



2025-2026

VA CATALOG ADDENDUM



Ventura Adult and Continuing Education (VACE)
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- Career Technical Education programs are open entry/open-exit, allowing students to enroll at any time. Orientation is generally held each Monday for new students. End dates are calculated by adding the number of weeks in the program to the date that the student enrolls in classes. Each student receives an individualized calendar indicating his/her start and end date. Holidays are factored into calculating the number of weeks and clock hours that students must attend, in order to complete the course. No classes are conducted during the final two weeks of the year to allow for the holidays. Otherwise classes are conducted on a year round basis.
- A summary of all course requirements is included in the school catalog and on the Ventura Adult and Continuing Education (VACE) website at www.adultedventura.edu.
- VACE does not charge out of state tuition. All students, including those receiving educational assistance under chapter 30, 31, 33 or 35 are charged the same tuition and fees based on the program they are taking.
- VACE will not impose any penalty, including the assessment of late fees, the denial of access to classes or the requirement that a covered individual borrow additional funds, due to their inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Secretary under chapter 30, 31, 33 or 35.
- A veteran is permitted to attend or participate in a program beginning on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance under chapter 30, 31, 33 or 35 and ending on the earlier of the following dates:
 - The date on which payment from VA is made to the institution.
 - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Those wishing to attend the institution must:
 - Submit a certificate of eligibility for entitlement education no later than the first day of their program.
 - Provide additional information necessary to certify enrollment
- All students must maintain satisfactory academic progress in the equivalent of a "C" average. Monthly reports are generated to determine a student's progress. Any student who falls below this objective will be counseled and given 30 days to bring up their grade point

average. Instruction at VACE's Career Technical Education program is individualized and competency-based, enabling students to progress using the most effective learning styles. At the end of the 30 day period, the student will be reassessed and a determination will be made to either withdraw the student from academic probation or terminate the student's enrollment. Students who have been dismissed for unsatisfactory academic progress (SAP) may request an appeal in writing to the program administrator for consideration if the results were based on: his/her injury or illness, death of a relative, or other special circumstances. All appeals should include specific information regarding what has changed that will allow a student to achieve SAP in the future. Appeals will be addressed on a case-by-case basis and any student involved in the process will be duly counseled by VACE administrator(s), instructor(s) and the financial aid technician. VACE will document the appeal process findings.

- Conduct in the classroom should be equivalent to what would be expected in a place of business. Inappropriate behavior will be dealt with by verbal warning on the first offense. A written notice will be placed in the student's file on the second offense. The third offense could result in the student being subjected to termination. In all cases the student will be appropriately counseled by an administrator. Sexual harassment will not be tolerated. If a student is found to have sexually harassed a fellow student or staff member, he or she will face appropriate disciplinary action up to and including the immediate termination of his or her enrollment.
- Records are maintained at the school site to monitor the academic progress of each student. All records will accurately reflect a final grade and the date that each course is completed. Records will also record any re-enrollment in subjects for which there was withdrawal. Attendance records will also be maintained and kept in the same academic file. Records are maintained for a minimum of three years.
- Students must attend classes on a regular basis. If a student needs to be absent for medical or personal reasons, written notification must be given to the instructor or an administrator. Prolonged absences must be requested in writing. Prolonged medical leaves must be documented by a doctor's note. A student requesting a leave of absence (LOA) is required to submit the request in writing and include the reason for the leave. There must also be a reasonable expectation that the student will return from the LOA. A student applying for a LOA must do so in advance, unless unforeseen circumstances prevent the student from doing so. The application for a LOA is available in the administrative office and all classrooms. Emergencies do occur and therefore it is important that the school be notified as soon as circumstances allow. Students attending below 80% of total clock hours offered for the month are referred for counseling. Students may be terminated from their program if their unsatisfactory attendance or unexcused absences seriously impair the course work or attendance drops below 67%. The Veteran's Administration will be promptly notified if a student is suspended, terminated or requests a LOA. A formal written appeal for re-entry is required for students who are suspended or terminated. A decision regarding the student's re-entry will be made by a panel consisting of the instructor, staff, and administrators.
- If a Veteran has attended a prior post secondary institution, the student must furnish within

30 days of enrollment, a transcript for all courses taken that includes dates attended and credit issued. This transcript will be retained by VACE. This institution will evaluate all prior course work and give credit to the student (enrolled under the VA program) on a case-by-case basis. If the school determines that credit can be given for prior post secondary education, the period of training will be shortened proportionately with the student and the Department of Veteran Affairs duly notified of same.

- A student's file is reviewed monthly for satisfactory academic progress, attendance, and behavioral information. Monthly progress reports track all scheduled student hours, absences and tardiness. These reports are reviewed with the student, signed, sent to counselors and filed in the student's permanent record.
- VACE has and maintains a policy of charging a student for hours scheduled to be completed. Any money collected on behalf of the student that is not used to cover tuition and books is promptly refunded.
- Ventura Adult and Continuing Education/Career Technical Education is jointly accredited by the Council on Occupational Education (COE) and the Western Association of Schools and Colleges (WASC).
- Full time status is 18 clock hours per week for a Career Technical Educational program using clock hours (except in cases where school is not in session).
- All students receiving funds from the Veteran's Administration must complete their program in the original contracted length of enrollment. The only exception to this would be if a student was granted a leave of absence at some point during their program. In this instance, the Veteran's Administration would be notified of the change in the student's status and provided a new end date.
- Students should fill out the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. They may be eligible from grants which could supplement their income.

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