



Addendum

The following information has been added or updated to the 2023-2024 Student Handbook.

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Tracking Attendance

Effective Tuesday, February 20, 2024 student attendance will be recorded as either present or absent. Students will not be required to provide documentation for absences.

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Secondary and Dual Enrollment Student Attendance Policy

FCTC encourages and expects all students enrolled in programs to attend regularly, to derive maximum benefit from the instructional program, and develop habits of punctuality, self-discipline, and responsibility. Our faculty and staff are committed to prepare our students with the diverse skill set necessary to be successful in the workforce. Effective work habits are paramount to students' success and all our programs include an employability criteria checklist within their grading policy. Please note the mastery of content is the key for successful completion of our non-licensure and licensure programs.

Student Attendance Procedure

Step 1) Student is absent for three (3) consecutive days, per grading period, of the CTE program instruction: The instructor will meet with the student to review the Student Handbook High School Attendance Policy. The instructor will be proactive and provide problem-solving options for the student to be on time and improve their attendance. The Student Advisor will notify the student's home high school registrar and/or school counselor of the instructor/student meeting.

Step 2) Student is absent for five (5) consecutive days, per grading period, of the CTE program instruction: The instructor will meet with the student to review the attendance policy and offer support. The instructor will develop a pro-social action plan for the student. The Student Advisor will notify the student's home high school registrar and/or school counselor of the instructor/student meeting and plan of action.

Step 3) Student is absent for ten (10) consecutive days, per grading period, of the CTE program instruction: The instructor will notify the Student Advisor. The Student Advisor will email the student's home high school registrar and/or guidance counselor and program instructor of program dismissal.



Step 4) Student is absent for fifteen (15) days within the school year: The student is referred to the Review Committee. If the Review Committee makes the decision to drop the student from the program, the student will be withdrawn from their program. The Instructor, student's home high school registrar and/or guidance counselor will be notified of the student's program dismissal by the Student Advisor. Full-time Secondary and Dual Enrolled students must follow the post-secondary attendance policy.

For all high school tests scheduling including exam week(s), students are required to attend their FCTC dual enrollment course(s) provided there is no conflict with their high school exam schedule.

Instructors or Career Specialists that have concerns regarding a student's attendance and determines that the student may need additional outreach support from the Student Advisor, will direct the student to the Student Advisor. The Student Advisor will meet with the student and provide necessary outreach information to support student attendance success. The Student Advisor will also notate within the student information system referral tab (for dual enrollment students) and will contact the student's home high school counselor/registrar.

Tardiness

Students are required to report to class on time. Students with excessive tardiness will be referred to administration. Tardiness and absences will impact grades and required program hours. Attendance concerns, outreach support, etc. will be communicated to the student's home high school by the Secondary and Dual Enrollment Student Advisor.

March 14, 2024

NEW Money-Back Guarantee Program

The Money-Back Guarantee Program was created by the Florida Legislature House Bill 1507 to refund tuition to students trained in a designated program who are unable to find a job in their field within six months of completion. First Coast Technical College is proud to announce that three of our programs are available to students. Each school district and Florida College System institution will refund the cost of tuition to the students who are not able to find a job in the field in which the student was trained within six months of successful completion of select workforce education programs that prepare students for in-demand, middle-level to high-level wage occupations.

The Money-Back Guarantee Program is optional. If a student wishes to participate, they must select a Money-Back Guarantee designated program and sign an agreement **before starting classes** stating



they understand their rights, obligations and requirements as described in Section 1011.803, Florida Statutes. Admitted students will then complete their program and seek employment. Job-seeking graduates will register with the FCTC Job Placement Specialist, Employ Florida or the employment assistance program at CareerSource. Once having met all the Money-Back Guarantee Program requirements and having been unable to find employment, students may request a refund from FCTC. Only out-of-pocket tuition expenses paid by the student are eligible for refund.

Students who receive a job offer in their respective industry within the six month window after completion will be considered to have successfully found employment and will no longer be eligible to participate in the Money-Back Guarantee Program or request a full refund of their tuition. The eligible programs at FCTC are **Practical Nursing, Welding Technology and Emergency Medical Technician**. Below are specifics benchmarks and documentation requirements to qualify for the Money-Back Guarantee Program.

- **Student Attendance:** Students must be continuously enrolled full-time through the duration of the program and meet the program's attendance requirement as indicated in the Student Handbook.
- **Student Program Performance:**
 1. **Practical Nursing-** Students must successfully complete all program requirements, earning a grade of 75 or better in all coursework. Students receiving a W (withdrawn), I (incomplete) or less than a 75 grade are not eligible. Students must remain in good standing throughout the duration of the program including not having an academic integrity violation or student code of conduct disciplinary record or sanctions. Students must be in good standing with their practical nursing host clinical sites. In addition, the student must pass the National Licensing Exam (NCLEX) within three months of program completion.
 2. **Welding Technology-** Students must successfully complete all program requirements, earning a grade of 75 or better in all coursework. Students receiving a W (withdrawn), I (incomplete) or less than a 75 grade are not eligible. Students must remain in good standing throughout the duration of the program including not having an academic integrity violation or student code of conduct disciplinary record or sanctions. In addition, the student must pass their industry certifications.
 3. **Emergency Medical Technician (EMT)-** Students must successfully complete all program requirements, earning a grade of 85 or better in all coursework. Students receiving a W (withdrawn), I (incomplete) or less than an 85 grade are not eligible. Students must remain in good standing throughout the duration of the program including not having an academic integrity violation or student code of conduct

disciplinary record or sanctions. Students must be in good standing with the EMT host clinical sites. In addition, the student must pass the industry certification within three months of graduation.

- **Career Service or Career Day:** Students must provide verifiable documentation as evidence of career service for resume/employment assistance within three months of completing their program or Career Day attendance and participation upon application for the guarantee.
- **Participation in internship:** Students must be in good standing with clinical sites, meet all physical/vaccination requirements and provide liability release documentation.
- **Job Search Documentation:** Students must be legally eligible for employment within the U.S. and must not have a criminal background that prevents employment within the career field. The student must provide verifiable documentation that they have registered with Employ Florida or worked with their local CareerSource office to search for employment in the field of interest. The student must demonstrate through verifiable documentation they have been actively searching for in-field employment for at least 6 months from the date of program completion. This search must include the verifiable submission of at least 20 applications that are related to the field of study.
- **Student Career Plan:** Students must meet with the institution's career services department and provide verifiable documentation as evidence of the creation of and adherence to a career plan in conjunction with appropriate FCTC Student Services personnel.

To qualify for the Money-Back Guarantee Program, students must acknowledge they have read and understand the requirements by logging in to their FCTC student account and digitally signing the agreement before they start classes. Once the program is complete, they should submit the [Money- Back Guarantee Program Completer Application](#) to FCTC's [Job Placement Specialist](#).

To digitally sign the agreement before starting classes:

- Login to your FOCUS account
- Click on My Information
- Go to FCTC Local and complete the online signature.

MONEY-BACK GUARANTEE PROGRAM

I acknowledge that I have read and understand the requirements of First Coast Technical College's Money-Back Guarantee Program. I understand fulfillment and documentation for each requirement is necessary to be eligible.