



Adult Career Center

Syllabus

Enter Program Name

Instructor: Instructor Name
Email: Instructor Email
Phone: Instructor Phone
Prerequisites: Prerequisites
Course Hours: Course Hours
Meeting Days: Meeting Days
College Credit: Yes or No

Website: <https://www.lcjvs.com/>

Course Description:

Enter program overview

Textbook(s):

Textbooks (include copyright date, publisher, and ISBN number) - Technology & Software Requirements - Other necessary supplies

Supplemental Materials:

If applicable

Course Objectives/Student Learning Outcomes:

How is the course structured and how will classes be carried out? This is where specifications for participation, respect for others, etc. should be spelled out to act as a behavioral guide. If the course has multiple formats (like lecture, lab and discussion, group learning projects and/or presentations) these should be explained clearly. This is a section where the instructor can communicate his or her personal teaching style regarding the course content.

Accommodations for Students with Disabilities

The Lorain County JVS Adult Career Center is accessible to students with disabilities. Students with disabilities requiring accommodations should notify their instructor and contact the Student Services Coordinator to provide documentation of the disability. As required by Section 504 of the ADA, the JVS Adult Career Center will provide appropriate accommodations for the students with documented disabilities. For some programs, accommodations are limited by the essential functions of the job for which the student is preparing. Our overall goal is to provide students with the skills and abilities to be prepared for entry into unsubsidized employment. To review training and compliant procedures, please see Appendix B: Section 504/ADA Prohibition against Discrimination Based on Disability. The Adult Career Center also works with several local organizations which provide support for adults with disabilities. Problem, questions or concerns regarding compliance with Title IX or Section 504, should be referred to Megan Champagne, Title IX Coordinator, Ext: 22268 or Denise Scarpucci, 504 Coordinator, Ext: 22262.

Academic Standards, Attendance, Program and Payment Policies

Regular and punctual class attendance is of primary importance for student success. The Lorain County JVS Adult Career Center does not recognize excused absences. Students are expected to be present at all class sessions. The Adult Career Center requires a minimum of 90% attendance rate and a minimum cumulative grade average of 77% to receive a certificate of completion. Students must maintain pace that will ensure completion within 111% of published length of program. The Adult Career Center staff will evaluate Satisfactory Academic Progress at the end of each payment period for all programs of at least 600 clock hours. Individual Program Handbooks may have additional attendance and grade requirements that supersede these minimums. Attendance and grades are monitored on an ongoing basis.

Grading System

The quality of coursework at the Adult Career Center of Lorain County JVS is indicated by means of letter grades on the following percentages:

A = 93% --100% Can perform task easily without supervision

B = 85% --92%Can perform task with minimal supervision

C = 77% --84%Can perform task. Needs maximum supervision

D = 70% --76%Trouble performing task even with supervision

F = 0% --69%Cannot perform task

P/F = At the discretion of the instructor, PASS/FAIL grades will be used in non-unit programs

Administrative Withdrawal Policy

A student may be administratively withdrawn from his/her program for missing eight or more consecutive days, being absent for over ten percent of the total clock hours of the program, or for violation of school or classroom rules or policies. Tuition and fees owed at the time of withdrawal must be paid according to the withdrawal/refund policy. Any student who is administratively withdrawn has the right to appeal this decision by meeting with the Adult Career Center Director. If a student chooses to appeal an administrative withdrawal, a written request must be submitted, along with corresponding documentation within 3 days of withdrawal in order for an appeal hearing to be scheduled. No further documentation or excuses will be accepted after the appeal hearing has taken place. The Director of the Adult Career Center has the right to accept or deny any appeal on a case by case basis. Any student whose appeal is accepted would be reinstated.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) at Lorain County JVS Adult Career Center, is defined as a 77% grade average and a 90% attendance rate (Pace of Completion). To maintain Satisfactory Academic Progress, students also must maintain pace of progression (90%) to ensure completion within maximum timeframe. Students must maintain pace that will ensure completion within 111% of published length of program. If a student is on an approved leave of absence, when the student returns, they will return at the same timeline of their previous maximum time frame. In addition, if a student has approved transfer hours, these transfer hours are counted towards the 111% maximum timeframe of the published length of the program. The GPA is not counted for transfer credit hours. Students who are awarded Pell Grants and/Direct Stafford Loans must maintain Satisfactory Academic Progress for continued aid eligibility. All periods of enrollment count toward Satisfactory Academic Progress (fall, winter, spring, and summer), including periods when a student does not receive Title IV aid (Pell and Direct Stafford Loans). Any student who fails to make Satisfactory Academic Progress will be reviewed at the end of the next payment period. If a student on “warning status” has failed to restore SAP standards at this time, he will lost financial aid eligibility. A student in this situation has the right to appeal this decision. To do so, he must a write a letter to the Director of Adult Career Center including the reasons that prevented him from meeting Sap standard, including supporting documentation. The student should also share a plan as to how SAP will be once again be restored if the Director chooses to reinstate financial aid. If the Director approves the reinstatement of financial aid for the student, it will be on a probationary status. The student will only be permitted to continue receiving aid for one additional payment period unless probationary conditions are met and SAP has been restored by that time. A student that fails to adhere to the goals of the plan when checked at the end of the subsequent payment period will once again lose financial aid eligibility. No further appeals will be accepted. If the Director denies the appeal, the student will be expected to personally finance the remainder of the course or be withdrawn from the program. In order to continue to receive financial aid students must maintain satisfactory progress, according to the following standards:

- Quality (grades) -Student must maintain a cumulative grade average of 77%.
- Time Frame -Student must complete within 111% of the normal length of the program to remain on aid. Completion Rate -Student must maintain a cumulative 90% attendance percentage.

Example of SAP: A student enrolled in a 1,500 hour program that meets 20 hours per week would be 75 weeks in length. 111% of 75 weeks is 83.25 weeks. A student enrolled in this program may receive aid while enrolled in this program for up to 83.25 weeks to complete the 1,500 clock hours required for successful completion. The 1,500 hour program at 111% would allow for up to 1,665 hours to complete the program as a maximum time frame.

Student Withdrawal Policy

If a student finds it necessary to withdraw from a course, the student must contact the Adult Career Center. Students who wish to withdraw who receive Title IV funding (Pell Grants and/or Federal Direct Stafford Loans) must meet with the Student Services Coordinator department of the Adult Career Center. Refunds are given to students who withdraw prior to the first day of class with the exception of the following fees that will be withheld:

100 hours and above	\$100 administrative fee will be held
99-21 hours	\$25 administrative fee will be held
20 hours and below	\$1 administrative fee will be held