

2011/2012

ADULT STUDENT HANDBOOK
for
Career Preparation Programs
and
Healthcare Careers Programs



CAPE GIRARDEAU
CAREER AND TECHNOLOGY CENTER
1080 S. Silver Springs Road
CAPE GIRARDEAU, MISSOURI 63703

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Contents of this Handbook:

This handbook has been prepared to provide a convenient and concise listing of policies as they apply to Career Preparation and Healthcare Careers programs offered at the Cape Girardeau Career and Technology Center (CTC). At times, you will be referred to the program specific handbook for the Healthcare Careers programs, as the policies may differ from those applicable to Career Preparation Programs.

Career Preparation Programs Include:

Automotive Collision, Automotive Technology, Business Technology, Broadcast Production, Cabinetmaking, Computer Technology, Construction Technology, Culinary Arts, Electrical Trades, Electronics, Graphic Design, HVAC/R, Landscape Horticulture, Machine Tool, Marketing, Medical Office Specialist, and Welding.

Healthcare Careers Programs Include:

EMT – Paramedic
Medical Office Specialist
Practical Nursing (day and evening)
Respiratory Therapy
Physical Therapist Assistant

WHO TO CONTACT FOR INFORMATION:

For admission and general information regarding Career Preparation & Healthcare Careers programs:

Assistant Director or Director of Student Services
Cape Girardeau Career and Technology Center (CTC)
1080 S. Silver Springs Road
Cape Girardeau, MO 63703
(573) 334-0826

SCHOOL AND COMMUNITY

Number of Students: 600-650 per year.

Community: The school is located in Cape Girardeau, Missouri population 35,464. It is easily accessible from Interstate 55 and U.S. 61. Cape Girardeau is about 110 miles south of St. Louis.

Affiliation: The Cape Girardeau Career and Technology Center is a part of the Cape Girardeau Public School System. It is under the jurisdiction of the Cape Girardeau Board of Education, District #63; therefore, all students are governed by the Board of Education Policies and Regulations. All programs herein have been approved by DESE.

Staff: All instructors meet or exceed specific certification requirements for their programs as outlined by the Missouri Department of Elementary and Secondary Education (DESE) or other relevant state agencies.

Accreditation: In addition to individual program certifications and accreditations, the Cape Girardeau Career and Technology Center is accredited by the North Central Association/Commission on Accreditation and School Improvement.

ADMISSIONS

All programs listed herein have their own entrance requirements. *All long-term programs require a high school diploma, GED, or appropriate Home School documentation, and acceptable entrance exam scores (see details below).* Foreign-born applicants whose native language is not English are required to take the TOEFL test.

Criminal History Background Checks will be performed for all entering students. A student's criminal history may prohibit him or her from being admitted to their program of choice. Criminal history is reviewed on an individual basis, and requirements vary due to program requirements (such as access to clinical sites for Healthcare Careers students, and ability to be co-mingled with high school students in Career Preparation programs).

Home Schooled Applicants Documentation Requirement:

- A plan book, diary, daily log, or other written record indicating the subjects taught and the activities engaged in with the student.
- A portfolio containing samples of the student's academic work.
- A record of evaluation of the student's academic progress.
- Other written or credible evidence equivalent to the above.

Requirements for admission to the Practical Nursing Program:

- The minimum standards comply with those standards recommended by the Missouri State Board of Nursing.
- Be at least 17 years of age
- Return a completed application form with a **\$20.00 non-refundable** processing fee attached in the

form of a check, money order, etc. (Please make payable to “Adult Education”.)

- Be a high school graduate or have passed the GED examination (see Home Schooled Applicants Documentation Requirements listed above).
- Provide official copies of all education transcripts/GED scores and health related certificates (current name must be on all forms).
- Score satisfactorily on the pre-entrance test.
- Provide work references.
- Other requirements as stipulated.
- Furnish required immunization information upon admission to the program.

Requirements for admission to the EMT-Paramedic are:

- Return a completed application form with a ***\$20.00 non-refundable*** processing fee attached in the form of a check, money order, etc. (Please make payable to “Adult Education”.)
- Be at least 18 years of age.
- Must be a currently licensed EMT.
- Be a high school graduate or have passed the GED examination (see Home Schooled Applicants Documentation Requirements listed above).
- Score satisfactorily on the pre-entrance test.
- Provide school with proof of good health upon selection to the program.
- Appear for personal interview with selection committee.
- Other requirements as stipulated.

Requirements for admission to the Respiratory Therapy Program are:

- Return a completed application form with a ***\$20.00 non-refundable*** processing fee attached in the form of a check, money order, etc. (Please make payable to “Adult Education”.)
- Completion of pre-requisite courses as required by the Registrar’s office at Mineral Area College, Park Hills, MO.
- Be at least 17 years of age.
- Be a high school graduate or have passed the GED examination (see Home Schooled Applicants Documentation Requirements listed above).

- Provide all pertinent transcripts.
- Provide school with proof of good health upon selection to the program.
- Appear for personal interview.
- Other requirements as stipulated.

Requirements for admission to the Medical Office Specialist Program are:

- Return a completed application form with a \$100.00 deposit, 80% of this deposit is refundable if a student makes a request to withdraw prior to the start of classes.
- Be at least 18 years of age.
- Be a high school graduate or have passed the GED examination (see Home Schooled Applicants Documentation Requirements listed above).
- Achieve required WorkKeys scores.

Requirements for admission to the Physical Therapist Assistant Program are:

- Return a completed application form with a **\$20.00 non-refundable** processing fee attached in the form of a check, money order, etc. (Please make payable to “Adult Education”.)
- Completion of pre-requisite courses as required by the Registrar’s office at Mineral Area College, Park Hills, MO.
- Be a high school graduate or have passed the GED examination (see Home Schooled Applicants Documentation Requirements listed above).
- Provide all pertinent transcripts.
- Provide school with proof of good health upon selection to the program.
- Appear for personal interview.
- Score satisfactorily on the pre-entrance test.
- Provide work references.
- Furnish required immunization information upon admission to the program.
- Other requirements as stipulated.

As of April 19, 2011, The Mineral Area College/Cape Girardeau Career & Technology Center Physical Therapist Assistant Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; e-mail: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation

Application Dates:

- Practical Nursing applications are accepted year-round. Entrance testing is scheduled with the CTC Assessment Center.
- EMT-Paramedic applications are accepted year-round. Entrance testing is scheduled with the CTC Assessment Center.
- Respiratory Therapy applications are accepted from the first school day in January through mid-August.
- Medical Office Specialist applications for the Fall class are accepted beginning the first school day of March. Applications for the Spring class are accepted beginning the first school day of October.
- Physical Therapist Assistant applications are accepted through May 1st
- Career Preparation programs applications are accepted beginning the first school day of March. Applications are accepted until programs are filled or until the first Friday in August. A \$100.00 deposit (*\$20.00 non-refundable*) is required upon application. Balance must be paid in full or financial aid must be on file at least one week prior to the start of classes.

Start Dates:

- Practical Nursing program begins in late September.
- EMT-Paramedic program begins in early August, with pre-courses offered in June and July.
- Respiratory Therapy program begins in late August (pre-requisite courses are offered in the fall and spring semesters).
- Medical Office Specialist programs begin every August (Fall semester) and every January (Spring semester).
- Physical Therapist Assistant program begins during Fall semester.
- Career Preparation programs begin in mid-August and follow the Cape Public Schools calendar.

ACCEPTANCE

For all Career Preparation programs students are accepted on a first-come, first-served basis until the class is filled providing all entrance requirements are met. Applications will be accepted once the applicant achieves required Work Keys scores. For Career Preparation programs having adults and high school students co-enrolled, high school students are accepted first, with remaining openings available to qualified adults. Career Preparation program students will be notified of their enrollment status as soon as high school enrollment has closed. A criminal background check is required prior to final acceptance into a career preparation program.

For the Medical Office Specialist program, applications will be accepted once the applicant achieves required Work Keys scores. Students are admitted on a first-come, first-served basis until the class is filled, providing all entrance requirements are met.

All applicants are notified by mail of their acceptance for the Practical Nursing, Physical Therapist Assistant, Respiratory Therapy and Paramedic Programs.

FEES

Healthcare Careers:

Once notified of acceptance, Healthcare Career program students are required to make a \$200.00 deposit. Up to 80% of this deposit is refundable if a student makes a request to withdraw prior to the start of classes.

All refunds, excluding credit/debit card payments, will be processed through the central accounting office. A check will be drawn and made payable to the individual who submitted the tuition payment. All refund checks take approximately two (2) weeks to process and will be mailed to the individual. If payment was made with a credit/debit card, the refund will be credited to that card. In all cases, refund requests must be made in person. This process requires the completion of a signed refund request form obtained at the CTC main office. For tuition paid by personal check, a copy of the canceled check must accompany the signed refund request form.

Fee schedules are provided to applicants upon request. Anticipated fees are published in the school's Course Offerings Brochures. Fees are subject to change without notice.

Fees must be paid in full or financial aid on file one week prior to the start of classes to avoid being dropped from a program. Refunds are made in accordance with the refund policy stated in this handbook.

Career Preparation:

Fee schedules are provided to applicants upon request. Anticipated fees are published in the school's Course Offerings Brochures.

Fees must be paid in full or financial aid on file one week prior to the start of classes to avoid being dropped from a program. Refunds are made in accordance with the refund policy stated in this handbook.

All refunds, excluding credit/debit card payments, will be processed through the central accounting office. A check will be drawn and made payable to the individual who submitted the tuition payment. All refund checks take approximately two (2) weeks to process and will be mailed to the individual. If payment was made with a credit/debit card, the refund will be credited to that card. In all cases, refund requests must be made in person. This process requires the completion of a signed refund request form obtained at the CTC main office. For tuition paid by personal check, a copy of the canceled check must accompany the signed refund request form.

Licensure Fees:

In the case of State and National licensing requirements, graduates are responsible for his or her testing fees and licensure fees.

FINANCIAL AID**Healthcare Careers Programs:**

Eligible for Pell Grant, Federal Direct Student Loans, Access Missouri Grant, WIA, Vocational Rehabilitation, A+, and Veterans Benefits.

Career Preparation Programs Full-time:

Eligible for Pell Grant, Federal Direct Student Loans, Access Missouri Grant, WIA, Vocational Rehabilitation, A+, and Veterans Benefits.

Career Preparation Programs Half-time:

Eligible for the Federal Direct Student Loans, WIA, Vocational Rehabilitation and Veterans Benefits.

Disbursement of Financial Aid:

Students who have been awarded a Federal Pell Grant or Federal Direct Student Loan will have those funds applied to their accounts in equal disbursements (one in each payment period). All sources of financial aid will be credited to the students' accounts for payment of tuition and fees for the payment period.

A refund of excess funds during that payment period will be given to the student as soon as possible (the financial aid office will notify students). Each disbursement will take place no sooner than thirty (30) attendance days after the payment period begins.

Those qualifying for Title IV Financial Assistance will be informed of the amount of their eligibility.

A student wishing to apply for a Federal Direct Student Loan must have first completed the FAFSA application, a master Promissory Note, and must participate in entrance counseling before obtaining a loan and exit counseling before leaving or graduating.

Verification:

A process used by this institution to determine the validity of certain information necessary for the proper awarding of financial aid.

Certain financial and other pertinent information will be gathered from you before any financial aid can be awarded, disbursed or credited to your account at this institution. Items to be verified include one or more of the following:

- Adjusted gross income for the year(s) in question
- U.S. income tax paid for the year(s) in question
- Number of family members in the household

- Number of family members attending career preparation educational institutions at least half time
- Certain other taxable and non-taxable income, deductions and benefits outlined on the tax return(s) in question necessary for the proper awarding of financial aid.

Applicants should have all verification information on file before the starting date of his/her program if he or she is depending on financial aid for school attendance. Should the requested information not be supplied, financial aid will not be processed.

When a financial aid award is made based on preliminary data and it changes due to verification, the applicant will be personally notified in the most prompt fashion to correct the data or financial aid will be withheld or suspended.

VETERANS ADMINISTRATION

Eligibility:

Students eligible for Veterans Education Benefits must provide a current copy of the Certificate of Eligibility, and other documents related to his or her specific eligibility and enrollment.

Students must inform the CTC Financial Aid Officer if he or she has utilized Educational Benefits at a previous school, or are currently using Educational Benefits at another school.

Program Classifications:

For purposes of Veterans Educational Benefits, the following applies:

- | | |
|--------------------------------|---------------|
| • Full-time Career Preparation | Full Benefits |
| • Practical Nursing Day | Full Benefits |
| • Respiratory Therapy (Year 1) | Full Benefits |
| • EMT-Paramedic | Full Benefits |
| • Medical Office Specialist | Full Benefits |
| • Physical Therapist Assistant | Full Benefits |
| • Half-time Career Preparation | ½ Benefits |
| • Practical Nursing Evening | ½ Benefits |
| • Respiratory Therapy (Year 2) | ½ Benefits |

ACCOMODATIONS FOR STUDENTS WITH SPECIAL NEEDS

Notification and Assessment Requirements:

Students requesting accommodations for special needs must notify the school of their needs. In order for the school to make appropriate accommodations, students must provide current (less than one year old) assessments identifying their needs. The assessment is to be accompanied with recommendations for accommodations that are made by the agency performing the assessment. Such assessments are at the student's expense.

Americans with Disabilities Act of 1990:

If you have special needs as addressed by ADA, please discuss this with your instructor once you are accepted to your program of study. Reasonable efforts will be made to accommodate your special needs. Questions concerning special services available to students may be directed to the Central Administrative Offices located at 301 N. Clark Avenue, Cape Girardeau MO. Telephone is (573) 335-1867.

NOTICE OF NONDISCRIMINATION

The Cape Girardeau Public School System is committed to the concept of equal opportunity for all individuals, regardless of race, color, national origin, sex or handicap as defined by Section 504, P.L. 92-112, in its employment procedures and in its operation of education programs and activities. The Cape Girardeau Public School System is required by Title IX of the Education Amendments, Public Law 92-318 not to discriminate on the basis of sex in above mentioned areas.

Persons who feel they have been discriminated against in violation of this policy may appeal to the Compliance Official responsible, 301 N. Clark Avenue, Cape Girardeau, MO 63701. Telephone (573) 335-1867.

THE CRIME AWARENESS AND CAMPUS SECURITY ACT

“The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The “Clery Act” is named in memory of 19 year old university freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

Jeanne’s parents, Connie and Howard, discovered that students hadn’t been told about 38 violent crimes on their daughter’s campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the “Crime Awareness and Campus Security Act of 1990.”

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirement. The 1998 amendments also formally named the law in memory of Jeanne Clery.

Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response, respectively. The 2008 amendments also added a provision to protect crime victims, “whistleblowers”, and others from retaliation.”

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security

policies. It also requires that crime data are collected, reported, and disseminated to the campus community and are also submitted to the United States Department of Education. This is intended to provide students and their families with accurate, complete and timely information about safety on campus so that they can make informed decisions.

Should you have any questions regarding campus safety, or the policies and procedures that safeguard our students, please contact the Assistant Director of the Cape Girardeau CTC.

REPORTING CRIME OR SECURITY CONCERNS

Crime Reporting:

In the event that you witness a crime or become a victim of a crime on the Cape Girardeau CTC campus, immediately report this to your instructor or a Cape Girardeau CTC administrator. Administration will then be responsible for reporting this to the appropriate authorities.

Security Concerns:

If you should observe something that you feel is a security concern or a potential security problem, report this immediately to your instructor or a Cape Girardeau CTC administrator so that appropriate action can be taken to correct the issue.

DRUG POLICY

Illegal Drug Policy:

Illegal drugs will not be permitted on the grounds or inside the buildings operated by the Cape Girardeau CTC. Any violation of such policy will result in immediate disciplinary action and involvement of area law enforcement.

Medications:

Adult students are permitted to have in their possession, prescription and over-the-counter medications in an amount that shall not exceed their daily dosage. Prescription medications must be within the prescription container. Adults must not share any forms of medication (over-the-counter or prescription) with other students.

DRUG AND ALCOHOL ABUSE

The Cape Girardeau School District No 63 is concerned with the health, welfare and safety of the students and guests. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any school or clinical site property. This prohibition also applies to any school-sponsored or school-approved activity, event or function, such as a field trip, where students are under the jurisdiction of the school district and/or are representing the his/her program of study. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812 (c).

Students may only be in possession of their own prescription or nonprescription medication as detailed in the Cape Girardeau School Board Policy.

The school administration shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy. Such searches shall be conducted in accordance with the Cape Girardeau School Board Policy. Upon discovery of any prohibited substance, the local law enforcement agency will be notified.

Any student who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to immediate termination from the his/her program of study and referral for prosecution. Strict compliance is mandatory. The faculty shall immediately report all incidents involving a controlled substance to the Director and/or Assistant Director of the Career & Technology Center who will in turn notify the local law enforcement agency and the Superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be subject to the same disciplinary action as any other student in accordance with the Cape Girardeau School Board Policy.

Students are subject to alcohol and/or drug screening when there is reasonable suspicion that student may be under the influence of alcohol and/or drugs. Refusal to submit to testing or positive test results will result in dismissal from his/her program of study. Cape Girardeau School District reserves the right to select the alcohol/drug screening lab.

SMOKING

Smoking or the use of tobacco in any manner is not allowed in any part of the building or on any school grounds.

ATTENDANCE and LEAVE OF ABSENCE (Career Preparation Programs Only)

NOTE: For Healthcare Careers programs, see the specific program's handbook regarding attendance policies.

Every effort is made to provide the best possible skill training available to adult students enrolled in programs at the Cape Girardeau CTC. It is expected that each adult student is committed to making the most of this opportunity. Attendance and punctuality are two very important factors in this commitment. The responsibility for class, lab, and shop attendance rests with the student. Students are responsible to contact their instructor for work missed during absences.

Additionally, students will lose their eligibility for financial aid if excessive absences are accumulated (see Satisfactory Academic Progress policy in this handbook).

Attendance Policy:

For the 9-Month Career Preparation programs, students are limited to a maximum of 8 days of absences for the 9-month term (for courses meeting for 3 hours each day, this would equal 24 hours).

If a student is tardy by 25 minutes or more, or leaves early by 25 minutes or more, one hour of absence will be recorded for that student.

If a student exceeds the 8 day maximum, he or she may make appeal in writing to the school's Director. An appeal will not be accepted, nor will any absences be considered excused until the 8-day maximum has been exceeded and the student has submitted a written appeal to the school's Director. Appeals must be made within 5 school days.

Total absences of more than 10% in any course shall be grounds for dismissal and non issuance of a certificate.

Upon the accumulation of five absences, the student will be issued a warning letter. When a student has exceeded the maximum 8 days of absences, a letter will be issued informing the student that he or she will be exited from the program due to excessive absences unless a successful appeal is made.

Students are encouraged to make-up any missed work. However, some activities are too difficult to recreate and cannot be duplicated.

Leave of Absence Policy:

Should a student find it necessary to temporarily withdraw from this institution a formal written request must be submitted to the Assistant Director. After reviewing the letter and consulting with the Director of the School a decision will be rendered. Should an individual be granted this leave all appropriate agencies involved will be notified as to when the student will withdraw and when the student is to be reinstated.

WITHDRAWAL OR DISMISSAL**Notification Required:**

If for some reason you must drop the course before completion, please notify the office. Any student who misses 5 consecutive school days without contacting the Attendance Office, will be dropped from his or her program.

Records Held:

No academic transcript information will be released to any outside agency until all financial obligations have been settled between this school and the student.

Conduct:

Adult students attending classes are considered mature men and women by the faculty and administration. Any immature behavior on the part of a student discredits the school as well as the particular individual concerned. Therefore, students will be expected to conduct themselves with

the utmost consideration of the rights and property of others. Failure to comply with conduct guidelines shall be grounds for dismissal.

SATISFACTORY ACADEMIC PROGRESS (Career Preparation Programs Only)

NOTE: For Healthcare Careers programs, see the specific program's handbook regarding satisfactory progress.

Basic Requirements:

There are two criteria that must be met each semester in order to achieve Satisfactory Academic Progress for that semester. The requirements are good attendance and good grades as described below.

Grade Requirement for Satisfactory Academic Progress:

Students must achieve a semester grade of "C" or above. The grading system is as follows:

- A=92% or above
- B=82-91%
- C=70-81%
- D=60-69%
- F=Less than 60%

Attendance Requirement for Satisfactory Academic Progress:

As explained elsewhere in this handbook (in greater detail), a student must not exceed 8 days of absence for a 9-month term.

Financial Aid Eligibility:

If a student fails to achieve Satisfactory Academic Progress (SAP) in any given semester or payment period, the student could lose eligibility in a following semester or payment period.

The first semester or payment period below SAP may result in a Warning (student may continue financial aid). If the student remains below SAP for the subsequent semester or payment period, the student must make an appeal and will be placed on Probation if the appeal is successful. If the student continues to perform below SAP, financial aid will be Suspended.

Certificates:

In order to be issued a Program Certificate in 9-Month Career Preparation programs, students must achieve a minimum grade of 80% on 80% of the required competencies for the 9-month term.

PLACEMENT

The school's administration, guidance counselor, and teachers work very closely with those businesses and industries who hire our graduates. Everything possible will be done to assist the student in finding a suitable position including help in setting up job interviews and preparation of resumes.

REFUND POLICY for Healthcare Career and Career Preparation Programs

It is intended that a fair and equitable pro rata refund be made to those students who find it necessary to withdraw or fail to maintain pre-determined requirements and minimum performance standards as stipulated in each program.

The following refund policy has been structured to both support a reasonable and cost-effective tuition base and at the same time render a fair and equitable refund to the student.

Tuition:

Refunds to a student's account will be granted to students leaving a Career Preparation program with up to 70% of the days remaining in the term. After 30% of the term has elapsed no refunds will be made.

Books and Fees:

Where possible, refunds will be made to a student's account for books and fees.

Tuition Refund Determination:

During the first 30% of a payment period, refunds of tuition will be made to a student's account based simply on the percentage of days completed for that payment period. For example, a student's account will receive a 90% refund of tuition for a payment period in which the student exited from the program after only 10% of the payment period.

Those students receiving federal and/or state financial assistance should understand that non-completion of a program could result in having received unearned financial aid funds. As a result, the student will be held directly responsible for the repayment of those funds. Unearned funds will be calculated using the pro-rata refund guidelines and policies as set forth by the U.S. Department of Education.

Refund processing takes approximately two (2) weeks.

Refunds due shall be applied in the following order:

1. Direct Student Loan (Title IV)
2. Pell Grant (Title IV)
3. A+
4. Workforce Investment Act (WIA) or other agency
5. Access Missouri Grant
6. Private Scholarships
7. Personal Funds

STUDENT FINANCIAL AID FILE

Students may view the contents of their financial aid file by contacting the Assistant Director of the Career and Technology Center. Students are not allowed to make copies of items within their financial aid file. All items contained within the financial aid file are property of the school.

DIRECTORY INFORMATION

Student enrollment information will not be made available to anyone making such a request without prior written consent from the student.

APPEALS PROCESS

Disciplinary Action: The Program Director (or Program Instructor for programs without a Director), shall recommend disciplinary actions, including but not limited to dismissal from a program, to the school's Assistant Director. The Assistant Director may accept, reject, or modify the recommended disciplinary action.

If a student does not agree with a disciplinary action, including but not limited to dismissal from a program, the student can appeal the decision by submitting a letter to the school's Director. A student has five school days to submit the appeal. Otherwise, the student will be expected to abide by the terms of the disciplinary action.

Appeals Process: If an appeal is requested, the school's Director will convene the Review Committee, and will act as the chair of the Review Committee. The Review Committee will review all appropriate records pertaining to the disciplinary action and may interview appropriate individuals including but not limited to the student being disciplined.

The Review Committee members will each provide an individual recommendation regarding the appeal to the school's Director. The final decision will be rendered by the school's Director.

The Review Committee will meet within five school days of the receipt of the student's appeal. The final decision will be put in writing and a copy will be mailed to the student, or the student may be notified of the final decision by phone or in person.

Review Committee: Members of the committee will include:

- School's Director
- School's Assistant Director (or Director of Student Services)
- The Program Director (or Program Instructor for programs without a Director)
- One additional instructor from the student's Program of Study or Department
- One instructor from outside the student's Program of Study or Department

