

PTC Student Senate welcomes you to Pine Technical College!

You are invited and encouraged to get involved! Attend Student Senate meetings, and help the student body make decisions regarding events, student life, budgeting and more!

Meeting dates and times are announced; watch for postings on campus.

## **THANK YOU**

***Welcome to Pine Technical College!***

This handbook was made possible by the generous contribution of the Pine Technical College Student Senate. It is paid for with funds from your Statewide Student Association and PTC Activity Fees.

This is one of many services provided by your Student Senate. For more information on Student Senate and other PTC student organizations, please feel free to stop by the Student Life Office.

***Hope you have a Great Year!***

***Pine Technical College Student Senate Officers***

# **NONDISCRIMINATION AT PINE TECHNICAL COLLEGE**

Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

This document is available in alternative formats to individuals with disabilities by calling 1-800-521-7463 or (TTY) 320-629-1030.

Lack of English skills will not be a barrier to college admissions and participation. Admission to the college does not guarantee admission to a program.

## **ABOUT THE COLLEGE**

### **ACCREDITATION**

Pine Technical College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602.

[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

### **MISSION STATEMENT**

Pine Technical College's mission as an institution of higher education is to...“Provide superior education and support services that enhance the communities we serve.”

### **VISION AND VALUES**

Pine Technical College's vision is to be...“A vibrant, comprehensive college and community resource for quality education and services that improve lives and empowers learners.”

Pine Technical College firmly believes that knowledge improves lives; thus, we are committed to the following values:

- Respect the dignity and worth of each individual
- Honor the needs of those we serve
- Maintain integrity in all endeavors
- Provide quality education and services
- Respond to change
- Share our passion for learning and service.

### **POLICY ON EQUAL OPPORTUNITY**

Pine Technical College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment regardless of race, color, creed, religion, gender, national origin, sexual preference, veteran's status, marital status, age, disability, or political affiliation/belief status with regard to public assistance, or inclusion in any other group or class against which discrimination is prohibited by Title IX, Education Amendment of 1972; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act (ADA) of 1990; Chapter 363 of Minnesota Statutes and other applicable federal, state, and local statutes and

regulations. This policy is particularly applicable in college-approved housing, food service, student activities, and all student services. It is also a guiding policy in the employment of students either by the College or by other employers through the College and in the employment of faculty and staff.

Pine Technical College's Title IX and Title VI Coordinator is the college counselor 320/629-5135. Pine Technical College's ADA/Section 504 Coordinator (Disability Services Director) can be contacted at, 320/629-5174. Both may be reached at Pine Technical College, 900 4th Street S.E., Pine City, MN 55063.

Concerns regarding discrimination under any of the College's educational programs, activities, or services, should be directed to the College's Dean of Student Affairs. Further inquiries can be made to the MN Department of Human Rights, the MN Department of Education, or the Office for Civil Rights, U.S. Department of Education. Contact information for these agencies is available through the Pine Technical College's Student Affairs Office and is also on file in the Learning and Resource Center.

## **ADVISORY COMMITTEES**

Pine Technical College works closely with business and industry. Over 200 volunteers from within and outside the area serve on PTC's various advisory committees. The committee members come from businesses and industries relating to the College's educational programs. Committee members advise staff on curriculum, equipment, current technology, and employment opportunities for graduates.

## **PTC FOUNDATION**

Pine Technical College's Foundation is a non-profit organization that seeks private funding for student scholarships, equipment, staff development and College improvements. In addition to monetary donations, the Foundation also seeks donations of equipment, supplies and property. The Foundation is managed by a PTC administrator and a Board of Directors representing communities and organizations throughout PTC's service area.

# **ADMISSION, RECORDS AND REGISTRATION**

All career and technical opportunities will be offered without regard to race, color, national origin, sex or disability. The college assures that the lack of English skills will not be a barrier to admission and participation.

## **ABILITY TO BENEFIT**

No High School Diploma or GED? Federal law requires students who do not possess a high school diploma or GED to meet certain criteria to prove their ability to benefit (ABE) from higher education and qualify for financial aid. This involves receiving ABE qualifying scores on the College's assessment test. (See Policy 317)

## **POST-SECONDARY ENROLLMENT OPTION**

Eleventh- and twelfth-grade high school students enrolled in Minnesota public, private and home schools may also apply for admission to Pine Technical College under the Post-Secondary Enrollment Options Act. Under the PSEO Act, high school students can earn both high school and college credits for approved courses taken either on-campus or delivered via inter-active television. PSEO students follow the same admissions process as all other students and must have approval of their parent/guardian and High School Counselor.

PSEO admission packets can be picked up in the Student Affairs Office or at [www.pinetech.edu](http://www.pinetech.edu)

## **NON-DEGREE SEEKING (PART-TIME) STUDENTS**

Students may attend PTC on a part-time basis in any program area. However, full-time students have enrollment priority if space is limited. Students taking one to six credits must meet the requirements for the specific courses. Students taking more than six credits or who intend to complete a certificate, diploma or degree are required to complete the entire admissions process, including assessments and orientation.

## **IMMUNIZATION**

Minnesota Law (MS 135A.14) requires that all students born after 1956 and who graduated from high school before 1997 and enroll in a public or private post-secondary school in Minnesota, including Pine Technical College, must provide evidence of immunization for measles, rubella, mumps, diphtheria, and tetanus.

Immunization forms and additional information are available from the Student Affairs Office or at [www.pinetech.edu](http://www.pinetech.edu)

## **REGISTRATION/OFFICIAL ENROLLMENT**

All students register for classes online at the PTC Web site. In order to register, all students must have a Tech ID number, Advisor Code, and PIN number. A new Advisor Code is needed each semester. Students exempt from any part of the admissions process may access their numbers via the Student Affairs Office or, in some cases, via e-mail. Students must submit payment of fees/tuition online or in the Business Office 5 (five) business day prior to the start of the semester or their courses will be dropped. All balances on student accounts are due the 17<sup>th</sup> business day of the term. If the balance is not paid by that day the student's enrollment is cancelled. This policy may be revised summer 2011. Check the PTC website for the most current policy and tuition payment date.

## **ADDING COURSES**

Adding courses or other revisions to a schedule can only be done during the drop/add period. The period for dropping/adding a class expires after the fifth day of the semester. (See PTC policy for add dates applying to summer session and for terms less than 16 weeks in length.) Adding courses after the drop/add period can only be done with faculty and Dean of Student Affairs approval. It is the student's responsibility to add courses from the registration link on the pine-tech.edu website.

## **DROPPING COURSES**

A student may drop a course through the fifth day of the semester. (See PTC policy for drop dates applying to summer session and for terms less than 16 weeks in length.) A 100% refund of tuition and fees will be provided to a student for the courses that are dropped during the drop/add period. It is the student's responsibility to drop courses from the registration link on the pinetech.edu website.

## **WITHDRAWAL**

A student may withdraw from a course after the drop/add period and prior to 67% of the course; however, the student incurs all costs and there are no refunds. Students may obtain the form from the Student Affairs office and must meet with the counselor or faculty advisor prior to completing the form. (Withdrawals cannot be processed on the website.) A withdrawal (W) on the transcript is not computed in the GPA but factors into credit completion. Withdrawing from a course can affect financial aid. It is the student's responsibility to manage their finances accordingly.

## **CHANGE OF MAJOR**

Students changing their major must complete the *Request for Major Change* form with their current advisor. Request for change of major must be filed in the Student Affairs Office for final approval.

## **NAME/ADDRESS CHANGE**

Students can change their name and address on the "On-line Registration" site or in-person at the

Student Affairs Office. For purposes of official college mailings and emergency situations, it is expected that all students report changes of address, telephone number, name change, or any other revision from the student's original application information to the Registrar's Office. Name change may require copies of legal documentation.

## **REINSTATEMENT**

Students who have been suspended/dismissed because of unsatisfactory progress or disruptive conduct must wait at least one academic semester (excluding summer sessions) before applying for reinstatement unless a suspension appeal has been granted. Refer to the section in the handbook on Satisfactory Progress for additional information.

To reapply, a student must submit a suspension appeal petition to the Dean of Student Affairs stating the request to return and outlining corrective action that has been done to address the problem areas which led to the initial dismissal. Students are required to meet with the college counselor before the appeals are considered. Re-admission will be on a probationary status; continued enrollment will depend on satisfactory academic and personal performance.

## **FORMAL COMPLAINT/GRIEVANCE PROCEDURE**

Each student at Pine Technical College is entitled to due process in appealing decisions that may affect his or her academic standing, participation in programs or activities, or access to any of the college's services.

It is hoped that most problems can be resolved by open discussion between students, staff, and administration. However, in the event a student or group of students, applicants, parents, or others wish to appeal or discuss a rule, policy, or decision made by the college's staff, the following procedures will be followed.

### **A. Complaint against another student**

1. Students may file a complaint orally or in writing. The complaint will be filed with the Dean of Student Affairs or designee. Persons in need of assistance in the process will be provided accommodations.
2. If the complaint meets the guidelines of MnSCU policy 1B.1 (<http://www.mnscu.edu/board/policy/1b-01.pdf>) and its procedure 1B.1.1 (<http://www.mnscu.edu/board/procedure/1b01p1.html>) relating to discrimination or harassment, the complaint will be referred to the campus sexual harassment and discrimination officer for investigation.
3. Following the filing of a complaint against a student, the Dean of Student Affairs or designee shall conduct an investigation. If the accusation is unwarranted, the proceedings will be discontinued.
4. If there is sufficient evidence to support the accusation, the accused student will be given the opportunity to resolve the violation at an informal meeting. Prior to the meeting, the accused will be given oral or written notice of the specific behavioral regulation s/he is accused of having violated and of the evidence available to support the accusation. During the meeting, there will be a review of the accusation and evidence with the student to allow the student to present a defense against the accusation. Within a reasonable time period following the meeting (5 working days maximum), the accused student will be informed in writing of the decision and any applicable sanction. The due process will follow the guidelines contained in the Pine Technical College Student Discipline policy.
5. A student who is subject to a sanction of expulsion or suspension of more than nine (9) working days may agree to the sanction or may request a formal hearing prior to implementation of the sanction. Other sanctions may be accepted or may be appealed through the formal grievance process.
6. The due process of a formal hearing will occur and conclude within thirty (30) calendar days of the date when it was determined that the informal process was not successful. The meeting will be closed to protect the confidentiality of those involved.

7. The college Judicial Committee will be the formal hearing committee. This committee will consist of faculty, staff, and students.
  8. The decision of the committee will be final.
- B. Complaint against a faculty or staff member at Pine Technical College
1. The process will begin when the student has attempted resolution with the individual or department and the division chair/manager. Documentation of resolution attempts must be included with the complaint.
  2. The student may file a complaint orally with the Dean of Student Affairs, who will document the complaint on a complaint form, or the student may submit a completed complaint form to the Dean of Student Affairs or designee. Persons in need of assistance in the process will be provided accommodations. Note: This does not apply to complaints regarding discrimination or sexual harassment. If the complaint meets the guidelines of MnSCU Policy 1B.1 (<http://www.mnscu.edu/board/policy/1b-01.pdf>) and procedure 1B.1.1 (<http://www.mnscu.edu/board/procedure/1b01p1.html>) relating to discrimination or harassment, the complaint will be referred to the Pine Technical College Human Resource Manager for investigation.
  3. The Dean of Student Affairs or designee shall conduct a preliminary investigation. If the accusation is unwarranted, the proceedings will be discontinued and the complainant informed of the outcome.
  4. Every effort will be made to maintain the student's confidentiality, but it is not guaranteed.
  5. If there is sufficient evidence to support the accusation, the accused staff or faculty member will be given the opportunity to resolve the violation at an informal meeting facilitated by the Dean of Student Affairs or designee. Prior to the meeting, the accused will be given oral or written notice of the nature of the complaint. During the meeting, there will be a review of the complaint and supporting evidence provided by both sides.
  6. If still unresolved, a formal hearing will be convened according to the appropriate collective bargaining agreement and/or MnSCU policy.
  7. Under all circumstances, the complainant will be notified in writing as to the outcome of their complaint.
  8. The complainant may appeal decisions in writing to the President of Pine Technical College. The decision of the President is final.

Pine Technical College will take precautions to ensure the confidentiality of the entire complaint process. However, all parties must be aware that at some point in the process information may become public.

## **ACADEMIC PETITION AND GENERAL PETITION**

Both the academic and general petitions provide students a process whereby they can request waivers or other exceptions to existing academic or college policies or procedures. These policies address issues that do not specifically apply to the formal complaint/grievance as described in the previous section. Academic and general petitions are found on the website under *student forms* at [www.pinetech.edu](http://www.pinetech.edu). Both petitions should be completed with assistance from the college counselor. Refer to policy 311 for more information.

### **Important Note:**

College policies can be subject to changes throughout the academic year. Most current policies are listed at [www.pinetech.edu](http://www.pinetech.edu)

## **DRUG AND ALCOHOL FREE SCHOOLS POLICY**

Pine Technical College encourages students, faculty and employees to review and understand the following commitment and responsibilities for a Drug-Free College.

**State of Compliance:** Pine Technical College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA) and Minnesota State Colleges and Universities (MnSCU Board Policy 5.18 and PTC policy 120) which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the college premises, or in conjunction with any college-sponsored activity or event, whether on- or off- campus. In accordance with federal regulations, this policy is included with the annual Campus Crime and Security Report, which is distributed to every student and employee. The college conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently.

### **Standards of Conduct**

- No student or employee shall manufacture, sell, give away, barter, deliver, exchange, or distribute; or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia while involved in a college-sponsored activity or event, on- or off- campus.
- No student or employee shall possess a controlled substance, except when the possession is for that person's own use, and is authorized by law while involved in a college-sponsored activity or event, on- or off-campus.
- No student shall report to campus, and no employee shall report to work while under the influence of alcohol or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.
- Except as allowed by MnSCU Board Policy 5.18, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at PTC and PTC-sponsored events is prohibited.

### **Legal Sanctions**

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .08 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

### **Health Risks**

- Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.
- Amphetamines can cause a rapid or irregular heartbeat, headaches, depression, damage to the brain and lungs, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.
- Cocaine/Crack users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, paranoia and depression. Cocaine is extremely

addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, psychosis, convulsions, stroke and even death.

- Hallucinogens – Lysergic Acid Diethylamide (LSD) causes illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Hallucinogens can cause liver damage, convulsion, coma and even death.
- Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. Users also experience interference with psychological maturation and temporary loss of fertility. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.
- Methamphetamines, known as speed, meth, ice, glass, etc., have a high potential for abuse and dependence. Taking even small amounts may produce irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Over time, methamphetamine users may experience symptoms similar to Parkinson’s disease, a severe movement disorder.
- Narcotics such as codeine, heroin or other opiate drugs cause the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.
- Steroid users experience a sudden increase in muscle and weight and an increase in aggression and combativeness. Steroids can cause high blood pressure, liver and kidney damage, heart disease, sterility and prostate cancer. Additional information can be found at: [www.nida.nih.gov](http://www.nida.nih.gov).

**Educational and Treatment Programs**

- PTC provides periodic information and training for employees and information to students that foster a drug- and alcohol-free environment.
- A Counselor is available to assist students with personal concerns the might interfere with their academic work while at PTC. Services are free and confidential and can be arranged by contacting Counseling Services at 320.629.5135 or the Student Affairs Department 320.629.5100.

Community area substance abuse treatment center referrals include:

<p>Five County Mental Health Centers, Inc. 521 Broadway Avenue North Braham, MN 55006 320.396.3333 or 800.223.1513</p>	<p>Hazelden Foundation 15245 Pleasant Valley Rd. Center City, MN 55012 651.257.4010</p>
<p>Dellwood Recovery Center 701 S Dellwood Ave Cambridge, MN 55008 763.689.7723</p>	<p>Additional substance abuse treatment centers can be found at: <a href="http://findtreatment.samhsa.gov/">http://findtreatment.samhsa.gov/</a></p>

**National Groups**

- Action Pride National Drug Information Hotline .....1-800-241-9746
- Cocaine Helpline .....1-800-COCAINE
- National Institute on Drug Abuse (NIDA)  
U.S. Department of Health .....1-800-638-2045

## **REPORTING/INVESTIGATION OF HARASSMENT AND/OR DISCRIMINATION (MNSCU POLICY 1B.1 AND PTC POLICY 108)**

**Purpose:** PTC policy 108 is designed to further implement Minnesota State Colleges and Universities (MnSCU) policy 1B.1 (<http://www.mnscu.edu/board/policy/1b-01.pdf>) and procedure 1B.1.1

(<http://www.mnscu.edu/board/procedure/1b01p1.html>) relating to non-discrimination in employment and education opportunity by providing a process through which individuals alleging violation of system or campus non-discrimination policies may pursue a complaint. This includes allegations of discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, status with regard to public assistance, or membership or activity in a local commission.

**Policy:** Pine Technical College is committed to maintaining a learning and working environment that is free from discrimination and harassment. The College shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching, and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation, or coercion. Discrimination and harassment are not within the protections of academic freedom.

**Procedure:** This procedure shall apply to all individuals affiliated with Pine Technical College, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this policy/procedure shall be subject to disciplinary or other corrective action.

**Reporting an Incident:** Pine Technical College encourages any individual, including any student, employee, applicant for employment, or person eligible for employment (as defined by Minnesota Statutes Section 43A.02), who feels she or he has been or is being subjected to discrimination/harassment to report the incident to a designated officer. Any student, faculty member, or employee who knows of, receives information about, or receives a complaint of discrimination/harassment is urged to report the information or complaint to a designated officer.

**Personal Resolution:** In instances where an individual believes he or she has been subjected to behavior prohibited by the 1B.1 Non-Discrimination in Employment and Education Opportunity policy (<http://www.mnscu.edu/board/policy/1b-01.pdf>), that individual may voluntarily choose to directly address the offensive behavior. In such a situation, he or she should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and that it stops. Communication with the alleged offender may be in person, on the telephone, or in writing. If the behavior does not stop or if the individual believes some employment or education consequences may result from the discussion, he or she should go to the designated officer to process the complaint. Under no circumstances shall an individual be required to use personal resolution to address prohibited behaviors rather than reporting the behavior to a designated officer.

**Institutional Responsibility:** This procedure applies to all members of the educational community, including students. Reports/complaints against the President of the College shall be filed with the System Office. Reports and complaints against College Vice Presidents or Deans are filed at the campus level with the President as decision-maker.

**Retaliation and Reprisal:** No retaliation, reprisal, or intimidation in conjunction with a complaint of discrimination/harassment shall be tolerated by the College. State law prohibits reprisal by a respondent, employer, educational institution, employee, agent of the above, and others as specified in statute. (Minnesota Statutes Section 363.03). Any individual who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing in relation to a discrimination/harassment complaint shall be subject to disciplinary or other action.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, coercion, discrimination, harassment, or unwanted sexual contact toward a complainant, or the complainant's relatives, friends, or associates. Reprisal also includes discrimination against an individual because that person is associated with a protected group member. Allegations of retaliation or reprisal shall be reported to the designated officer for appropriate action.

**False Statements Prohibited:** Any individual who provides false statements regarding the filing of a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

**Withdrawn Complaints:** If a complainant no longer desires to pursue a complaint, the College reserves the right to investigate and resolve the complaint.

**Investigation and Resolution:** The College has an affirmative duty to take timely and appropriate action to stop inappropriate behavior, conduct investigations, and facilitate resolutions as appropriate.

**Making a Report/Complaint:** The designated officer must be contacted in order to initiate a report/complaint. The report/complaint should be brought as soon as possible after the incident occurs. The designated officer shall retain control of the investigatory process and determine whether and/or how to proceed.

**Confidentiality:** Confidentiality cannot be guaranteed, however, care will be taken to keep investigation discussions sufficiently broad to protect the complainant's identity when appropriate. There may be instances in which the college has a responsibility to act even if the complainant requests that no action be taken. In such instances, the college may investigate and take appropriate action on the basis of the facts or evidence available.

**Investigative data:** Information gathered during the investigation will be handled in accordance with federal and state data privacy laws.

**Effect of review:** Pending the appeal, disciplinary, or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

**Appeal process:** The President or designee shall review the record provided and determine whether the complaint is substantiated or not substantiated. The President or designee may receive additional information if the President or designee believes such information would aid in the consideration of the appeal. The decision on appeal will be made within a reasonable time and the complainant, respondent, and designated officer shall be notified of the decision. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

## **SEXUAL VIOLENCE POLICY**

Pine Technical College policy on violence protection (Policy 123) follows the Minnesota State Colleges and Universities Policy 1.B.3 (<http://www.mnscu.edu/board/procedure/1b01p1.html>) and its Procedure 1B.3.1 regarding sexual violence. Sexual violence is an intolerable intrusion into the most personal and private rights of an individual and is prohibited at Minnesota State Colleges and Universities. Pine Technical College as a member of Minnesota State Colleges and Universities is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law or other Board Policies that may require separate proceedings.

**Application of policy to students, employees, and others:** This policy applies to all Minnesota State Colleges and Universities students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on System property. Incidents of sexual violence alleged to have been committed by a student at a location other than on System property are covered by this policy pursuant to the factors listed in Minnesota State Colleges and Universities Board Policy 3.6, Part 5. Incidents of sexual violence alleged to have been committed by a Minnesota State Colleges and

Universities employee at a location other than System property are covered by this policy. Individuals alleged to have committed acts of sexual violence on System property who are not students or employees are subject to appropriate actions by Minnesota State Colleges and Universities, including, but not limited to, pursuing criminal or civil action against them.

## **Definitions**

**Sexual violence:** Sexual violence includes a continuum of conduct that includes sexual assault and non-forcible sex acts, as well as aiding acts of sexual violence.

**Sexual assault:** "Sexual assault" means an actual, attempted, or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State Colleges and Universities student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

**Consent:** Consent is informed, freely given, and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

**Non-forcible sex acts:** Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

**System property:** "System property" means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, Office of the Chancellor, colleges and universities.

**Employee:** "Employee" means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and Office of the Chancellor, including student workers.

**Student:** "Student" means an individual who is:

1. Admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. Between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. Expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

## **Reporting incidents of sexual violence**

Prompt reporting is encouraged. Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Reporting and a medical examination within 72 hours are critical in preserving evidence of sexual

assault and proving a criminal or civil case against a perpetrator. The Pine County Sheriff's Office can be contacted directly by dialing 911. Campus pay phones can be direct dialed to 911 without coins. College phones require 9-911 to secure emergency assistance. Any incidence occurring on the PTC campus or involving a PTC student must also be reported immediately to the Dean of Student Affairs.

**Assistance in reporting:** PTC staff, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with the Dean of Student Affairs regarding implementation of the student conduct code or employee conduct standards.

When appropriate, the college may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard.

Victims of sexual assault and violence have rights under the crime victims bill of rights, Minnesota Statutes Sections 611A.01-611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety; are eligible for assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident; and can be assisted by the college in shielding the complainant from unwanted contact with the alleged assailant.

**Confidential reports:** Because of laws concerning government data contained in Minnesota Statutes chapter 13, the Minnesota Government Data Practices Act, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed medical professionals. Some off-campus reports also may be legally privileged by law – e.g., reports to clergy, private legal counsel or health care professionals. Data that is collected, created, received, maintained, or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), and other applicable laws, including the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act.

**Reports to campus security authorities:** Complainants of sexual violence may contact student affairs staff for appropriate assistance or to report incidents. Absolute confidentiality of reports cannot be promised. However, staff shall not disclose personally identifiable information without the complainant's consent unless reasonably necessary to address an on-going threat of safety to the complainant or others, or as otherwise may be required or allowed by law. There may be instances in which PTC and/or law enforcement determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken.

**Required Reports:** The college may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as otherwise required by law.

### **Investigation and disciplinary procedures**

**Immediate action:** The College may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy in accordance with System Procedure 1B.1.1. The college may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy.

**General principles:** The College, when applying investigation and disciplinary procedures concerning allegations of sexual violence against employees or students, shall:

1. Be respectful of the needs and rights of individuals involved;
2. Proceed as promptly as possible;
3. Permit a student complainant and a student respondent to have the same opportunity to have

- an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
4. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
  5. Be conducted in accordance with applicable due process standards and privacy laws;
  6. Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.

The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered. A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

**Relationship to parallel proceedings:** In general, the College's investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. When aware of a criminal proceeding involving the alleged incident, staff may contact the prosecuting authority to coordinate when feasible. PTC procedures are not a substitute for criminal or civil court proceedings.

**False statements prohibited:** Minnesota State Colleges and Universities takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

**Withdrawn complaint:** If a complainant no longer desires to pursue a complaint, PTC reserves the right to investigate and resolve the complaint as it deems appropriate.

**Discretion to pursue certain allegations:** The College reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college.

The College reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness that comes to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances staff may choose to deal with violations of Minnesota State Colleges and Universities policy in a manner other than disciplinary action.

**Procedure for employees, students, and individuals who are both an employee and student:** If the respondent is both a student and employee, the investigation shall be conducted by the designated officer, as defined by Board Procedure 1.B.1.1., Part 2, Subpart A (<http://www.mnscu.edu/board/policy/1b-01.pdf>).

The results of said investigation shall be submitted for review to both the decision maker appointed under Procedure 1.B.1.1 Part 2, Subpart B, (<http://www.mnscu.edu/board/policy/1b-01.pdf>) concerning the personnel action, and to the President or designee concerning the student action.

**Sanctions:** Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

**Retaliation prohibited:** Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

**Sexual violence prevention and education:** Information on preventing, reporting and the legal ramifications of sexual violence are available through PTC's Counselor's Office.

# FINANCIAL AID INFORMATION

## ENROLLMENT STATUS FOR FINANCIAL AID

Students must be enrolled, in attendance, and maintaining Satisfactory Progress in order to receive financial aid. For purposes of determining financial aid eligibility, the following enrollment guidelines will be used.

### For Pell Grant, SEOG Grant, Student Loans, and Work Study

- 12 credits or more/semester: – Full Time
- 9-11 credits/semester: – 3/4 Time
- 6-8 credits/semester: – 1/2 Time
- 1-5 credits/semester: – less than 1/2 Time

### For Minnesota State Grant

- 15 credits or more/semester: – Full Time
- Then a percentage decrease by number of credits until 3 credits/semester: – 1/5 Time

## RETURN OF TITLE IV FUNDS

If a student withdraws after a term has begun, the school may be required to return some of the federal aid funds awarded to the student. This "Return of Title IV (meaning 'federal') Funds" policy is required by federal regulations.

The federal formula requires a return of the Title IV aid if the student received federal financial assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant, Direct Loan, or PLUS Loan and withdrew on or before completing 60% of the term. The student may owe money to Pine Technical College and to the financial aid programs in which they participate and will be required to repay the College.

### Important Note:

Students planning to withdraw must notify both the Financial Aid and Student Affairs Office and file the Withdraw form which is available in the Student Affairs Office.

## CONTINUED ELIGIBILITY FOR AID

Students must reapply for aid every year. The FAFSA covers the period from July 1 to June 30 of the following year. Students must also be making Satisfactory Progress to continue receiving assistance. Financial Aid funds cover the period from Fall Semester through the following Summer Session.

## BOOK VOUCHER INFORMATION

For book voucher information see section under the Campus Store.

# TUITION AND FEE INFORMATION

At the time the handbook was sent to the printer, tuition rates for academic year 2011 – 2012 had not been finalized. See [www.pinetech.edu](http://www.pinetech.edu) for current tuition and fee information.

## TUITION PAYMENT POLICY

Pine Technical College's Tuition Policy #407 reads:

Payment of tuition, fees, and other educational costs must be received by the business office no later than 5 (five) business prior to the published first day of the term. Students receiving financial aid or having other funding sources must produce evidence that this funding is in place prior to the deadline date. Students who do not pay or otherwise show evidence of financial support by the above deadline will be immediately dropped from all courses.

Students who are unable to comply with the tuition policy have the option of a payment plan from

Nel-net. More information on this plan can be obtained by stopping the Business Office or at [www.pinetech.edu](http://www.pinetech.edu).

Students who have a balance due on their accounts after financial aid is applied must pay the balance due before the end of the 17<sup>th</sup> business day of the term. Students who do not pay balances by that time will have their enrollment cancelled. This policy may be revised summer 2011. Check the PTC website for the most current requirements.

## **TUITION/FEES REFUND POLICY**

Pine Technical College's tuition refund policy is set by the Minnesota State Colleges and Universities Board of Trustees. The enrollment period begins on the first scheduled day of the semester or course. Drop or Withdrawal dates are determined by the date the form is received in the Student Affairs Office. See the official Academic Calendar for specific dates for each term.

**Dropping Courses (Reduction of Credits):** Dropping a course or courses (Reduction of Credits) is when a student reduces the number of courses/credits taken but remains enrolled. The period for dropping/adding a class expires after the fifth day of the semester. (For drop dates summer semester and for terms less than 10 weeks, check with the Student Affairs Office.) A 100% refund of tuition and fees will be provided to students who reduces their number of credits during the drop/add period. A student may withdraw from a course after the drop/add period and prior to the 67% of term withdrawal date; however, the student has encumbered all costs and there are no refunds. There are no automatic refunds for books, tools, or equipment.

**Total Withdrawal:** Total withdrawal refers to terminating all courses and enrollment in the College. As noted above, a 100% refund is given during the drop/add period. Refunds for total withdrawal after that period are given per the schedule below.

75% refund if total withdraw occurs between the 6<sup>th</sup> and 10<sup>th</sup> business day

50% refund if total withdraw occurs between the 11<sup>th</sup> and 15<sup>th</sup> business day

25% refund if total withdraw occurs between the 16<sup>th</sup> and 20<sup>th</sup> business day

## **SENIOR CITIZENS**

Senior citizens who are legal residents of Minnesota and at or beyond age 66, may attend Pine Technical College at the cost of \$15 per credit, provided space is available. Other costs, such as fees, books, supplies, etc. are the student's responsibility.

# **ALTERNATIVE CREDIT**

## **CREDIT FOR PRIOR LEARNING:**

### **TEST OUT – EXPERIENTIAL CREDIT – ARTICULATED COURSES**

#### **Credit by Examination (Test Out)**

Students who are able to demonstrate achievement in the content of a college course may receive credit toward a degree through Credit by Examination. Not all courses are eligible for this option, however, and the student must check with the course instructor in order to proceed. Credits received through Credit by Examination count toward graduation requirements but are not calculated in the Grade Point average or semester credit completion calculations. Credit by Examination credits are not eligible for financial aid or counted for financial aid status. The fee for Credit by Examination is 50% of the current tuition per credit.

#### **Experiential and Non-Academic Learning**

Pine Technical College may give credit toward program completion for prior work, education and life experiences that are equivalent to the program requirements through documentation of prior learning. These credits are not eligible for financial aid or counted for financial aid status.

1. Credit for experiential and non-academic learning will be designated by 'EX' on the transcript and will be included in the credit count for program completion.
2. Experiential and non-academic learning credits count toward graduation requirements but are

not calculated in the Grade Point Average or semester credit completion calculations for satisfactory academic progress.

3. A non-refundable fee amount of 50% of current tuition per credit hours is required and must be paid prior to submitting documentation for the evaluation.
4. Nursing students needing credit for CNA, TMA, First Aid/CPR certifications not included on a college transcript are required to pay a fee of \$25 per certification to the business office.

### **Articulated Courses**

Articulated courses are high school courses taught by high school faculty that have been mutually agreed to by the college and high school to meet the content and outcome of the college course. The articulated course will translate to college credit and a transcript established once the student completes a college application and forwards it to the Articulation/PSEO coordinator.

### **AUDITING**

Non-credit auditing is available to individuals on a limited basis, depending on class size, at the same cost as a credit-seeking student. Audits must be requested no later than the fifth day of the term on the forms provided by the Registrar.

## **ACADEMIC INFORMATION**

### **ASSESSMENT POLICY**

Prior to registering for courses, incoming students complete an assessment of their basic academic skills. The assessment results are used for academic advising, career counseling, and to assist students in selecting appropriate courses. Assessment appointments are scheduled for each student upon receipt of their completed application. (See Policy 300)

Assessment testing dates and times are assigned  
by the Student Affairs Office. Students receive a  
letter notifying them of the assessment  
appointment.

### **HOUR-BASED COURSES**

Pine Technical College offers classes, workshops, and seminars which are hour-based, rather than credit-based. Hour-based classes are generally shorter in length, are not applicable toward a diploma or degree, and are not transferable. An award or other written recognition is given upon completion of the course. All hour-based courses are arranged and managed through PTC's Continuing Education and Customized Training Division.

### **ATTENDANCE**

The attendance policy (PTC policy 307) outlines grades earned for never attending class (grade of FN) and an earned F for a student who stops attending classes. Both grades have financial aid impact.

Attendance requirements vary by course. Attendance expectations for individual courses are listed on each course syllabus. Those expectations are supported campus-wide.

### **ACADEMIC HONORS**

Students achieving academic excellence will be eligible for several awards: inclusion on the President's List, Dean's List, or Notable Achievement List on a semester-by-semester basis and receipt of Honors, High Honors or the President's Honor Award upon graduation. Grades earned for developmental coursework are not included in the honors calculation.

The President's Honor Award will be presented at graduation each year to students who are receiving a diploma or degree and have maintained a cumulative 4.0 GPA throughout their entire course of study at Pine Technical College.

The President's, Dean's and Notable Achievement Lists will be compiled and awarded twice annually, once in the Fall semester and once in the Spring semester.

**Students who meet the following criteria will be included on the President's List**

1. Current enrollment at PTC with a declared major as a full-time student (12 or more credits).
2. No record of disciplinary actions taken.
3. A GPA for the semester of 4.0.
4. Students will be eligible for each semester in which they are enrolled in a declared major.
5. Courses taken on a pass/no credit basis will be used to calculate full-time status but not GPA.

**Students who meet the following criteria will be included on the Dean's List**

1. Current enrollment at PTC with a declared major as a full-time student (12 or more credits).
2. No record of disciplinary actions taken.
3. A GPA for the semester of 3.0-3.9.
4. Students will be eligible for each semester in which they are enrolled in a declared major.
5. Courses taken on a pass/no credit basis will be used to calculate full-time status but not GPA.

**Students who meet the following criteria will be included on the Notable Achievement List**

1. Current enrollment at PTC with a declared major as a part-time student (registered for 6-11credits).
2. No record of disciplinary actions taken.
3. A GPA for the semester of 3.5 or above.
4. Students will be eligible for each semester in which they are enrolled in a declared major.
5. Courses taken on a pass/no credit basis will be used to calculate full-time status but not GPA.

**Students who meet the following criteria will be recognized during spring commencement ceremonies**

1. Students with cumulative GPAs of 3.5-3.74 at time of application for graduation will be awarded Honors and wear a silver cord at graduation.
2. Students with cumulative GPAs of 3.75-3.99 at time of application for graduation will be awarded High Honors and wear a gold cord at graduation.
3. Students with cumulative GPAs of 4.0 will be awarded the President's Honor Award upon graduation (see #2 above).

## **GRADES, GRADUATION AND TRANSFER**

### **GRADING POLICY**

Pine Technical College has adopted Policy 209 for grading and grade point calculation. This policy also defines notations found on the student transcript and procedures to clarify processes.

**Policy:** The marking system in tabular form, which may include grade shades (plus and minus) as needed, is as follows:

- A – Superior Achievement – 4 Grade Points
- B – Above Average Achievement – 3 Grade Points
- C – Average Achievement – 2 Grade Points
- D – Below Average Achievement – 1 Grade Point
- F – Inadequate Achievement – 0 Grade Point

Note: The quality points for purposes of computing GPA is as follows:

**Grade = Points**

A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	D-	=	0.66
C+	=	2.33	F	=	0.00

**Cumulative Grade Point Average (GPA):** A student's GPA is the quotient obtained by dividing the total number of quality points earned by the total number of semester credit hours attempted. The GPA is computed at the end of each semester and is reported with the grades to the student. All grades A through F are utilized in determining the student's grade point average. Note: Courses transferring from other institutions are not computed in the GPA. (Some programs include transfer credits in major GPA calculations.)

**NC – No Credit:** The notation of NC is assigned for unsatisfactory achievement of established outcomes (equivalent to below a "C") in a course where the satisfactory grade is "P". This grade is not calculated in the GPA but counts toward credits attempted.

**P – Pass:** The grade of 'P' is issued for work that is judged average (C) or above. Suitable for transfer, it is not computed in GPA, but counts toward credit completion.

**I – Incomplete:** The grade of incomplete 'I' is assigned at the discretion of the instructor only in exceptional circumstances and is a temporary grade. An 'I' grade is recorded as an 'F' grade by the Registrar at the end of the eighth week of the next term (not including summer session) if requirements have not been satisfactorily met.

**FN – F Never-Attended:** The grade of FN is assigned by the instructor if the student has not attended any sessions of class. The grade is recorded the second week of the semester and students earning the FN will not have financial aid applied to their accounts.

**AU – Audit:** The notation of 'AU' is given for a credit course in which the student elects to take the course without credit. Audit courses do not apply toward GPA, credit completion and/or graduation requirements. Audit enrollment is dependent on available seats and instructor's approval.

**W – Withdrawal:** Withdrawal from a course must be declared after the fifth day of the semester, but not later than the 67% point of the class. Under special circumstances, the college may withdraw a student from a course. This action will take place no later than the deadline for student initiated withdrawal and the student will be notified of the action. A 'W' is recorded for the grade on the student's permanent record and is not computed in the GPA but factors into credit completion.

**Z – In-Progress:** The notation of 'Z' denotes a course in progress. The instructor submits the appropriate letter grades for each 'Z' upon completion of the course.

**R – Repeat:** The notation of 'R' is added to a standard letter grade for a credit course retaken. The course grades remain on the transcript with the grade calculations suspended for the previous grade(s), thus it is not be computed in the GPA. Any course may be repeated and no limit is placed on the number of times a course may be repeated. A student may not be permitted to receive financial aid for more than one repetition of a previously passed course. This policy is being revised as this handbook is going to print. For the most current policy, see policy 310.

**CR – Credit by Examination or Experiential Credit:** The grade 'CR' is given for a credit course in which a student satisfies the course requirements through testing based on standard class assessments. Not all courses are eligible for Credit by Examination, such as, Developmental courses. Availability of this option is determined by the instructor. The grade of 'CR' is not computed in the GPA.

**EX – Experiential and Non-Academic Learning Credit:** The grade of 'EX' is given for credit

courses in which a student satisfies the course requirements through documentation of prior learning. Not all courses are eligible for Experiential Learning Credit, such as, Developmental courses. Availability of this option is determined by the instructor. The grade of 'EX' is not computed in the GPA or credit completion ratio.

## **TRANSFER OF CREDIT**

Students transferring credits from another MnSCU institution will have their credits transferred in on the E-transcript and do not need to provide an official copy of their transcript. Students requesting transfer of credit from a non-MnSCU college or university must submit an official copy of that college's (host college) transcript for evaluation by PTC's registrar. The registrar will evaluate the courses with information from the host college's course descriptions and/or catalog. Transfer credits are not used in calculating PTC's Grade Point Average but are considered in the completion percentage when applied to program majors. Only courses with grades of C or above within specific program majors may be considered. PTC will accept Minnesota Transfer Curriculum (MnTC) courses with grades of "D" or above for transfer for completion of the entire MnTC. Registrar will give final approval for acceptance of credits and accepted credits will appear on the student's official transcript and their degree audit report (DARS).

Students have the right to appeal a transfer decision.

For information on that process, contact the Student Affairs Office.

## **GRADUATION REQUIREMENTS**

To receive a degree, diploma, or certificate, all required courses in the program major must be completed, including the prescribed general education courses, at a cumulative GPA of 2.00.

Students intending to graduate from a program are required to complete an *Application for Graduation*.

## **COMMENCEMENT**

Attendance at spring graduation ceremonies is optional but students must indicate their intention to participate in graduation on their *Application for Graduation*. Caps and gowns are required and will be available for purchase through the College Store.

Students may participate in spring graduation ceremonies if they complete a program of study any time during the fiscal year. Students having no more than six credits remaining in their major program may participate in graduation ceremonies if they show evidence of planned completion within the next term.

# **DEGREES AND TRANSFERABILITY**

## **DEFINITIONS: DEGREES, DIPLOMAS, CERTIFICATES**

**Associate in Science:** The Associate in Science (AS) degree may be awarded for successful completion of a program in a designated field or area, which transfers to a baccalaureate major in a related scientific or technical field. An AS degree may also prepare students for employment. The program shall include a minimum of 30 semester credits in general education credits. General education courses must be selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum. An AS degree may include the entire Minnesota Transfer Curriculum and the degree will be 60 semester credits.

**Associate of Applied Science:** The AAS degree may be awarded for successful completion of a program primarily intended to prepare students for employment. An AAS degree may be designed to transfer to a related baccalaureate major. An AAS program shall include a minimum of 25 % of the total semester credits in general education credits. General education courses shall be selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 semester credits shall be program-related occupational or technical credits. An AAS degree is 60 semester credits unless state or national certifications require additional instructional credits.

**Diploma:** The diploma is intended to provide a student with an intensive and thorough program of

study in a given discipline. Diploma programs may include a combination of technical and general education courses. Diplomas range between thirty-one and forty-eight (31-48) semester credits.

**Certificate:** The certificate is intended to prepare a student for immediate employment in a minimum amount of time in a specialized area of study. As such, the courses will principally be in technology. Certificates range between twelve and thirty (12 – 30) semester credits.

**Award:** Transcripts or an equivalent (award) shall be provided to students for completion of a credit course. The transcript is the official record of the student's effort in a credit-bearing course.

## **GENERAL EDUCATION REQUIREMENTS**

In order to receive an A.A.S. or A.S. degree from Pine Technical College, all students must complete a prescribed number of credits in general education courses. PTC's general education courses are designed to include content goals to meet the Minnesota Transfer Curriculum broad-based goals. Use of computers, libraries, and other appropriate technology and information resources are integrated throughout the general education and occupational education curriculum.

The College's general education courses are college level and appropriate to lower-division general

education. The college's general education requirements are chosen to assist students with developing skills, insight, and understanding of the worth of life-long learning in today's global, inclusive, and ever-changing world. Additionally, the college has a commitment to providing developmental courses to promote and allow students access to its general education offerings.

Associate degree programs will follow the MnSCU guidelines requiring a minimum of 25 % of the course work in college-level general education. All associate degree programs must select from those commonly offered by Pine Technical College in the areas consistent with the Minnesota Transfer Curriculum. The mix of general education offerings must represent a minimum of three MTC areas for an AAS degree and a minimum of six MTC areas for an AS degree.

Diploma and certificate programs may contain a combination of college-level general education courses and applied-skills courses, as defined by the Higher Learning Commission, other nationally recognized standards and the program advisory committee. General education courses must be consistent with the Minnesota Transfer Curriculum areas currently addressed by Pine Technical College.

## **PREREQUISITES**

Some courses are designed to be taken in sequence. Prerequisites are listed in the college catalog and must be met before the course is taken, unless written permission is obtained from the instructor or advisor. Students earning a "D" or an "F" in the first course in a sequence of some programs may not be permitted to take additional courses in the sequence until they have made up the failure.

## **DEVELOPMENTAL COURSES**

Developmental courses are designed to prepare a student for college-level course work. These courses, usually numbered below the 1000 level, may not be used toward fulfilling graduation requirements. Students earning a "D" in a developmental course will need to repeat the course before being eligible to move into the next level of coursework.

## **ELECTIVES**

Each degree or diploma program contains a number of elective credits – in the general education and/or technical area. These may be prescribed or open electives. Courses used as electives may be selected from technical or general education courses offered at PTC; transfer credits from other accredited institutions may also be considered in the completion of elective requirements.

# STUDENT LIFE PROGRAMS

## STUDENT SENATE

Pine Technical College's Student Senate serves as the voice of the students. Membership is elected from each major program area. Officers of the organization are elected by the vote of the student body. The Student Senate assists other student organizations, establishes the regulations for student-sponsored activities, promotes good conduct and allocates funds for many projects.

Student Senate elections occur during the Fall and Spring semesters. If you are interested in running for a position on the Student Senate, please watch for information posted on campus monitors.

## STUDENT CLUBS/ORGANIZATIONS

The following are recognized PTC Student Organizations:

**Computer Club:** The Computer Club is open to all students interested in computers and robotics. The club serves as a forum to learn and discover concepts in these fields. Events include guest speakers, competitions, service projects, social events and field trips.

**Entrepreneurs Club:** This club is for PTC student entrepreneurs who are trying to get started in their own businesses. The club serves as a forum for the exchange of new business ideas for existing business owners to share their best practices.

**Ever Green Club:** The Ever Green Club encourages environmental responsibility and provides a broad spectrum of information and resources on environmental topics, developing leadership skills through projects and partnerships with the community. The Club participates in Adopt A Highway and sponsors an environmental fair during Earth Month.

**Math Club:** All students are welcome to join Math Club. Activities include monthly puzzles with prize drawings, PI day celebration and other events on campus.

**Nursing Club:** The Nursing Club goal is to involve the PTC nursing students in community service events, thereby enhancing their educational experiences. Through personal reward, promoting interaction between student group and business, fraternal, and public organizations within the influence area of Pine Technical College.

**Phi Theta Kappa:** The Beta Kappa Rho Chapter of PTC is the two-year college honor society. Invitations are extended to students without advanced degrees who have completed at least 12 credits leading to an associate degree in which they have earned a GPA of 3.5 or above.

**PTC Shooters' Association:** Membership is open to any student interested in shooting sports and participating in collegiate competition in American Trap and Skeet, International Trap and Skeet, and Sporting Clays. The Shooters participate in several events each year and host a large, regional gun show each year as a fundraising event.

**Skills USA:** Skills USA is a partnership of students, teachers and industry working together to ensure America has a skilled work force. Skills USA helps students become world class workers. Competitions are held on a local, state, national and international level. (Formerly known as VICA).

## SERVICES TO STUDENTS

### AMERICANS WITH DISABILITIES ACT (ADA)

It is the intent of Pine Technical College to comply with all provisions of the Americans with Disabilities Act of 1990, as well as all State and Federal laws which prohibit discrimination against employees or students. Further, it is the intent of Pine Technical College's mission to provide reasonable accommodations to individual with disabilities in their education while at Pine Technical College.

## **DISABILITY SERVICES**

PTC provides support services for students with documented physical, cognitive or mental/emotional disabilities. The College is committed to removing educational, programmatic and attitudinal barriers allowing students with disabilities equal access and opportunity to participate fully in educational programs and activities. Reasonable accommodations are based on the individual needs of the students. Examples of services that can be provided include: priority registration, sign language/oral interpreting, scribe, alternative and extended time on testing, note taking, taped textbooks, alternative format, and environmental modifications/accommodations. A brochure outlining and explaining disability services is available in the Student Affairs Office. For further information or assistance regarding services, please contact our Disabilities Services Director in Student Affairs.

## **ENGLISH AS A SECOND LANGUAGE**

The college must document for each non-English speaking student the necessity of the "English as a Second Language" (ESL) program. After a non-English speaking student is admitted to Pine Technical College with TOEFL scores of 500 or above, a PTC counselor will assist the student in further determining if his/her verbal skills, writing skills, and English comprehension are consistent with the skills needed for success in his or her chosen program major. If not, the student will be referred to an ESL program. (See Policy 301) For a list of available translators in the area for non-English speaking prospects, please contact the Disabilities Services Director in Student Affairs.

## **ADVISING**

All full-time faculty at Pine Technical College are also academic advisors. Students are assigned an advisor based on their major program. In general, the advising process provides an opportunity to discuss program requirements, course content and sequence, career plans, transfer of credits, college policies and procedures, employment opportunities, and other educational issues.

Students are encouraged to meet with their advisors throughout the semester. It is important that the student keep in regular contact with their advisor to ensure they are on track for successfully meeting education or career goals by monitoring DARS reports.

### **Important Note:**

In order to register for a course for the following semester, you must meet with your advisor to ensure you are meeting program requirements.

## **VETERANS' EDUCATION**

All programs of study at Pine Technical College are approved for veterans' educational benefits. Refer to the veterans' link at [www.pinetech.edu](http://www.pinetech.edu) for additional veterans' resources and office hours for the veteran's services coordinator.

## **ACADEMIC SKILLS CENTER**

The Academic Skills Center is a student-friendly area housed in the Learning Resources and Technology Center where students can study, receive tutor assistance individually or in small groups, and receive help with testing and make-up tests. The Center also hosts workshops each semester designed to assist all students including specific study skills, time management and use of instructional technology.

## **EQUITY/DIVERSITY SERVICES**

It is the mission of Equity/Diversity Services to provide a bias-free learning environment through equal opportunity for all students. An appreciation for diversity is reflected in program curricula, college organizations and occasional special events. If you are a student of color, a woman in – or considering – a career in a nontraditional career, a homemaker returning to school, or a single parent, contact PTC's Counselor.

## COUNSELING SERVICES

Students have the opportunity to meet with a certified professional counselor in a confidential setting. Counseling services are provided to assist students in attaining their personal and educational goals. Services include:

**Personal Counseling:** Stress management, crisis intervention, mental health information, referral.

**Career Counseling:** Career Exploration, decision making, career assessment.

**Academic Counseling:** Test anxiety, learning needs and strategies, transition to college.

To make an appointment for Counseling Services contact the counselor in the Student Affairs Office.

## CAREER SERVICES

**Career Exploration** – Would you like to know more about CAREERS that match your interests and personality? Do you ever wonder what else is out there for you? Career Services provides individual counseling appointments, career assessments, and online resources that can provide helpful information to assist you in making career decisions that fit.

**To meet with a Career Counselor** for individual help making career decisions, make an appointment by stopping in or calling Student Affairs.

**Take a course---CRDV 1200 Career Exploration** is a one-credit course that can help you understand yourself in relation to the work world. You have the opportunity to take career assessments and learn more about occupations and resources (on-campus, in the community, and online) to make a career decision.

**Follow the steps for creating a Career Plan: Go to GPS LifePlan** on the PTC home page. This online resource is available at [www.pinetech.edu](http://www.pinetech.edu), (top right corner). You will find many free resources for:

- Assessing yourself
- Exploring careers
- Exploring occupations and training options
- Creating a plan and setting goals
- Marketing yourself and finding a job

**Job Search -- Are you looking for a job now?** Many employers contact PTC to advertise openings to our students and graduates. We post them on the PTC website on the Career Center page. Resources for your job search, including: resume & cover letters, interviewing, researching companies, and using online resources are available:

**Take a course---PTCG 1225 Job Seeking and Keeping** is a one credit to help you with your job search.

**Check out the online resources with GPS LifePlan** at [www.pinetech.edu](http://www.pinetech.edu), (top right corner), for information on marketing yourself and finding a job.

**Go to the PTC Job Board** located at [www.pinetech.edu/student-services/career-center](http://www.pinetech.edu/student-services/career-center).

Utilize the **Career Center**, located in the College Library (LRTC), offers a collection of print resources, college catalogues and job search information.

# Explore

## GPS LifePlan at Pine Technical College

Go to [www.pinetech.edu](http://www.pinetech.edu), click on the GPS LifePlan link located at the toolbar at the top of the page.



# GOALS + PLANS = SUCCESS

### LEARNING RESOURCE AND TECHNOLOGY CENTER

Popular and specialized periodicals, books, and reference materials are available in the Learning Resource and Technology Center (LRTC) for student study and research, faculty needs and for business and community users with specific information needs. Audio-visual resources make up a portion of the library's collection also, and now a growing DVD collection is being heavily used. Research databases and other on-line resources provide excellent additional research information for students and faculty. Students also can easily access the college's online catalog as well as all libraries' catalogs throughout the State of Minnesota, either on campus or from home. For needed items not owned by Pine Technical College, students can utilize the convenient Minitex interlibrary loan service to obtain the resources. Another link on the LRTC web page, First Search, leads students to WorldCat, the world's largest union catalog resource. The college has developed several special collections in the LRTC which support the programs of gunsmithing, machining, nursing, computer sciences, child development and career guidance. For service/assistance call 320-629-5145.

### STUDENT E-MAIL

All registered PTC students have a log-in number and PTC E-mail address. All faculty, staff and student official communications are delivered via E-mail. It is the student's responsibility to monitor his/her E-mail to keep current on announcements, events, and general correspondence.

#### Important Note:

Students need to regularly check their campus e-mail for important announcements and communications.

## **TELEPHONE AND PERSONAL MESSAGES**

Please note that only emergency phone calls or messages will be delivered to a student from the Student Affairs Office.

## **CHILD CARE**

Pine Tots Child Care is a state-licensed child care facility for children ages 16 months to five years. Professional staffs provide an enriched environment and activities that serve the children's intellectual, physical, social, emotional, and creative needs. Nutritious, well-balanced meals and snacks are provided daily. Post-Secondary Child Care Grant funds are available; inquire with the Financial Aid Office.

## **FOOD SERVICE**

Breakfast and lunch are offered delicatessen-style, weekdays in the student lounge/cafeteria.

## **HOUSING**

With the majority of students commuting to campus, the college does not manage any housing of its own. However, the Student Affairs Office maintains a list of private housing available in the area. Generally, there is adequate housing available, but it is the student's responsibility to find housing appropriate to their needs.

## **CAMPUS STORE**

Pine Technical College's Campus Store provides new and used textbooks, supplies, and other materials required or needed by students. A book list with prices and ISBN numbers is available on the bookstore website. The bookstore operates on a cash, check, credit card basis and Financial Aid book voucher basis (see section below on BOOK VOUCHERS). The bookstore sponsors a "Textbook Buyback" during finals week of fall and spring semesters. Campus Store hours can be viewed at [www.pinetech.edu](http://www.pinetech.edu).

## **BOOK VOUCHERS**

Students who are eligible to apply their Campus Store purchases to their aid award must have a financial aid book voucher. Book vouchers are issued by the financial aid office. Please allow 48 hours to process a request. To request a book voucher e-mail [financialaid@pinetech.edu](mailto:financialaid@pinetech.edu). Include your name, tech id, number of credits you are taking during the term and the program in which you are registered. Book vouchers are available for pre-determined published dates, typically the week before and the first week of classes.

## **PURCHASING TEXTBOOKS**

Please bring a copy of your class schedule. A book list and prices are available in the Campus Store. The books are arranged by department. Please know your course and section number and check the shelf tag for verification. The bookstore staff will help you in locating your supplies and textbooks whenever possible.

Save your receipt! Refunds will be issued with a cash register receipt only. Books or software that is wrapped in plastic are not returnable once the plastic has been opened.

Students who would like to charge supplies and textbooks toward their Pell, MN State grant, SEOG grants, scholarships, and/or loans must have a completed financial aid file and a financial aid voucher. No other charges other than personal credit cards are allowed. Post-Secondary students must have their PSEO enrollment forms completed prior to picking up their books. All returns and exchanges are to be completed at the bookstore within the first three weeks of the semester. Textbooks are the property of PTC and must be returned to the bookstore at the end of each semester.

Students funded by special grants, agencies, employers, etc., must have a copy of their authorization on file with the business office. Verify this with the Business Office staff before picking up your supplies and textbooks.

# EMERGENCY, HEALTH AND SECURITY

## CAMPUS SECURITY AND CRIME AWARENESS

All criminal actions occurring on the PTC campus must be reported immediately to Nancy Mach, Dean of Student Affairs, or Steve Lange, Plant Maintenance Engineer. In their absence the person may contact the Pine County Sheriff's Office directly by dialing 911. Campus pay phones can be direct dialed to 911 without coins. College phones require 9-911 to secure emergency assistance.

College personnel have no enforcement authority and are not expected to detain a person suspected of criminal activity. However, any intervention attempts will be viewed as voluntary and discretionary as a Good Samaritan response for the security of others.

The following are some general safety tips to keep in mind:

- Be sure to always lock your vehicle and remove any valuables from sight
- Be aware of your surroundings, especially at night. Report any suspicious activities or persons
- Move about with a friend or groups, especially to and from your vehicle at night.
- For students attending evening classes, park in well-lit areas as close to the main entrance doors as possible.

Statistics relating to PTC reporting under the *Student Right to Know and Campus Security Act* are available via the Web at <http://ope.ed.gov/security>, and in the public information section of the PTC website.

## WEATHER/EMERGENCY CLOSINGS

The following procedure applies when it becomes necessary to close the college or cancel academic or non-academic activities or to delay the opening of the college due to inclement weather or other emergency conditions. The authority to close the college or delay opening and cancel classes when weather or other emergency exists resides with the President or the President's designee. *Note: The closure of state agencies or the closure of Pine City Schools or other area schools does not apply to Pine Technical College.*

### Definitions

**Closing of the College:** Closing the college means all operations are closed other than those operations deemed essential to the protection of life and property. Closing the college results in the cancellation of classes, student, faculty, and staff activities, and meetings. All general offices are closed.

**Delayed Opening:** Delayed opening refers to closing all operations for a designated period of time other than those operations deemed essential to the protection of life and property. Delayed opening of the college results in the cancellation of classes, student, faculty, and staff activities, and meetings during the delay. All general offices are closed during the delay.

**Cancellation of Classes and/or Activities:** Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes, instead of officially closing the entire college. Cancellation of non-academic activities refers to cancellation of events such meetings, workshops and special events. When non-academic activities are cancelled, the activities shall be rescheduled when appropriate and possible. Special attention will be given to night classes, many of whose students must travel considerable distances. Weather considerations shall be given considerable weight.

### Notification

**STAR ALERT NOTIFICATION SYSTEM:** Star Alert emergency messages are sent through text mail and e-mail during emergency situations. Students, staff and faculty register for the service and then receive text or e-mail messages on their cell phones. Notifications are brief and clearly identified as Star Alerts. They include information on the situation at hand, action to take and where to find additional information. Students register from the [pinetech.edu](http://pinetech.edu) website on the link *Student Star Alert Registration*.

The following are also methods of notification of campus closings appropriate to employees, stu-

dents, and the public.

-WCMP (1350 AM/100.9 FM Pine City)

-KBK (955 FM , Mora)

-WCCO (830 AM, Twin Cities)

-KLDJ KOOL (101.7 FM, Duluth)

-KKCB-B105 (105.1 FM, Duluth)

-KARE 11 (Twin Cities)

Determination of closing or delayed opening shall be made by 6:30 a.m., an announcement of the closing/delayed opening will be available at the college via voice mail, when possible.

*In case of a weather emergency, students who are deaf or hard of hearing will receive notification by faculty, the supervisor or designated back-up staff. If a weather emergency is called after school hours, students who are deaf or hard of hearing can obtain official notification by watching weather broadcasts on WCCO or KARE 11 Television. Broadcasts are close captioned.*

## **FIRE/BUILDING EVACUATION**

In the case of fire or similar emergency, information and routes delineating evacuation of the building are posted in each classroom and laboratory. When the fire alarm sounds, move outside through the nearest exit and remain until instructed to return

## **TORNADO/SEVERE WEATHER**

In cases of pending severe weather, staff is constantly monitoring weather resources. If a siren sounds or similar warning occurs, move immediately from classrooms/labs into the hallways. Remain until instructed otherwise.

## **SAFETY**

General shop/classroom safety is a must at PTC. Students and staff must strictly adhere to safety rules and regulations. Instructors are responsible to thoroughly advise students regarding all safety precautions to be followed in shop, as well as classroom areas.

## **ACCIDENTS/INSURANCE**

Students should report all accidents to an instructor or staff, even if it appears to be minor. Immediate first aid is available and additional help is available from area clinics.

Students are responsible for their own accident or health insurance. Pine Technical College does not provide students with coverage. Several vendors offer low-cost insurance to students; brochures and more information are available in the Student Affairs Office.

# **POLICIES AND RESPONSIBILITIES**

Note: Campus policies and procedures may have been updated since the handbook was printed. For the most current information refer to [www.pinetech.edu](http://www.pinetech.edu)

## **APPEALS FOR TUITION/FEES REFUND**

Student requesting refunds or other financial adjustments after a course has begun must file a general petition to the Dean of Student Affairs. Any tuition/fees refund will be determined by the Dean based only on the following criteria:

1. A student's course schedule is reduced by cancellation of a class or classes.
2. College error.
3. Student injury or illness requiring extensive hospital and/or convalescent care. (A doctor's statement may be required.)
4. Extenuating circumstances involving a family/personal emergency which must be documented.

General Petition forms are available in the Student Affairs Office or on PTC's Web site. Note: Financial Aid is based on the number of registered credits. Students need to contact the Financial Aid Office before making a tuition appeal to determine if their aid package will be impacted.

## **SATISFACTORY PROGRESS/PROBATION/SUSPENSION**

Pine Technical College requires that students make satisfactory progress toward a degree, diplo-

ma, or certificate to remain in good standing. Additionally, federal law requires that a recipient of state or federal financial aid make satisfactory academic progress toward a degree, diploma or certificate to remain eligible for aid. In compliance with federal and state laws and to implement policy, Pine Technical College has established the following criteria.

#### **1) Qualitative Measure of Progress**

A cumulative Grade Point Average (GPA) of 2.0 or higher is required to maintain satisfactory academic progress for students.

#### **2) Quantitative Measure of Progress**

- A. Completion at least 67% of the cumulative credits attempted.
- B. Maximum credits allowed for completion of an award: For Financial Aid purposes, the maximum number of credits a student may earn per academic award is 150% of the published credit length of the program major. At the point a student registers for credits beyond the 150% limit, he/she will be considered not making satisfactory progress.

#### **3) Evaluation Period for Satisfactory Academic Progress**

- A. Academic progress will be evaluated at the end of each term. Incomplete grades (I), and Repeat course grades (R) are not included in Pine Technical College's GPA calculation for purposes of determining satisfactory progress. However, grades of F, FN, W, I, NC, are factored into the cumulative completion ratio.
- B. Students with a cumulative GPA of less than 2.0 or a cumulative credit completion rate of less than 67% will be placed on warning status the following term of enrollment.
- C. Students exceeding the 150% limit will be considered not making satisfactory progress for financial aid purposes.

#### **4) Failure to Meet Standards**

##### **A. Warning and Suspension**

##### *1. Warning*

- a. All students with registered credits during a term will be evaluated at the end of the term.
- b. Students who have not been evaluated in the prior semester will be identified and evaluated for probation by the tenth (10th) day of the semester.
- c. Any student who fails to meet the minimum satisfactory progress for one term will be placed in warning status immediately for the next term.
- d. During the warning term, a student must earn a term GPA of at least 2.3 and term credit completion ratio of 100%, or raise their cumulative GPA and completion ratio to satisfactory academic progress. (This section of the policy is being revised as the handbook is going to print. Check PTC policy 310 for the most current requirements of the probationary term.)

##### *2. Suspension*

- a. A student in warning status who fails to meet the minimum academic requirements, will be subject to suspension, one term in duration (excluding summer sessions), commencing immediately.
- b. Subsequent suspensions will be for a minimum of one year in duration. Students must appeal at the point of return.
- c. Once it is determined that it is not possible for a student to raise the GPA or course completion percentage to meet these standards before the student would reach the end of their program for which they are receiving financial aid, the student will immediately become ineligible for financial aid.

- d. The notation of suspension will appear on the student's transcript. It remains on the student's transcript until a certificate, diploma, or degree is posted, at which time it will be removed.

## **B. Extraordinary Circumstances**

The college may also immediately suspend a student from financial aid eligibility in the event of extraordinary circumstances, such as:

- a. A student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent term;
- b. A student who registered for but does not earn any credits for two consecutive terms;
- c. A student who demonstrates an attendance pattern that abuses the receipt of financial aid, etc.

## **5) Notification**

The Dean of Students shall notify all students who are placed in warning status or suspension the academic and completion conditions to be met in warning status and the process by which a student may appeal for reinstatement if the student is on suspension.

## **6) Suspension Appeal**

A student who is suspended from Pine Technical College, or suspended from another MnSCU institution, may appeal for immediate reinstatement based on unusual or extenuating circumstances, including but not limited to death of a relative, illness, hospitalization, or injury.

- A. The student must meet with a counselor to complete the Suspension Appeal Form. When possible, they must provide documentation of their circumstances. The appeal must include rationale for their return, including:
  1. An explanation of the circumstances that affected academic progress.
  2. An explanation of what has changed to allow the person to be successful, if allowed to return.
  3. A statement of the student's academic and personal goals.
  4. A Success Plan including concrete steps they plan to take to be successful upon return and accomplish their goals.
- B. Appeals are then submitted in writing to the Dean of Student Affairs and reviewed by the Appeals Committee.
- C. The Committee will make a decision on the merits of the appeal and arrive at a decision within five business days of the date of the Appeal.
- D. The Appeals Committee will make a decision on the merits of the request with one of the following options: 1) uphold the suspension, 2) allow the student to return at their own expense, 3) allow the student to return with financial aid reinstated, if otherwise qualified.
- E. The Appeals Committee consists of the Dean of Student Affairs, Financial Aid Director, Registrar, and Counselor.
- F. If the Appeal is granted, the student returns on academic probation.

At the time the Handbook went to print this policy was being revised.  
The most current copy of Policy 310 may be found at [www.pinetech.edu](http://www.pinetech.edu).

## **7) Reinstatement**

Students whose financial aid eligibility has been suspended may regain their eligibility only through the appeal process or at the point when they are again meeting the qualitative and quantitative standards. Neither paying for his or her own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

## **8) Additional Elements**

### **A. Treatment of grades**

Courses for which a student receives a letter grade of A,B,C,D,and P are included in the calculations of cumulative credit completion percentage as courses successfully completed.

Courses for which a student receives a letter grade of I, NC, W, FN and F shall be treated as credits attempted but not successfully completed. Blank (Z) grades shall be treated as credits attempted but not successfully completed. Audited Courses (AU) are not assigned credits and are not counted.

**B. Academic Forgiveness**

Credits for which students have been granted academic forgiveness shall be recorded and retained in the Student Data System and will be included in both the qualitative and quantitative measurement of financial aid satisfactory academic progress. See Policy 304.

**C. Audited Courses**

Audited courses shall not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurement.

**D. Consortium Credits**

Credits for which financial aid is received under a consortium agreement will be recorded in the Student Data System to be included in both the qualitative and quantitative measurement of financial aid satisfactory academic progress.

**E. Developmental Courses**

Developmental credits shall be included in the qualitative and completion percentage measurement of satisfactory academic progress. Up to 30 developmental credits shall be excluded from maximum time-frame calculations.

**F. Repeated Courses**

Previously passed courses will be limited to one repeat with financial aid eligibility, however a student may have additional repeats if the course is self-paid. After processing, the previous/original grade course grade(s) will not be included in the GPA but remains on the transcript and counts in the credit completion ration. The last grade of the repeated course is computed in the GPA. Refer to Policy 209R for additional information.

**G. Transfer Credits**

Transfer credits accepted and applied to the student's program requirements shall be counted as credits attempted for calculation of cumulative completion percentage. However, grades associated with these credits shall not be used in calculating cumulative GPA for satisfactory academic progress.

Transfer credits accepted and applied toward a student's general education, program or degree requirements shall apply toward the maximum time-frame calculation.

**H. Withdrawals**

Credits for which a grade of W is received are considered attempted credits but not completed for the purpose of monitoring satisfactory academic progress. A grade of W does not impact GPA but does negatively impact the cumulative completion percentage.

**STUDENT RECORDS/DATA PRIVACY**

Pine Technical College complies with all state and federal data privacy laws. Essentially, this means that a student has the right to see all of their records and to determine, for the most part, who also may see or use this data. A student also has the right to refuse to provide any or all of the data requested. However, there may be consequences for not supplying some of the data. Information on data privacy is covered at Orientation.

Directory information is data that may be released to anyone without the student's consent. Pine Technical College's Directory Information includes name, hometown, program major, participation in school activities, dates of enrollment, certificates/diplomas/degrees earned, and awards received.

No other information will be released to anyone, with the exception of certain agencies and school officials as defined by state and federal law, without written permission from the student. If a student does not want this information released, he/she must request confidentiality in writing. This must be done within two weeks after a term begins; a form is available in the Student Affairs Office for this purpose.

Student records are maintained by the Registrar in the Student Affairs Office. Requests to review student records must be made in writing to the Registrar. Students have the right to challenge the contents of their records and request that corrections or explanations be placed within those records. Contact the Dean of Student Affairs for information.

Requests to review student records must be  
made in writing to the Registrar.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Pine Technical College students have certain rights as both a citizen and student. In the same manner, students, as members of the greater college community, have certain obligations and responsibilities. As an introduction to this policy, outlined below are Students Rights and Responsibilities taken from Minnesota State Colleges and Universities Board Policy: 3.1.

**Freedom to Learn:** In addition to the basic constitutional rights enjoyed by all citizens, Pine Technical College students have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

**Freedom of Expression:** Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

**Freedom of Association:** Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

**Student-Sponsored Forums:** Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college shall establish reasonable time, place, and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The President may prohibit any forum if, in his or her judgment, it would result in physical harm or threat of physical harm to persons or property. Prior to any such prohibition, the President shall make his or her best effort to consult with the student senate.

**Student Publications:** Student-funded publications shall be free of censorship and advance approval of copy and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the college, system, or student body.

**Catalog and Course Information:** To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching courses.

**Academic Information:** Students shall have access to accurate information about general requirements for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

**Academic Evaluation:** Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

**Property Rights:** Term papers, essays, projects, and similar property shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

**Off-Campus Conduct:** Students who violate a local ordinance or state law risk the penalties prescribed by civil authorities. Pine Technical College may not concern itself with every violation. However, the college reserves the right to take disciplinary action against students for off-campus behavior following the procedures of the Student Code of Conduct. This includes, but is not limited to, arrest and conviction of a Pine Technical College student or staff member or when the activity adversely affects the interests of the college.

## **STUDENT CONDUCT CODE**

Pine Technical College is committed to the creation and maintenance of an academic community which fosters the intellectual, personal, social, and ethical development of its students. Our goal is to help students develop the employment competencies needed in their selected program major. Reaching this goal requires cooperation on the part of all students.

The College has the right to take necessary and appropriate action to support and protect the safety and well-being of the college community – its students, faculty, staff, guests, facilities, and programs. Members of the college community and their guests are expected to abide by local, state, and federal laws and Minnesota State Colleges and Universities board policy. Should the violation of civil or criminal law by a community member involve college interests, the College has the right to proceed with disciplinary action without regard to civil or criminal proceedings.

These regulations apply on all campus property and at all college-sponsored activities, or at activities sponsored by college clubs or organizations on or off-campus. Pine Technical College may also hold students accountable for a violation of the Student Code of Conduct committed off campus when:

- Hazing is involved;
- The violation is committed while participating in a college sanctioned or – sponsored activity;
- The victim of the violation is a member of the college community;
- The violation constitutes a felony under state or federal law;
- The violation adversely affects the educational, research, service or image of the college.

The College expects that each student will obey the laws enacted by federal, state, and local governments. In addition there are certain rules and regulations governing student conduct which have been established by the Minnesota State Colleges and Universities Board. Pine Technical College is an educational institution and not a court of law. Therefore, the concept of fair play will take precedence in all settings and the philosophy of discipline will be one of an educational approach. It is hoped that most disciplinary concerns may be settled early in the process in an informal setting.

Allegations of discrimination and/or harassment shall be adjudicated under separate procedures in accordance with Pine Technical College Policy 108: Discrimination and Harassment.

### **Definitions**

The following are defined as disciplinary offenses actionable by the College:

1. **Academic dishonesty:** Submission of false academic records, cheating, plagiarism, altering, forging, or misusing a college academic record; falsely claiming to represent the college or a student organization or club; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards; aiding and abetting another person in cheating or plagiarism. Course syllabus includes instructor's consequences for academic dishonesty.
2. **Theft and damage of property:** Attempted theft, unauthorized borrowing or use of public or private property on college premises; destroying, damaging, or littering on college property.
3. **Disruptive conduct/behavior:** Actions which unreasonably interfere, obstruct, or prevent the regular and essential operations of the college or infringe upon the rights of others to participate in its programs and services. This may include, but is not limited to being openly disruptive; verbal outbursts; talking loudly to classmates independently of class discussion; talking in an openly abusive manner or disrespectful manner to the instructor and/or classmates; using any device that causes disturbances during classroom instruction; participating in or promoting disruptive activity that interferes with teaching, college events, and activities.
4. **Disorderly conduct on campus:** Threat to, physical abuse of, or harassment which threatens to or endanger the health, safety, or welfare of a member of the college community; physically assaulting another and fighting; acting in a manner that is disorderly, lewd, indecent, or a breach of peace; continuing and willfully using profanity or vulgarity, or openly and persistent challenging or circumventing college authority.
5. **Weapons on campus:** Use or possession of weapons on the college premises, in violation of, or not covered in PTC policy 116: Possession and Carry of Firearms. "Weapon" is broadly defined to mean any object, device, or instrument designed as a weapon or capable of threatening or producing bodily harm, including but not limited to all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy clubs, and fireworks. Gunsmithing students must abide by the policies of their program. Because the college has a Gunsmithing program, these standards do not apply in the following instances:
  - a) transporting firearms for repair or instruction purposes delivered to the outside (west) door of the Gunsmithing department;
  - b) possession or transportation of firearms within the PTC building under supervision of an instructor;
  - c) possession of a firearm during the annual PTC Gun Show in February.
6. **Controlled substances on campus:** Use, possession, or distribution of a controlled substance, drugs and/or drug paraphernalia on college premises.
7. **Alcohol on campus:** Use, possession, or distribution of alcohol on college premises, except as expressly permitted by college policy.
8. **Criminal sexual behavior:** Including but not limited to, the implied use or threatened use of force to engage in any sexual activity against a person's will and/or engaging in such behavior with a person who is unconscious or substantially mentally impaired (including intoxicated).
9. **College facilities and services:** Unauthorized use of the college facilities, telephone system, mail system or computer system, or use of any of the above for any illegal act or any act prohibited by the Code of Conduct.
10. **College rules and policies:** Violation of published college policies, rules, or regulations, including but not limited to, smoking or sexual harassment regulations.
11. **Retaliation:** Harassing, threatening, or intimidating a complainant or other person alleging misconduct.
12. **Terms of sanctions:** Knowingly violating the terms of the sanctions imposed for prior code offense.
13. **Hazing:** Endangering the mental or physical health or safety of a person; subjecting a person to public humiliation or ridicule, or removing public or private property for the purpose of initia-

tion, admission into, affiliation with or as a condition of continued membership in a student group or organization.

14. **Encouraging conduct violations:** Attempts to commit acts prohibited by this code, or encouraging others to commit acts prohibited by this code, will be punished to the same extent as if one had committed the prohibited act.

## Sanctions

These sanctions are examples of possible penalties for Conduct Code violations:

1. **Warning:** Oral or written warning, admonition, or reprimand.
2. **Confiscation:** Confiscation of property or goods used or possessed in violation of college rules.
3. **Compliance:** Carrying out an action or behavior as a condition of admission or continuing enrollment.
4. **Restitution:** Payment required to the college for damages incurred. Student violators will be held financially responsible for direct and/or indirect costs and charges associated with Code of Conduct violations.
5. **Suspension:** Separation from the College for a specified period of time. During this time, the student may not register for or attend classes or other college functions or be on college property. The College reserves the right to restrict transfer of credits earned elsewhere during the suspension period. Conditions for re-admission may be specified, including faculty approval of re-admittance to their courses.
6. **Expulsion:** Permanent denial of the privilege of enrollment at Pine Technical College.
7. **Denial/loss of related privilege:** Denial of specified privileges for a designated period of time, or exclusion from participation in extracurricular activities, including the holding of any student office.
8. **Community service:** Set number of uncompensated hours of service to the College, community non-profit, or similar agency.
9. **Discretionary sanctions:** Work assignments, service to the college, counseling or referral to community agencies, rehabilitative programs, or other related discretionary assignments. Failure to participate may result in the imposition of additional sanctions.
10. **Immediate removal:** Faculty members have the right to remove disruptive student(s) from the classroom and also govern when, or if, said student(s) may return. If the student refuses or there is a threat to the safety of the faculty and class, faculty may immediately call local law enforcement and/or immediately cancel class.

## Procedures/Process

### Filing a complaint

Any member of the college community (students, faculty, staff) may file a complaint alleging a student or organization has violated the student conduct code. The steps to file a complaint are as follows:

1. The complaint will be filed in writing with the Dean of Student Affairs Office (forms are available for this purpose and assistance can be provided in outlining the complaint if needed).
2. The complaint will be signed by the person entering the complaint. Anonymous citations will not be accepted.
3. Any student cited for violation of the Code of Conduct will be assumed innocent until it is determined otherwise.

### Informal Action

Following the filing of an accusation against a student, the Dean of Student Affairs or designee will conduct an investigation of the charges. If the accusation seems unwarranted, the Dean may dismiss the complaint and discontinue the process. If there is sufficient evidence to support the accu-

sation, the Dean shall offer the accused student an opportunity to resolve the violation at an informal meeting. Prior to this meeting, the student shall be given oral or written notice of the specific charges against him/her and of the evidence available to support the charge. If a mutually acceptable resolution cannot be reached during the informal meeting, including any applicable sanctions, the case shall be referred to a Judicial Committee for a formal hearing and adjudication process.

### **Summary Suspension**

The College reserves the right to suspend and remove from campus without hearing any student that poses an immediate threat to the health or safety of persons on campus. Before implementing the summary suspension, the accused student shall be given oral or written notice of the intention to impose the summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. Notice of the intention to impose the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, a properly constituted hearing on the matter will take place within nine (9) working days of the suspension. During the summary suspension, the student may not enter the campus without obtaining prior permission from the Dean.

### **Judicial Committee Procedure**

Judicial Committee: The Judicial Committee is a standing committee consisting of faculty members, students, and a college administrator. Candidates are recommended each year and approved by both the College Leadership Team and Student Senate. The Dean of Student Affairs is a non-voting member. The Committee elects, by consensus, one member to chair each hearing. Additional persons may be asked to attend hearings to provide expert testimony or other information of benefit to the process.

The Dean of Student Affairs will prepare and send a written notice to the accused no less than five (5) working days prior to the date set for the hearing. The notice will be hand delivered directly to the accused or be sent by certified mail to the last known address listed with the Records Office and will include:

1. Statement of the date, time, location, and nature of hearing.
2. Written statement specifying the Student Code of Conduct violation.
3. Notice of student's right to have an advocate at the hearing.

### **The Judicial Committee shall proceed as follows...**

1. The Dean or Chair of the Judicial Committee will schedule the meeting and notify members of the committee and the students involved of the time and place of the meeting. Every attempt will be made to convene the Committee no later than ten (10) working days following the receipt of a request for hearing by the Dean of Student Affairs.
2. Three members of the Committee shall constitute a quorum for decision making.
3. A simple majority of the Committee members present shall constitute the decision.
4. Members of the Judicial Committee who have a personal interest or involvement in a particular case may not participate in that hearing.
5. The hearing will be audio tape recorded. Copies of the tapes may be obtained by the accused student by making a request in writing to the Dean of Student Affairs. Students may be billed for the cost of the audio tape.
6. The Dean of Student Affairs will present an opening statement. The accused may also present an opening statement.
7. The complainant will attend the hearing and will present the statement of complaint and the supporting evidence.
8. In connection with presenting the case, the complainant and the accused may present witnesses.
9. An advocate may attend the hearing with the complainant and/or the accused, the advocate may advise the student but may not participate in the hearing. When there is a likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it

may be advisable that the student have an attorney as the advisor. In such cases, the College may also request the presence of a representative of the Minnesota Attorney General's Office.

10. Members of the committee may ask questions of any persons present, including witnesses.
11. At the conclusion of the hearing, the Committee shall meet privately and render its decision on the matter before it. The decision shall be rendered in writing within two (2) working days of the hearing. The decision shall set forth the findings of fact and the recommendations of the Committee regarding sanctions, if any. The Dean of Student Affairs shall be given the written findings of the fact and recommendations, and it shall be the duty of the Dean to notify the student or students involved within three (3) working days after receipt of the decision.
12. The decision of the committee will include the recommended sanction.
13. Hearings and records of hearings are private. They are protected by the Family Educational Rights and Privacy Act, but may be subpoenaed or released under court order due to subsequent litigation.
14. A written report of the proceedings will be placed in the student's permanent file.

### **Lack of Cooperation**

If the student does not respond when requested to participate in the disciplinary process, the following steps will be taken:

1. The Dean of Student Affairs shall make every reasonable effort to locate the student through ordinary channels.
2. If the student does not respond, the Dean will initiate the normal disciplinary procedures in the student's absence.

### **Appeals**

The student has the option to appeal any disciplinary action of the Judicial Committee to the President of Pine Technical College. The appeal must be made in writing and given or mailed to the President within five (5) business days after notice of the written decision of the Judicial Committee. The findings and recommendations of the Judicial Committee will be sent by the Chairperson to the President of the college for consideration. No further evidence will be considered at this stage. The President will announce the decision to all involved parties within five (5) days of the receipt of the Committee report. In cases involving sanctions of suspension for 10 days or longer, students have the right to a contested case hearing under Minnesota law (Chapter 14, MSA).

### **Savings Clause**

Should any article, section, or portion of this student policy be held unlawful and/or unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specified article, section, or portion thereof directly specified in the decision. All other articles, sections, or portions of this student policy shall remain in full force and effect.

### **Responsibilities**

Responsibility for campus judicial matters is vested in the President of PTC who may delegate to the Dean of Student Affairs the task of adjudication of student conduct issues as set forth in this policy. All PTC students and staff are also asked to assume positions of responsibility in the resolution of disciplinary cases.

### **Responsibility of Student Clubs, Groups and Organizations**

Student clubs, groups, and organizations may be charged with violations of the Code of Conduct. Charges may be made, collectively or individually, against the club, group, or organization, its leadership, and/or the individual member(s) responsible for the violation. A club, group, or organization may be held responsible for an individual's actions if that person received either direct or implied consent, encouragement, or support to violate the code.

Code violations by student clubs, groups, or organizations will be reviewed by the Dean of Student Affairs or designee to determine the appropriate manner in which the violation should be addressed. Officers, leaders, or other identifiable representatives for a student club, group, or organ-

ization may be directed to take appropriate action designed to prevent or end violations of this code by the club, group, or organization or by any persons associated with the club, group, or organization who can reasonably be said to be acting in the club's, group's, or organization's behalf. Violation of the Code of Conduct by student clubs, groups, or organizations may additionally result in review by the Student Senate and loss of privileges, status, and official recognition.

## **COMPUTER USE POLICY**

Pine Technical College's Information Systems department provides computer services to College faculty, staff, and students. The IS department offers technical assistance to faculty and staff and maintains all computers in the college. Students may use lab facilities to work on assignments and to conduct research.

The IS department also provides a variety of application software and World Wide Web and multi-media production tools. Faculty, staff, and students may check out digital cameras, computer projectors, notebook computers, and other AV equipment for projects directly related to their academic work. The IS department, in cooperation with Disability Services, also provides assistive technologies for College students with disabilities.

As defined in policy, College information technology resources are the property of Pine Technical College, and are provided for the direct and indirect support of the College's educational, research, service, student and campus life activities, administrative and business purposes, within the limitations of available College technology, financial and human resources. The use of Pine Technical College information technology is a privilege conditioned on compliance with Pine Technical College policy 708 and any other applicable policies and/or procedures and/or guideline. Users have no explicit or implicit expectation of privacy. Pine Technical College's computer systems are provided for authorized users only. Unauthorized or improper use of the College's information technology resources may result in administrative disciplinary action and civil and criminal penalties. By logging into Pine Technical College's system you indicate your awareness of, and consent to, these terms and conditions of use. In order to receive a college login account, all students must sign a Computer Responsibility Agreement.

## **UNATTENDED CHILDREN**

Students are not permitted to bring children to class, nor should children be left unattended in the halls, offices, LRTC library, student lounges, or outside on campus.

## **PARKING**

Ample student parking is available in the designated parking lots. All students are assessed a parking fee and must display a current permit. New parking permits are required each year and are available in the Student Affairs Office. Please observe the parking restrictions indicated by signs, yellow lines, etc. – especially areas reserved for visitors and handicapped parking spaces. There is a designated space for motorcycles and bicycles. Violators will be ticketed and fined. Vehicle security is the responsibility of the student. Please keep your vehicle locked. New parking permits are required each year and are available in the Student Affairs Office.

## **SMOKING**

All of Pine Technical College facilities are smoke free. Smoking is prohibited inside or adjacent to (including entrance areas and steps) any of Pine Technical College's buildings. However, a special designated smokers' area is located outside, north of the main parking lot.



## About GPS LifePlan at Pine Technical College:

**GPS LifePlan** is a comprehensive resource for students at Pine Technical College available on the website that helps students set goals and design plans that will lead them to the success they desire. Through a variety of campus-wide events such as the **Focus on College Seminars** and **GPS LifePlan** workshops, students are encouraged to set personal, professional, and career-related goals with the assistance of campus staff and faculty. Explore the web site to learn more about the 5 Plans (Career, Education, Finance, Leadership and Personal) and discover how they might help you. Visit the PTC website at [www.pinetech.edu](http://www.pinetech.edu), click on the **GPS LifePlan** link located on the toolbar at the top of the page.

**G**OALS + **P**LANs = **S**UCCESS