



Pine Technical &
Community College

**COLLEGE
CREDIT IN
HIGH SCHOOL**



Concurrent Enrollment Student Handbook

Pine Technical & Community College
Concurrent Enrollment Program



Pine Technical &
Community College

CONCURRENT ENROLLMENT PROGRAM

Mission

Known for innovation and contributions to strengthen communities, we make college possible for those starting out or starting over. Whether a student seeks a career program, new skills or general education transferrable to another college or university, Pine Technical & Community College is an excellent choice.

Values

Student-focused

Passionate

Innovative

Respectful

Inclusive

Transparent



Pine Technical & Community College

Welcome to the Concurrent Enrollment Program at Pine Technical & Community College!

We are very excited that you have chosen to begin or continue your college experience with us. By choosing to participate in Concurrent Enrollment courses, you are making an important decision that will have a positive impact on your future. When you enroll in Concurrent Enrollment courses, you will experience the rigor of college curriculum, get a jump start on your college education, save money, and get the college experience in your own high school, in classes taught by your own exceptional high school instructors. We hope that you enjoy all the benefits of being a Pine Technical & Community College (PTCC) concurrent student!

Although these courses are held at your high school, PTCC wants you to know that you are an official Pine Technical & Community College student. That means that you have access to all of the student activities, academic resources, and professional staff that are a part of any college experience and, as equally important, you will be held to the same academic standards as on-campus students.

Because you are starting your college transcript, which will be a part of your permanent post-secondary academic record, please review this information carefully and discuss your options with your high school counselor and parent(s)/guardian(s). We want to help you reach your educational goals and the first step in that process is making sure that attending college while in high school is the right choice for you. **Your success in college will depend upon you and the effort you put forth.** Concurrent Enrollment courses provide an excellent opportunity to get a jump start on college and to explore for future careers. Conversely, a lack of effort on your part may result in a negative start to your college experience and permanent college transcript, which may affect your future opportunities in college.

We are thrilled to welcome you to PTCC and want your experience in PTCC's Concurrent Enrollment Program to be a positive one! We are here to help answer questions and provide support along the way. Don't hesitate to contact us with any questions you may have regarding your Concurrent Enrollment course(s), whether or not Concurrent Enrollment is the right choice for you, or questions in general about college.

Strive to do you very best!

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Contents

- What is Concurrent Enrollment? 5
- NACEP Accreditation..... 5
- Select for Success – The Right Students for the Right Reasons 5
- Student Eligibility 6
- Student Appeals and Waivers 6
- PTCC Application 6
- STAR ID 6
- PTCC Student ID 7
- Common Concurrent Enrollment Courses, Course Pre-Requisites, and Required Placement Scores..... 7
 - Course Placement 7
 - ACCUPLACER Testing 8
 - Practice and Get Prepared for Test Day - The Official Web-Based Study App 8
- Registration, Add, Drop & Withdraw Deadlines 8
- Academic Standing/Satisfactory Academic Progress..... 9
- Grading..... 9
- Transcripts..... 9
 - Transferring PTCC/Early College credit to other schools..... 9
- Academic Support and College Resources..... 10
 - Accessibility and Accommodation Services 10
 - Academic Advising 10
 - Tutoring Center 10
 - Career Services..... 11
 - Counseling Services..... 11
 - Information Technology..... 11
 - College Library..... 11
 - Testing Services..... 11
- Tips for Success in College 11
- Code of Conduct – Student Rights and Responsibilities 12
- Family Educational Right and Privacy Act (FERPA) 12
- Accreditation & Governance..... 13
- Equal Opportunity..... 13

WHAT IS CONCURRENT ENROLLMENT?

Concurrent Enrollment Programs and partnerships provide high school students the opportunity to take college credit-bearing courses. Students registered for a Concurrent Enrollment course are able to take college level courses taught by their own high school teachers without having to leave their high school. Students receive a high school and a college grade for their Concurrent Enrollment course.

There are many benefits to taking advantage of Concurrent Enrollment options while in high school:

- Get a jump start on a degree at PTCC or transfer the credit to another college.
- Explore future careers, and in some cases, earn industry-recognized certifications and credentials.
- Receive “dual credit” to apply toward both your high school diploma and your future college degree.
- Opportunity to earn a certificate, diploma, or degree from PTCC before you graduate from high school.
- Experience the rigor of college curriculum at no cost to you or your family.
- Have a smoother transition when entering college or the workforce after high school graduation.

NACEP ACCREDITATION

The National Alliance of Concurrent Enrollment Partnerships (NACEP) works to ensure that college courses offered by high school teachers are as rigorous as courses offered on the sponsoring college campus. As the sole accrediting body for Concurrent Enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development (www.nacep.org/about-nacep).

The PTCC Concurrent Enrollment Program received NACEP accreditation in on April 19, 2022.

SELECT FOR SUCCESS – THE RIGHT STUDENTS FOR THE RIGHT REASONS

PTCC partners with school districts throughout Minnesota to prepare students to learn essential skills and earn college credit through a variety of Concurrent Enrollment options. To participate in Concurrent Enrollment courses, students must meet eligibility requirements established by Minnesota State and PTCC, and satisfy PTCC prerequisites, which may include a satisfactory placement score for reading and math, indicated by the college’s recognized placement exams.

Because these courses are rigorous college-level courses, students should be motivated and ready for the challenge of balancing college coursework with their high school courses and the demands of being a high school student.

Indicators of Success:

Academic skills or standing:

- Satisfactory attendance record
- Successfully completes related high school coursework
- Completes all assignments by due date, including assigned readings
- Demonstrates self-motivation as a learner
- Applies classroom learning to real-life cases, observations and service learning
- Meets all eligibility requirements as set forth by Minnesota State and PTCC

Personal traits/dispositions:

- Demonstrates respect for others
- Exhibits intellectual curiosity and openness to new ideas
- Works well as part of a team
- Demonstrates honesty and ethical decision-making
- Willingness to devote several hours each week outside of class to study, review, and prepare for coursework

Maturity:

- Demonstrates self-advocacy and communication of needs
- Successfully manages academic, work, extracurricular, and other commitments
- Takes responsibility for their learning and success

STUDENT ELIGIBILITY**Seniors**

- Be in the upper one-half of class or have a test score at or above the 50th percentile on any nationally standardized, norm-referenced test such, or
- Have a high school GPA of 2.5 or higher, and
- Meet course placement requirements as determined by assessment score (such as ACCUPLACER, ACT, MCA)*

Juniors

- Be in the upper one-third of class or have a test score at or above the 70th percentile on any nationally standardized, norm-referenced test, or
- Have a high school GPA of 3.0 or higher for general education courses or a GPA of 2.5 or higher for career and technical education courses, and
- Meet course placement requirements as determined by assessment score (such as ACCUPLACER, ACT, MCA)*

Sophomores and Freshmen

- Rank in the upper one-tenth of class, or
- Attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test, or
- Have a high school grade point average of 3.0 or higher for liberal arts and CTE courses, and
- Have a favorable recommendation from a designated high school official
- Meet course placement requirements as determined by assessment score (such as ACCUPLACER, ACT, MCA)*

**For concurrent enrollment courses that do not have a course placement requirement established, a student must meet other listed eligibility requirements.*

PTCC places the onus of verifying the enrollment eligibility of students taking its courses on the partner high school.

STUDENT APPEALS AND WAIVERS

Students who wish to take a Concurrent Enrollment course, but do not meet eligibility requirements, and a counselor/administrator/teacher within the discipline feels they can be successful, may appeal. A student must submit an appeal form, with all required documentation and signatures to be considered.

- Submission of an appeal form does not guarantee course registration.
- While June 1st is the suggested deadline for appeals, students may submit appeals 4 weeks prior to the start of the course(s) for which they are appealing.
- NOTE: ACT, SAT, and MCA scores may not be appealed.

PTCC APPLICATION

All students considering enrolling in a PTCC Concurrent Enrollment class should first apply to the college. In most cases, this should be done the spring prior to the academic year in which a student plans to take the course. Many high school counselors will assist students with their college application, and PTCC staff are available to help Concurrent Enrollment students through the application process. To apply to PTCC, visit www.pine.edu/apply. Please note that students who have previously taken a PTCC Concurrent Enrollment course should not apply again. For a step-by-step application guide for Concurrent Enrollment students, please see your high school counselor or contact Jodie Klinkhammer.

STAR ID

Once you apply to PTCC, you will be assigned a Star ID. This is your unique student identification for all Minnesota State Colleges and Universities. You will also create a password to go along with it. Your Star ID and password will give you access to eServices, your student e-mail, the library, and many additional resources on campus.

It is critical that you remember your Star ID. Please use the space below to jot down your Star ID and the password hint established in case you forget your password in the future.

StarID: _____ **Password Hint:** _____

If you do not remember your Star ID, go to: <https://starid.minnstate.edu>. From there, select ***What is My Star ID***. Use the e-mail address option to retrieve the Star ID and reset your password.

PTCC STUDENT ID

All Concurrent Enrollment students are welcome to stop by our main campus in Pine City to pick up their official PTCC student ID or request one at pine.edu/id-card-request/. Your student ID will give you access to the PTCC college library, student resources, and various student life programming held on and off campus.

COMMON CONCURRENT ENROLLMENT COURSES, COURSE PRE-REQUISITES, AND REQUIRED PLACEMENT SCORES

A list of common Concurrent Enrollment courses offered through PTCC is posted on Pine's website. This list includes courses offered at a high school by high school teachers, courses offered at a high school by PTCC faculty, and courses offered via interactive television (ITV). This list is not exhaustive, but representative, of the courses offered. On this list you can find course descriptions, pre-requisites, and required placement scores.

Course Placement

Pine Technical and Community College's course placement process determines a student's readiness for reading, writing, and mathematics courses. It is used to assist a student with the selection of appropriate courses to help assure a student's success upon entering PTCC.

Courses that require College Level Reading must have one of the following:

- ACT Reading score of 21 or higher
- MCA Reading score 1047 or higher
- SAT Reading score of 480 or higher
- Accuplacer Next Generation score of 250 or higher

OR

- ACT Reading score of 19-20 **AND** a high school GPA of 2.5 or higher
- MCA Reading score of 1042-1046 **AND** a high school GPA of 2.5 or higher
- SAT Reading score of 440-479 **AND** a high school GPA of 2.5 or higher
- Accuplacer Next Generation score of 236-249 **AND** a high school GPA of 2.5 or higher

OR

- Cumulative high school GPA of 2.6 or higher

Courses that require College Level Math placement must have one of the following:

- ACT Math score of 22 or higher
- MCA Math score of 1158 or higher
- SAT Math score of 530 or higher
- Accuplacer Next Generation score of 250 or higher on the Advanced Algebra and Functions (AAF) test

OR

- ACT Math score of 20-21 **AND** a high school GPA of 2.7 or higher
- MCA Math score of 1152 - 1157 **AND** a high school GPA of 2.7 or higher
- SAT Math score of 520 - 529 **AND** a high school GPA of 2.7 or higher
- Accuplacer Next Generation score of 236 -249 on the Advanced Algebra and Functions (AAF) test **AND** a high school GPA of 2.7 or higher

OR

- Cumulative high school GPA of 2.8 or higher

ACCUPLACER Testing

Most Concurrent Enrollment courses through PTCC require students to meet minimum placement scores on the ACCUPLACER exam. ACCUPLACER testing is usually held on-site at the high school the spring prior to the academic year in which a student plans to take the course. Check with your high school counselor for ACCUPLACER testing dates. Concurrent Enrollment students may also take the ACCUPLACER exam at Pine Technical & Community College. Students may submit qualifying ACT, MCA, or SAT scores in place of taking the ACCUPLACER exam. Please visit PTCC's Concurrent Enrollment website for specific placement scores required for each Concurrent Enrollment course.

Practice and Get Prepared for Test Day - The Official Web-Based Study App

The ACCUPLACER web-based study app features practice tests in each test subject. It is accessible from most devices with internet access, and will help students become familiar with the content and format of the ACCUPLACER test questions. "Learn as you go" tests provide students with explanation of the correct or incorrect responses. Sample tests are similar to the real thing, so students will know ahead of time what their experience will be like on test day. They can save their work at any time, and come back when it's convenient for them. Students are able to review their score history to see what they are already doing well and what skills they should focus on improving.

REGISTRATION, ADD, DROP & WITHDRAW DEADLINES

Student Action	Deadlines
Course registration	<p>For courses based on a 16 week semester, student registration shall occur within the first 5 days from the start of the high school term in which the course is taught.</p> <p>For courses that are quarter based or trimester based, student registration shall occur within the first 2 days from the start of the high school term in which the course is taught.</p>
Adding/dropping a course	<p>For courses based on a 16 week semester, students may add or drop a course through the fifth business day of the high school term in which the course is taught.</p> <p>For courses that are quarter or trimester based, students can add or drop the course within two business days of the high school term in which the course is taught.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Students who do not add a course during the course registration/add windows cannot be added at a later date and will not receive PTCC credit. • Students who do not contact their high school counselor about dropping from a course by the stated deadlines cannot be dropped at a later date, risk receiving a grade of F or FN, and risk violating satisfactory academic progress policies.
Withdrawing from a course	<p>Students may withdraw from a course after the add/drop period and up to approximately 80% of the term.</p> <p>Notes:</p> <p>Courses a student withdraws from will appear on a transcript as a "W".</p>

- A “W” is not computed into the GPA but factors into credit completion and could have a negative impact on a student’s academic standing.
- All students who withdraw and receive a “W” from a course, must be given a Last Date of Attendance.
- Students who do not contact their high school counselor about withdrawing from a course by the stated deadlines cannot be withdrawn at a later date, risk receiving a grade of F or FN, and risk violating satisfactory academic progress policies.

ACADEMIC STANDING/SATISFACTORY ACADEMIC PROGRESS

Concurrent Enrollment students must maintain a 2.0 GPA and a course completion rate of 67% to remain eligible for future courses. If students do not meet these standards in a given semester, they will be placed on academic warning. Students who have not maintained a 2.0 GPA and a 67% course completion rate for two semesters, will be placed on academic suspension and will not be eligible to enroll in a future Concurrent Enrollment course.

- **Academic Warning**
 - Academic warning occurs the first semester that your grades or completion rate go below the college standard: Cumulative GPA is below 2.0 or your completion of credits is less than 67%.
 - During the warning semester, you must complete all your credits for the semester and earn a term GPA of 2.3. You will remain on probation until you have achieved the Satisfactory Progress requirements. For some students, this may take several semesters.
- **Academic Suspension**
 - If you are unable to complete the requirements for warning/probation for GPA and credit completion, you will be suspended at the end of the term.
 - You will be notified by letter from the PTCC Dean of Student Affairs. Suspensions are for one semester (plus summer) to one year, depending on whether this is your first or second suspension.
- **All Minnesota State institutions honor suspensions from PTCC and will impact a student’s ability to register and receive financial aid.**
 - It is crucial that students who receive a D, F, or W in a Concurrent Enrollment course have a conversation with their counselor/dean to see if continuing with Pine Technical & Community College’s Concurrent Enrollment Program is the right choice for them.

GRADING

All Concurrent Enrollment courses will be graded using the same grading standards as the courses taught at the college (including online, hybrid, or face-to-face). Pine Technical & Community College grading standards are listed below. PTCC’s grading policy (209) can be found in the student handbook.

Letter Grade	Grade Points	Letter Grade	Grade Points	Letter Grade	Grade Points	Letter Grade	Grade Points	Letter Grade	Grade Points
		B+	3.33	C+	2.33	D+	1.33	F	0.00
A	4.00	B	3.00	C	2.00	D	1.00	FN	0.00
A-	3.67	B-	2.67	C-	1.67	D-	0.66	W	0.00
								I	0.00

TRANSCRIPTS

Courses attempted, grades earned, and program completion is reflected on the academic record or transcript. Students may access their unofficial transcript through their eServices account. Requests for official transcripts may be obtained through Student Affairs or online at: www.pine.edu/transcripts

Transferring PTCC/Early College credit to other schools

To request an official copy of your PTCC transcript to be sent to another college or university use the following link; www.pine.edu/transcripts and click on “Obtain My Transcript”. Please note that if you are attending another college or university that is part of the Minnesota State system (once you have applied to their institution) they should be able to pull your transcripts electronically.

ACADEMIC SUPPORT AND COLLEGE RESOURCES

At Pine Technical & Community College, we are dedicated to your success. Our Student Affairs and Student Success teams are here for you at each step in your journey. We provide personalized student support to assist you with everything from academic planning and career development to student services. We provide resources that will help you choose the right courses, whether you’re looking to expand your opportunities through career training, complete your degree, or transfer to another college or university. All services are free and open to all Concurrent Enrollment students.

Accessibility and Accommodation Services

PTCC values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our institution is committed to the inclusion of individuals with disabilities in its programs, services, and activities through its compliance with state and federal laws.

The Office of Accessibility and Accommodations provides reasonable accommodations to individuals with documented disabilities enrolled in courses at the college. If there are aspects of the instruction or design of a course that result in barriers to your inclusion, you may receive academic accommodations by providing documentation of a disability and working with the Office of Accessibility and Accommodations. For more information visit: [Accessibility & Accommodations - Pine Technical and Community College](#).

Academic Advising

Academic advising for Concurrent Enrollment students is generally a joint effort with PTCC staff and staff at the high school. Concurrent Enrollment students should contact Jodie Klinkhammer for academic planning services, such as:

- Understanding the program requirements
- Course content and sequencing to meet a timetable and overall goals
- Career plans and employment opportunities
- Transfer credits
- College policies and procedures

Tutoring Center

The Tutoring Center is committed to providing you with a comfortable learning environment, which fosters good study habits. Our goal is to help you study effectively and independently through tutoring and support services while at PTCC. Whether you are facing a first assignment or a final exam, we can help you gain valuable knowledge and confidence to become a successful college student.

- **Peer Tutoring**
The Tutoring Center provides free peer tutoring on a walk-in basis in subjects such as math, biology, college composition, MS Basics, networking, and more. Find an updated tutoring schedule online at: pine.edu/student-services/tutoring-center/. To get the most out of tutoring please come prepared to your tutoring session; bring your assignment and a list of questions for the tutor.
- **Tutor.com – Studying that fits your schedule!**
Pine Technical & Community College offers free online, on-demand tutoring, through Tutor.com. Tutors are always available, even late at night when instructors may not be. This tutoring service is easy to use and can be accessed on any device that connects to the internet. Students can access tutor.com through their D2L Brightspace platform. Tutors are available to help you in a wide range of subjects, such as:
 - Math, Science English, History, Computer Science, Social Sciences, Nursing, Microeconomic and Macroeconomics, Career Help and more...

- **Student Success Workshops**

Student success workshops are offered throughout the semester on topics such as study skills, test taking tips, stress management, database research, resume, and interview tips and time management.

- **Study Areas**

You can study independently, in small groups or with a tutor in the Tutoring Center. The center is equipped with eight student computers, a student printer, and many textbook resources for you to use while on campus.

Career Services

Career Services can support students as they choose a goal, create a career plan and master tools to manage their career development. We strive to provide students with the knowledge, skills, and resources necessary to be successful in their job search by helping them develop confidence and independence in reaching their employment goals.

Counseling Services

Counseling services are free and available for all students. If you have concerns or issues that are getting in the way of you doing your best in your courses, talk to our counselor. Resources and support are tailored to help you with career, academic and/or personal concerns.

Talking with the PTCC Counselor can help you to find solutions, get options and referrals and set up a plan to make the most of your college experience.

Information Technology

PTCC provides technology and assistance to all enrolled students, faculty and staff. The IT staff can assist with questions or problems with D2L Brightspace, STAR ID, e-mail access, e-services, etc. For more information, call 320-629-5113 or at: pine.edu/campus-resources/technology-services/.

College Library

Our library offers a diverse collection of books, databases, and electronic resources, spaces for individual and group study, as well as assistance with your research projects. Our friendly LRTC staff can help you make the most of the resources available to make your college experience a successful one.

- **Technology Assistance**

Library staff can assist you with getting a student ID card, checking your campus e-mail for the first time, using D2L, and installing Office 360 on your laptops and devices.

- **Research Assistance**

No matter what stage you are at in the research process, the College Library can help. The PTCC librarian offers consultation by appointment or walk-in covering topics such as narrowing research topics, devising a search strategy, finding peer reviewed articles and books for your assignments, and formatting in-text and bibliographic citations using MLA and APA style guidelines.

Testing Services

Testing services are provided through the PTCC Testing Center. For more information, refer to pine.edu/student-services/testing-center/.

TIPS FOR SUCCESS IN COLLEGE

Stay Focused

When things get tough, focus on goals such as: a college degree, better employment, a satisfying career, and greater opportunities. Students are encouraged to arrive to class on time, be prepared, participate in class, ask questions, and seek assistance and resources as soon as a concern or issue arises. Connect with an instructor, classmate(s), student club members, or someone at the college that can offer support and encouragement.

Due Dates

Be aware of tuition due dates as well as add/drop and last date to withdraw dates.

Study Skills

Take detailed notes, ask questions, and access academic supports earlier rather than later. Plan study time, don't procrastinate and visit the Tutoring Center if necessary.

Rule of Thumb

For every credit, plan for 2 to 3 hours of classwork, study time, assignments, and outside academic requirements.

Time Management

Plan ahead to meet college, financial, and academic deadlines such as paying tuition, planning for registration, meeting with an advisor, studying for exams or student events, submitting needed documents including graduation application and turning in assignments or projects. Schedule other events outside of college courses and academic demands.

Satisfactory Academic Progress

Check regularly with instructors to make sure adequate progress is being made. Satisfactory Academic Progress is required to remain in good academic standing and maintain eligibility for financial aid.

CODE OF CONDUCT – STUDENT RIGHTS AND RESPONSIBILITIES

All students, including Concurrent Enrollment students, must adhere to the PTCC Student Code of Conduct. This policy outlines appropriate classroom behavior, as well as academic integrity (cheating and plagiarism), which are treated as serious offenses by PTCC and all instructors. Students of the College have certain rights as both 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.

The 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 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.

It is expected that all PTCC students, including those in the Concurrent Enrollment Program, have read, understand, and agree to all rules, policies, and procedures, including those in the Student Code of Conduct.

PTCC Student Handbook: pine.edu/wp-lib/wp-content/uploads/2024/06/PTCC-Student-Handbook-2024_2025-online.pdf

All PTCC Policies are available at pine.edu/public-information-and-policies/

FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA)

Once a student enrolls in courses beyond the high school level, including Concurrent Enrollment courses offered at the high school, the rights to educational records are transferred to the student alone. This means that we cannot give out information to relatives or anyone else concerning your school record(s) without your written, signed permission; however, Pine Technical & Community College will coordinate with your high school and instructor regarding your enrollment and grades each semester.

The Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (MGDPA), Minnesota Statute (Chapter 13) are federal and state laws that provide for the disclosure and privacy of student educational records. Under FERPA, once a student turns 18 or enrolls at a postsecondary institution, any parental rights

to information transfer to the student. That means that PTCC is not able to disclose course registration or grade information to parents without the student's written consent.

PTCC does not permit access to or the release of personally identifiable information in student educational records without the written consent of the student to any third party, except as authorized by 12 FERPA and MGDPA or other applicable law. A student may grant consent by completing a Consent to Release Form.

Data Privacy Notice From Minnesota State "If you are currently enrolled in or receiving services from one college or university within the Minnesota State College and University system, your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you intend to enroll at another institution within the system, your academic records from other institutions are also accessible to officials at the school where you are intending to enroll. Disclosures of your records to other schools under other circumstances may require your prior written consent."

ACCREDITATION & GOVERNANCE

Pine Technical & Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South, LaSalle Street, Suite 7-500, Chicago, IL 60604.

EQUAL OPPORTUNITY

Pine Technical & Community College strives 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. The diversity mission statement is as follows: Pine Technical & Community College values the benefit of diversity and is committed to supporting an inclusive environment that recognizes the value and dignity of each person. Our role is to create a climate where each individual feels welcomed, supported, and respected.

Students, staff and faculty 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, 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.

Concerns regarding discrimination under any of the College's educational programs, activities, or services should be directed to the College's Vice President of Academic & 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 & Community College's Student Affairs Office and is also on file in the Learning Resource and Technology Center.