming award year
- The student is enrolled in a graduate or professional educational program beyond a Bachelor's Degree
- The student is married as of the date he or she submitted the FAFSA
- The student has children who receive more than half of their support from the student (NOTE: having a child does not automatically make a student independent. The student must be providing over 50% of the child's support)
- The student has dependents (other than children or a spouse) who live with the student and receive more than half of their support from the student, now and through the end of the award year

- Both parents are deceased or the student is an orphan or Ward of the Court (or was a Ward of the Court until age 18)
- The student is currently serving on active duty in the U.S. Armed Forces (other than training)
- The student is a Veteran of the U.S. Armed Forces
- The student is an emancipated minor
- The student is an unaccompanied youth who is homeless or in danger of being homeless

If the student does not meet any of the above criteria, then he or she is considered a "Dependent Student" and his or her parents must complete part of the FAFSA and provide their financial information.

In some instances the student may apply to receive what is called a Dependency Override. Only the Financial Aid Advisor can make that decision and circumstances must be in line with Penta Career Center's policies.

## 7.9 DEPENDENCY OVERRIDE POLICY:

In the case of a student who has an unusual circumstance that is beyond his/her control, a Dependency Override may be granted by the Adult Education Supervisor. A Dependency Override is reviewed on a case-by-case basis. The Dependency Override can allow a dependent student who qualifies for the override to receive financial aid as an independent applicant for the Pell Grant. If a student between the ages of 18 and 24 moves away from his or her parents and has a full-time job, this is a life choice and does not qualify for a Dependency Override. To receive a Dependency Override the student must make a written request to the Financial Aid Advisor and be able to provide necessary documentation. Upon receipt of the written request, the Adult Education Supervisor will decide what documentation is necessary. Penta Career Center is not required to grant this request.

## 7.10 SATISFACTORY ACADEMIC PROGRESS (SAP):

In order to receive Federal Student Aid, students are required to meet satisfactory progress standards toward program completion and graduation. Program completion standards include skills competencies, academic grades, attendance, and financial obligations.

Satisfactory Progress consists of a number of elements which will be reviewed during each grading period. The student will:

- Build a record of attendance and dependability to prepare the student for employment
- Demonstrate competencies of individual program skills and hands-on training
- Demonstrate teamwork
- Demonstrate commitment to the program and respect for others, school, program tools and materials

## **QUALITATIVE STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS (SAP):**

### **Grade Point Average:**

A cumulative grade point average is calculated based on the following scale:

- **Letter Grade A** (90-100%) = 4.00 GPA
- **Letter Grade B** (80-90%) = 3.00 GPA
- **Letter Grade C** (70-80%) = 2.00 GPA
- **Letter Grade F** (< 70%) = 0.00 GPA

Students must finish their program with at least a **2.00 GPA (70%)** in order meet SAP requirements (for more details regarding grading procedures see item 5.8).

### **Attendance Rate:**

A student must be working towards program completion maintaining a minimum cumulative attendance rate of **90%** for the year (for more details regarding the attendance policy see item 5.1).

### **Maximum Timeframe (MTF) Eligibility Length for Financial Aid:**

Students are required to complete their certificate/diploma within 150% of the published length of their program. Example: A student enrolled in a 900-hour program is eligible until 1350 clock hours are attempted.

### **Pace:**

At the end of each payment period, the student receiving Federal financial aid funds must have successfully completed 90% of the hours and 90% of the weeks in the payment period.

The Academic Advisor and Financial Aid Advisor regularly monitor attendance/grades and communicate with students who are having attendance problems. Warning Letters will be sent out to students who are falling behind.

## **STATUS LEVELS FOR SATISFACTORY ACADEMIC PROGRESS:**

### **Program Completion Requirements for Satisfactory Performance Level:**

Student maintains a cumulative minimum GPA of 2.00 (70%) of all coursework attempted. Student has not exceeded the maximum timeframe program eligibility. Student maintains a 90% attendance record.

### **Alert Letter:**

The student will receive an Academic Alert Letter if he or she is not making Satisfactory Academic Progress during the payment period. The student is still eligible to receive financial aid.

### **Timely Warning:**

The student will receive an Official Warning if he or she is not making Satisfactory Academic Progress

The student must improve his/her SAP before the end of the NEXT payment period. A student with a Timely Warning is *eligible to receive one more financial aid payment*.

**Dismissal from Training Program:**

A student who is not making Satisfactory Academic Progress and not maintaining the required 90% attendance may be dismissed from the training program (for more details regarding attendance probation and dismissal see item 5.1).

**Appeal of Dismissal or Termination:**

If a student at Penta Career Center has been dismissed from his/her program by the school, the student may appeal the decision by contacting the Adult Education Supervisor in writing to state any extenuating circumstances as to why the program requirements were not met, and why the student should be re-instated in the program. The Financial Aid Advisor may assist the students in writing an appeal.

**Loss of Financial Aid:**

If a student did not meet the required standards in the payment period following his/her Timely Warning. After the completion of the ***second payment period***, student aid is immediately terminated for future terms.

If a student loses his/her eligibility for Federal Financial Aid, ***no financial aid can be awarded unless the student regains eligibility*** by demonstrating Satisfactory Academic Progress in the next program payment period.

**Reinstatement and Appeal of Loss of Financial Aid:** The student must make a written appeal to the Adult & Continuing Education Office for approval to be reinstated for financial aid.

**Probation:**

A student who has lost financial aid eligibility after the ***second payment period*** and has an approved Appeal is placed on Probation for one more payment period.

**Reinstatement:**

A reinstated student must return to the program and complete his coursework within 150% of the Maximum Time Frame (MTF) and must maintain a 2.00 GPA (70%) and a 90% attendance completion requirement.

**SPECIAL ENROLLMENT CREDIT AND GRADING CIRCUMSTANCES:**

**Remedial Coursework:**

Penta Career Center does not grant credit for remedial courses.

**Transfer Coursework:**

Penta Career Center does not grant credit for Transfer courses.

**Second Certificates:**

Students can choose to enroll in a second program after completion of a previous Penta Career Center program. There are no credit transfers between programs. All students who choose to earn a second certificate at Penta Career Center must be in good standing with student account balances up-to-date.

**Change in Program:**

Students can choose to change their program of study within the first two (2) weeks of class enrollment. Each request for program change is examined on an individual basis determined by the Academic Advisor and the Financial Aid Advisor.

**Incomplete:**

Penta does not recognize an incomplete grade for the student record. If the student returns to class within a relatively short time, the student will take up his grades where he left off. If the student is withdrawn, he/she will start the grading period anew.

**Repeated Courses:**

Students who wish to repeat a course may do so. The grades and attendance from the previous class will not have an impact on the repeated course.

**Withdrawal:**

Withdrawal denotes a student leaving school for any reason whether initiated by the student or by the school (for more information regarding the withdrawal process see item 5.14). Each student withdrawing in good financial standing has the option to return to any program. Any previous class time will not have an impact on any future classes in regards to attendance, grades, or contact hours.

## 7.11 SATISFACTORY ACADEMIC PROGRESS APPEAL:

**SATISFACTORY ACADEMIC PROGRESS APPEAL:**

If a student at Penta Career Center has been dismissed from his/her program by the school, the student may appeal the decision by contacting the Adult Education Supervisor in writing to state any extenuating circumstances as to why the program requirements were not met, and why the student should be reinstated in the program.

The Adult Education Supervisor will review the written appeal and make a determination within two weeks. The student will be notified in writing of the decision and will be placed on financial aid probation. While on probation the student may still receive financial aid but will need to meet Satisfactory Academic Progress by the end of the probationary period.

**REINSTATEMENT:**

A reinstated student must return to the program and complete his coursework within 150% of the Maximum Time Frame (MTF) and must maintain a 2.00 GPA (70%) and 90% attendance completion requirement.

## 7.12 SPECIAL CIRCUMSTANCES APPEAL:

The EFC formula is basically the same for all applicants and prior year income is used in the calculation. The Adult Education Supervisor has the authority on a case by case basis to adjust certain data elements for a student with special or unusual circumstances.

A student with a special circumstance can contact the financial aid office to discuss the situation and to see what documentation is necessary. Documentation varies based on the appeal type but a tax return transcript, W-2s, and verification worksheet will be required in every case.

Penta Career Center will make a decision to approve or deny the request and will notify the student of the outcome. The decision is final and cannot be appealed to the Federal Department of Education.

Please note that the use of professional judgment is allowed, but not required of the school. Some examples of acceptable appeals are as follows:

### **Loss of Income Due to Non-Disability Related Unemployment:**

Student, spouse, or parent(s) has lost employment (due to layoff or involuntary resignation) since the last tax year reported on most recent FAFSA. If unemployment is temporary and individual is actively seeking employment, you must wait until six months after date of unemployment before submitting a Special Circumstance Petition for this reason.

### **Loss of Income Due to Disability or Natural Disaster:**

Student, spouse, or parent(s) has not been able to earn money the way it was earned in the last tax year reported on the FAFSA. This must be due to a disability or natural disaster that occurred since the end of the last reported tax year.

### **Occurrence of One-Time Income:**

Student, spouse, parent(s) received a one-time lump sum (such as inheritance, retirement, IRA distribution, etc.) that was reported on the previous year's FAFSA but is not expected in the future.

### **Separation or Divorce:**

Student (or your parents, if dependent) have separated or become divorced since the time the FAFSA was filed.

### **Death:**

Your parent (or spouse, if independent) received income for the most recently reported tax year, but passed away after you completed the FAFSA.

### **Filing Status:**

You disagree with the definition of a Dependent Student, as outlined by the U.S. Department of Education, as it applies to you.

**Elementary or Secondary Tuition Costs:**

You or your parents are paying elementary and secondary tuition costs during the previous school year for dependent children.

**Medical or Dental Expenses:**

You or your parents paid medical or dental expenses not covered by insurance that exceeds 10% of your income during the previous year.

**Marriage of Student:**

Student has been married since the date that the FAFSA was filed.

## 7.13 RETURN OF TITLE IV FUNDS:

If a student who is eligible for federal financial aid, stops attending classes before completion of the training program, federal law requires Penta Career Center to calculate, within 45 days of the withdrawal, the amount of financial aid the student has earned. The amount of aid earned is based on the portion of the scheduled hours in the payment period that the student completed before withdrawing from the program.

This law applies to Title IV funds for Pell Grant recipients who stop attending prior to completing 60% of the hours scheduled in the program payment period. After the 60% point, the student would have earned the full award for that period and no repayments would be necessary.

As mandated by the federal government, Penta Career Center will return the unearned portion of the funding award or will make a Post-Disbursement within 45 days of the student's withdrawal from the program.

The school must return the unearned financial aid that has been disbursed to U.S. Department of Education. If the disbursement has not yet been made, Penta Career Center will create a Post-Withdrawal disbursement.

Students who stop attending the program before completing 60% of the hours in the period could be responsible to repay a portion of the aid that must be returned. The calculation for the return of Title IV funds can result in the student owing money to Penta Career Center.

**Example 1:** A student who completes 375 hours in a payment period of 441 scheduled hours would have earned all of his/her financial aid for that period (this is over 60% completion).

**Example 2:** A student who completes 152 hours in a payment period of 300 scheduled hours would not have earned all of his/her financial aid. The school would be required to complete a R2T4 worksheet to determine the amount of aid that has to be returned if a disbursement had been done for the student.

Penta Career Center will use the last date of attendance as the official withdrawal date when calculating the need to return funds. If funds have not been disbursed at the time of withdrawal, a post withdrawal disbursement will have to be completed based on the R2T4 worksheet calculations. The student will be notified in writing if a post withdrawal disbursement is needed. Penta Career Center will draw the funds on behalf of the student within 30 days of the post withdrawal determination.

## 7.14 RETENTION RATE:

This information is disclosed as required by the Student-Right-To-Know Act. This information reflects the previous year's cohort of first-time, full-time students. The information is for reporting purposes only and may not accurately represent the total enrollment of our school. See the Adult & Continuing Education website for current retention rates: [http://www.pentacareercenter.org/AdultEd\\_home.aspx](http://www.pentacareercenter.org/AdultEd_home.aspx)

## 7.15 GRADUATION / COMPLETION RATE:

This information is disclosed as required by the Student-Right-To-Know Act. This information reflects the previous year's cohort of first-time, full-time students who completed within 150% of the normal time allowed for their program. The information is for reporting purposes only and may not accurately represent the total enrollment of our school. See the Adult & Continuing Education website for current graduation/completion rates: [http://www.pentacareercenter.org/AdultEd\\_home.aspx](http://www.pentacareercenter.org/AdultEd_home.aspx)

## 7.16 CITIZENSHIP REQUIREMENTS:

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Student Aid (FAFSA) to the Federal processor. The Federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's SAR and the following will apply:

### **U.S. CITIZEN OR NATIONAL:**

- Must correct SSN, name, or date of birth if these are in error and re-submit the application
- If the data still doesn't match, the student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certificate of Naturalization

### **ELIGIBLE NONCITIZEN:**

- A number is sent to DHS for primary verification
- If status is not confirmed an automatic secondary confirmation will be performed by the DHS
- School will wait at least five but no more than 15 days for result of secondary confirmation
- If no secondary confirmation is received the school will begin paper confirmation on form G845
- Form G845 is sent to the DHS field office with documentation from student

### **STUDENTS WHO ARE REQUIRED TO UNDERGO SECONDARY CONFIRMATION WILL BE PROVIDED IN WRITING:**

- Explanation of documentation to be submitted
- Deadline for submitting 30 days
- Notice that student may not receive aid for the payment period if deadline is missed
- Statement that eligibility is not decided until student has a chance to submit documentation

**Citizenship issues must be resolved prior to any aid being disbursed.**

## **7.17 FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA):**

**As defined by the Federal Department of Education:**

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The **Family Educational Rights and Privacy Act (FERPA)** is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called **eligible** students.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school

- Accrediting organizations
- Individuals who have obtained court order or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities within a juvenile justice system, pursuant to specific state law

Schools may also disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose "Directory" information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**Note:** The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

**PENTA CAREER CENTER POLICIES / PROCEDURES UNDER FERPA:**

**FOR POSTSECONDARY STUDENTS:**

**Student Records Access:**

All students shall have the right to review their records. Access must be provided within 45 days after the request. All materials in the cumulative folder and intended for school use shall be available. The Adult Education Director/Designee shall be present during any review of student records. Parents of dependent students may be allowed access to student records, but only if the student signs a release form giving them permission.

**Request for Amendment and Further Appeal:**

Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the Adult Education Student Services Office/Designee, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The decision or reply of the Adult Education Student Services Office/Designee may be appealed to the Adult Education Supervisor within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the Adult Education Supervisor. Within one workweek after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the Superintendent of Penta Career Center according to the due process of law.

**Release of Student Records:**

Any person requesting a release of student records must contact the Adult Education Student Services Office. The Adult Education Student Services Office shall provide a form to the requestor to be completed and signed. The Adult Education Student Services Office then reports the request to the student. The student must complete a

release of information form to grant permission. The release form shows the date records were released, to whom and for what purpose. The form shall remain in the student's file.

**Dependent Student:**

A dependent student is one who answers NO to every question in step three of the Free Application for Federal Student Aid (FAFSA).

**Grievance Procedures:**

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) Guidelines, any student/professional staff, e.g., teachers, counselors, or supervisors who believe that the Penta Career Center Career Center School District or any school official has inadequately applied the principles and/or regulations of the **Title VI of the Civil Rights Act** of 1964 (race, color, national origin), **Title IX of the Education Amendment Act** on 1972 (sex/gender), **Section 504 of the Rehabilitation Act of 1973** (disability, e.g., Special Education and Orthopedic), or 20 U.S.C. Et. Seq., may file a complaint which shall be referred to as a **formal grievance**.

It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the Adult Education Supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed. At any step, the complaint may be taken to the Office of Civil Rights, U.S. Department of Education, 55 Erie View Plaza, Room 300, Cleveland, OH 44144.

## **7.18 VERIFICATION POLICIES & PROCEDURES:**

Students who apply for Federal Student Aid and receive a Student Aid Report (SAR) or ISIR may be selected for a process called Verification in which the U.S. Department of Education requires the students to verify the information provided on the Federal Application for Aid (FAFSA). The SAR will have an asterisk (\*) next to the EFC that indicates the student has been selected. The school is responsible for verifying the financial information used to calculate the student award.

The Financial Aid Advisor will explain the verification process and documents needed to the student during the enrollment interview or during a phone consultation. If the student needs to verify adjusted gross income and taxes paid, the advisor will explain how to obtain a Tax Return Transcript for the files. Alternative documentation may be accepted in some cases. The Financial Aid Advisor also has provided Verification Worksheets which will be completed by the student for the files.

The Financial Aid Office is obligated to address any discrepancies and request documentation to resolve them. The Financial Aid Office will make the necessary corrections and submit them electronically to the U.S. Department of Education. If after the corrections are made, the student's award changes, a revised award notice will be provided to the student within two weeks of the completed verification process. No funds can be disbursed until the Verification process is completed.

**Verification is required for the following items:**

- Adjusted gross income
- US income tax paid
- Household size
- Number enrolled in college
- High School completion status
- SNAP benefits
- Child support paid/received
- Certain Untaxed income and benefits
- Identity statement/Education intent

**Note:** The above items are required to be verified; however, the Financial Aid Office is obligated to address any other discrepancies and request documentation to resolve them.

**Acceptable Documentation**

For the previous school year students must obtain a Tax Return Transcript from the IRS instead of the Tax Return. The Tax Return Transcript will be the only acceptable form of tax verification documentation. Alternative documentation may be accepted in some cases. The Financial Aid Office can tell the student what documentation is needed and acceptable for each item to be verified.

## **7.19 STAFF CONTACTS FOR FINANCIAL AID:**

**Chad Greeley** – Financial Aid Advisor: [cgreeley@pentacc.org](mailto:cgreeley@pentacc.org)