

Federal Consumer Information
Charlotte Technical College
<http://www.charlottetechcollege.net/>

Florida Voter Registration Information
<http://election.dos.state.fl.us/pdf/webappform.pdf>

Notice of Availability of Institutional and Financial Aid Information

Financial Aid Information

Financial assistance is money provided by various agencies (federal, state, and local governments; community organizations; and private corporations or individuals) to help students meet the costs of attending school.

Financial Aid Services have been developed to help you pay for educational expenses at CTC. Awards of financial assistance are based on a student's documented financial need. Students are encouraged to apply for financial assistance as early as possible but at least one month prior to the start of school. Students interested in Financial Aid have several resources available to them. Financial Aid is designed to help with school-related expenses such as tuition, texts, supplies, room and board, transportation, childcare, etc. Sources of Financial Aid available for full-time CTC students are:

- Federal Pell Grant (www.fafsa.ed.gov)
- Campus-Based Aid
- Workforce Council—WIA
- Florida State Grants
- Vocational Rehabilitation
- Local Scholarships
- Veteran's Benefits

Applying for Aid

U.S. citizens and eligible non-residents can receive financial aid. Applications must be completed for each academic year. The worksheet is available at the CTC financial aid office or at www.fafsa.ed.gov

Pell Grant and Campus-Based Aid

These Federal Financial Aid programs are designed to assist any student who is a U.S.

citizen or permanent resident, is enrolled or accepted in a day program (full-time program) and demonstrates eligible financial need. The FAFSA (financial aid application) must be processed by the federal government on or before May 15 of the school year for which aid is sought.

Training programs of 600 hours or more constitute eligibility for the Pell Grant in addition to other federal programs.

CTC students interested in any of the federal financial aid programs will need to contact the Financial Aid office for information. CTC does not offer any student loans.

***** Section 484, subsection R of the Higher Education Act of 1998 (HEA) delays or denies federal student financial aid eligibility to applicants with any misdemeanor or felony drug conviction. Applicants with a single possession conviction lose eligibility for one year from conviction date; those with a second possession conviction or one sales conviction lose eligibility for two years; and three possession convictions or two sales convictions cost an applicant eligibility indefinitely.**

Return of Title IV Aid

Students who receive Title IV aid and withdraw from CTC will have their refund calculated according to the “Return of Title IV Guidelines.” **Return of Title IV Funds**

At the time of the last date of class attendance at Charlotte Technical College, a calculation will be made based on the Title IV Refund policy to determine the student’s status with regard to his/her Pell award and disbursements. It is calculated by dividing student’s scheduled hours by total hours in the payment period. In some situations, a student may be eligible for an additional Pell disbursement. The student will be notified of the amount and available date of such funds. In other situations, a Federal Pell Grant or FSEOG recipient may owe a repayment if the calculation determines an overpayment has occurred. This repayment is to be made to CTC, who in turn is responsible to return funds to the federal program from which they originated. Failure to repay any owed monies may result in sanctions including, but not limited to, loss of eligibility to receive future federal financial aid.

Workforce Investment Act/ Workforce Council

The Workforce Investment Act (WIA) is a program that sponsors economically disadvantaged persons who have proof of county residence and U.S. citizenship. WIA offices are located in Charlotte, DeSoto, and Sarasota counties. Application for WIA assistance is made by contacting the office in your county.

- Career and Service Centers of Charlotte County 1032 Tamiami Trail, Unit 9 Port Charlotte, FL 33953 941-235-5900

- Jobs, ETC. 897 E. Venice Avenue Venice, FL 34285 941-486-2682
- Heartland Career Connection System 2160 Northeast Roan Avenue Arcadia, FL 34266 863-993-1008

Vocational Rehabilitation

Vocational Rehabilitation will assist handicapped individuals meet their employment goals. The offices are located at:

- Sun Trust—Room 302, 18501 Murdock Circle, Port Charlotte, FL 33848 (941) 613-0900
- Jobs ETC.—897 E. Venice Avenue, Rm. 112, Venice, FL 34285 (941) 486-2682
- Jobs ETC.—1307 East Oak Street, Arcadia, FL 34266 (863) 993-4655

Florida Vocational Tuition Assistance Grant (FVTA)

Florida Vocational Tuition Assistance is available through CTC as mandated by Florida Law (S.B.R. 6A-20.036). This program will provide tuition assistance for students who are not receiving tuition assistance from other sources. You must apply using the Free Application for Federal Student Aid (FAFSA) that determines eligibility. Information is available through the Admissions office. FVTA pays for tuition only.

Florida Public Post-Secondary Career Education Student Assistance Grant (FSAG-CE)
This program is a need based grant program available to Florida residents enrolled in a certificate program of 450 or more clock hours. See Adult Programs.

Financial Aid Options

The Information Below is Subject to Change	Who is Eligible	Where to Apply
Federal Pell Grant	Students who are US Citizens or permanent residents and enrolled or accepted in a program of =>600 hours and meet financial need and other requirements.	www.fafsa.ed.gov
Federal Supplemental Education Opportunity Grant (SEOG) Florida State Grants	Highest need Pell-eligible students Must have proof of Florida residency for at least 12 months prior to the first day of classes for which the student is enrolling	Automatically checked with Pell eligibility. CTC Admissions Office, Three Story Building
Welfare Transition Program	Temporary aid for Needy Families recipient	Career and Services Center of Charlotte County 1032 Tamiami Trail, Unit 9 Port Charlotte, FL 33953 (941) 235-3900
Veteran Benefits Program	A qualified veteran or dependent of 100% disabled or deceased veteran	CTC Admissions Office, Three Story Building
Florida Bright Futures Scholarship	High school seniors who meet criteria; see web site for information	www.FloridaStudentFinancialAid.org

FAFSA4caster	This is an online tool to help prepare financially before applying for federal student aid; provides an estimate of federal student aid eligibility	www.FederalStudentAid.ed.gov
Workforce Investment Act (WIA)	The Workforce Investment Act (WIA) is a program that sponsors economically disadvantaged persons who have proof of county residence and U.S. citizenship. WIA office is located in Charlotte, DeSoto, and Sarasota counties. Application for WIA assistance is made by contacting the office in your county.	Career & Service Center of Charlotte County 1032 Tamiami Trail Port Charlotte, FL 33953 941-235-5900 Jobs, ETC. 897 E. Venice Ave. Venice, FL 34285 (941) 486-2682 Heartland Career Connection System 2160 NE Roan Ave. Arcadia, FL 34266 (863) 993-1008
Vocational Rehabilitation	Individuals with handicapping conditions that require rehabilitation to meet employment goals.	Vocational Rehabilitation Sun Trust Building Room 302 Murdock Circle Port Charlotte, FL 33948 (941) 613-0900 Vocational Rehabilitation, Jobs Etc. 897 E. Venice Ave., Room 112 Venice, FL 34285 (941) 486-2682 Vocational Rehabilitation 1307 East Oak St. Arcadia, FL 34266 (863) 993-4655
Charlotte Technical Center Advisory Board Scholarships and Community Scholarships	Students enrolled a minimum of one month, who document financial need on scholarship application.	CTC Admissions Office Three Story Building
Education Tax Credit (Hope Scholarship Tax Credit) (Lifetime Learning Tax Credit)	Student or parents paying own way in postsecondary education who meet certain financial criteria.	Call your tax advisor or IRS for more information ; claimed on US Income Tax Return

Fees

A application fee of \$25 is assessed at the time of enrollment. (Except Continuing Ed. The fee is only \$5.00)

A \$20 assessment fee is charged for the Test of Adult Basic Education (TABE).

Laboratory fees are set annually and collected at each quarter or semester dependent on the program. They are based on consumable supply costs, required liability

insurance, and special certifications required (i.e. CPR and First Aid). Student Accident Insurance fees are affordable because Charlotte Technical Center students can participate in district-wide coverage. Accident insurance is mandatory in most CTC programs and every full-time student is strongly encouraged to be covered. The fee is assessed one time for the academic year, July to June.

Cost of Attendance

Cost of attendance is subject to change every academic year. The current costs of each individual program is located on our website under programs. Please review the cost sheets for each program for detailed information. <http://www.charlottetechcollege.net/>

Tuition

Tuition is payable during designated enrollment periods up to the first day of class. Tuition is based on a semester enrollment. Tuition is regulated by the State Legislature and adopted by the local school board and remains consistent for the academic year, July to June. The hourly tuition rate for the 2015-2016 year (as of 2/1/13) appears on the following chart:

- Resident Vocational Credit\$2.92

[Residency requires U.S. Citizenship, legal permanent resident or visa status approved by the State of Florida and be a state resident for 1 year prior to enrollment.]

- Non-Resident Vocational Credit\$11.71
- Continuous Workforce Education\$5.40
- Non Resident Continuous Workforce Education.....\$10.80
- Resident Adult General Education\$45 per semester

• Non-Resident Adult General Education \$180 per semester
Specific program costs include textbooks, workbooks, uniforms, shoes, license/certification fees, tools, and supplies. Contact the Postsecondary Career Specialist or the CTC Information Desk for current costs for any program area.

Net Price Calculator

Net Price is the amount that a student pays to attend an institution in a single academic year AFTER subtracting scholarships and grants the student receives. Scholarships and grants are forms of financial aid that a student does not have to pay back. Please note this is an estimate and is not final, each student will vary. You will locate our Net Price Calculator on the CTC website.

This estimator is not an official application for financial aid and is not a substitute for applying for financial aid. The student must complete the [Free Application for Federal Student Aid \(FAFSA\)](#)

Drop/Add Period

CTC has a drop/add period of five (5) class days starting with and including the first day of class of each semester. Students may enroll or exit for the academic quarter at any time during this period. Advanced placement transfer students may be considered on an individualized basis at any time during the quarter.

Institutional Refund Policy

1. If CTC cancels a class, does not open as scheduled, or if a student registration is canceled by official action, the student will receive 100% refund of tuition and all fees.
2. All students in full-time classes withdrawing from class during the drop/add period will receive 100% refund of tuition and fees charged with the exception of matriculation and application fees. Fees for part-time classes are non-refundable.
3. After the drop/add period has expired, withdrawal from class will result in NO refund to the student, with the following exception: CTC may approve a fee adjustment after the fifth day of the enrollment period if a student withdraws due to circumstances determined by CTC to be exceptional and beyond the control of the student. Request for fee adjustment must meet one of the conditions below with documentation submitted to the administration and be submitted within 30 days:
 - A. Involuntary call to military service—copy of order required.
 - B. Illness of student or immediate family member (parent, spouse, child, or sibling) of such severity or duration to preclude completion of enrollment period—written confirmation by a physician required.
 - C. Death of the student or immediate family member (parent, spouse, child, or sibling)—copy of death certificate required.
4. If the final part of a program's schedule is less than a full semester's hours AND the student completes the program during that final SCHEDULED part, a refund will be made at the current hourly rate for the period of time from the end of the SCHEDULED program to the end of the semester.
5. Examples of refund calculations are available upon request.
6. Refunds will be made within 30 days of withdrawal date.

Adults with Disabilities/Special Needs Student

All programs, campus organizations, and activities are open to all students who are handicapped. Efforts are made to assist the handicapped student to function as independently as possible while attending school. Should special needs arise, the administration and/or Student Personnel Services are to be notified.

"Ability to Benefit" (ATB) Policies and Procedures

Students who are 16 or older and have not earned a high school diploma or GED may be admitted to Charlotte Technical Center as an "Ability to Benefit" (ATB) student, in all programs except Dental Assisting and Practical Nursing.

The Postsecondary Career Specialist maintains a list of ATB students and keeps track of their progress in school. Both mid-term and end-of-quarter progress reports are checked and appropriate interventions are made for ATB students who are having difficulty with school. They may receive help from any of the following: Career Specialist, Adult Learning Center Instructors, CTC Paraprofessionals, Sponsoring Agency, or other outside agencies. Every effort is made to assist the student with their learning needs and to help them earn a full program certificate. An ATB student is encouraged to pursue their GED.

Articulation Agreements

Statewide Articulation Agreements

The State Board of Education approved the listed Statewide Career and Technical Education Articulation Agreements. This supports the Department's Next Generation Areas of Focus effort Number 3 —“to expand opportunities for postsecondary degrees and certificates.” These agreements are intended to be a minimum guarantee of articulated credit and do not preclude institutions from granting additional credit based on local agreements. Please use the link below to view the agreements. You will also find a list on our website currently under Dual Enrolled Programs.

<http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements>

Adult Transfer

Postsecondary students transferring from other institutions are entered on a space available basis. Students should request a transcript from their former school containing clock hours of attendance, grades, and skills acquired. Based on program requirements, additional testing and assessment of technical skills may be required. Student placement will be the result of mutual planning of the student, instructor, and administration. As a postsecondary institution, CTC is a part of Florida's statewide course numbering system which facilitates the transfer of courses among participating institutions.

Computer Usage Policy

<http://yourcharlotteschools.net/students/documents/15-16/CodeOfStudentConduct.pdf?t=1463421157280>

Privacy of Records (FERPA)

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

By law (1974 Family Educational Rights and Privacy Act or FERPA), student records may not be released without written consent of the student. School officials and teachers having legitimate educational interest are the exception. All others, such as police or officers of the court, must show proper authorization in order to examine student records.

Cheating

Charlotte County Public Schools defines cheating as “the inappropriate and deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test or assignment.”

Cheating violations may result in withdrawal from CTC. A student whose actions enable others to cheat will be considered to have committed the same act of cheating. This is a violation of the Code of Student Conduct which will result in discipline consequences related to the nature of the incident.

Constitution Day

Senator Robert C. Byrd, a West Virginia Democrat and the United States Congress unofficial constitutional scholar, believes that the American primary, secondary, and post-secondary students need to have knowledge regarding the United States Constitution. Senator Byrd offered an amendment in December, 2004 in an attempt to increase knowledge about the constitution.

All institutions that receive federal funds are required to provide educational programs relating to the United States Constitution annually on September 17. September 17 was selected for the celebration because the delegates to the Constitutional Convention met for the last time to sign the United States Constitution and present it to the American people on September 17, 1787.

Vaccination Policy for Nursing Programs

The role of LPN and Nurse Assistant is to perform selected acts in the care of ill, injured or infirmed, and the maintenance of health and prevention of illness of others, under the direction of a registered nurse, a licensed physician, or a licensed dentist. Physical and dental exams are required for Licensed Practical Nurse. A TB Test and FDLE Level 2 Background Check are required for clinical practice. A state licensure examination follows graduation.

Post-Secondary Programs and Cost sheets

Located on CTC website

Textbooks : Bookstore

Charlotte Technical Center is a full-service bookstore for new textbooks. Students can purchase their textbooks on-line or in any storefront bookstore using the ISBN number on their textbook information sheet.

<http://charlottetechcenter.textbookx.com/institutional/index.php#>

Student Code of Conduct

CTC follows the CCPS Student Code of Conduct. Please see link:

<http://www.yourcharlotteschools.net/students/students.cfm>

Any student who interferes with the operation of the school or is deemed guilty of serious misconduct will be subject to suspension or dismissal from school.

Campus Safety

http://www.edline.net/pages/Charlotte_Technical_Center/SAFETY_AND_SECURITY-1_pdf

Drug and Alcohol Abuse Prevention Program

5530

<http://www.neola.com/charlotte-fl/>

Copyrighted Material

All faculty, staff, and students of CTC are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against College policies and rules, disciplinary action will be taken as appropriate. For further information visit the U.S. Copyright Office: <http://www.copyright.gov/>

Downloading, uploading and sharing music or other copyrighted files is illegal.

- Copyright infringement penalties can range from \$500-250,000, up to five years in prison and suspension or dismissal from school.
- The Digital Millennium Copyright Act of 1998 ensures that copyrighted material is protected.
- The Software & Information Industry Association “Anti-Piracy” page
- The Recording Industry Association of America “Anti-Piracy” page

Access for Students with Disabilities

Please see:

<http://yourcharlotteschools.net/schools/documents/Section504.pdf?t=1463491351763>

Fire Safety

Charlotte technical Center participates in the Charlotte County Public School's fire safety program by conducting 11 monthly required fire drills per year and one severe weather drill in February.

Student Grievance/Complaints

(Other than Discrimination or Sexual Harassment)

Students who have a grievance or complaint at Charlotte Technical Center should follow the procedures listed below:

1. The student should bring the problem to the attention of their program instructor.
2. The instructor and program supervisor will counsel the student and try to resolve the situation.
3. If the situation is not resolved, the student should see a Student Services Career Counselor to discuss the problem.
4. The Student Services Counselor will assist in resolving the problem or refer the student to a Coordinator.
5. If the student is referred to a Coordinator, the student will be asked to write a statement describing the problem.
6. The Coordinator will attempt to satisfactorily resolve the problem.
7. If the complaint is not satisfied with the action taken by the Coordinator, the student will then see the Center Director.
8. The Center Director will review the written statement and take action to resolve the situation.
9. If the situation is still not resolved, the student will contact Charlotte County Public Schools, Assistant Superintendent or School Support and make an appointment to discuss the situation.
10. In the event that the complaint is still not satisfied with the action taken through the Charlotte County Public Schools, the student should contact:

Council on Occupational Education (COE) 41 Perimeter Center East NE, Suite 640
Atlanta, GA 30346 Phone: 1-800-917-2081 or 770-396-3898 School
Board Policy 2.71

Zero tolerance for school related violent crime is part of a comprehensive approach to reducing school related violent crime and for ensuring environments that promote learning and high standards of student conduct. Students who are determined by the Director to have committed a zero tolerance violent crime on school property, on school sponsored transportation, or during school-sponsored activities shall be recommended to the Superintendent for expulsion. The Superintendent will consider each recommendation for expulsion on the basis of what is in the best interest of the student and the school system.

The following list of offenses shall be considered zero tolerance violent crimes:

1. Homicide (murder, manslaughter)
2. Battery or aggravated battery on a teacher or other school personnel

3. Armed robbery
4. Aggravated battery
5. Sexual battery
6. Kidnapping or abduction
7. Arson
8. Possession, use or sale of any explosive device
9. Possession, use or sale of any firearm
10. Sale, distribution or delivery of illegal drugs
11. Aggravated assault (threat with a weapon)
12. Bona fide threat
13. False report

School Board Rule 7.28, Sections 230.23 and 230.23015, Florida Statutes Rule 6A-1.0404, Florida Administrative Code, Gun Free School Zone Act of 1994

Prohibition of Harassment

The School Board prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disabling condition if otherwise qualified, or social and family background. Persons alleging such harassment shall use grievance procedures provided elsewhere in these policies to remedy such harassment. This policy also applies to non-employee volunteers who work subject to the control of school authorities. Any employee or student who makes a complaint of harassment will be protected against retaliation.

Confidentiality will be provided to the extent possible, to any employee or student who alleges harassment.

Appropriate action will be taken when it is determined that harassment has occurred. The Board desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Board. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency to further unacceptable behavior. For these reasons, the School Board forbids harassment against any student on the basis of sex. The Board will not tolerate sexual harassment activity by any of its students.

Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

- a. Verbal harassment or abuse of a sexual nature
- b. Subtle pressure for sexual activity
- c. Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes or sexual activity)
- d. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching
- e. Suggesting or demanding sexual involvement accompanied by implied or explicit threats
- f. Display of sexually suggestive objects, pictures, or written materials

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Specific Prohibition

It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.

Procedures

Any student who alleges sexual harassment by another student should complain to the building principal, assistant principal(s), guidance counselors, or school-based equity coordinator. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extra-curricular activities, grade, or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794 42

U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.

Civil Rights Act, 42 U.S.C. 1983

F.S. 110.1221, 1000.05, 1006.07

Accreditation

Charlotte Technical College (CTC) operates under the authority of Charlotte County Public Schools. Our programs are accredited by the Council on Occupational Education and have approval for veterans' training by the Division of Veterans Benefits and Assistance.

Charlotte Technical Center is accredited by:

**Council on Occupational Education 7840 Roswell Road Building 300, Suite 325
Atlanta, GA 30350 Phone: (770) 396-3898, (800) 917-2081 www.council**

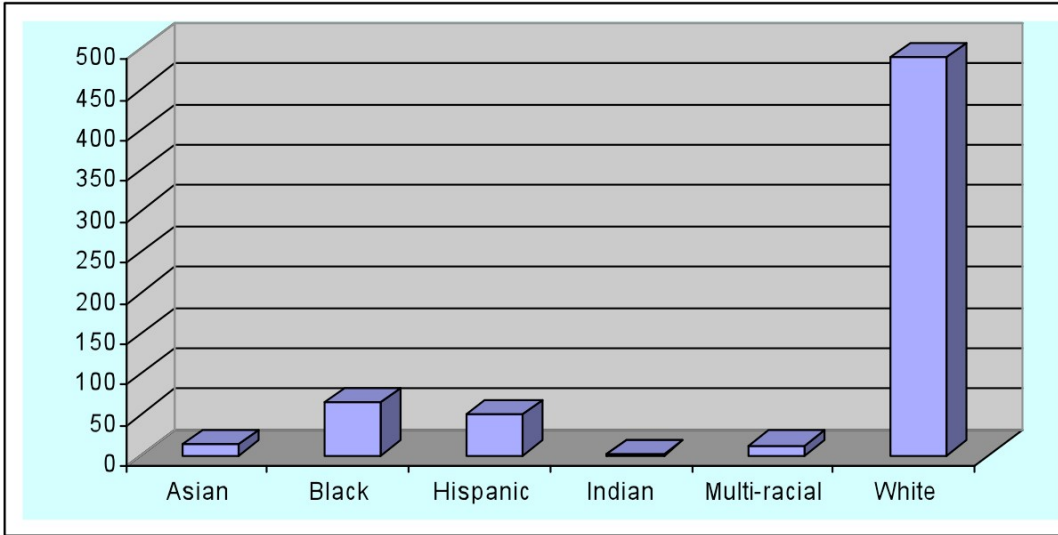
Charlotte Technical Center 2012-2013 Annual Report

Charlotte County Public Schools

Demographics

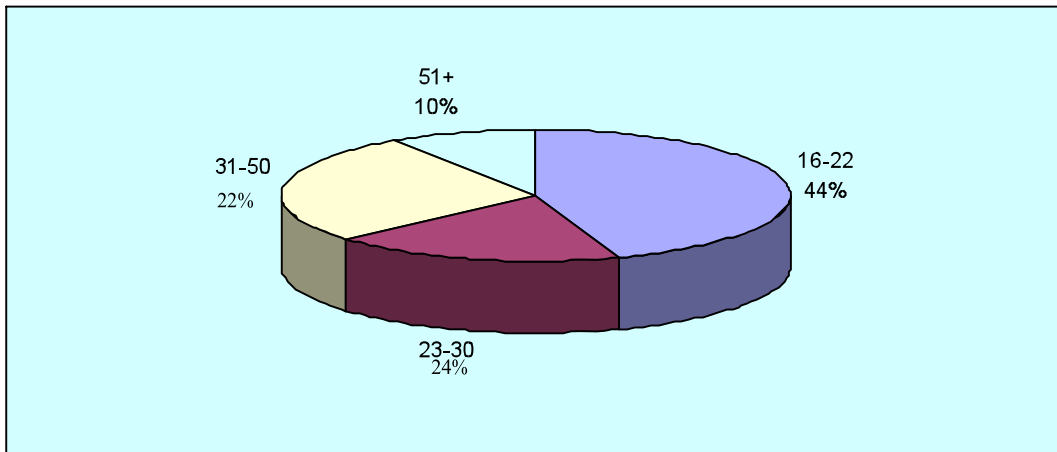
Gender

Female 484 , Male 413 Total 897



Age Distribution

16-22	613
23-30	130
31-50	121
51+	33



Amount of Financial Aid

Federal

Pell	\$617,224
SEOG	\$8,105

State

Bright Futures	\$9,886
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FVTA	\$53,424
FSAG-CE	\$34,216
<u>Local</u>	
Scholarships	\$20,484
Total	\$743,339

2012-2013 Overall Statistics

(as reported in WDIS under Postsecondary program numbers)

Enrollment/Graduation

Postsecondary	502
Secondary	<u>395</u>
Total	897
 Graduated	
Secondary	88
Postsecondary	214 Total
 Withdrawn	94
Carryover to 2013-2014	71%

CHARLOTTE TECHNICAL COLLEGE

2016 COE Annual Report

(Based on 2014-2015 Completion and Placement Report)

PROGRAM	2014-2015 POSTSECONDARY STUDENTS		
	Completion Rate	Placement Rate	Licensure Rate
Administrative Office Specialist	100%	100%	
Automotive Service Technician	91%	100%	
Baking & Pastry Arts	100%	100%	
Commercial Foods/Culinary Arts	89%	94%	
Computer Systems Information Technology	89%	53%	
Cosmetology	67%	100%	100%
Dental Assisting	85%	89%	
Digital Design 1	100%	100%	
Digital Design 2	100%	100%	
Early Childhood Education	100%	100%	
Practical Nursing	89%	89%	93%
<hr style="border-top: 1px dashed black;"/>			
CTC Overall Rate	89%	89%	93%
COE Minimal Acceptable Rate	60%	70%	70%

Program completers include:

- Students who have demonstrated the competencies required for a program and have been awarded the appropriate certificates, diplomas, and/or degrees upon completion.
- Any student who left a program before graduation but has acquired sufficient competencies for employment in the field of instruction or related field as evidenced by such employment.

Program completers exclusions include:

- Students who transferred to another program within the institution.
- Students who received a 100% refund of tuition after withdrawal from the program or those who stopped attending class after the first day.
- Students documented to be unavailable to earn a credential in the programs due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, etc.

- Students who left their program of study before completion to serve with a foreign aid service of the Federal government, such as the Peace Corps, or to serve on an official church mission, or students who are active members of the U.S. military or national guard who are deployed called to service.

Placement includes Program Completers who are:

- Employed in the field of instruction pursued
- Have entered the military
- Are continuing their education

Placement exclusions include Graduate Completers who are:

- Waiting to take licensure exam or who are awaiting results.
- Documented to be unavailable for employment because of situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, etc.
- Instead of securing traditional employment, are volunteering with a foreign aid service of the Federal government such as the Peace Corps, or who are participating on an official church mission.
- Refused Employment,, institution has documented evidence that completers failed to keep interview appointments, enrolled in program of instruction strictly for personal use, or simply refused an employment offer in the field of instruction.