



Pine Technical & Community College

Whether seeking
a career program,
new skills or
general education,
Pine Technical &
Community College is
an excellent choice!

2025-2026

Student Handbook



Pine Technical &
Community Coll

*Starting out
or Starting over*

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

Financial Aid

320-629-5197

Records

320-629-4574

Student Senate

320-629-4541

IT Helpdesk

320-629-5113

Campus Store

320-629-5137

2025-2026 Academic Calendar

Fall Semester 2025	
August 25	Fall Semester Begins; First Saturday class September 6 th
September 1	Labor Day Holiday (Campus Closed); No classes August 30 th
October 6-10	Advising/Registration Week: Students meet with advisors
October 6	Continuing Student/Veterans Registration Opens
October 8	New Student Registration Opens
October 16-17	Non-contract Faculty Days (No classes)
October 18	Mid-Term Ends - Saturday classes held
November 11	Veteran's Day (Campus Closed)
November 27-30	Thanksgiving Holiday (Campus Closed)
December 15-19	Final Exam Week; Final Exams for Sat. classes Dec. 20 th
December 20	Last Day of Classes
December 25	Holiday Observed (Campus Closed)
December 22-January 9	Semester Break (No classes)
Spring Semester 2026	
January 1	New Year's Day Holiday Observed (Campus Closed)
January 12	Spring Semester Begins; First Saturday Class Jan. 17 th
January 19	Martin L. King Holiday (Campus Closed)
February 3	Precinct Caucus Day; No classes after 6:00pm
February 16	Presidents' Day (Campus Closed)
March 2-6	Advising/Registration Week: Students meet with advisors
March 2	Continuing Student/Veterans Registration Opens
March 4	New Student Registration Opens
March 7	Mid-Term End - Saturday classes held
March 9-13	Spring Break (No classes); No Saturday class Mar. 14 th
March 27	Campus Conversation Day (Faculty Contract Day; No classes)
April 4	No Saturday Classes
May 8-14	Final Exam Week; Final Exams for Sat. Classes May 9 th
May 14	Last Day of Classes
May 15	Commencement and Faculty Contract Day (No classes)
May 19	Faculty Contract Day
Summer Session 2026	
June 1	Summer Session Begins
June 19	Juneteenth (Campus Closed)
July 3	Independence Day Observed; No Saturday Classes (Campus Closed)
July 25	Last Day of Summer Session

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.

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 Robin Johnson, Dean of Student Success, who can be reached at 320-629-5174. Pine Technical and Community College's ADA/Section 504 Coordinator and Title VI Coordinator is Jessica Austin, Student Success Coordinator, who can be reached at 320-629-4525. 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 Minnesota Department of Human Rights, the Minnesota 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

AtB – Ability to Benefit

AS – Associate of Science

CPL – Credit for Prior Learning

DARs – (Degree Audit Report)

D2L Brightspace – Desire 2 Learn – learning modality/technology for all PTCC courses

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 (interactive television) delivered courses

Rm – Room

SAP – Satisfactory Academic Progress

SVPT – Sexual Violence Prevention Training

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 (AtB)

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

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 Services 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 all college (host college) transcripts 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 visit www.pine.edu/academics/transfer.

CREDIT FOR PRIOR LEARNING (CPL)

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 to see a full list of eligible courses, requirements, and assessment methods. For more information contact the Transfer Specialist at records@pine.edu, or see Minnesota State policy 3.35 at www.minnstate.edu/board/policy/335.html

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

- **Attend Program Orientation(s).** Students are encouraged to attend their program orientation prior to the start of the semester, if applicable.
- **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: 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 or requested online.
- **Opt-In for Campus Communication** through eServices (under Account Management)
- **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.
- **Complete all Sexual Violence Prevention Training (SVPT)** for all new PTCC students on D2L Brightspace per Minnesota State Statute 135A.15.

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
- Exercise good time management (i.e. print out class schedule)

- Be prepared
- Participate in class activities
- 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 and other campus events
- 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 3 to 4 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 (first.lastname@pine.edu) daily! This is the college's formal means of communication. All official communication will be sent to PTCC email only.

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: 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
 - Tutor.com
- 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
 - Transferology
- Student Life
 - Student Activities
 - Student Clubs
 - Student Senate
- Support Services
 - Accessibility and Accommodations
 - Basic Needs Resources
 - Childcare Resources
 - Community Connections
 - Emergency Funding Resources
 - Mobile Food Pantry
 - SNAP Student Support Program → Connect 4 Success
 - United Way 211
 - Veterans Services
- Campus Resources
 - Adult Basic Education
 - Campus Store
 - Customized Training Solutions
 - Parkside Café
 - Pine Early Learning Center
 - Technology Services
 - The Rec

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 *ASSESSMENT OF STUDENT LEARNING*.

Academic Early Alert System – At PTCC we want every student to be successful. The Academic Early 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, text, 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 – All students must complete an application for graduation the last semester of the program in order to graduate. 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.

Graduation Follow Up Survey – Students must complete a graduate follow-up survey 12 months of completing the degree of study at PTCC. Students will be contacted by the email on record.

Accurate Student Data Reminder – 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 Services 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

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 or Student Success
- 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), Business Transfer Pathway (AS), and Psychology Transfer Pathway (AS) students are assigned a staff advisor from the Student Success team. PSEO students are assigned a staff advisor from the K-12 Partnerships team. Incoming applicants with advising questions may be directed to Admissions.

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 dispute/contest a course grade 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).

All students 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 are to review SAP due dates on the PTCC website.

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, 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 Summa Cum Laude Award upon graduation. Grades earned for developmental coursework are not included in the honors calculation.

The Summa Cum Laude 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 Summa Cum Laude 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 Dean 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/.

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.

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 completed 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 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, a custom browser integrated with D2L Brightspace that locks down the online testing environment for PTCC courses.

ACCESSIBILITY AND ACCOMMODATION SERVICES

Pine Technical and 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 320-629-4525, email 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 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.

COLLEGE LIBRARY

The College Library offers a diverse collection of materials, space for use, and services. 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 interlibrary loan service to access materials that aren't available directly through Pine Technical and Community College. The Library also has a limited number of laptops available for students to checkout and use.

In the Library you can find desktop computers, printers and copiers, spaces for individual and group study, and the Library's collection of over 5,000 physical items for checkout. Library staff can help with a variety of tasks, such as getting a student ID card, accessing online resources, checking campus email, using D2L, and using Microsoft 365. The PTCC librarian offers consultation by appointment or walk-in covering topics such as narrowing research topics, devising a search strategy, finding sources for assignments or individual study, and formatting in-text and bibliographic citations using MLA and APA style guidelines. For service or assistance call 320-629-5169, email library@pine.edu, or refer to the college website.

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 a student wants 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.

STAR ID

STAR ID is required for D2L Brightspace and eServices log in. A student can acquire and manage their STAR ID account here: 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. For additional questions, email 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.

CAMPUS SAFETY

Current campus 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.

Art Club: The Art Club encourages students to expand their creativity, form relationships with other students, and explore what it means to be an artist. Student Art Club is open to any kind of art from traditional drawing and painting to fiber arts like crochet, knitting, and embroidery along with everything in between.

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.

Creative Writing Club: The purpose of the Creative Writing Club is to encourage students to expand their abilities as a creative writer through a variety of readings, exercises, and workshops as well as prepare themselves for open mic and publishing opportunities. The Creative Writing Club is open to those students interested in any genre including fiction, creative nonfiction, poetry, and then some. Students will expand their knowledge, engage with other students, and explore what it means to be a writer.

Cyber Club: The Pine Technical & Community College Cyber Club seeks to learn and discover new and current concepts in the fields of computer science and robotics. The club goal is to promote, protect and innovate a better understanding of current technologies and develop prototypes and new concepts to

expand the field's technology, while making information available for study by members of the greater community.

Entrepreneurship Club: The mission of the Entrepreneurship Club is to empower students to explore entrepreneurship and small business creation/development through practical workshops, mentorship, and networking.

Our vision is to foster a community of entrepreneurial thinkers and innovators who are equipped to lead and make an impact in their industries. We aspire to be a catalyst for entrepreneurial change, growth and success, inspiring students to pursue their passions, develop ancillary skills, and contribute positively to the local and global economy.

Gay Straight Alliance Club (GSA): The GSA 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 who share the club's vision, whether they identify as lesbian, gay, bisexual, transgender, or straight.

Outdoors Club: The Outdoors 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 (PTK): 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.

Spanish Club: The mission of the Pine Technical & Community Spanish Club is to educate students about the cultures of the Hispanic world through social gatherings that provide an array of activities, such as culture presentations, skit games, videos, holiday celebrations, field trips, and service-learning opportunities. These activities will allow students and teachers to interact, practice Spanish, and learn about other cultures and people in other lands. The Spanish Club will be open to all students regardless of his or her level and ability in Spanish.

Table Top Gaming Club: The Table Top Gaming Club allows PTCC students to relax and have fun playing games (i.e., board games, video games, etc.) and meet new people to gain new friendships on campus.

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.

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 www.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 add/drop deadline, or withdraw from all courses within the refund period (within 20 days Fall & Spring, 10 days summer), will be responsible for the full tuition amount due.*** In all cases, students should feel free to call, email or stop into Student Services, 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: 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. Visit www.pine.edu/paying-for-college.

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. Students are encouraged to apply for financial aid early and use these funds wisely. The FAFSA needs to be completed for each academic year. Students should complete the FAFSA early due to processing time. For additional information, visit the *Paying for College* section on the college website.

Award Disbursement

Financial aid disbursements are issued each term (fall, spring and summer). For specific disbursement information, visit the *Paying for College* section 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
- Refund to the BankMobile VIBE debit card

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 Services to update an address).

For more information, visit www.refundselection.com/refundselection/#/welcome/continue to learn more about the program, or contact Business Services at 320-629-5193 or email business-services.edu.

Minnesota Financial Aid Programs

Students receiving state financial aid funding are subject to the Minnesota Office of 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 *Paying for College* section on the college website.

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.

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 for more information.

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. 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 who have a FAFSA on file can charge books to their student account. After tuition and fees are paid, any remaining financial aid or scholarship funds may apply towards the purchase of books. If financial aid/scholarship funds do not cover the full amount of the books being purchased, the student will have a balance due for the remaining charges. Financial aid/scholarships will be available three to four weeks before classes start and through the first week of classes.

PURCHASING OR RENTING TEXTBOOKS

Students can order their textbooks through the Minnesota Textbook Center's link found on the PTCC Campus Store website – <https://campus-store.pine.edu/home> and click on Textbooks. Students are required to create an account separate from their school account to place an order. Instructions are available online, as are pamphlets in the Campus Store. PTCC's Textbook Rental Program are for selected courses each semester. Titles with the option of being rented will be displayed when you search for your course materials at the time you place your textbook order.

REFUNDS AND RETURNS

Textbooks must be returned with the first five (5) business days of the semester. Ship textbook returns to the Minnesota Textbook Center. Students are responsible for return shipping costs. All textbooks must be in original condition and accompanied by a receipt when returned. For additional information, visit the PTCC Campus Store website at <https://campus-store.pine.edu/home> and click on Textbooks.

RECORDS & REGISTRATION

PTCC students should become familiar with the Records and Registration policies and practices of the College. The Academic and Student Services 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 Services 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 it does factor 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, the student must request confidentiality in writing by submitting a Request for Data Confidentiality form found on the college website, to the Records Office.

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 the Records Office. 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 Services (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 a student's 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 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 properties and at all college or club sponsored activities, 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 decision-making pursuant to Minnesota State Colleges and Universities Policy 2.3 and Procedure 2.3.1, 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 Dean 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 cor 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 Rev 1: 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 designated door of the Gunsmithing department; b) possession or transportation of firearms within the college building(s) under supervision of an instructor. 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 Rev 3 – 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 Dean of Student Success (or designee) will conduct an investigation of the charges. If the accusation seems unwarranted, the Dean of Student Success may dismiss the complaint and discontinue the process. If there is sufficient evidence to support the accusation, the Dean 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 Dean 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 Dean 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 Dean or Chair of the Judicial Committee will schedule the meeting and notify members of the Committee and the students involved of the time and place of the meeting. Every attempt will be made to convene the Committee no later than 10 working days following the receipt of a request for hearing by the Dean 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 Dean of Student Success. Students may be billed for the cost of the audio tape.
6. The Dean 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 Dean of Student Success shall be given the written

findings of the fact and recommendations, and it shall be the duty of the Dean to notify the student or students involved within three (3) working days after receipt of the decision.

12. The decision of the Committee will include the recommended sanction.
13. Hearings and records of hearings are private. They are protected by the Family Educational Rights and Privacy Act, but may be subpoenaed or released under court order due to subsequent litigation.
14. A written report of the proceedings will be placed in the student's permanent file.

Lack of Cooperation

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

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

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 Dean 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 Dean 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 Dean 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 Dean 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 Dean 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

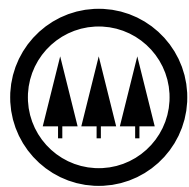
The initial complaint or grievance must be presented within twenty (20) business days after the first occurrence of the event giving rise to the complaint or grievance or twenty (20) business days after the student, through use of reasonable diligence, should have obtained knowledge of the first occurrence.

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.



Pine Technical &
Community College

900 Fourth Street SE, Pine City, MN 55063 • 320.629.5100/MN Relay 711

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