

2023-2024

Pine Technical & Community College

# STUDENT HANDBOOK

*Starting out  
or Starting over*



Pine Technical & Community College  
A MEMBER OF MINNESOTA STATE





# Pine Technical & Community College

**2023/2024**

Property of: \_\_\_\_\_

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Pine Technical &  
Community College

# WELCOME TO PINE TECHNICAL AND COMMUNITY COLLEGE

Congratulations on making the decision to further your education at Pine Technical and Community College (PTCC)! We continue to improve and deliver excellent academic programs and student support services that help our students be successful. Our staff and faculty are committed to helping you achieve your educational and career goals. Thank you for letting us support your journey towards a brighter future!

## ABOUT US

Pine Technical and Community College has been serving students in the east central Minnesota region and beyond since 1965. As part of the Minnesota State Colleges and Universities system, which consists of 37 colleges and universities, the College awards certificates, diplomas, associate, and transfer degrees. PTCC offers one of the lowest tuition rates in the Minnesota State system while delivering high quality programs and services. What students find most compelling about PTCC is the small faculty-to-student ratio and friendly staff who know many students by name. Located half-way between the Twin Cities and Duluth, PTCC has a growing population that serves students of all demographics whether they are starting out or starting over in their career.

## CAMPUS CONTACT INFORMATION

**Campus Address** – 900 Fourth Street SE, Pine City, MN 55063

**Campus Phone Numbers** – for a complete list of staff and faculty phone numbers, please visit our campus website.

### Quick Reference Numbers:

Pine Technical and Community College/General Information	320-629-5100
Student Senate	320-629-4541
IT Helpdesk	320-629-5113
Campus Store	320-629-5137



# Pine Technical & Community College

## 2023-2024 ACADEMIC CALENDAR

Fall Semester 2023	
August 21	Fall Semester Begins; First Saturday class August 26th
September 4	Labor Day Holiday (Campus Closed); No classes September 2nd
October 2-6	Advising Week: Students meet with advisors
October 9	Continuing Student/Veterans Registration Opens
October 11	New Student Registration Opens
October 14	Mid-Term Ends - Saturday classes held
October 19-20	Non-contract Faculty Days (No classes)
November 10	Veteran's Day (Campus Closed)
November 23-24	Thanksgiving Holiday (Campus Closed); also closed Saturday, Nov. 25
December 11-15	Final Exam Week; Final Exams for Sat. Classes Dec. 16th
December 15	Last Day of Classes; Last Saturday Class Dec. 16th
December 23-25	Holiday Observed (Campus Closed)
December 18 - January 5	Semester Break (No classes)
Spring Semester 2024	
January 1	New Year's Day Holiday Observed (Campus Closed)
January 8	Spring Semester Begins; First Saturday Class Jan. 13th
January 15	Martin L. King Holiday (Campus Closed)
February 19	Presidents' Day (Campus Closed)
February 26-March 1	Advising Week: Students meet with advisors
February 27	Precinct Caucus Day; No classes after 6:00pm
March 2	Mid-Term End - Saturday classes held
March 4-8	Spring Break (No classes); No Saturday class Mar. 9th
March 11	Continuing Student/Veterans Registration Opens
March 13	New Student Registration Opens
March 30	No Saturday Classes
April 12	Campus Conversation Day (Faculty Contract Day; No classes)
May 3-9	Final Exam Week; Final Exams for Sat. Classes May 4th
May 9	Last Day of Classes; Last Saturday Class May 4th
May 10	Commencement and Faculty Contract Day (No classes)
Summer Session 2024	
June 3	Summer Session Begins
June 19	Juneteenth (Campus Closed)
July 4	Independence Day (Campus Closed)
July 27	Last Day of Summer Session

## THANK YOU

*This handbook was made possible by the generous contribution of the Pine Technical and Community College Student Senate. It is paid for with funds from your Statewide Student Association ([www.mscca.org](http://www.mscca.org)) and PTCC Activity Fees. This is one of many services provided by your Student Senate. For more information on Student Senate and other PTCC student organizations, please feel free to stop by the Admissions office.*

*All information in this document is accurate at the time of printing. Policies, procedures, and practices are continuously reviewed and revised and may change throughout the academic year. Check with the Admissions office if you have questions that are not specifically addressed in this handbook. Current Pine Technical and Community College policies can be found on the college website.*

## MISSION, VISION AND VALUES

### VISION

In 2030, the people of East Central Minnesota will first turn to Pine Technical and Community College when they want career education, new skills or general education. More than 1200 FYE will be enrolled in programs; more than 4000 will benefit from training experiences. The college will be the essential regional resource for higher education bringing dynamic, vibrant academic programming to the communities we serve.

### MISSION

Known for innovation and inclusive contributions that 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 transferable to another college or university, Pine Technical and Community College is an excellent choice.

### VALUES

- Student-focused
- Passionate
- Inclusive
- Respectful
- Innovative
- Transparent

### POLICIES AND PROCEDURES

Policies and procedures are reviewed and updated to meet changing practices, legislation, and/or to support student and business needs. For the most updated version of policies and procedures, please refer to the college website.

## ACCREDITATION AND GOVERNANCE

Pine Technical and 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.



Pine Technical &  
Community College

# EQUAL OPPORTUNITY

Pine Technical and 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 special events. The diversity mission statement is as follows: *Pine Technical and 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.

Pine Technical and Community College's Title IX Coordinator is Farum Ladroma, Director of Student Success, who can be reached at 320-629-5161. Pine Technical and Community College's ADA/Section 504 Coordinator and Title VI Coordinator is Robin Johnson, Student Success Coordinator, who can be reached at 320-629-5174. These individuals may be visited at Pine Technical and Community 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 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 Pine Technical and Community College's Student Affairs Office and is also on file in the Library.

## GETTING STARTED

### KEY TERMS AND ABBREVIATIONS

AA – Associate of Arts

AAS – Associate of Applied Science

A+B – Ability to Benefit

AS – Associate of Science

DARs – (Degree Audit Report)

D2L Brightspace – Desire 2 Learn

FAFSA – Free Application for Federal Student Aid

FERPA (Family Educational Rights and Privacy Act) – Data privacy laws governing the disclosure of academic record information

GED – General Education Diploma

G. P. A. – Grade Point Average

Cumulative G. P. A. – Grade point average of ALL credits earned at PTCC

Program G. P. A. – Grade point average of all required Program of Study courses

ID – Identification badge

MinnState – Minnesota State Colleges and Universities – formerly MnSCU

PSEO – Postsecondary Enrollment Options (campus based, concurrent enrollment and ITV delivered courses)

Rm – Room

SAP – Satisfactory Academic Progress

Transferology – system used to identify transfer options within the MinnState system



## ADMISSION TO THE COLLEGE

All program 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. For information on applying to the college, please visit our website.

## ABILITY TO BENEFIT (A+B)

As of July 1, 2012, students without a high school diploma or a General Education Diploma (GED) may be accepted to the college, but might not be eligible for federal financial aid. Students may be asked to provide their high school transcripts or proof of GED.

## 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 and Community College, must provide evidence of immunization for measles, mumps, rubella, diphtheria and tetanus. Immunization forms and additional information are available from the Student Affairs Office or on the college website. Exemptions to this requirement do exist. For more information see M.S.135A.14 Subd.3.

## ASSESSMENT FOR 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. All degree-seeking students are required to satisfy course placement.

Course placement can be determined using one or a combination of the following:

- ACT, SAT, and MCA Scores – valid within the last 5 calendar years
- High school GPA – valid within the last 10 calendar years
- Completion of college-level coursework from an accredited U.S. college or university
- Accuplacer Assessment
- Guided Self-Placement

## TRANSFER OF CREDIT

Students transferring credits from another Minnesota State Colleges and Universities System institution will have their credits transferred in automatically and do not need to provide an official copy of their transcript. Students requesting transfer of credit from a non-Minnesota State College or University must submit an official copy of that college's (host college) transcript for evaluation by PTCC. Information regarding the Minnesota Transfer Curriculum can be found on the Pine Technical and Community College website. Students have the right to appeal a transfer decision. For information on that process, contact the Student Success Advisor – Transfer Specialist at [records@pine.edu](mailto:records@pine.edu).

## CREDIT FOR PRIOR LEARNING

Students with measurable non-college learning experiences, such as industry certifications, Advanced Placement courses, non-credit hour-based courses, etc. are encouraged to explore credit for prior learning. Visit the CPL website at [www.pine.edu/academics/credit-for-prior-learning](http://www.pine.edu/academics/credit-for-prior-learning) to see a full list of eligible courses, requirements, and assessment methods. See PTCC Policy 217 for more information or contact the Student Success Advisor – Transfer Specialist at [records@pine.edu](mailto:records@pine.edu).

## STUDENT SUCCESS TIPS

The following items are designed to help students navigate through their college journey and assist in the successful achievement of their educational and career goals.

### Prepare for Classes

- **Bookmark the Current Students page** for quick access to D2L Brightspace, eServices and resources.
- **Activate a STAR ID** – STAR ID is required for D2L Brightspace and eServices log in. A student can acquire and manage their STAR ID account at: <https://starid.minnstate.edu/>
- **Acquire a Student ID** – Student ID is required for accessing the College Library resources, printing, events, activities and student identification. A Student ID can be acquired in the Library.
- **Opt-In for Campus Communication**
- **Connect with members of the Student Success Team** who have many resources and supports available to assist in student success.
- **Download Brightspace Pulse** – Brightspace Pulse is a mobile app that can help students stay connected with their courses in the Brightspace Learning Environment.

• **Respondus Lockdown Browser** is a custom browser integrated with D2L Brightspace that locks down the testing environment for PTCC courses.

• **Complete all financial aid requirements** prior to the start of the term to ensure funds are secured.

**Check Academic Progress** – Review the Interactive Degree Audit Report (DARs) found in eServices, with the assistance of your academic advisor, before registering each semester. Students are encouraged to review their DARs frequently and use it to guide registration.

**Keep Focused** – When things get tough, focus on goals such as: a college degree, better employment, a satisfying career, and greater opportunities.

- Arrive to class on time
- Be prepared
- Participate in class
- Ask questions
- Ensure personal technology and the online learning management system (D2L Brightspace) are working properly
- 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
- Be aware of important dates
  - add/drop
  - last date to withdraw
  - tuition
  - scholarships
  - assignments
  - tests
  - start date for late start courses
  - Advising Week
- Understand the course syllabus provided by the instructors for each course. A syllabus will explain attendance expectations, how a student will be evaluated for grading, due dates for projects, exams and assignment requirements.
- Take detailed notes, ask questions, and access academic supports sooner rather than later. Plan study time, don't procrastinate, and visit the Academic Skills Center and Library for additional support.
- For every 1 credit, plan on 2 to 3 hours of classwork, study time, and homework.
- Connect with college support staff who have many resources and supports available to assist in student success.

**Check PTCC email daily! This is the college's formal means of communication.**

**Check eServices – EVERYTHING regarding a student record can be accessed through eServices:**

- Financial aid award letter
- Tuition bill and balance due
- Student employment tax forms
- Tuition statement for tax purposes (1098T)
- Registration windows
- Grades and unofficial transcripts
- Student employment eligibility
- Course descriptions and schedule (last date for adding/dropping or withdrawing) and special notes
- Program advisor information
- DARs – Interactive Degree Audit Report indicates academic progress and program requirements for completion

**Student Services – visit the PTCC website:** <http://www.pine.edu>

PTCC has a variety of services available to help you be successful in and out of the classroom. Below is a listing of some of the services available. Visit the PTCC website for more information.

- Academic Resources
  - College Library
  - Testing Center
  - Tutoring Center
- Advising and Counseling
  - Academic Advising
  - Program Advising
  - Career Counseling
  - Personal Counseling
- Career Center
  - Student Employment
  - Community Employment
  - Career Workshops
- Graduation and Transfer
- Records and Registration
- Student Life
  - Student Activities
  - Student Clubs
  - Student Senate
- Support Services – Basic Needs Resources
  - Accessibility and Accommodations
  - Community Connections
  - Emergency Funding Resources
  - Mobile Food Pantry
  - SNAP Student Support Program → Connect 4 Success
  - Veterans Services
- Campus Resources
  - Adult Basic Education
  - Campus Store
  - Parkside Café
  - Pine Early Learning Center
  - Technology Services
  - The Woods at Mora

**Satisfactory Academic Progress** – Satisfactory Academic Progress (SAP) requires a cumulative 2.0 GPA and 67% completion rate. 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. For more information, see *RECORDS & REGISTRATION* or *FINANCIAL AID*.

**Academic Alert System** – At PTCC we want every student to be successful. The Academic Alert System is a campus-wide effort that seeks to support students when they first begin experiencing difficulty in a class. If faculty notice that a student is having difficulty in their class (i.e. missing class, missing assignments, low test scores) they may submit an academic alert. Once an alert has been submitted, a Student Success Team member or a student's Program Advisor will follow up by phone or email to find out what kinds of help might be needed, connect students with the necessary resources, and help develop a strategy for success.

**Apply for Graduation** – Complete an application for graduation the last semester of the program. Watch for graduation alerts via email, hallway monitors and D2L Brightspace.

**Plan for Commencement** – PTCC celebrates academic success by holding one commencement ceremony each year at the end of spring semester. If a student graduates or completes their academic program in a different term, they are still encouraged to participate in the commencement ceremony.

All students who anticipate completing their degree must apply for graduation by completing an Application for Graduation the last semester of their program of study. Students are encouraged to have current address information on file for the Registrar's office.

**Keep Current** – Students are encouraged to keep their name, address, phone number and email address current. This information can be updated through eServices on the website or at the Student Affairs office.

## WEATHER ALERTS

### STAR ALERT

Star Alert emergency messages are sent through text and email during emergency situations. Students, staff, and faculty register for this service on the college website and receive text or email 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. *(Please note - this is not the same as text message opt-in but is a separate text message system dedicated to campus delays or closings or safety issues).*

Determination of closing or delayed opening will be made whenever possible by 6:30 a.m. 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.

The following are also methods of notification of campus closings:

WCMP (1350 AM/100.9 FM Pine City)

WCCO (830 AM, Twin Cities)

KKCB-B105 (105.1 FM, Duluth)

KOOL (101.7 FM, Duluth)

KARE 11 (Twin Cities)

[www.facebook.com/PineTechnicalCommunityCollege](http://www.facebook.com/PineTechnicalCommunityCollege)

[www.pine.edu](http://www.pine.edu)

## CAMPUS CONNECTION

### TEXT OPT-IN

Students can choose to OPT IN to receive campus communication via text. PTCC sends helpful information about a variety of campus-related topics, such as:

- Specific course information - Schedule changes or deadlines
- PTCC reminders - Reminders of deadlines for students such as "last date to withdraw," etc.
- Financial aid - Dates and reminders important for students receiving financial aid
- Student activities - Receive updates about upcoming events hosted by Student Senate
- Technology updates and issues - PTCC system updates and information

This is a free service, however, wireless providers may charge a fee. Information about text options can be found on the college website.

### STUDENT EMAIL

The Pine Technical and Community College student email address is the official means of college communication. Official notifications and campus news will be sent to this email address.

### HALLWAY MONITORS

The monitors located throughout the campus are used to communicate broad campus or program information.

### DESIRE 2 LEARN BRIGHTSPACE (D2L BRIGHTSPACE)

At times, campus-wide announcements will be posted in the NEWS section of D2L Brightspace. Not all important messages are posted in D2L Brightspace, so please check email frequently.

## **ACADEMIC ADVISING**

Academic advisors are assigned based on program major. Most advisors are faculty teaching in a selected program who are available throughout the semester during their posted office hours. Associate of Arts (AA) and Business Transfer Pathway (AS) students are assigned a staff advisor from the Student Success team. New students with advising questions may be directed to Student Affairs.

The academic advisor can help students with:

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

Students are encouraged to review their Integrated Degree Audit Report (DARs), found at eServices, and bring it with them when meeting with their advisor each semester.

## **HIGH SCHOOL OPTIONS POSTSECONDARY ENROLLMENT OPTION (PSEO), CONCURRENT ENROLLMENT AND ITV**

Through the PSEO program, established by Minnesota State Statute 124D.09, Pine Technical and Community College is proud to offer high school students the opportunity to participate in rigorous educational pursuits and provide a wider variety of options for high school students. The program allows 9th – 12th grade high school students to get a jump start on earning college credit by taking college courses while they are still in high school. This opportunity allows students to take college credit courses tuition-free, saving both time and money when completing a college degree.

Pine Technical and Community College offers and supports Minnesota Department of Education (MDE) approved career and technical course options, general education options, concurrent enrollment and dual credit through ITV and Pine Academy options.

For more information on these options and for policies governing PSEO and high school options (including eligibility, courses, and credits, textbook information, academic standards, course completion, GPA and expectations for PSEO students,) we encourage you to visit the college website.

## **AWARDS - DEGREES, DIPLOMAS, CERTIFICATES**

The college transcript is the official record of a student's effort in a credit-bearing course. Students attending Pine Technical and Community College may work toward multiple academic awards. For a full listing of programs, visit the college website.

### **ASSOCIATE OF ARTS DEGREE**

An Associate of Arts (AA) degree may be awarded upon successful completion of a 60-credit program in the liberal arts and sciences curriculum designed to constitute the first two years of a baccalaureate degree. An AA degree requires the completion of at least 40 credits of general education curriculum that fulfills the Minnesota Transfer Curriculum goal areas.

### **ASSOCIATE OF SCIENCE**

The Associate of 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. 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. The degree is 60 semester credits.

## ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science (AAS) degree may be awarded for successful completion of a program primarily intended to prepare students for employment. This degree may also be designed to transfer to a related baccalaureate major. An AAS program shall include a minimum of 15 semester credits in general education. 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 31-72 semester credits.

## CERTIFICATE

The certificate is intended to prepare a student for immediate employment in a specialized area in a minimum amount of time. Certificate credit length may range between 9–30 semester credits. Shorter certificates meeting industry requirements are also offered.

## ASSESSMENT OF STUDENT LEARNING

PTCC is committed to quality education. In order to meet the rigor of college requirements, students are assessed at the course, program, and college level.

## GRADING POLICY

The grading system, 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 are 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
			FN	=	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 for the term and for the overall GPA (all PTCC coursework.) Note: Courses transferring from other institutions are not computed in the GPA. (Some programs include transfer credits in major GPA calculations).

## COURSE GRADES

Course grades are assigned by the instructor of the course according to established guidelines set forth in the course syllabus. Students should take responsibility to know where they stand at any point in time throughout the class, and consult with their instructor if they are unclear about where they stand, or disagree with the grading on individual assignments. Course grades are posted the Monday following the end of the term (or course if it ends prior to the end of the term).

## ACADEMIC GRADE APPEAL

After a grade has been posted for a course, students have the right to appeal the assigned grade. The Academic Grade Appeal provides the student with an opportunity to appeal a course grade that the student believes has been assigned in an arbitrary or capricious manner or other reasons not related to academic performance. There is a presumption that grades assigned by faculty members are correct, thus the burden of proof rests with the student who is appealing the grade. The student must initiate the process and be prepared to present supporting documentation. Under this policy, the college will not change the grade assigned by an instructor unless presented with sufficient evidence that the instructor's grading procedure did not reflect sound educational practices or was inconsistent with the common course outline and course syllabus. The Grade Appeal Form can be found on the college website.

**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 80% 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 computed in the GPA. All repeated courses are counted in the cumulative completion rate. Any course may be repeated, and no limit is placed on the number of times a course may be repeated, with some program-specific exceptions. A student may not be permitted to receive financial aid for more than one repetition of a previously passed course.

**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.

## SATISFACTORY ACADEMIC PROGRESS

As outlined by federal and state financial aid regulations ([Minnesota State Board of Trustees policy 2.9](#)), the college monitors all credits for all students and applies the minimum cumulative standard of progress. Students are required to:

- Meet or exceed a cumulative GPA of 2.00
- Meet or exceed a cumulative completion rate of 67%
- Comply with maximum time frame for financial aid (150% of the published credit length of a declared program. For example, 90 credits is the maximum time frame for a 60 credit associate degree program).

Students failing to maintain academic progress will be evaluated after each term of attendance, including summer term. If a student does not meet satisfactory academic progress they will be notified by letter of warning or suspension. All notifications of suspension will include directions for the suspension appeal process.

Students who are suspended may be eligible for re-enrollment and/or financial aid reinstatement only after successfully appealing a suspension. Students with a successful suspension appeal will be placed on probation, which requires an academic plan. PTCC honors academic and financial aid suspensions imposed by other MinnState colleges for newly admitted students. Please contact the Student Success Coordinator for more information regarding SAP and the SAP appeal process, or email mysuccess@pine.edu.

## **ACADEMIC EVALUATION**

A student's academic performance is evaluated on the basis of academic standards, including any requirements outlined in academic program policies, as noted in the course catalog, course syllabus and/or published program planners. Students cannot be evaluated on the basis of opinions or conduct matters unrelated to academic standards.

## **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 Awards are presented at graduation each year to students who are receiving a diploma or degree and have maintained **an overall cumulative 4.0 GPA** throughout their entire course of study at Pine Technical and Community College.

The President's, Dean's and Notable Achievement lists will be compiled and awarded twice annually, once in fall semester and once in spring semester.

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

1. Current enrollment at PTCC with a declared major as a full-time student (12 or more credits)
2. A GPA for the semester of 4.00
3. Students will be eligible for each semester in which they are enrolled in a declared major
4. 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 PTCC with a declared major as a full-time student (12 or more credits)
2. A GPA for the semester of 3.00-3.99
3. Students will be eligible for each semester in which they are enrolled in a declared major
4. 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 PTCC with a declared major as a part-time student (registered for 6-11 credits)
2. A GPA for the semester of 3.50 or above
3. Students will be eligible for each semester in which they are enrolled in a declared major
4. 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 the spring commencement ceremony**

1. Students with cumulative GPAs of 3.50-3.74 at the 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 the time of application for graduation will be awarded High Honors and wear a gold cord at graduation.
3. Students with cumulative GPAs of 4.00 at the time of application will be awarded the President's Honor Award and receive a certificate at commencement.

## **GRADUATION**

A student completing their program of study is encouraged to apply for graduation by completing an Application for Graduation the last semester of their program of study. Official completion of the program cannot be reflected on a transcript until an Application for Graduation is received, processed and verified.



## **COMMENCEMENT**

Commencement is the ceremony to celebrate program completion. Attendance at the spring commencement ceremony is encouraged, however it is optional. Students must indicate their intention to participate in the ceremony on their Application for Graduation. Caps and gowns are required at commencement and will be available in the Campus Store.

Students may participate in the spring commencement ceremony if they complete a program of study any time during the fiscal or academic year. Students having no more than eight credits remaining in their major program, or with approval from the Director of Student Success, may participate in commencement ceremonies if they show evidence of planned completion within the next term.

## **CLASSES, PROGRAMS & TRANSFERS**

Please refer to the campus catalog and website for the most up-to-date information regarding the following academic information.

### **ATTENDANCE**

Attendance requirements vary by course and are the prerogative of the course instructor. Attendance expectations for individual courses are listed on each course syllabus. Those expectations are supported campus-wide. Grades earned for never attending class (grade of FN) and an earned F for a student who stops attending classes may have financial aid impact.

### **COURSES**

Each academic program is comprised of specific courses. Courses can be delivered on campus, online, or any combination of campus and online learning requirements.

### **COURSE SYLLABI**

Each instructor will provide students with a course syllabus. The syllabus outlines course requirements and successful completion requirements, including any attendance expectations.

### **ELECTIVES**

Some academic programs contain 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 PTCC. Transfer credits from other accredited institutions may also be considered in the completion of elective requirements.

### **MNTC/GENERAL EDUCATION**

Courses listed on Pine Technical and Community College's list of Minnesota Transfer Curriculum courses are approved for general education transfer at any Minnesota State College or University. Specific information can be found at [www.mntransfer.org/](http://www.mntransfer.org/).

### **ACADEMIC PROGRAMS**

Academic program requirements may differ from program to program. A complete list of program requirements can be found on the college website.

### **PREREQUISITES/COREQUISITES**

Some courses are designed to be taken in sequence. Prerequisites are listed on the course schedule available on the website. These must be met before the course is taken unless written permission is obtained from the instructor or advisor. Technical courses require a grade of "C" or better. Students earning below a "C" may not be permitted to take additional courses until they meet the grade requirements of a prerequisite course.

### **DEVELOPMENTAL EDUCATION COURSES**

Some Developmental Education courses may be required to prepare for college-level courses. These courses are not used to fulfill graduation requirements and students must earn a "C" or above in developmental courses before registering for the next level of coursework. It is highly recommended that students seek assistance from their program advisor to ensure they are registered appropriately.

## **TRANSFERS**

Students may transfer courses into the college if the courses meet program requirements and are equivalent to courses at Pine Technical and Community College. Information regarding transfer options can be found on the college website. Students may also complete courses at Pine Technical and Community College for transfer to another college. Transfer policies of the receiving college determines if the Pine Technical and Community College course meets transfer requirements. A tool to assist in transfer information can be found at: [www.transferology.com](http://www.transferology.com).

## **TRANSCRIPTS**

Courses attempted, grades earned and program completion is reflected on the student's college transcript. Students may access their unofficial transcript through their eServices account. Requests for official transcripts may be obtained through Student Affairs or online on the college website.

# **ACADEMIC SUPPORT**

## **ACADEMIC SKILLS CENTER**

The Academic Skills Center is committed to providing students with a comfortable learning environment which fosters good study habits. The Academic Skills Center (ASC) is available to assist students with a variety of student success skills such as test taking strategies, note taking, time management, and D2L Brightspace assistance. The goal is to help students study effectively and independently through tutoring and support services. Whether students are facing a first assignment or a final exam, the Academic Skills Center staff and tutors can help students gain valuable knowledge and confidence to become a successful college student. The Academic Skills Center is located in room 84 and has eight student computers, a printer, and group study areas. Additional information can be found on the college website.

## **DESIRE 2 LEARN (D2L) BRIGHTSPACE**

Many courses use Desire 2 Learn Brightspace, or D2L Brightspace as it is commonly called, for class instruction. Campus-based, online and hybrid courses may have D2L Brightspace elements incorporated into classroom instruction. Help with D2L Brightspace can be found through the Academic Skills Center, the Library and the IT Helpdesk. For more information please visit the college website.

## **RESPONDUS LOCKDOWN BROWSER**

Many PTCC courses utilize Respondus Lockdown Browser which locks down online testing within D2L Brightspace.

## **ACCESSIBILITY AND ACCOMMODATION SERVICES**

Pine Technical & Community College values diversity and inclusion; we are committed to a climate of mutual respect and full participation. If there are aspects of the instruction or design of your courses that result in barriers to your inclusion, please notify the instructor as soon as possible. PTCC will provide reasonable accommodations to individuals with documented disabilities enrolled in courses at the college. For further information regarding the college's services, please contact the Student Success Coordinator at 320-629-5174, email [mysuccess@pine.edu](mailto:mysuccess@pine.edu), or visit the college website.

## **ESERVICES**

Many of the records and registration services such as adding and dropping courses, changing an address and printing an unofficial transcript are available on the web through eServices. Access to student eServices accounts and dashboards can be found on the college website. A student must log in using their STAR ID and password. If assistance is needed with STAR ID, please refer to <https://starid.minnstate.edu/>.

## **INFORMATION TECHNOLOGY (IT)**

PTCC provides technology assistance to all enrolled students, faculty and staff. The IT staff can assist with questions or problems with D2L Brightspace, Respondus Lockdown Browser, STAR ID, e-mail access, eServices, etc. For more information, call the PTCC IT Department at 320-629-5113, or email [helpdesk@pine.edu](mailto:helpdesk@pine.edu).

## **COLLEGE LIBRARY**

The College Library offers a diverse collection of books, databases and electronic resources, spaces for individual and group study, as well as assistance with research projects. Library staff provide technology assistance to students and staff, such as getting a student ID card, checking campus e-mail for the first time, using D2L and installing Office 365 on student laptops and devices. 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. For service/assistance call 320-629-5145, email [mysuccess@pine.edu](mailto:mysuccess@pine.edu), or refer to the college website.

Resources of all types, including books, journals, magazines, and electronic format, are available in and through the College Library for use, regardless if someone is a student, staff, faculty, or community member. The Library has developed holdings in all Pine Technical and Community College programs, including a significant collection of gunsmithing materials to support one of the few such programs in the country. Online research guides and 24/7 chat help are also available. The Library's OneSearch discovery system allows users to find materials in the library and across the MinnState system. Students can utilize the convenient Minitex interlibrary loan services to access materials that aren't available directly through Pine Technical and Community College, or WorldCat, which searches internationally for items.

## **TUTORING**

Peer tutoring is free for all students within general subjects and some technical subjects upon request. Peer tutor schedules will be published and posted throughout the college as well as online. Pine Technical and Community College also offers online tutoring services to students via Tutor.com. Students receive up to 15 hours of free online tutoring assistance per year.

If students want to become a peer tutor, they must have completed the courses for which they want to tutor, received satisfactory grades, and be recommended by their faculty. Qualified candidates are encouraged to apply at the college website, or email [mysuccess@pine.edu](mailto:mysuccess@pine.edu).

## **STAR ID**

STAR ID is required for D2L Brightspace and eServices log in. A student can acquire and manage their STAR ID account here: <https://starid.minnstate.edu/>.

## **VETERANS SERVICES**

Presently all programs of study at Pine Technical and Community College are approved for veterans' educational benefits. Additional information can be found on the PTCC website. Additional support and information for student veterans in higher education can be found at [linkvet.custhelp.com/app/custom/education](http://linkvet.custhelp.com/app/custom/education). For additional questions, email [mysuccess@pine.edu](mailto:mysuccess@pine.edu). A student veteran center is available and located in Room 161.

## **TESTING SERVICES**

The PTCC Testing Center offers academic and professional testing services for both students and the community. For more information, refer to the college website, or email [proctor@pine.edu](mailto:proctor@pine.edu).

## **SAFETY**

Current safety and compliance information is published annually and can be found on the college website.

# **STUDENT SENATE, STUDENT CLUBS AND ORGANIZATIONS**

## **STUDENT SENATE**

Pine Technical and Community 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 may occur during fall semester, as well as spring semester. Students interested in running for a position on the Student Senate may watch for information posted on campus monitors.

**Clay Target Club:** The mission of the Pine Technical & Community College Clay Target Club is to get students to participate in clay target shooting sports. The club will compete in the MCAC Clay Target Trap League against other member schools. They also learn about clay target shooting disciplines and their differences including trap, skeet, and sporting clays. The club will also focus on developing coaching and leadership skills during the off season.

**Fabrication Club:** The goal of the Fabrication Club is to foster a creative environment for all students to enhance their learning and interest in all types of fabrication skills. A diverse mix of students will allow for a broad range of knowledge bases and talents to develop projects that may not have been feasible with a narrow focus. By showing a mixture of Machining, Welding, Plastics, etc. students will get a more rounded look into fabrication and manufacturing.

**LGBTQ+ Club:** The LGBTQ+ Club seeks to foster and promote a supportive and welcoming campus community for students of all sexual orientations and gender identities through meetings, social events, and community engagement. Membership is open to all students, regardless of how they identify. All identities and expressions are welcome.

**Outdoor Club:** The Outdoor Club exists to promote shooting by fielding shotgun, rifle and handgun teams; to provide charitable donations to the gunsmithing department, school and the community; and, to provide scholarship assistance to qualified members in good standing in the association.

**Phi Theta Kappa:** The Phi Theta Kappa Chapter of PTCC 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.

**Veterans Club:** The Veterans Club helps connect PTCC's veterans, service members and families with one another and to all available resources.

## **CAREER RESOURCES**

Students can visit the Library for individual and online resources available for career exploration, job search tips, resume review, and mock interviews.

### **College Career Courses**

Success Strategies for College & Professional Development (CCPD 1010)

Advanced Career Exploration (CCPD 1200)

### **Student Employment Opportunities**

Student employment opportunities can be found on the college website. Students are encouraged to apply for student work opportunities. Open student work positions are updated frequently.

### **Handshake Community Online Job Board**

Handshake is Pine Technical and Community College's online job board and career management platform that connects students and employers. Find great opportunities for both to network together, attend or host career fairs, and post/review resumes and jobs. Handshake partners with schools and employers, bringing their best opportunity to campus and onto their platform just for you.

### **Career Exploration**

If you are undecided, the Strong Interest Inventory Assessments can provide a starting point for discussion about possible career options. The Strong Interest Inventory (SII) compares your interests with those of people working in a broad range of occupations. If you would like to complete the Strong Interest Inventory submit a Request Form on the college website at <https://pine.edu/student-services/career-center/career-exploration/>

## **ALL ABOUT MONEY**

Financing college can be confusing and often changes quickly. Students can find the most up to date information on the college website. **Students are financially obligated for every class for which they are registered. Students who register but do not attend classes at Pine Technical and Community College and fail to drop classes within the free drop deadline, or withdraw from all courses within the refund period, will be responsible for the full tuition amount due.** In all cases, students should feel free to call, email or stop into Student Affairs, Student Success, and/or Business Services for more information.

### **TUITION & FEES**

Tuition rates may vary from the general credit amount for specific programs. In addition, students pay fees for access to supports and services. For the most current tuition and fees, policies, and information please refer to the college website.

### **Deadlines**

Tuition and applicable fees are due 15 business days prior to the start of the term as outlined in Minnesota State policy and procedure found at: <http://www.minnstate.edu/board/policy/512.html>. Students may make alternative payment arrangements or use federal and/or state financial aid to pay tuition. Students may be exempt from the tuition deadline if one or more of the following are true:

- Enrolled as a PSEO student
- A veteran who has been certified to receive educational benefits
- Awarded financial aid sufficient to pay tuition and fees
- Approved for a payment plan and have submitted the required down payment

## **Payment Information**

There are a variety of tuition payment options including the use of federal and/or state financial aid, applying for scholarships, arranging for a payment plan, or self-pay.

## **Withholding Diplomas/Transcripts**

The college reserves the right to withhold a student's diploma or transcript until all money owed for tuition, fees, fines and equipment has been paid in full.

## **FINANCIAL AID**

There are several grant, scholarship and loan opportunities for students who qualify and wish to use financial aid to pay for college. Students can begin this process by completing the Free Application for Federal Student Aid (FAFSA) found at [studentaid.gov](http://studentaid.gov). Students are encouraged to apply for financial aid early and use these funds wisely. The FAFSA needs to be completed for each academic year prior to fall start. For additional information, please visit the financial aid web page on the college website.

## **Award Disbursement**

Financial aid disbursements are issued each term (fall, spring and summer). For specific disbursement information, visit the financial aid web page on the college website.

## **BankMobile - Refund of Financial Aid Funds**

PTCC has partnered with BankMobile, a financial services company, to offer a safer, more convenient and more environmentally-friendly method of financial aid refund disbursement to students. Enrolled students should look in the mail for the bright green envelope from BankMobile. Once it arrives, the student will be directed to select how they wish to receive their financial aid refund:

- Direct Deposit to a bank or credit union account - a fast way to get the money
- Refund to the *BankMobile VIBE* debit card - the fastest way to get the money

Students must ensure that PTCC has a current, accurate mailing address on file to ensure the BankMobile mailing and financial aid refunds are sent to the appropriate person(s):

- Go to PTCC eServices
- Enter login and password, and choose the institution: Pine Technical and Community College
- Account Management
- Address Info
- Select "View" or "Edit" (If the "Edit" option is not available, contact Student Affairs to update an address).

For more information, visit <https://www.refundselection.com/refundselection/#/welcome/continue> to learn more about the program, or contact Business Services at 320-629-5119.

## **Minnesota Financial Aid Programs**

Students receiving state financial aid funding are subject to the Minnesota Higher Education refund policies.

## **Return of Title IV Funds Policy**

Federal Student Aid funds are awarded to a student based on the assumption that the student will attend the course until completion. A student who stops attending must immediately withdraw from classes and is responsible for understanding the financial aid impact of their action. Students are encouraged to meet with financial aid staff to fully understand the implications of withdrawal from courses. Policies and practices governing the return of Title IV Funds can be found on the financial aid web page.

## **Financial Aid Adjustments**

Changes to the student's schedule after the add/drop period may impact the Federal Pell Grant allocation. Pell Grants cannot be adjusted for an increase if a course is added after the fifth day of the semester. If a student drops a course or adds a course after the fifth day of the semester, financial aid may be negatively affected. Students are encouraged to connect with Financial Aid staff for more questions, or email [financialaid@pine.edu](mailto:financialaid@pine.edu).

## **Additional Financial Aid Policies**

Students must declare an eligible major and degree at Pine Technical and Community College. Students may only receive financial aid at one college during a period of enrollment. A consortium agreement may be required for courses taken at another college prior to the start of the term. Contact [financialaid@pine.edu](mailto:financialaid@pine.edu) for more information.

## **Drug Conviction Notification**

As prescribed in Section 484A of the Higher Education Act of 1965, a student becomes ineligible to receive federal Title IV financial aid if the student is convicted of an offense under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment for which the student was receiving federal Title IV financial aid. If a student has been convicted of such an offense, they should contact the Pine Technical and Community College Financial Aid staff for further information. For additional information, please refer to the financial aid web page on the college website.

## **BOOKS & SUPPLIES**

### **CAMPUS STORE**

Pine Technical and Community College's Campus Store provides new, used and rental textbooks, supplies, and other materials required by students. The Campus Store is located across from The Lodge. The Campus Store operates on a cash, check, credit card or Financial Aid book voucher basis.

### **BOOKLISTS**

A book list with estimated prices and ISBN numbers is available on the Campus Store website at [www.campus-store.pine.edu](http://www.campus-store.pine.edu). Students may look up required and optional textbooks online using their course schedule.

### **BOOK BUYBACK**

The Campus Store sponsors a "Textbook Buyback" during finals week of fall and spring semesters. The Campus Store will be open at various times during buy-back and semester start/end times. The Campus Store hours may vary but can be viewed at the Campus Store web page.

### **USING FINANCIAL AID TO PURCHASE TEXTBOOKS**

Students may designate unused financial aid to cover the cost of their books. Students will receive an e-mail message from the Financial Aid office stating their eligibility. Students should bring a printed class schedule, Tech ID number and a picture ID when purchasing books. Students can determine their eligibility for using financial aid by contacting Student Success and/or financial aid staff. Book vouchers are available for pre-determined published dates, typically the week before and during the first week of classes. Book vouchers are unavailable after the first financial aid disbursement term date ends.

### **PURCHASING OR RENTING TEXTBOOKS**

Students can obtain textbooks for their courses by bringing a copy of their class schedule to the Campus Store. The books are arranged by the course and section number as shown on the class schedule. Students should check the shelf tag for verification. Campus Store staff will assist students in locating the correct supplies and textbooks if needed.

### **REFUNDS AND RETURNS**

Textbooks must be returned within the first five (5) business days of the semester. Refunds will be issued with a cash register receipt only. All textbook sales are final if purchased after the posted returns deadline. New textbooks that have been written in or have removed shrink-wrap cannot be returned for full price.

## **RECORDS & REGISTRATION**

PTCC students should become familiar with the Records and Registration policies and practices of the College. The Academic and Student Affairs Offices process admission applications, registration, transfer, and graduation evaluations and maintain all permanent student records.

It is the student's responsibility to update their information with the college. Students are encouraged to update their records if they have a change of name, email address and/or permanent address.

### **CHANGE OF ADDRESS**

A change of address can be submitted through the student's eServices account by choosing the Account Management option.

### **NAME CHANGE**

Documentation is required for a name change on a student record. To change their name, a student must complete the Change of Personal Information form and submit it with the acceptable documentation to the Student Affairs Office. The Change of Personal Information form can be found on the college website.

## REGISTRATION – CURRENT STUDENTS

Current students are encouraged to meet with their assigned program advisor to register for courses during the designated registration periods. STAR ID and password are required for course registration. Registration holds may be placed on a record requiring special permission to register. Some academic programs limit registration for program courses outside of the general registration period. If a student is unable to complete the registration process, they should meet with their program advisor or Student Success advisor. Look for emails, D2L Brightspace information, or updates posted on the hallway monitors for specific registration windows. Generally speaking, registration information is published:

- Spring and summer semesters registration: mid-October
- Fall semester: mid-March.

## ADD/DROP

Each course found on the course schedule within eServices has add, drop, and withdraw dates noted. For courses based on a 16-week semester, students may add or drop a course through the fifth business day of the term. For courses that are less than 16-weeks, students can add/drop the course prior to the course start or within two business days after the course start. Add/drop can be done through the eServices registration process using STAR ID and password.

A full refund of tuition and fees is given if a course is dropped within the add/drop period. A dropped course within the drop period does not show on a transcript and does not impact academic standing.

## WITHDRAWAL

Students may withdraw from a course after the add/drop period and up to approximately 80% of the term (short courses have an adjusted schedule). A withdrawal can be done through the eServices registration process using STAR ID and password. Withdrawal from a course must be declared after the fifth day of the semester, but not later than the 80% 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. Students are strongly advised to discuss withdrawing from a course with their instructor and/or advisor, and Student Success staff prior to withdrawing. A student may be required to pay back financial aid if they request a grade of “W”. *The College does not assign a grade of “W”. If a student stops attending a course without officially withdrawing from a course, they will earn a grade of “F” and their last day of attendance or academic participation will be recorded. The student may be subject to financial aid repayment.*

## REPEATED COURSES

Students may repeat a course for purposes of achieving a higher grade or to more fully master the material. Some programs may limit the number of times a student is able to repeat a course. While all grades remain on the transcript, only the highest grade achieved in a course is used to compute GPA. Repeated courses are included as attempted credits in evaluating academic progress (earned percentage) toward program completion. NOTE: A student may not be permitted to receive financial aid for more than one repetition of a previously passed course. VA supported students should speak to the School Certifying Official (SCO) for questions regarding repeat grades. Veterans may not be eligible for tuition reimbursement for repeated courses and should see the School Certifying Official for more information.

## DIRECTORY INFORMATION

The following information has been designated as “directory information” and is available to any member of the general public. It is considered public data unless the student requests in writing that this data be treated as private:

- Name
- Hometown
- Program major
- Status with regard to full time/part time
- Certificates, diplomas, degrees earned and awards received
- Dates of enrollment
- Participation in school events

If a student does not want directory information released, he/she must request confidentiality in writing by submitting a Request for Data Confidentiality form found on the college website.

## LIMITED DIRECTORY INFORMATION

The following information is designated as Limited Directory Data for enterprise technology related purposes internal to the Minnesota State Colleges and Universities system that are approved by System Office IT, including, but not limited to, inclusion of email addresses and Star ID numbers in a directory accessible to Minnesota State students and employees:

1. Student email address
2. Inclusion in the Office 365 Global Address list is one of the approved purposes for these Limited Directory Data.

Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members:

1. Student name
2. Student email address
3. Student Change Code (NEW/RTN/DROP)

## CONSENT FOR RELEASE

Private student data is not accessible to the public. It is accessible to the student, to individuals or agencies authorized by law to gain access and to any person or agency having the approval of the student. This applies to all students including those students under the age of 18, regardless of dependent status. Unless there is a specific law stating otherwise, or as stated elsewhere in this rule, educational data is presumed to be private. Private data includes:

- Academic information, including transcripts, grades, and test results
- Recommendation information
- Evaluations
- Profile information which identifies individuals
- Student financial aid records and other financial information
- Background information, including behavior, performance, and traits
- Counselor records, except if they contain information otherwise classified as confidential or as public.

A student may request that aspects of private data be shared with another person by submitting a Release of Information form to Student Affairs. The form can be found on the college website.

## STUDENT DATA PRIVACY POLICY

It is the intention of Pine Technical and Community College to comply with the provisions of the Minnesota Data Practices Act and Federal Educational Rights and Privacy Act (FERPA) of 1974. PTCC maintains only those educational records within the definition of law which are essential to the processes and procedures required to develop and maintain an accurate academic record for each student and to support such student accounting needs and requirements as imposed by law, state and federal regulations, and college operations. These records may be found in some or all of the following offices: Student Affairs (including counseling services, disability services, financial aid, admissions and records, advising, and student life), Academic Affairs (including departmental and program faculty), Business Office and Human Resources (student employees). This policy applies to all students, including those under the age of 18, regardless of dependent status.

## 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.



# STUDENT RIGHTS AND RESPONSIBILITIES

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 term "student" includes all persons who:

- Are enrolled in one or more courses, either credit or non-credit.
- Withdraw, transfer, or graduate, after an alleged violation of the student conduct code.
- Are not officially enrolled for a particular term but who have a continuing relationship with the College.
- Have been notified of their acceptance for admission or have initiated the process of application for admission and financial aid.

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 and staff.

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, including public social media. The College may also hold students accountable for a violation of the Student Code of Conduct committed off campus when:

- Hazing is involved: 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 initiation, admission into, affiliation with or as a condition of continued membership in a student group or organization;
- 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.

## FREEDOM TO LEARN

In addition to the basic constitutional rights enjoyed by all citizens, students of the College 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 when holding the event, in his or her judgment, which 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.

## **STUDENT POLICIES**

The policies of the College regarding student expectations, rights and responsibilities shall be readily accessible to students.

## **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.

## **STUDENT ACADEMIC STANDING 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.

## **INTELLECTUAL PROPERTY**

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.

## **STUDENT INVOLVEMENT IN DECISION MAKING**

Students shall have the right to appropriate levels of participation in college and university decision-making pursuant to Minnesota State Colleges and Universities Policy 2.3 and Procedure 2.31, Student Involvement in Decision-Making.

# **CODE OF CONDUCT**

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.

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.

The 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 the College's Procedure: Report/Complaint of Discrimination/Harassment Investigation and Resolution.

## **AUTHORITY**

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

## 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.

## PREPONDERANCE OF EVIDENCE

In disciplinary proceedings under this code, the College will use preponderance of evidence as a measure and a standard of responsibility for determining guilt or innocence. The measure holds that evidence will be examined during due process, and if the bulk of that evidence indicates that a violation has occurred, that will be sufficient for a finding. In legal terms, the standard is met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true.

## ACTIONABLE OFFENSES

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.
2. **Theft and damage of property:** Attempted theft, unauthorized borrowing or use of public or private property on college premises; destroying, damaging or littering 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, events and activities.
4. **Disorderly conduct on campus:** Threat to, physical abuse of, or harassment which threatens or endangers 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 persistently 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 PTCC 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.

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 college building(s) under supervision of an instructor; c) possession of a firearm during the annual Gun Show. Gunsmithing students must abide by the policies of their program.

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. **Abuse of the smoking policy:** Smoking, including electronic cigarettes, and use of chewing tobacco on college premises outside of published and permitted areas per Policy 600 – Smoking Policy.
9. **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 intoxication).
10. **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.

11. **College rules and policies:** Violation of published College policies, rules or regulations including but not limited to smoking or sexual harassment regulations.
12. **Retaliation:** Harassing, threatening or intimidating a complainant or other person alleging misconduct.
13. **Terms of sanctions:** Knowingly violating the terms of the sanctions imposed for prior code offense.
14. **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 initiation, admission into, affiliation with or as a condition of continued membership in a student group or organization.
15. **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 readmission may be specified, including faculty approval of re-admittance to their courses.
6. **Expulsion:** Permanent denial of the privilege of enrollment at the 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.

## INFORMAL ACTION

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

## FORMAL ACTIONS

### Judicial Committee Procedure

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 Director of Student Success 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 Director of Student Success 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 Director 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 10 working days following the receipt of a request for hearing by the Director of Student Success.
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 Director of Student Success. Students may be billed for the cost of the audio tape.
6. The Director of Student Success 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 Director of Student Success shall be given the written findings of the fact and recommendations, and it shall be the duty of the Director 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 Director of Student Success shall make every reasonable effort to locate the student through ordinary channels.
2. If the student does not respond, the Director will initiate the normal disciplinary procedures in the student's absence.

**Due Process**

Students can expect fair treatment in academic matters, and the following steps will be followed in each situation:

1. Notification of the charge
2. Presentation of the evidence supporting the charge
3. An opportunity to respond
4. Notification of the consequences
5. Information about the appeal process

## **APPEALS**

The student has the option to appeal any disciplinary action of the Judicial Committee to the President of Pine Technical and Community College. The appeal must be made in writing and given or mailed to the President within 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) business 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).

## **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 Director of Student Success.

## **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 Director of Student Success 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 organization 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 on 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.

## **OFF-CAMPUS CONDUCT**

Students who violate a local ordinance or state law risk the penalties prescribed by civil authorities. The 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, publicly posted social media, and/or arrest and conviction of a college student or staff member or when the activity adversely affects the interests of the College.

# **COMPLAINTS AND REPORTING**

Students are encouraged to report any concerns regarding a faculty or staff member, a campus policy or decision, or another student. Our goal is to encourage resolution by first addressing concerns through open, transparent discussion. There are a variety of methods available for facilitating resolution.

## **INFORMAL PROCESS**

1. A student should first attempt to resolve a complaint or concern with the faculty, staff, or student(s) directly involved or with whom the complaint exists.
2. If the student is uncomfortable approaching the faculty, staff, or student(s) he/she may select an advocate (such as the Director of Student Success, other faculty or staff, advisor, counselor, etc.) or make an appointment with the direct supervisor to clarify or seek resolution.

## FORMAL PROCESS

Any member of the College community (students, faculty, and/or 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:

### PROCESS FOR SUBMITTING A COMPLAINT:

1. If a student is unable to resolve a complaint informally (above), they may elect to file a complaint form with the Director of Student Success (e-form or hard-copy). The student must include the following information:
  - a. The nature of the complaint/grievance
  - b. Communications with the person(s) involved
  - c. The actions taken to resolve the issue
  - d. The resolution/action requested
2. The complaint will be addressed with appropriate administrators, staff members, or faculty members within ten (10) business days. The student filing the complaint will be contacted regarding the outcome of the complaint process. For more information regarding the resolution of a complaint, contact the Director of Student Success.
3. Nothing in this procedure precludes a student from seeking legal counsel at any step.

If the complaint is not satisfactorily resolved or addressed, the student may initiate the grievance process.

### GRIEVANCE PROCEDURE

If there is no resolution through the complaint procedure and the complaint alleges improper, unfair or arbitrary application of a college or MinnState policy or procedure, a student may initiate a written grievance. The written grievance must be submitted to the administrator who oversees the faculty, staff or department where the complaint allegedly occurred. The written grievance must include:

- A summary of the incident/violation/complaint
- Facts of the incident upon which the grievance is based, and
- Steps taken towards resolution and the nature of the resolution that is requested.

The administrator shall:

- Seek information from all parties involved
- Provide a written response to the student(s) who initiated the grievance and to the employees who were grieved. Included in the response shall be information on the right to and the process for a grievance appeal.

### GRIEVANCE APPEALS

A student has the right to appeal a grievance decision by appealing to the President. The decision of the President is final and binding.

If the grievance involves a MinnState policy, the actions of the college President, an issue of institutional or program quality such as the college's compliance with the standards of an accrediting or licensing body, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the college's decision to the system Chancellor.

### COMPLAINT AND GRIEVANCE TIME FRAMES

The initial complaint or grievance must be presented within twenty (20) business days after the first occurrence of the event giving rise to the complaint or grievance or twenty (20) business days after the student, through use of reasonable diligence, should have obtained knowledge of the first occurrence.

Lack of awareness on part of the student of posted policies, procedures or deadlines shall not be considered a reason for a complaint or grievance.

Each subsequent process step thereafter must be conducted within ten (10) business days. If the college is unable to respond within the ten (10) business days, the grievant shall be notified in writing of an extension which must include a reasonable response date. The student(s) and college may agree upon extending the deadlines by mutual agreement, approved by the appropriate administrator.

If the employee or college fails to provide a response or a notice of extension within ten (10) business days, the grievant may proceed to the next step in the process.

If the grievant fails to appeal within ten (10) business days, the grievance shall be considered resolved.





# AUGUST

"There is no shortage of good days. It is good lives that are hard to come by." – Annie Dillard

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**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

14

MONDAY

15

TUESDAY

16

WEDNESDAY

**17****THURSDAY**



**18****FRIDAY**



**19****SATURDAY**



**20****SUNDAY**



# AUGUST

"Nothing is so embarrassing as watching someone do something that you said couldn't be done." – Sam Ewing

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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

21

MONDAY

22

TUESDAY

23

WEDNESDAY

Fall Semester Begins

24

THURSDAY

25

FRIDAY

26

SATURDAY

27

SUNDAY

First Saturday Class

# AUGUST

"I like pressure. If I am not on the edge of failure, I'm not being sufficiently challenged." – Jewel

JULY 2023						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

28

MONDAY

29

TUESDAY

30

WEDNESDAY



<b>31</b> <b>THURSDAY</b>		
<b>1</b> <b>FRIDAY</b>		
<b>2</b> <b>SATURDAY</b>		No Classes
<b>3</b> <b>SUNDAY</b>		

# SEPTEMBER

"I can accept failure. Everyone fails at something.  
But I can't accept not trying." – Michael Jordan

AUGUST 2023						
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**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

4

MONDAY

Labor Day  
Campus Closed - No Classes

5

TUESDAY

6

WEDNESDAY



<b>7</b> <b>THURSDAY</b>		
<b>8</b> <b>FRIDAY</b>		
<b>9</b> <b>SATURDAY</b>		
<b>10</b> <b>SUNDAY</b>		



# SEPTEMBER

"It's lack of faith that makes people afraid of meeting challenges, and I believe in myself." – Muhammad Ali

AUGUST 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

11

MONDAY

*Patriot Day*

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

16

SATURDAY

17

SUNDAY

*Rosh Hashanah begins at sundown*

# SEPTEMBER

"Challenges make you discover things about yourself that you never really knew. They're what make the instrument stretch – what make you go beyond the norm." – Cicely Tyson

AUGUST 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

18

MONDAY

19

TUESDAY

20

WEDNESDAY

21

THURSDAY

22

FRIDAY

23

SATURDAY

24

SUNDAY

*First day of autumn*

*Yom Kippur begins at sundown*

# SEPTEMBER

"If you want to make peace with your enemy, you have to work with your enemy. Then he becomes your partner." – Nelson Mandela

AUGUST 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

25

MONDAY

26

TUESDAY

27

WEDNESDAY

*Mawlid al-Nabi begins at sundown*

**28**

**THURSDAY**

**29**

**FRIDAY**

**30**

**SATURDAY**

**1**

**SUNDAY**

# OCTOBER

"Courage is the ladder on which all the other virtues mount." – Clare Boothe Luce

SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

2

MONDAY

3

TUESDAY

4

WEDNESDAY

Advising Week: Students meet with Advisors for Spring class selection

Advising Week: Students meet with Advisors for Spring class selection

Advising Week: Students meet with Advisors for Spring class selection

5

THURSDAY

Advising Week: Students meet with Advisors for Spring class selection

6

FRIDAY

Advising Week: Students meet with Advisors for Spring class selection

7

SATURDAY

8

SUNDAY



# OCTOBER

"Some of the world's greatest feats were accomplished by people not smart enough to know they were impossible." – Doug Larson

SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

9

MONDAY

10

TUESDAY

11

WEDNESDAY

*Columbus Day*  
Continuing Student and Veterans  
Registration for Spring and  
Summer 2024 Begins

New Student Registration for Spring  
and Summer 2024 Begins



**12**

**THURSDAY**

**13**

**FRIDAY**

**14**

**SATURDAY**

**15**

**SUNDAY**

Mid-Term Ends - Saturday Classes  
Meet

# OCTOBER

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." – Margaret Mead

SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

16

MONDAY

17

TUESDAY

18

WEDNESDAY

19

THURSDAY

No Classes

20

FRIDAY

No Classes

21

SATURDAY

22

SUNDAY

# OCTOBER

"You can always wish for what you don't have, but always respect what you do have." – Suzanne Vermilyea

SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023							
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**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

23

MONDAY

24

TUESDAY

25

WEDNESDAY



**26**

**THURSDAY**

**27**

**FRIDAY**

**28**

**SATURDAY**

**29**

**SUNDAY**

# NOVEMBER

"If there is to be any peace it will come through being, not having." – Henry Miller

OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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30	31					

**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

30

MONDAY

31

TUESDAY

1

WEDNESDAY

*Halloween*



<b>2</b> <b>THURSDAY</b>		
<b>3</b> <b>FRIDAY</b>		
<b>4</b> <b>SATURDAY</b>		
<b>5</b> <b>SUNDAY</b>		<i>Standard time begins</i>



# NOVEMBER

"To fulfill a dream, to be allowed to sweat over lonely labor, to be given a chance to create, is the meat and potatoes of life." – Bette Davis

OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

6

MONDAY

7

TUESDAY

8

WEDNESDAY

*Election Day*

9

THURSDAY

10

FRIDAY

11

SATURDAY

12

SUNDAY

Campus Closed - No Classes  
Veterans Day Observed

*Veterans Day*

# NOVEMBER

"There is no man living who isn't capable of doing more than he thinks he can do." – Henry Ford

OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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**PRIORITY THIS WEEK:**

THIS WEEK



Pine Technical & Community College

13

MONDAY

14

TUESDAY

15

WEDNESDAY

16

THURSDAY

17

FRIDAY

18

SATURDAY

19

SUNDAY

# NOVEMBER

"You really can change the world if you care enough." – Marian Wright Edelman

OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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**PRIORITY THIS WEEK:**

THIS WEEK



Pine Technical & Community College

20

MONDAY

21

TUESDAY

22

WEDNESDAY

23

THURSDAY

Thanksgiving  
Campus Closed - No Classes

24

FRIDAY

Campus Closed - No Classes

25

SATURDAY

Campus Closed - No Classes

26

SUNDAY

# NOVEMBER

"Action is the antidote to despair." – Joan Baez

OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

27

MONDAY

28

TUESDAY

29

WEDNESDAY



<b>30</b> <b>THURSDAY</b>		
<b>1</b> <b>FRIDAY</b>		
<b>2</b> <b>SATURDAY</b>		
<b>3</b> <b>SUNDAY</b>		



# DECEMBER

"The time is always right to do what is right." – Martin Luther King Jr.

NOVEMBER 2023						
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DECEMBER 2023						
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JANUARY 2024						
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**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

4

MONDAY

5

TUESDAY

6

WEDNESDAY



**7**

**THURSDAY**

*Hanukkah begins at sundown*

**8**

**FRIDAY**

**9**

**SATURDAY**

**10**

**SUNDAY**

# DECEMBER

"Where there is great love there are always miracles." – Willa Cather

NOVEMBER 2023						
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DECEMBER 2023						
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JANUARY 2024						
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**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

11

MONDAY

12

TUESDAY

13

WEDNESDAY

Final Exam Week

Final Exam Week

Final Exam Week

14

THURSDAY

Final Exam Week

15

FRIDAY

Final Exam Week  
Last Day of Classes

16

SATURDAY

Final Exams - Saturday Class  
Last Saturday Class

17

SUNDAY

# DECEMBER

"It's kind of fun to do the impossible." – Walt Disney

NOVEMBER 2023						
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DECEMBER 2023						
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JANUARY 2024						
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THIS WEEK

**PRIORITY THIS WEEK:**



Pine Technical & Community College

18

MONDAY

Semester Break - No Classes

19

TUESDAY

Semester Break - No Classes

20

WEDNESDAY

Semester Break - No Classes

21

THURSDAY

*First day of winter*  
Semester Break - No Classes

22

FRIDAY

Semester Break - No Classes

23

SATURDAY

Campus Closed - No Classes

24

SUNDAY

Campus Closed - No Classes

# DECEMBER

"Truth is the only safe ground to stand upon." – Elizabeth Cady Stanton

NOVEMBER 2023						
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DECEMBER 2023						
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JANUARY 2024						
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**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

25

MONDAY

26

TUESDAY

27

WEDNESDAY

*Christmas*  
Campus Closed - No Classes

*Kwanzaa begins*  
Semester Break - No Classes

Semester Break - No Classes

28

THURSDAY

Semester Break - No Classes

29

FRIDAY

Semester Break - No Classes

30

SATURDAY

Semester Break - No Classes

31

SUNDAY



# JANUARY

"No man fails if he does his best." – Orison Swett Marden

DECEMBER 2023						
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JANUARY 2024						
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FEBRUARY 2024						
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**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

1

MONDAY

2

TUESDAY

3

WEDNESDAY

*New Year's Day*  
Campus Closed - No Classes

Semester Break - No Classes

Semester Break - No Classes

4

THURSDAY

Jump Start  
Semester Break - No Classes

5

FRIDAY

Semester Break - No Classes

6

SATURDAY

7

SUNDAY

# JANUARY

"The formula for success is simple: practice and concentration then more practice and more concentration." – Babe Didrikson Zaharias

DECEMBER 2023						
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JANUARY 2024						
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FEBRUARY 2024						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

8

MONDAY

9

TUESDAY

10

WEDNESDAY

Spring Semester Begins

11

THURSDAY

12

FRIDAY

13

SATURDAY

14

SUNDAY

First Saturday Class

# JANUARY

"For how can 'the consent of the governed' be given, if the right to vote be denied?" – Susan B. Anthony

DECEMBER 2023						
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JANUARY 2024						
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FEBRUARY 2024						
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24	25	26	27	28	29	

## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

15

MONDAY

16

TUESDAY

17

WEDNESDAY

Martin Luther King Jr. Day  
Campus Closed - No Classes



18 THURSDAY	
19 FRIDAY	
20 SATURDAY	
21 SUNDAY	

# JANUARY

"You cannot achieve a new goal by applying the same level of thinking that got you where you are today." – Albert Einstein

DECEMBER 2023						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024						
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21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

22

MONDAY

23

TUESDAY

24

WEDNESDAY



<b>25</b> <b>THURSDAY</b>	
<b>26</b> <b>FRIDAY</b>	
<b>27</b> <b>SATURDAY</b>	
<b>28</b> <b>SUNDAY</b>	



# JANUARY

"Laziness may appear attractive, but work gives satisfaction." – Anne Frank

DECEMBER 2023						
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JANUARY 2024						
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FEBRUARY 2024						
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**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

29

MONDAY

30

TUESDAY

31

WEDNESDAY



1

THURSDAY

2

FRIDAY

3

SATURDAY

4

SUNDAY

*Groundhog Day*

# FEBRUARY

"The world is round, and the place which may seem like the end may also be only the beginning." – Ivy Baker Priest

JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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30	31					

**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

5

MONDAY

6

TUESDAY

7

WEDNESDAY



8

THURSDAY

9

FRIDAY

10

SATURDAY

11

SUNDAY

*Lunar New Year*

# FEBRUARY

"Without discipline, there is no life at all." – Katharine Hepburn

JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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31						

**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

12

MONDAY

13

TUESDAY

14

WEDNESDAY

*Lincoln's Birthday*

*Ash Wednesday  
Valentine's Day*

15

THURSDAY

16

FRIDAY

17

SATURDAY

18

SUNDAY

# FEBRUARY

"Attempt the impossible in order to improve your work." – Bette Davis

JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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24	25	26	27	28	29	30
31						

**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

19

MONDAY

*Presidents' Day*  
Campus Closed - No Classes

20

TUESDAY

21

WEDNESDAY



**22**

**THURSDAY**

*Washington's Birthday*

**23**

**FRIDAY**

**24**

**SATURDAY**

**25**

**SUNDAY**



# FEBRUARY

"Adventure is worthwhile in itself." – Amelia Earhart

JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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30	31					

## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

26

MONDAY

27

TUESDAY

28

WEDNESDAY

Advising Week: Students meet with Advisors for Fall class selection

Advising Week: Students meet with Advisors for Fall class selection  
Precinct Caucus Day - No Classes after 6:00pm

Advising Week: Students meet with Advisors for Fall class selection

29

THURSDAY

Advising Week: Students meet with Advisors for Fall class selection

1

FRIDAY

Advising Week: Students meet with Advisors for Fall class selection

2

SATURDAY

Mid-Term Ends - Saturday Classes Meet

3

SUNDAY

# MARCH

"Once you realize how good you really are, you never settle for playing less than your best." – Reggie Jackson

FEBRUARY 2024						
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MARCH 2024						
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31						

APRIL 2024						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

4

MONDAY

5

TUESDAY

6

WEDNESDAY

Spring Break - No Classes

Spring Break - No Classes

Spring Break - No Classes



**7**  
**THURSDAY**

Spring Break - No Classes

**8**  
**FRIDAY**

Spring Break - No Classes

**9**  
**SATURDAY**

No Saturday Classes

**10**  
**SUNDAY**

*Daylight saving time begins  
Ramadan begins at sundown*

# MARCH

"This is the team. We're trying to go to the moon. If you can't put someone up, please don't put them down." – NASA motto

FEBRUARY 2024						
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MARCH 2024						
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APRIL 2024						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

11

MONDAY

12

TUESDAY

13

WEDNESDAY

Continuing Student and Veterans Registration for Fall 2024 Begins

New Student Registration for Fall 2024 Begins

14

THURSDAY

15

FRIDAY

16

SATURDAY

17

SUNDAY

*St. Patrick's Day*

# MARCH

"If it had not been for the wind in my face, I wouldn't be able to fly at all." – Arthur Ashe

FEBRUARY 2024						
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MARCH 2024						
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31						

APRIL 2024						
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28	29	30				

**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

18

MONDAY

19

TUESDAY

20

WEDNESDAY

*First day of spring*



**21**

**THURSDAY**

**22**

**FRIDAY**

**23**

**SATURDAY**

**24**

**SUNDAY**

*Palm Sunday*



# MARCH

"I have found that among its other benefits, giving liberates the soul of the giver." – Maya Angelou

FEBRUARY 2024						
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MARCH 2024						
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APRIL 2024						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

25

MONDAY

26

TUESDAY

27

WEDNESDAY

28

THURSDAY

29

FRIDAY

30

SATURDAY

31

SUNDAY

*Good Friday*

No Saturday Classes

*Easter*

# APRIL

"The harder you work, the harder it is to surrender." – Vince Lombardi

MARCH 2024						
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APRIL 2024						
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MAY 2024							
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THIS WEEK

**PRIORITY THIS WEEK:**



Pine Technical & Community College

1

MONDAY

*April Fools' Day*

2

TUESDAY

3

WEDNESDAY



4

THURSDAY

*Laylat al-Qadr begins at sundown*

5

FRIDAY

6

SATURDAY

7

SUNDAY

# APRIL

"The quality of an individual is reflected in the standards they set for themselves." – Ray Kroc

MARCH 2024						
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APRIL 2024						
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MAY 2024							
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26	27	28	29	30	31		

## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

8

MONDAY

9

TUESDAY

10

WEDNESDAY

*Eid al-Fitr begins at sundown*

11

THURSDAY

12

FRIDAY

13

SATURDAY

14

SUNDAY

Campus Conversation Day  
No Classes

# APRIL

"Nothing in life is to be feared. It is only to be understood." – Marie Curie

MARCH 2024						
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31						

APRIL 2024						
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MAY 2024						
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31						

**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

15

MONDAY

16

TUESDAY

17

WEDNESDAY

18

THURSDAY

19

FRIDAY

20

SATURDAY

21

SUNDAY



# APRIL

"Common sense is seeing things as they are and doing things as they ought to be." – Harriet Beecher Stowe

MARCH 2024						
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APRIL 2024						
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MAY 2024						
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31						

## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

22

MONDAY

23

TUESDAY

24

WEDNESDAY

Earth Day  
Passover begins at sundown



25

THURSDAY

26

FRIDAY

27

SATURDAY

28

SUNDAY

# MAY

"No one can make you feel inferior without your consent." – Eleanor Roosevelt

APRIL 2024						
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MAY 2024						
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JUNE 2024						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

29

MONDAY

30

TUESDAY

1

WEDNESDAY

2

THURSDAY

3

FRIDAY

4

SATURDAY

5

SUNDAY

Final Exam Week

Final Exams - Saturday Classes  
Last Saturday Class

*Cinco de Mayo*

# MAY

"There are no gains without pains." – Benjamin Franklin

APRIL 2024						
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MAY 2024						
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JUNE 2024						
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16	17	18	19	20	21	22
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THIS WEEK

**PRIORITY THIS WEEK:**



Pine Technical & Community College

6

MONDAY

Final Exam Week

7

TUESDAY

Final Exam Week

8

WEDNESDAY

Final Exam Week

9

THURSDAY

Final Exam Week  
Last Day of Classes

10

FRIDAY

Commencement  
No Classes

11

SATURDAY

12

SUNDAY

*Mother's Day*

# MAY

"Do the best you can in every task, no matter how unimportant it may seem at the time. No one learns more about a problem than the person at the bottom." – Sandra Day O'Connor

APRIL 2024						
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MAY 2024						
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JUNE 2024						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

13

MONDAY

14

TUESDAY

15

WEDNESDAY



**16**

**THURSDAY**


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**17**

**FRIDAY**


--

**18**

**SATURDAY**


--

**19**

**SUNDAY**


--



# MAY

"Make the most of yourself, for that is all there is of you." – Ralph Waldo Emerson

APRIL 2024						
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MAY 2024						
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JUNE 2024						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

20

MONDAY

21

TUESDAY

22

WEDNESDAY

23

THURSDAY

24

FRIDAY

25

SATURDAY

26

SUNDAY

# MAY

"If you really want something, you can figure out how to make it happen." – Cher

APRIL 2024						
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MAY 2024						
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JUNE 2024						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

27

MONDAY

28

TUESDAY

29

WEDNESDAY

Memorial Day  
Campus Closed - No Classes



<b>30</b> <b>THURSDAY</b>		
<b>31</b> <b>FRIDAY</b>		
<b>1</b> <b>SATURDAY</b>		
<b>2</b> <b>SUNDAY</b>		

# JUNE

"The price of greatness is responsibility."  
— Winston Churchill

MAY 2024						
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JUNE 2024						
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JULY 2024						
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28	29	30	31			

**PRIORITY THIS WEEK:**



Pine Technical &  
Community College

THIS WEEK

3

MONDAY

4

TUESDAY

5

WEDNESDAY

Summer Session Begins



6

THURSDAY

7

FRIDAY

8

SATURDAY

9

SUNDAY

# JUNE

"We can learn even from our enemies." – Ovid

MAY 2024						
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JUNE 2024						
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JULY 2024						
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28	29	30	31			

**PRIORITY THIS WEEK:**



Pine Technical &  
Community College

THIS WEEK

10

MONDAY

11

TUESDAY

12

WEDNESDAY

13

THURSDAY

14

FRIDAY

15

SATURDAY

16

SUNDAY

*Flag Day*

*Eid al-Adha begins at sundown  
Father's Day*



# JUNE

"We must use time as a tool, not as a crutch." – John F. Kennedy

MAY 2024						
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JUNE 2024						
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JULY 2024						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

17

MONDAY

18

TUESDAY

19

WEDNESDAY

*Juneteenth*  
Campus Closed - No Classes



**20**

**THURSDAY**

*First day of summer*

**21**

**FRIDAY**

**22**

**SATURDAY**

**23**

**SUNDAY**

# JUNE

"Imagination rules the world." – Napoleon Bonaparte

MAY 2024						
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JUNE 2024						
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JULY 2024						
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21	22	23	24	25	26	27
28	29	30	31			

**PRIORITY THIS WEEK:**



Pine Technical & Community College

THIS WEEK

24

MONDAY

25

TUESDAY

26

WEDNESDAY



<b>27</b> <b>THURSDAY</b>	
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<b>28</b> <b>FRIDAY</b>	
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<b>29</b> <b>SATURDAY</b>	
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<b>30</b> <b>SUNDAY</b>	
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# JULY

"A creative man is motivated by the desire to achieve, not by the desire to beat others." – Ayn Rand

JUNE 2024						
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JULY 2024						
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28	29	30	31			

AUGUST 2024						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

1

MONDAY

2

TUESDAY

3

WEDNESDAY

4

THURSDAY

*Independence Day*  
Campus Closed - No Classes

5

FRIDAY

6

SATURDAY

7

SUNDAY

*Muharram begins at sundown*

# JULY

"Opportunity is missed by most people because it is dressed in overalls and looks like work." – Thomas Edison

JUNE 2024						
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JULY 2024						
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AUGUST 2024						
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## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

8

MONDAY

9

TUESDAY

10

WEDNESDAY



11 THURSDAY		
12 FRIDAY		
13 SATURDAY		
14 SUNDAY		



# JULY

"Lots of people want to ride with you in the limo, but what you want is someone who will take the bus with you when the limo breaks down." – Oprah Winfrey

JUNE 2024						
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JULY 2024						
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AUGUST 2024						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

15

MONDAY

16

TUESDAY

17

WEDNESDAY



**18**

**THURSDAY**


**19**

**FRIDAY**


**20**

**SATURDAY**


**21**

**SUNDAY**


# JULY

"Be who you are and say what you feel  
because those who mind don't matter and  
those who matter don't mind." – Dr. Seuss

JUNE 2024						
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JULY 2024						
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21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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## PRIORITY THIS WEEK:



Pine Technical &  
Community College

THIS WEEK

22

MONDAY

23

TUESDAY

24

WEDNESDAY



**25**

**THURSDAY**

**26**

**FRIDAY**

**27**

**SATURDAY**

**28**

**SUNDAY**

Last Day of Summer Session

# JULY

"One of the secrets to life is to make steppingstones out of stumbling blocks." – Jack Penn

JUNE 2024						
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JULY 2024						
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21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

29

MONDAY

30

TUESDAY

31

WEDNESDAY

**1****THURSDAY****2****FRIDAY****3****SATURDAY****4****SUNDAY**

# AUGUST

"Truth is the only safe ground to stand upon." – Elizabeth Cady Stanton

JULY 2024						
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21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## PRIORITY THIS WEEK:



Pine Technical & Community College

THIS WEEK

5

MONDAY

6

TUESDAY

7

WEDNESDAY



**8**

**THURSDAY**

**9**

**FRIDAY**

**10**

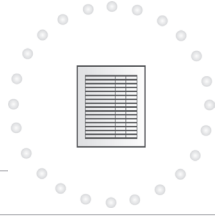
**SATURDAY**

**11**

**SUNDAY**



# NOTES



Lined area for writing notes, consisting of multiple horizontal lines extending across the page width.



# NOTES



# NOTES



Horizontal lines for writing, spanning the width of the page below the 'NOTES' header.

# NOTES



A series of horizontal lines for writing notes, spanning the width of the page below the 'NOTES' header.





# NOTES



A series of horizontal lines for writing, spanning the width of the page. The lines are evenly spaced and extend from the left margin to the right margin, providing a guide for text entry.

NOTES



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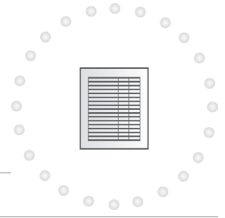
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# NOTES



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**Pine Technical &  
Community College**

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