

early college programs

faculty
handbook



PULASKI
Technical College

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Welcome

Welcome to the Pulaski Technical College Early College Program! We are glad to have you on our team. At Pulaski Tech, we are committed to providing quality education and an engaging college experience to each of our students. The Early College Program offers college credit to high school students. This handbook outlines the program and the roles and responsibilities of Early College Program faculty. If you have any questions or concerns that are not addressed in this handbook, please let us know!

What is Early College?

There are two ways high school students can earn college credit while enrolled in high school:

Concurrent enrollment is when students are enrolled in a class for which they receive **both** high school and college credit. The class may be offered on a high school campus or at PTC. Concurrent enrollment is normally offered at a lower tuition rate.

Dual enrollment is when students are enrolled in a class only for college credit. Regular tuition rates apply unless the course is offered on a high school campus.

Pulaski Technical College offers concurrent and dual enrollment options for both transferable Arkansas Course Transfer Courses (ACTS) and for career and technical education courses.

Students in the Early College Program must meet all the requirements for concurrent enrollment and complete all needed applications and forms as outlined in the Early College student handbook.

Requirements for Students

The following procedures apply to both concurrently and dually enrolled students in the PTC Early College Program. Detailed information can be found at pulaskitech.edu/early_college.

1. Students must have completed the eighth grade and be enrolled in an accredited public or private secondary school or home school.
2. Interested students must apply for admission to PTC, provide COMPASS or ACT test scores, meet the minimum reading score for admission to the college, and have a minimum high school grade point average of 2.5 on a 4.0 scale.
3. To be eligible to enroll in Arkansas Course Transfer (ACTS) courses, students must meet the following minimum ACT or COMPASS scores.
4. Students must meet any other course prerequisite requirements.
5. Students cannot take developmental (remedial) courses.
6. Students must be classified as non-degree/non-certificate seeking and are not eligible for financial aid.
7. With certain exceptions, students cannot enroll for more than seven semester hours during any semester.
8. Both concurrently and dually enrolled students must complete the PTC Early College Enrollment and Policy Form for each semester/term enrolled.
9. The high school counselor, principal, designee, or superintendent must approve the specific courses and the number of hours of enrollment for concurrently enrolled students each semester by signing the Early College Enrollment and Policy Form. Parents must sign the Early College Enrollment and Policy Form for both concurrently and dually enrolled students.
10. Students are responsible for any payment required and for purchasing textbooks (unless provided by the high school).
11. All grades received for college courses at Pulaski Technical College will be posted to the official Pulaski Technical College transcript.

Course	ACT Score	COMPASS Score
English Composition	English 19 Reading 19	Writing 80 Reading 83
College Algebra	Math 21 Reading 19	Math 50 Reading 83
All Other ACTS Courses	Reading 19	Reading 83

Roles and Responsibilities

Students

The Early College student's role is to learn, study, and appreciate the beginning of their college experience.

Responsibilities:

- Complete online admissions process
- Know important dates (registration, drop, withdraw, etc.)
- Adhere to policies for adding, dropping, and withdrawing from a class
- Keep detailed records to ensure accuracy of transcript and plans for credit transfer
- Review and understand course expectations and other information in the syllabus
- Study and complete coursework as assigned.

Parents/Guardians

Parents or guardians of students in the Early College program provide support in the academic experience.

Responsibilities:

- Assist students with application process
- Sign and return the Early College Enrollment form
- Ensure payment is made by designated deadlines
- Assist student in the advising and planning process using Arkansas Course Transfer System (ACTS) and other transfer agreements
- Communicate about courses and course work and support studying efforts
- Attend Early College Parent/Student events

High School Administrators

Administrators and counselors provide avenues between Early College partners. They are advocates and drivers behind quality instructors and enrollment.

Responsibilities:

- Support and encourage teachers to attend the PTC Early College professional development opportunities.
- Utilize the PTC Early College web page for professional development opportunities
- Share success stories about Early College and its benefits
- Provide a link to pulaskitech.edu/early_college on the school's website
- Allow and encourage collaboration between PTC and high school faculty

PTC Representative

The PTC representative is the bridge between the college and high school faculty and specific divisions and departments.

Responsibilities:

- Support and encourage teachers to attend the PTC Early College orientation and professional development sessions
- Support high school faculty members
- Attend MOU meetings
- Promote Early College and advocate its partnerships
- Complete observations and evaluations and provide feedback in a timely manner.

Faculty Qualifications and Requirements

High School Faculty

High school instructors teaching an Early College course must

1. Have a master's degree plus a minimum of 18 graduate hours in the subject area or appropriate degree, certification, or licensure for a CTE (Career /Technical Education) subject area **and** be recommended by the high school administration.
2. Submit an Early College job application and to the PTC Human Resources Office
3. Submit official college transcripts or certification/licensure to the PTC Human Resources Office. A high school can submit copies of documents to PTC on a teacher's behalf.
4. Provide a criminal background check and receive child maltreatment reporter training annually. A high school can submit copies of documents to PTC on a teacher's behalf.
5. Meet with the appropriate dean or department chair and the Early College Representative to discuss qualifications, responsibilities, and department-specific information.
6. Participate in Pulaski Technical College training/orientation regarding course curriculum, assessment criteria, course philosophy, and administrative requirements.
7. Ensure that Early College students are held to the same standards of achievement as those expected on the students of a PTC campus.
8. Be annually reviewed by PTC faculty from the discipline to assure that grading standards and course standards meet those of on-campus courses.
9. Assist Early College students using the same methods as on-campus PTC instructors.
10. Utilize the appropriate PTC technology in teaching courses and performing administrative tasks, including BlackBoard, electronic gradebook, MyPTC portal, and assessment software.
11. Use the approved syllabus template, learning outcomes, and textbook. An equivalent textbook may be used under the following conditions:
 - The textbook has been recently used for the course,
 - The textbook is aligned with the course learning outcomes, and
 - The textbook has been approved by the college.
12. Conduct end-of-term course evaluations in accordance with Pulaski Technical College policy. Instructors will be required to schedule a time in a computer lab for students to complete course evaluations online unless prior approval is given to use paper evaluations. Each instructor will be provided with guidelines in this evaluation process.
13. Participate in continuing collegial interaction through annual professional development, seminars, site visits, and ongoing communication with PTC's faculty and Early College personnel. This interaction will address issues including, but not limited to, course content, course delivery, assessment, and evaluation.

PTC Instructors

PTC faculty interested in teaching an Early College course at a high school must meet the minimum requirements set by the state and their college department guidelines.

Faculty Responsibilities

Absences

If any Early College faculty member who is not a high school faculty member must miss class, he or she should contact both the high school counselor and the appropriate liaison faculty.

Academic Calendar and Closures

Early College faculty must follow the high school calendar with respect to class meeting days. However, instructors should use the Pulaski Technical College academic calendar for roster certification, drop dates, and grade submission. The PTC Academic Calendar is available online at pulaskitech.edu/academic_calendar.

In the event of weather-related closures, the Early College faculty must follow the high school policies.

Administrative Drop

Non-attendance

Early College faculty have the authority to drop students who are not attending their classes consistently or have been absent for an extended period of time. All student absences should be reported to the high school administration. Once it is determined that the student will not be returning to class, the instructor should do the administrative drop through Campus Connect.

Online Courses

Students enrolled in online courses must actively participate every seven (7) days or they may be dropped from the course. Logging into the course is not sufficient by itself to demonstrate active course engagement and/or academic attendance. Examples of engagement and participation include, but are not limited to; posting to a discussion board, contributing to collaborative activities, submitting assignments, or taking tests, quizzes, or assignments.

Assessment

All Early College instructors are required to follow PTC's student assessment guidelines. Specified assignments should be completed in the required online assessment software. Instructors will be required to grade the assignments by logging into the assessment software and recording student results. These results will be used to tabulate data with results from all other sections of the course.

Email

All Early College instructors will be assigned an official, Pulaski Technical College email account. Email is the primary means of communication of important updates and official information. Instructors should check their PTC email often.

Faculty email addresses consist of the first letter of a first name and full last name followed by "@pulaskitech.edu". For example, Tom Smith would have the address: tsmith@pulaskitech.edu.

A password will be provided by the department chair or the Early College Director.

To access PTC email:

1. Go to myptc.pulaskitech.edu.
2. Log in to the MyPTC portal.
 - **User Name:** first initial + last name (the first part of the email address)
 - **Password:** assigned by HR.
3. Once logged in to the MyPTC portal, click the Office 365 icon (shown below). The icon appears in the top row of icons.



4. The email log in screen will open in a new window. Enter your full email address and assigned password to log in.

Campus Connect

Campus Connect is the method Pulaski Technical College uses for faculty to access the student data needed to manage class roll/course rosters. The MyPTC portal (Campus Connect) log in username is the first part of your PTC email (before the @ symbol) and the password is assigned by HR. Campus Connect is used for:

- Retrieving rosters
- Roster certification (indicating no-show students)
- Administrative drops for non-attendance
- Grade entry

See pages 7-8 for instructions on how to use Campus Connect for these functions. Official rosters must be used for attendance each day, and roster certification and grade entry must be completed by PTC deadlines as posted on the Academic Calendar.

Child Maltreatment Reporting

All instructors of children under 18 in the state of Arkansas are mandated reporters for child maltreatment. Anyone who fails to notify the proper authorities about possible abuse may be subject to both criminal and civil liabilities. For questions about who and how to report abuse, please contact your high school principal or the Early College Representative.

Evaluation

Early College instructors are expected to perform all teaching duties at a level comparable to instructors of the same courses on the PTC campus. The instructor, high school counselors, and Early College Representative should maintain open communication to discuss any perceived or actual problem related to Early College classes.

Early College instructors are evaluated by the same criteria as campus-based PTC faculty members. Early College instructors will participate in student and administrative reviews.

Student Evaluations

Students will be asked to participate in an evaluation of their instructor and course. Guidelines for the evaluation process will be given to instructors by a PTC representative. Instructors are required to schedule a time in a computer lab for their students to participate in the evaluation unless prior approval is given to use paper evaluations. Student evaluations remain anonymous and are used to improve instruction and services at PTC.

Students and faculty may also be asked to complete surveys regarding their experiences with the PTC Early College program.

Administrative Reviews

Instructors will be observed by the administration for their discipline each academic year. The administrator should notify the high school in advance of the intended day of visitation in case of changes in the school's regular daily schedule. Administration may review assignments and grading standards when performing faculty observations and/or when reviewing course grades at the end of each semester to ensure consistency in grading standards.

Filing of Credentials

It is the responsibility of each member of the administration and faculty to have current credentials on file in the Office of Human Resources. These credentials are records of information. All transcripts for official college usage must be mailed directly to the Office of Human Resources by the institution issuing the transcript. Early College faculty must also have a criminal background check and certificate of completion for the child maltreatment reporter training.

Grading

Instructors are responsible for keeping and posting grades for each course. Grading should reflect the quality of performance and achievement of course outcomes by students. Grading standards and methodologies must be provided to students in writing at the beginning of the course in the course syllabus.

Early College instructors will be provided grading standards and common assessments from the PTC department chairs for their specific courses. Many PTC courses use the grade equivalencies listed below, but the final grading standards should match those used by the course's respective PTC department.

90 to 100 %	A
80 to 89 %	B
70 to 79%	C
60 to 69%	D
0 to 59%	F

Grades may be calculated using points or percentages and may include some assignments that are weighted. Administrators will conduct a site visit to every high school instructor each year, which will include reviewing graded assessments for consistency with on-campus college courses.

Final grades for all Early College courses will be awarded at the end of each term and will appear on the student's official PTC transcript.

Posting Grades

Instructors must communicate progress to students throughout the course. Pulaski Technical College requires that midterm and final grades be submitted through the electronic gradebook and the MyPTC portal by the due dates listed on the Academic Calendar. Instructions for using the electronic gradebook will be provided during orientation and are available on the PTC professional development website.

If an instructor is unable to report grades or status, the Vice President for Learning will consult with the Division Dean and Department Chair and report the student's grade or status.

Grade Change

To change a submitted grade, complete the Grade Change form. This form is available in the MyPTC portal. Log in to the MyPTC portal and click "Campus Connect". On the left hand side in the gray menu box click "Faculty Links". A link to the Grade Change form will display.

Professional Development

Orientation

All Early College faculty are required to attend an orientation session. This orientation will provide important information regarding PTC policies and Early College Program requirements. The Office of Human Resources will document non-attendance in the instructor's file. Instructors who fail to attend orientation and do not attend make-up orientation will not be allowed to teach in the Early College program.

On-going Professional Development

Throughout the academic year, professional development opportunities for Early College faculty will be provided by PTC on the PTC campus and at various high school locations. In addition to in-person professional development opportunities, instructors can find a series of presentations and webinars online at pulaskitech.edu/professional_development. Professional development events will provide clarification on new policies and procedures and serve to fulfill the professional development requirements set forth by ADHE. Professional development opportunities will include, but are not limited to, the following topics:

- Departmental meetings to review subject content, best practices specific to the subject matter, and specific departmental requirements in assignments and assessment
- Assessment software
- BlackBoard
- MyPTC Portal, roster certification, and grade submission
- Electronic gradebook
- FERPA training
- Faculty evaluation process and faculty observations

Syllabus Requirements

Early College instructors must submit an updated copy of their syllabus to their PTC department chair or Early College Representative at the beginning of each semester. Due dates and the course schedule should be included in the syllabus, and the PTC syllabus template must be used.

The syllabus template will be provided to the instructor by the PTC department chair. Any change to the PTC syllabus template must be approved by the respective department chair and the division dean. Instructors must provide students with a copy of the syllabus prior to or at the time of registration. The following list of criteria must be included on the syllabus:

- Name of Course as prescribed by the college
- Faculty name
- Day/s, time, and location of class meeting
- Course description from the PTC Catalog
- High school prerequisites
- Instructional materials
- Grading expectations
- Grading guidelines
- Code of conduct for students
- Modifications statement which explains that instructors have the option to change course materials and the course schedule
- Course schedule and due dates

Textbooks

Textbooks and instructional materials will be provided by the PTC department chair or dean. Any change in textbook must be approved by the PTC department chair and division dean. Please be sure to follow any specific instructions about returning textbooks and other materials at the end of the semester. The PTC Early College Representative will monitor the compliance of this policy.

Faculty Non-Compliance

If an Early College faculty member is found to be non-compliant with PTC's policies and procedures governing instruction or curriculum, they will be required to complete a professional development plan as outlined by the Vice President for Learning. The plan will address identified deficiencies, and the faculty member's performance will be monitored to assure compliance. Continued non-compliance upon completion of the plan will result in dismissal.

Using Campus Connect

Campus Connect is the method Pulaski Technical College uses for faculty to access the student data needed to manage class roll/course rosters. Campus Connect is used for retrieving and certifying rosters, administratively dropping students for non-attendance, and entering final grades. To access Campus Connect:

1. Go to myptc.pulaskitech.edu.
2. Log in to the MyPTC portal.

User Name: first initial + last name (the first part of PTC email address)

Password: assigned by HR.

3. Once logged in, click “Campus Connect” on the row of tabs at the top of the page, below the row of icons. The Campus Connect module will display as shown below.

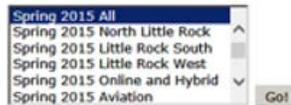


NOTE: Some Campus Connect functions are also available on the “CCLegacy” tab.

Retrieving Rosters

1. Click on Roster. A list of terms (semesters) will populate as shown below:

Please select the termcode from the lists below. Or enter the Coursecode for the course you wish to access.



2. Select the termcode and click **Go!**
3. The screen will list assigned courses in a drop down menu. Select a course from the drop down. The roster will display. To print the roster, click the printer icon in the top right corner, above the Campus Connect module.

IMPORTANT: Attendance must be taken every day using the Campus Connect roster. If students are seated in the classroom or participating in an online class who are **not** listed on the roster, then they are **not** officially enrolled in the class. Any errors or discrepancies with a course roster should be reported to Early College personnel immediately.

Roster Certification

Roster certification is used to identify students who have never attended a course (no-show). Roster certification provides official data for state reporting and therefore must be completed by the deadlines listed on the PTC Academic Calendar at pulaskitech.edu/academic_calendar.

If students are seated in the classroom or participating in an online class who are **not** listed on the roster, then they are **not** officially enrolled in the class. This error should be reported to Early College personnel immediately.

Rosters must be certified for every individual course. To certify a roster:

1. Click “Roster Certification” on the Campus Connect tab of the MyPTC portal.
2. Select the termcode from the displayed list and click **Go!**
3. The screen will list assigned courses in a drop down menu. Select a course from the drop down.
4. The roster for the course will display. Click the “Never Attended” box for any student who has never attended class. For students who have attended class at least once, do **not** check the box.
5. Once each no-show has been marked as “Never Attended”, scroll to the bottom of the screen and select “Yes” under the statement “Check here if you wish to certify this roster”.

Administrative Drop for Non-attendance

To drop a student for non-attendance:

1. Click “Administrative Drop” on the Campus Connect tab of the MyPTC portal.
2. Select the termcode from the displayed list and click **Go!**
3. The screen will list assigned courses in a drop down menu. Select a course from the drop down.
4. The roster for the course will display. Check the box beside the student to be dropped and click “Yes” to confirm the drop.

If the administrative drop function is not available, contact the Early College Representative for assistance.

Grade Entry

Instructors should submit final course grades by the PTC grade submission deadline as listed on the Academic Calendar at pulaskitech.edu/academic_calendar. Grades must be submitted through Campus Connect. To submit grades,

1. Click “Grade Entry” on the Campus Connect tab of the MyPTC portal.
2. Select the termcode from the displayed list and click **Go!**
3. The screen will list assigned courses in a drop down menu. Select a course from the drop down.
4. The roster for the course will display. For each student, choose the appropriate grade from the drop down menu by his or her name. For any student receiving a failing grade, instructor must also select the last date of attendance in the box beside the student’s grade.
5. Double check each grade to ensure accuracy.
6. Once grades are accurately entered, scroll to the bottom of the screen and select “Yes” under the statement “Check here if you wish to submit your final grades”.

Electronic Gradebook

PTC policy requires that all instructors communicate student progress using the electronic gradebook. The gradebook is accessed on the “Academics” tab of the MyPTC portal.

Training for Early College instructors regarding the electronic gradebook will be presented at the Early College faculty orientation. Additional information and handouts are available on the PTC professional development website at pulaskitech.edu/faculty_staff/professional_development.

Faculty and Student Resources

Useful Website Links

Early College Program
pulaskitech.edu/early_college

Academic Calendar
pulaskitech.edu/academic_calendar

MyPTC Portal
myptc.pulaskitech.edu

Records Information for Faculty
pulaskitech.edu/records/faculty

Library

Pulaski Technical College maintains an expanding collection of print, online, and multimedia resources to help students and faculty achieve their educational and professional goals. Faculty, staff, and students are encouraged to request instructional and general interest materials for the library collection.

PTC maintains libraries at PTC Main Campus and PTC-Little Rock South. Both PTC Libraries offer research computer areas, wireless access, and access to a broad range of print, audiovisual, and online resources. Libraries also offer laptop, iPad, Kindle, and Flip camera checkout, individual and group study rooms, and coin-operated black and white or color copiers.

PTC Libraries staff collaborates with faculty members to support the College's Information Literacy program. PTC Libraries offers e-mail reference, professional development workshops, group and individual instruction, LibGuide development, and research assistance for students, staff, and faculty. Interlibrary loan and reciprocal borrowing programs provide expanded access to information resources. Check the Library web page for hours of operation, policies, staff contact information, faculty services and links, research guides, and search tools.

Professional Development

Institute/Center for Teaching Excellence

The Professional Development Institute (PDI) provides and promotes professional development activities for PTC faculty and staff. These events are advertised through campus e-mail, and a list of upcoming events is available on the PDI website. The Professional Development Institute also houses the Center for Teaching Excellence (CTE). As an instructional development center, the CTE supports faculty in developing new approaches to the delivery of instruction, consulting in the application of instructional design, and the use of instructional technology tools.



Distance Learning

Online education at Pulaski Technical College is guided and directed by the Director of Distance Education through implementation of the PTC Quality Online Standards. Faculty anticipating teaching in an online environment must complete mandatory training offered by the Distance Education Department to include both course design and course management.

Learning Assistance Center/Tutoring

The Learning Assistance Center (LAC) was established to provide students the support and services needed to achieve their educational goals at Pulaski Technical College. Early College students are encouraged to use LAC services at any campus location. More information is available at pulaskitech.edu/tutoring.

Writing Center

The Department of Fine Arts and Humanities maintains a Writing Center to help students in all disciplines become more effective, confident writers. Writing Center hours vary each semester. For more information, contact the PTC English Department.

Pulaski Technical College Policies

Academic Dishonesty

The following policies and procedures concerning cheating and plagiarism are printed for the information of all students. The gaining of knowledge and the practice of honesty go hand-in-hand. The importance of knowledge properly gained is emphasized by the grading system. The importance of honesty, fully practiced, is emphasized by these rules against cheating and plagiarism. An act of cheating or plagiarism in any degree subjects a student to disciplinary procedures listed below. All forms of dishonesty including but not limited to:

Cheating

- a. Copying from another student's test paper.
- b. Using any unauthorized assistance in taking quizzes, tests, or examinations.
- c. Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes" or any other device or technology that would aid in cheating.
- d. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments.
- e. The acquisition, without permission, of tests or other academic material belonging to a member of the Pulaski Technical College faculty or staff.
- f. Aiding and abetting another person in committing any form of academic dishonesty.

Plagiarism

Offering the work of another as one's own without proper acknowledgment is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or material he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgment.

Other

- a. Making, possessing, or using any falsified college documents or records; altering any college document or record, including identification cards.

Academic Due Process

Pulaski Technical College recognizes that both students and faculty have academic rights and sets forth the following academic appeals procedure. Appeal of a grade must be made by the student directly affected and be made during or immediately following the conclusion of the course involved. Immediately, here, means before the beginning of another semester or term. The following steps are to be followed for appeals related to academic matters, such as differences of opinions on grades, assignments, attendance or classroom procedures:

1. The student meets with the faculty member regarding any classroom problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.

- b. Knowingly providing false information to college officials, including disciplinary hearing bodies.
- c. Passing insufficient funds, checks, or fraudulent money orders in payment of any financial obligations to the college.
- d. Falsely claiming to represent the college or a registered student organization of the college.

Procedure for Discipline of Cheating and Plagiarism

The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.

Penalty

If, in the judgment of the instructor, cheating or plagiarism has occurred, the penalty assessed could be a grade of "F" in the course. The instructor will notify the student of his/her decision concerning the student's grade. Students should understand that offenses of cheating may also subject the offenders to disciplinary action. The Dean of Students determines disciplinary actions for the PTC side of enrollment. The High School Principal will determine disciplinary actions for the high school side of enrollment.

Filing Report

In every instance, the instructor will prepare a report indicating the nature of the cheating/plagiarism incident and the student's grade in the course. The instructor will retain one copy of the report and send another copy to the appropriate dean. The dean will forward information concerning the incident to the Dean of Students and to the High School Principal.

Student Rights

Students have due process rights with regard to cheating and plagiarism violations. Students wishing to appeal a grade related to cheating or plagiarism should follow the Academic Due Process procedures outlined in the Academic Catalog. Once an instructor has determined that academic dishonesty has occurred, the accused student may not withdraw from or drop the course. The student must appeal the grade given by the instructor by completing the Academic Due Process procedures.

2. If agreement cannot be reached between the student and faculty member, the student contacts the department chair or dean for mediation. The department chair or dean should talk with the student and faculty member and may choose to call a meeting of all parties involved in order to reach an agreement.
3. If the student wishes to appeal the decision of the department chair, the student may appeal to the dean. If the student wishes to appeal the decision of the dean, the student may formalize the appeal by putting it in writing, including conditions giving rise to the appeal, the names of the parties involved, and the remedy requested. The written appeal is then submitted to the Vice President for Learning. The Vice President for Learning will then convene a meeting of an ad hoc hearing committee.
4. The hearing committee will be composed of three faculty members appointed by the Vice President for Learning, one of whom will be a faculty member of the student's choice. The faculty member named in the academic appeal cannot serve on the hearing committee. The committee will select its own chair, gather appropriate information, and may choose to conduct interviews with all involved parties. The committee will then make a recommendation regarding the appeal to the Vice President for Learning.
5. After reviewing the committee recommendation, the Vice President for Learning will make a decision and inform all parties in writing in a timely manner. The decision of the Vice President for Learning on academic appeals is final.

Note: All disciplinary proceedings may be subject to audio tape recording. Any such recordings are property of Pulaski Technical College and may not be duplicated. The student involved in the proceeding will be allowed to review recordings upon request and under supervision of a college official.

Student Report of Sexual Harassment

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed **students** may lodge a complaint immediately and confidentially.

All employees are required to report any student allegations of sexual harassment. Failure to report the allegation to the Vice President for Learning, Dean of Students, or Title IX Compliance Officer (AVP for HR) will result in disciplinary action up to and including termination.

Any person found to have violated the College's policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense. It is also a violation of law for any person to attempt in any way to retaliate against a person who makes a claim of sexual harassment. Any behavior deemed to be retaliation against a person who makes a claim of sexual harassment will result in disciplinary action up to and including termination. See the administrative policy entitled *Complaints on Sex Discrimination, Sexual Harassment and Sexual Misconduct*

Sexual Harassment Resolution Procedures

Students who believe that they have been subjected to sexual harassment should report the incident promptly to the Vice President for Learning, Dean of Students or the Title IX Compliance Officer (AVP for HR). All complaints will be given full, impartial, and timely investigation. During such investigations, every effort will be made to protect the privacy rights of all parties; however, confidentiality cannot be guaranteed.

Sanctions

If an investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College's policy against sexual harassment, the investigator(s) will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand/warning, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.

Students with Disabilities

Pulaski Technical College is not responsible for performing any obligation imposed on the School District under the Individuals with Disabilities Act (20 U.S.C. § 1400, et seq.) ("IDEA") or Section 504 of the Rehabilitation Act (29 U.S.C. 794 and 34 C.F.R. §§ 104.31 – 104.39) ("Section 504"), and all such obligations belong entirely to the School District.

PTC shall only be required to provide participating students with a disability, as that term is defined under Section 504, with such auxiliary aids, academic adjustments or other accommodations required under 34 C.F.R. § 104.41 – 104.46. In any event, the School District shall provide a participating student with disabilities with the special education and related services, including assistive technology, specified in the School District's Education Plan for the participating student, or which the School District is currently providing the student in other programs, or which the

School District is required to provide under IDEA or Section 504. The School District and PTC agree that the School District shall provide participating students with any required special education or special education teachers, interpreters, counselors, note-takers, aides, teacher assistants, other paraprofessional services, or other similar services, and/or any required assistive technology and PTC shall have no obligation to provide a participating student with such services.

The School District shall be responsible to identify to PTC any participating student with a disability (as that term is defined by Section 504) and advise PTC of the nature of the student's disability and the special education and/or related services the School District provides the student pursuant IDEA or Section 504. To the extent the School District and/or student requests that PTC provide any academic adjustment or auxiliary aid, the School District shall be responsible to notify PTC of such request and provide sufficient information to permit PTC's personnel to evaluate the request. PTC shall determine, in its sole discretion, the nature and extent of any academic adjustments, auxiliary aids, or other accommodations it shall provide a participating student with a disability, consistent with its obligations under 34 C.F.R. §§ 104.41-46. To the extent the School District determines that a student requires additional services or assistive technology, it shall provide them to the student.

A participating student must be qualified to complete the Early College program in a manner that ensures the safety of the student, other students, and PTC personnel. The School District shall be responsible for assessing, in the first instance, whether a student is qualified to participate in the program.

- All Career and Technical students are required to meet safety standards at all times. Open honest discussion and special consideration should be given to assessing safety for students with disabilities who are placed in CTE programs when behavior might constitute a considerable safety risk.
- Has excellent attendance
- Is highly motivated, demonstrates a strong work ethic and positive work habits
- Demonstrates the ability to acquire basic/core CTE skills to become employed in an entry level position for a CTE career concentration.

FERPA Guidelines for Faculty and Staff

Release of Student Educational Record

The Family Education Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education record within 45 days of the day the College receives a written request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student shall be advised of the correct official to whom the request should be addressed.

The right to request an amendment to the student's education record when the student believes the record is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

2. A student who wishes to ask the College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Note: FERPA is not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they feel a higher grade, or withdrawal, should have been assigned. FERPA is intended to ensure the factual and accurate nature of the information in students' education records and students' rights to verify that information.

3. The right to have some control over the disclosure of information from education records. The College discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the College.

4. FERPA allows some directory information to be released without the students consent. Pulaski Technical College's directory information includes:
 - a. Student name
 - b. Address(es)
 - c. Telephone number
 - d. Email address(es)
 - e. Dates of attendance
 - f. Degree(s) awarded
 - g. Enrollment status
 - h. Major field of study
 - i. Previous institution(s) attended

This information will be subject to public disclosure. Students who wish to prevent disclosure of directory information must submit the [Authorization to Withhold Directory Information Form](#) to the office of Admissions and Records. Students who submit this form should note that this action will exclude their name from certain college publications.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
[Family Policy Compliance Office](#)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
Phone: (202) 260-3887 or (202) 260-3887

Guidelines for Release of Information

To the Student

If in person, no signature required.

If in the presence of other third parties, only release information specifically requested by the student.

To School Officials

No signature required if requester has "need to know" in order to carry out responsibilities.

To third parties, spouses, other students, references, schools, etc.

If releasing information OTHER THAN DIRECTORY INFORMATION, you must have a signature of release and may only release specific information designated by the student. Contact the Director of Early College to determine if there is a signed release.

Note: Early College Faculty are not obligated by FERPA to release information to third parties; therefore, if the request eliminates important information, the request may be denied.

Examples:

- a. Send my transcript but only the courses with "A" and "B" grades.
- b. Send a reference but you cannot mention my unsatisfactory marks in student teaching.
- c. If releasing Directory Information only, signature of release is not required unless student's records are confidential.

Email

Email addresses are considered directory information. However, email addresses of students who have requested all information be kept confidential cannot be published. If emailing a group of students that includes a *confidential* student, cut the confidential student's email out of the TO: line in the email and paste in the Bcc (Blind Copy) box. You may wish to blind copy all students as a rule.

Sending Grades by E-mail

Grades can be sent via e-mail only if sent to the student's official PTC e-mail account. Have the student send a request from his/her PTC e-mail for the grade and then send it back at that address.

Releasing Grades

Only release grades to students in person or to their PTC e-mail account, never over the phone.

Office Space

Instructors with office space in an open area should:

- Close all files when not in use or when 3rd parties are present
- Position computer screen so that third parties cannot see information and close files with student information or lock the computer screen when leaving the work area
- Check to see if printers, copiers, fax machines, are in secure areas; if not arrange to have them moved
- When discussing educational record information with a student, go to a private office or area so that the conversation cannot be heard by other instructors or students.

If you have questions about FERPA and information which may be released, please contact Student Records at cdivito@pulaskitech.edu

Early College Program Contact Information

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Associate Vice President for Learning

pcicirello@pulaskitech.edu

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