

Student Handbook 2026-2027

PACIFIC TECH
PACIFIC COLLEGE OF TECHNOLOGY

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WELCOME FROM THE PRESIDENT

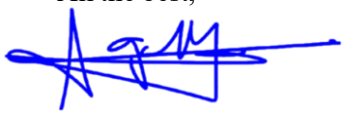
On behalf of the faculty, staff, administration, and your fellow students, I thank you for your decision to come Pacific College of Technology (Pacific Tech, PCT). Pacific College of Technology may be the gateway to obtaining a college or university degree, jump-starting your present career, exploring new options, or equipping you with the skills needed to obtain a new job in a highly skilled and financially rewarding field. We are all here to assist you with these options and opportunities.

At Pacific College of Technology, we believe that everyone has a right to quality education regardless of their socio-economic status. We also believe that everyone, when given the opportunity and set on the right path, has the desire and the possibility to strengthen and enrich their quality of life by succeeding in their chosen endeavors. Therefore, we strive to provide and increase the community's access to higher education without compromising its quality.

This Student Handbook gives PCT policies and procedures that you will need to follow in order to successfully complete your studies at the College. Specific information is contained herein regarding student conduct and academic progress and integrity which must be read and understood by all students. Remember that you, as a PCT student, have signed an Enrollment Agreement stating that you will follow all PCT rules and regulations, so please familiarize yourself with this information!

As you begin your studies at Pacific College of Technology and engage in what we hope will be a life-changing experience, I invite you to take full advantage of all resources and services at your disposal. I also encourage you to consider yourself a member of the Pacific Tech family and understand that your contribution to strengthening this family is of great value to us all.

All the best,



Alain Gallie
President

ACCREDITATION AND AUTHORIZATIONS

TRACS
Pacific College of Technology is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Reaffirmation of Accreditation I as a Category I institution by the TRACS Accreditation Commission on April 28, 2026. This status is effective as of July 1, 2026, and is good through June 30, 2036. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Transnational Association of Christian Colleges and Schools
15935 Forest Road, Forest, VA 24551 | Phone: 434-525-9539 | www.tracs.org | email: info@tracs.org

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GNPEC
Pacific College of Technology is authorized to operate in the state of Georgia by the Georgia Nonpublic Postsecondary Education Commission (GNPEC). This authorization must be renewed annually.

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220, Tucker, Georgia 30084 | Phone: 770-414-3300 | gnpec.georgia.gov

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SEVP
Pacific College of Technology is authorized by the Student Exchange Visitor Program (SEVP) to issue I-20 forms to international non-immigrant students enabling them to apply for F-1 student visas.

Student and Exchange Visitor Program
500 12th Street, SW Stop 5600, Washington, D.C. 20536 | Phone: 703-603-3400 | ice.gov/sevis

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NC-SARA
Pacific College of Technology is authorized by The National Council for State Authorization Reciprocity Agreements (NC- SARA) to offer distance education programs to students in NC-SARA member states across the US. This authorization is renewed annually.

National Council for State Authorization Reciprocity Agreements
3005 Center Green Drive, Suite 130, Boulder, Colorado 80301 | Phone: 720-680-1600 | nc-sara.org

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VETERANS EDUCATION BENEFITS

Pacific College of Technology is approved by the Georgia State Approving Agency for eligible students to use U.S. Department of Veterans Affairs (VA) education benefits for approved programs. Students interested in using VA education benefits should contact the School Certifying Official (SCO) for information about approved programs and the certification process.

Georgia State Approving Agency
200 Piedmont Ave SE, Atlanta, GA 30334| Phone: 404-656-2306 | veterans.georgia.gov

GENERAL INFORMATION

MISSION STATEMENT

Pacific College of Technology, as a Christ-centered institution of higher learning, educates students in urban communities and the general workforce to become competent technology professionals. PCT inspires students to become selfless leaders for the betterment of our society.

INSTITUTIONAL OBJECTIVES

1. Produce graduates with competitive technical, business, and professional skills, along with a Christian worldview.
2. Develop educational programs and services that prepare students for evolving and in- demand occupations.
3. Promote academic excellence by recruiting and developing talented and diverse faculty who are responsive to the changing needs of the college
4. Engage in strategic collaborations with community, business, and academic partners to develop and empower students through service, career, and additional educational opportunities.
5. Exercise efficient and responsible management of the College's financial and physical resources.

CORE VALUES

At Pacific Tech, our daily operations, interactions, and decisions will be guided by our core values:

- **Ethics:** We expect our daily operations and interactions with the students and the community to be driven by the highest standards of honesty, fairness, respect, and professional and scholarly ethics.
- **Intellectual Excellence:** We value intellectual freedom, engagement, critical thinking, creativity, and intellectual integrity in all endeavors.
- **Academic Excellence:** We value high quality education provided via a curriculum that is designed to meet the career and academic needs of our community.
- **Continuous Improvement:** We value and are committed to continuous improvement through the assessment of student learning outcomes, program effectiveness, and our decision-making processes. We use the results of these assessments to pursue improvements in our courses, programs, practices, and student outcomes.
- **Diversity:** We embrace all aspects of human diversity and are committed to providing a college community that is supportive, safe, and welcoming.
- **Student Focused:** We are committed to fostering the professional and personal growth of all students, which is the primary focus of college decisions and activities.
- **Community:** We value and are committed to strengthening and enriching the quality of life of each member of the community by providing access to higher education and success in their chosen endeavors.
- **Collaboration:** We value and are committed to cross-disciplinary collaboration and to working closely with students. This commitment defines the practices of the faculty, administration, staff, and external partners.

STATEMENT OF FAITH

- We believe that the Bible is God's divine word; and trustworthy in all its teachings.
- We believe in the one true, living, eternal, transcendent, omnipotent, and personal God, who exists as the Trinity, possessing three eternal, personal distinctions: God the Father, God the Son, and God

the Holy Spirit.

- We believe in the redemptive grace of God through the substitutionary work of Jesus Christ who paid the full price for the sins of the world, through His physical death, burial, and resurrection.
- We believe in a personal salvation provided solely by the grace of God on the basis of the atoning death and resurrection of Jesus Christ.
- We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.
- We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom.
- We believe the biblical account of creation. We believe that God, by His own special act, created the universe and all that is in it in six days of the creation week.
- We believe that it is our purpose as faithful Christians to imitate Christ, to serve others with love and compassion, to concern ourselves with the well-being of our fellows, and to love and honor God.

FAIR BUSINESS PRACTICES

Pacific College of Technology shall conduct business fairly and sincerely, adhering to ethical principles and refraining from unfair business practices and any form of bribery or corruption, to contribute to sound social and economic development through fair dealings with the competition and the community. PCT shall refuse to work with any group, organization or individual engaged in unlawful activities, and under no circumstances shall we have any relations with anti-social influences. PCT pledges not to engage in the following activities: Claiming falsely that goods or services are of a particular quality or grade, making false or misleading statements about another business or its products or services, advertising goods or services with the intent not to sell them as advertised, and making false or misleading statements about prices. See the Policy Statement on Ethical Business Practices in the Policies and Procedures Manual for more details.

HISTORY

Pacific College of Technology is an independent postsecondary institution located in Atlanta, Georgia. The College was originally founded in September 1999 in Henry County, GA, as Core Technology Solutions Training Institute, with the purpose of preparing students with competitive technical, business, and professional skills for direct entry into the job market. To better reflect the scope and nature of its academic offerings, the College later changed its name to Pacific Computer Training Institute, then to Pacific Institute of Technology, and eventually to its current name, Pacific College of Technology (PCT).

In 2010, the Georgia Nonpublic Postsecondary Education Commission (GNPEC) approved the College to operate as a postsecondary institution. In 2013, the Accrediting Council for Independent Colleges and Schools (ACICS) granted the College institutional accreditation.

In 2018, PCT relocated to DeKalb County, Atlanta. In August that same year, GNPEC approved the College's certificate program in English as a Second Language (ESL). In September 2019, PCT hosted a visit from the Transnational Association of Christian Colleges and Schools (TRACS), a U.S. Department of Education-recognized accreditor, to discuss plans for applying for Candidate for Accreditation status.

In June 2020, the College was authorized by the Student Exchange Visitor Program (SEVP) to issue Form I-20s to international students and enroll nonimmigrant F-1 visa holders. In October 2020, PCT moved to a larger and more accessible campus in Atlanta, and the following month officially adopted the name Pacific College of Technology.

In October 2021, TRACS granted PCT Candidate Status as a Category I institution. The College launched its ESL program in January 2022, and in April 2022, TRACS granted the College Accredited Status as a Category I institution. In June 2022, the College voluntarily withdrew its prior accreditation with ACICS. At that time, PCT offered only one degree program: the Associate of Science in Information Systems (ASIS).

Program offerings soon expanded. In November 2022, TRACS approved a second program, the Associate of Science in Business Administration – Digital Marketing (ASBA-DM). In October 2023, TRACS approved the addition of Distance Education to PCT's curriculum. In May 2025, TRACS approved the addition of a third associate degree program: the Associate of Science in Business Administration – Nail Salon Management (ASBA-NSM). In November 2025, PCT was authorized by the National Council for State Authorization Reciprocity Agreements (NC-SARA) to offer distance education in member states across the United States.

Most recently, in April 2026, TRACS reaffirmed PCT's Accredited Status as a Category I institution, effective July 1, 2026.

FACILITIES

Chamblee

PCT's main campus is located in Chamblee, Georgia, in a 34,200-square-foot facility designed to support academic excellence and student engagement. The campus includes a lecture hall, multiple classrooms equipped with large-screen TVs and whiteboards, a library, recording studio, nail salon training room, conference room, and comfortable lounge areas for both faculty and students. With more than 25 multifunctional rooms, campus-wide wireless internet, and over 100 parking spaces, the facility provides a modern and accessible learning environment.

Duluth

The Duluth instructional site comprises approximately 3,610 square feet within a contemporary retail and office complex located in one of Gwinnett County's key business corridors. The site features three classrooms, administrative and faculty offices, and a student lounge. Each classroom is equipped with desks, tables, and large-screen TVs to support interactive learning. Adequate parking is available for students, faculty, and staff.

Marietta

The Marietta instructional site occupies 2,300 square feet on the second floor of a two-story office building in Cobb County. The site includes five multifunctional rooms designated for classroom instruction, administrative use, and common areas for students. Classrooms are fully furnished, with one featuring a flat-screen TV to enhance instructional delivery. Wireless internet access is available throughout, and approximately 130 parking spaces are provided for faculty, staff, and students.

LIBRARY

The campus library has a collection of hardcopy books, journals, and reference materials which are closely tied to the PCT curriculum and support the subject areas covered by PCT's academic programs. Electronic resources, which also support PCT's academic programs, are available 24/7. The library offers students password-access to an online collection of thousands of full texts and abstracts of books, periodicals, articles, and reference materials through its memberships with the Library and Information Resource Network (LIRN) and Georgia's Private Academic Libraries (GPALS).

Membership in LIRN gives access to Gale's and ProQuest's more than 116 databases. The librarian's

Membership in the Association of Christian Librarians gives PCT access to interlibrary loans and the reciprocal borrowing program. PCT Library is also a member of GPALS, a consortium that provides access to Georgia Library Learning Online (GALILEO), an online library portal that allows access to more than 2000 institutional libraries in the University System of Georgia, and databases through EBSCO and ProQuest.

In addition, the PCT library currently has an MOU with the library of Underwood University, which is PCT's partner institution, giving PCT students access to all Underwood University's physical resources.

The library also offers:

- A quiet environment for independent and group study.
- Access to Internet-connected desktop computers.
- The services of trained staff who provide instruction in information literacy and can assist students in conducting library research. The trained staff are available five days a week, Monday through Friday.

CAREER SERVICES

The College's primary focus is to produce graduates who fulfill the evolving needs of the communities that the College serves. Students and graduates can take advantage of numerous career services that enhance their educational experience. Career Services helps students and graduates acquire professional development skills that will serve them throughout their careers. Areas addressed include assessing career goals; developing résumés; increasing marketability; building networking and interviewing techniques; and improving salary negotiation skills. Additional assistance is provided through local and national job postings, which identify currently available career opportunities. Students should note that the College cannot and does not guarantee employment.

HOURS OF OPERATION

The administrative services of Pacific College of Technology are available from 9:00 a.m. until 5:00 p.m., Monday through Friday. No classes are held, and no administrative offices are open on the holidays listed on the Academic Calendar.

ADMISSIONS INFORMATION

GENERAL ADMISSIONS POLICIES

Pacific College of Technology follows an open admissions policy for those who meet its educational requirements. Application decisions are made without regard to the applicant's race, color, gender, handicap or disability, or national/ethnic origin, according to our non-discrimination policy. Applicants are assessed according to their academic background and moral character. The Admissions Committee carefully reviews an applicant's records, and after such review, makes a recommendation to allow or refuse admittance. Once the Admissions Committee makes a decision, the applicant will be immediately notified of his or her status, usually within one business day. Approved applications are valid for a year from the date of approval. Pacific College of Technology reserves the right to refuse admission to any applicants who do not meet our standards and criteria.

Nonstandard Admissions

Pacific College of Technology does not admit ability-to-benefit students. All applicants must possess the required educational background (high school diploma or equivalent, etc.). No credit is given for prior learning experience or for credit earned from non-degree programs. All transfer credit must be earned post-secondary-level credits. See "Transfer Students and Transfer of Credits," page 17, for details. Pacific College of Technology does not accept applications for concurrent enrollment (high school students enrolling in undergraduate programs), nor does it accept probationary enrollment unless under special circumstances related to a student readmitted after academic suspension. All other applications for admission are subject to the requirements detailed in this section of the Catalog.

Non-Discrimination Policy

Pacific College of Technology does not discriminate against applicants based on race, national origin, age, sex, disability or religion, in accordance with Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972. Admittance decisions are made without regard to race, color, gender, handicap, or national or ethnic origin. Pacific College of Technology does, however, reserve the right to refuse admission to those applicants who do not meet its standards of moral character or academic ability.

Reasonable Accommodation Policy

As part of its policy of nondiscrimination, and in accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Pacific College of Technology will make reasonable accommodation to ensure equal opportunity and access for qualified students to applicable programs, services, activities, and facilities. After acceptance and prior to entering classes, a student with a disability must submit written requests for modifications or auxiliary aids to the Academic Office. Documentation of disability may be required in order to receive the appropriate modifications. Service animals are permitted on the Pacific College of Technology campus if the appropriate documentation has been filed. Students with documented disabilities may use the marked parking spaces in the parking lot. Pacific College of Technology cannot make substantial adjustments in existing programs beyond those necessary to eliminate discrimination against otherwise qualified students and will not modify existing programs to the extent it places an undue financial or administrative burden on the College. Pacific College of Technology assumes no responsibility for personal care attendants or health-care providers; personal health or accommodative devices for personal use or study; or private tutors.

Residency Requirements

Pacific College of Technology has no physical residency requirements and does not charge separate tuition for in state and out of state. However, certain academic residency requirements apply transfer students must

complete a minimum percentage of academic credits towards a degree while enrolled at Pacific College of Technology. Undergraduate students may not transfer more than 35% of the credits towards a degree. See "Transfer Students and Transfer of Credits," page 17, for details.

ADMISSION REQUIREMENTS

The following forms and fees must be received at least 30 days prior to the beginning of the semester in which students seek to enroll:

- Admissions application with color photo
- Nonrefundable $100 application fee
- Signed PCT Biblical Foundation Statement
- Signed PCT Student Disclosure Form
- Signed PCT Student Enrollment Agreement
- Assumption of Risk and Liability Release Form
- Immunization Record (Degree Program Only)
- High school diploma or General Education Development (GED) certificate (Degree Program Only)
- Copy of valid government-issued ID (driver's license, passport, etc.)

INTERNATIONAL STUDENT ADMISSIONS

Pacific College of Technology is authorized under federal law to enroll nonimmigrant alien students by issuing Form-I-20, with which students may apply for an F-1 Nonimmigrant Student visa. International applicants who are not US citizens or lawful permanent residents must verify their immigration status with the SEVP-authorized Primary Designated School Official (PDSO) or Designated School Official (DSO) of Pacific College of Technology. If such applicants are accepted, they must supply the following documents:

- Current bank statement or verification letter from bank attesting to financial sufficiency (an affidavit of financial support indicating sponsorship by a third party and providing documentation of financial support sufficient to cover the applicant's tuition, textbooks, fees, and personal living expenses may be submitted in lieu of a bank statement).
- Copy of I-94.
- Immunization records (forms will be supplied by PCT).
- Proof of English proficiency (see below).
- Payment of first semester's tuition, a $100 application fee, and $200 SEVIS I-20 processing fee must be made upon acceptance.

PCT will issue a Form I-20 after all required items have been received and approved by the Admissions Committee.

Note: F-1 international students are permitted to enroll in only one online course per semester.

ENGLISH PROFICIENCY

In addition to meeting all other applicable requirements for admission, international students must demonstrate sufficient English language proficiency. This may be done through any of the following:

- International English Language Testing System (IELTS) score of 6.0 or higher.
- Test of English as a Foreign Language (TOEFL) score of 70 or higher on the Internet-Based Test, or 530 or higher on the Paper-Based Test.

Exceptions are made for international students who submit one of the following:

- PCT Test of English Proficiency (ESL Placement Test) score of 70 or higher.
- Completion of PCT's ESL program.
- High school diploma obtained in the US.
- College degree obtained from an accredited US college or university.
- If English is your first language, and you are from a country where English is the official language.

VERIFICATION OF HIGH SCHOOL DIPLOMA AND GED POLICY

A student must possess at minimum a high school diploma or GED or its equivalent to be admitted into any approved academic programs at Pacific College of Technology. A student seeking acceptance into any program must submit a copy of his U.S. high school diploma, GED, or if an international student, its equivalent. A student qualifies if he/she can provide any documentation of the following:

- Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma)
- Has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate or other state sanctioned test or diploma-equivalency certificate
- Has completed homeschooling at the secondary level as defined by state law, or
- Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law if state law does not require a home-schooled student to receive a credential for their education.

If the College has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary education, the Registrar will pursue efforts to verify the validity of the high school completion. That will include requiring a copy of the student's diploma or transcripts directly from the source. In addition, the Registrar also has the option of checking with the state where the document was issued to verify the source and or access the National Center for Education Statistics (NCES) database.

For comparable documents outside the United States, services for companies that determine the validity of foreign secondary school credentials will be employed. In limited circumstances, where the high school transcript or documentation is no longer after reasonable efforts to attain it, the College may allow the student to complete an attestation that high school studies were completed. The decision by the College to allow, or to disallow, an attestation is not appealable.

NEW STUDENT ORIENTATION

All students who have been admitted into the College must attend a new-student orientation session prior to the start of classes. Policies related to students' academic progress, conduct, and attendance will be reviewed; administrative staff, faculty, and primary administrators will be introduced; class schedules will be distributed; and students will have the opportunity to ask any questions they may have. The orientation session will also provide the opportunity for students to seek any additional advising or assistance from the offices of Administration, Student Services, or the Chief Academic Officer. All new students will be notified of the time and date of the next orientation session. Attendance is required before students will be allowed to begin their studies.

RE-ENTERING STUDENTS

Students who previously attended PCT and are petitioning for readmission to the College are considered

reentering students. A student will be considered for reinstatement if at least two months have passed since the last date of attendance. Petitions must be submitted to the Chief Academic Officer. The student must meet all current admissions standards, submit a letter of commitment, and must meet with the Director for a personal interview. If reinstated into the same program, program completion requirements in effect at the time of readmission will apply. All outstanding financial obligations to the College must be satisfied and, if the student was on academic probation at the time of withdrawal, that status will remain in place.

TRANSFER STUDENTS AND TRANSFER OF CREDITS

Students transferring from an accredited or otherwise officially recognized college or university must follow the general application policies and procedures.

General Criteria for Transfer of Credits

Pacific College of Technology will consider accepting transfer credits or clock hours earned at another post-secondary institution provided that the following criteria are met:

- The course or courses being transferred were earned at an institution that is accredited by an accrediting agency recognized by the U.S. Department of Education or by the Council on Higher Education Accreditation (CHEA)
- The course or courses are determined to be comparable in both content and duration to a course or courses offered by PCT
- The course or courses were completed within five years for IT courses and within 15 years for general education courses from the date the student is applying for admission into PCT, and the student earned a grade equivalent of "C" (70%) or higher for each course; and
- A request to transfer the credits is made by the student prior to starting his or her studies at PCT
- The related course or courses were completed at PCT within five years for IT courses and within 15 years for general education courses from the date that the student is applying for re-admission into a new program and the student earned a grade equivalent of "C" (70%) or higher for each course.

Additionally, an official transcript must be sent directly to PCT from the postsecondary institution that the transferring student attended. The Chief Academic Officer will make the determination as to whether the course or courses requested for transfer credit meet all of the above criteria and whether transfer credit will be granted. The total transfer credits accepted cannot exceed 35% of the total credits needed for completion of the chosen PCT academic program. The decision of the CAO is final and is not appealable. Tuition and fees will be adjusted as appropriate for any transfer credits accepted that reduce the total number of credits the student must complete at PCT to earn the program degree.

Transferability of Pacific College of Technology Credits

The decision to accept transfer credits or clock hours rests entirely with the institution to which the student is applying for acceptance.

FINANCIAL INFORMATION

TUITION AND FEES

TUITION		
Associate Degree Program (per semester; full-time enrollment @ $225 per credit).		$2,700
English as a Second Language (per 8-week session)		$1,299
FEES		
Application Fee (one time)		$100
Program Change fee		$150
Registration Fee (per semester)		$100
Document Fee (per document)		$20
Technology Fee		$200
General Facility Fee (per semester)		$100
Late Registration Fee		$100 - $400
Graduation Fee		$300
Late Graduation Fee		$50
Official Transcript Fee		$20
Insufficient Funds Charge		$50
INTERNATIONAL STUDENTS ONLY		
International Student Fee (transfer in)	Associate Degree Programs	$450
	ESL Program	$375
International Student Fee (change of status)	Associate Degree Programs	$700
	ESL Program	$375
SEVIS I-20 Processing Fee (per I-20)	Associate Degree Programs	$200
	ESL Program	$75
Administrative Fee (transfer out)	Associate Degree Programs	$800
	ESL Program	$500
SEVIS I-20 Reissuing Fee		$50
I-20 Extension Fee (per I-20)	Associate Degree Programs	$200
	ESL Program	$75
I-20 Extension Processing Fee		$200
USCIS RFE Level I		$200
USCIS RFE Level II		$800
USCIS RFE Level III		$800
Optional Practical Training (OPT) Fee		$500

REFUND POLICY

Pacific Tech is committed to ensuring that its refund policy is fair, equitable, and applicable to all students and complies with the standards of the Transnational Association of Christian Colleges and Schools (TRACS).

Cancellation of Enrollment:
An applicant who cancels the Enrollment Agreement within three business days after signing it or prior to the first day of classes which he or she has registered for, whichever date is later, will be entitled to a full refund of all tuition and fees paid and the application fee. Cancellation must be submitted in writing to the Office of Administration.

Conditions:

- The College charges the application fee only once unless the student later enrolls in a different program.
- Any deposit or down payment a student makes is treated as a tuition payment.
- Tuition is charged or billed by the semester, not by the total program cost.
- The application fee is not refundable unless the applicant for admission cancels his or her enrollment within 3 business days after signing the enrollment agreement (See "Cancellation of Enrollment" above).
- If, for any reason, the applicant or student only paid a part of the application fee before cancelling enrollment or withdrawing from the College, he or she is not required to pay the balance of the fee.
- The College does not charge an administrative or any other fee for processing a cancellation or withdrawal request by an applicant or student.
- There are no refunds for late charges, administrative charges, or late fees.
- Any refund of tuition due will be paid within 30 days of the date the College learns that an applicant has cancelled or that a student has withdrawn.
- Refunds for students who started classes are calculated based on the last known date that the student attended any class.
- Cancellation of enrollment must occur within the first 3 business days. Decisions made not to study or to quit studying after that time are considered withdrawals.
- If a program or course of study is canceled by PCT in such a way that a student is unable to continue their studies, PCT undertakes to
    a. Make arrangements, in a timely manner, to accommodate the needs of each student in the program, **OR**
    b. to refund all money paid by the student for the program of study or course, if alternative arrangements determined by the Georgia Nonpublic Postsecondary Education Commission (GNPEC) to be equitable to both the institution and the student are not possible.
- The College will, on request, take into consideration certain extenuating circumstances, such as injury, prolonged illness, death, or other conditions beyond the control of the student which prohibit completion of the course or program of study.

Tuition Refund Schedule:

The amount of tuition refund a student may be entitled to is determined on a pro-rata basis up to 50 % completion of the semester days to the student's withdrawal date or the last date of attendance by the student, whichever is later. If the student withdraws after completing 50% of the program, no tuition refund will be made. The tuition refund policy applies to full withdrawals only; no partial withdrawals are covered under this policy. **Any refund due will be paid within 30 days of the date of official withdrawal.**

PRESIDENTIAL SCHOLARSHIPS

Presidential scholarships, funded by the College, are available to qualified students and for tuition only. They are awarded regardless of race, color, national origin, ethnicity, religion, disability, sex, gender identity, religion, or sexual orientation. Scholarships are based on merit, and scholastic achievement, service to the community, and commitment to the welfare of their fellow students and the PCT community. They are awarded to selected applicants, at the discretion of the College, or upon faculty or staff recommendation. Eligible students can be granted only one scholarship at a time. The Scholarship Committee coordinates all scholarship applications.

The Committee considers four factors in making a scholarship award decision:

- Enrollment in one of the educational programs at Pacific Tech.
- Academic record (Maintain satisfactory academic progress (SAP)).
- Attendance record (Maintain satisfactory attendance).

- Service to the community
- Personal attributes or leadership characteristics

Students who wish to apply for a Presidential Scholarship may pick up an application from the Office of Administration. The completed application, along with a personal letter of recommendation from a PCT faculty member and an essay written by the applicant, should be handed in to the Administrative Associate, who will take the application to the Scholarship Committee. Scholarship recipients will be notified by mail prior to the start of the semester for which they receive the award.

ACADEMIC INFORMATION

ACADEMIC ADVISING

Academic advising is designed to support students' efforts to successfully complete their programs and to help them avoid the need to repeat coursework. Students who have questions about program requirements, administrative rules, GPAs or other academic results that indicate standards of academic progress requirements may not be met, are strongly encouraged to seek academic advising as soon as possible. Pacific College of Technology advising is limited to academic matters. Personal or therapeutic counseling is not provided; students needing such counseling will be referred to appropriate agencies.

DEFINITION OF CREDIT HOUR

PCT bases its definition of a credit hour on the standard "Carnegie Unit." A semester unit of credit is equal to a minimum of three hours of work per week for a semester. The Carnegie definition is based upon a minimum semester length of 15 weeks. Thus, a "unit" of credit equates to three hours of student work per week (1 hour lecture plus 2 hours of homework or 3 hours of lab) for 15 weeks. For a lecture class, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should do six hours per week of homework.

COURSE CODE AND NUMBERING SYSTEM

Each course offered by Pacific College of Technology is identified by a combination of letters and numbers, with the letters identifying the program subject matter of the course. Lower-numbered courses in the subject matter are considered foundational in nature. Higher-numbered courses and those with identified prerequisites are considered more complex in nature, building upon knowledge and skills gained in the foundational courses.

ADD/DROP PERIOD

Students who wish to add a course to or drop a course from his or her schedule may do so within the first week of the semester. Any changes made to a student's schedule after the end of the add/drop period may only be done with permission from the Chief Academic Officer.

PROGRAM COMPOSITION

The total number of credits in the Associate Degree Programs is 60 semester credits. For these courses, each component of the course must be passed with the minimum required grade or performance standard. Failure of one component results in failure of the entire course; there are no exceptions to this policy.

ATTENDANCE POLICY

Academic credit for a course requires regular class attendance. Class attendance means being physically present in the classroom for the entire scheduled class meeting. The physical presence of a student is crucial in any class meeting regardless of whether the student assignments are completed. The maximum absence allowance is three (3) class sessions per course in a semester. Once a student reaches the limit of missed classes, the instructor is required to report the student's absence status to the CAO for further evaluation, which may result in academic discipline proceedings or negatively affect the student's grades.

PLEASE NOTE: Class attendance is of particular importance to international students, who must be able to demonstrate that they are enrolled and attending classes on a full-time basis to maintain their visa statuses. As noted above, instructors are required to report excessive tardiness or absences to the CAO, who will notify students that they are jeopardizing their visa statuses. Failure of an international student to maintain the required class attendance will be reported to the Student and Exchange Visitor Program (SEVP), which may revoke the student's visa status.

All faculty members are required to maintain accurate attendance records and to begin each class on time. In the event of an absence for any reason, the student is responsible for any information or class content missed. If it becomes necessary for a student to miss a class for any reason, the student must contact the instructor to make arrangements to complete any missed assignments. In some cases, additional work may be required to make up for an absence. If not made up, missed assignments or classwork may result in a lower grade or even a failing grade for the course. Makeup of homework, quizzes, or in-class assignments is at the discretion of the individual instructor.

Excused Absences

Pacific Tech recognizes that, at times, absences are unavoidable. If a student must miss a class due to unforeseen circumstances, he or she should notify the class instructor as soon as possible. Absences may be excused (not counted against the student's attendance) only for **legitimate and documented** reasons, such as illness. If a student cannot attend class due to illness, he or she is expected to bring a signed letter from his or her physician attesting to the illness and requesting that the student be excused for a specific day (or days). Other excused absences may include a variety of unavoidable situations, but all are subject to a final decision by the CAO as to whether they are excused or not. **All excusal requests MUST be accompanied by some form of official documentation attesting to the reason for the absence. Without documentation of some kind, no excusal will be granted; however, please note that the excusing of an absence is entirely at the discretion of the CAO, and that possession of documentation does NOT guarantee excusal.**

Absence from Exams

Students who are absent from a mid-term or final exam MUST provide the same evidence as for an excused absence to the CAO, who, along with the individual instructor, will make a decision as to whether the student will be allowed to make up the exam. Students who are absent for other than medical reasons will generally not be allowed to make up an exam, unless the circumstances are extreme, in which case a decision will be made by the CAO as to whether to allow a makeup exam. In all such cases, the Director's decision is final.

GRADING

Grading System

The grading system for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course are included in the total number of credits attempted.

GRADE	DESCRIPTION	PERCENTAGE	POINT VALUE
A	Excellent	90 – 100	4.0
B	Above Average	80 – 89	3.0
C	Average	70 - 79	2.0
D	Poor	60 – 69	1.0
F	Failing	0 – 59	0.0
I*	Incomplete	--	--

S*	Satisfactory	--	--
TR+	Transfer Credit	--	--
W**	Withdrawal	--	--
WF+	Administrative Withdrawal	--	--

* Grade not calculated into cumulative grade point average (CGPA).
** Grade not calculated into cumulative grade point average (CGPA) and course credits are not included in total credits attempted.
\+ Grade not calculated into cumulative grade point average (CGPA) but course credits are included in total credits attempted.

Incompletes (Grades of I)
At the discretion of the instructor, a student may be assigned a temporary grade of "I" (Incomplete) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the term and for the CGPA. If the missing work or exam is not completed within three weeks from the last day of the term, a grade of "F" will be assigned for the course and computed into the grade average for the term and the CGPA.

W Grades
Students who withdraw from the college before they complete a course will be assigned a grade of "W" for each course in that term. A student who withdraws from a course prior to its completion will also be assigned a grade of "W" for the course. "W" grades are not included in calculations of the CGPA or in the total number of semester credits attempted. Students who are administratively withdrawn by the college will be assigned grades of "WF" for each course. "WF" grades are not included in calculations of the CGPA but are included in the total number of credits attempted.

Grade Appeals
Students who believe a course grade has been unfairly or mistakenly assigned must follow Pacific College of Technology's (PCT) grade appeal process as outlined below.

1. **Filing Deadline:**
   Students have two calendar weeks (10 business days) from the date the final grade is posted to file an appeal.

2. **Submission of Grade Appeal Form:**
   Students must complete a Grade Appeal Form (available on the PCT website or from the Office of Academic Affairs). The form should clearly state the reason(s) the student believes the grade was unfairly or incorrectly assigned. Supporting documentation relevant to the appeal must be attached to the form.

3. **Submission Location:**
   The completed form and supporting documents must be submitted to the Program Director within the prescribed deadline noted above.

4. **Initial Review by Program Director:**
   The Program Director will contact the faculty member involved to obtain their explanation and perspective. After reviewing the appeal and the instructor's input, the Program Director will determine whether the appeal can be resolved directly or if further proceedings are warranted.
   - If the Program Director concludes that the appeal can be resolved without a committee, they may render a final decision on the matter.

- If further review is needed, an ad hoc investigative committee will be convened. This committee will consist of impartial faculty members, the Program Director, and other individuals deemed appropriate by Program Director.
- The committee will review all evidence presented by both the student and the instructor and render a decision within one week of convening.
- The committee will inform the Program Director and the instructor of its decision and may recommend appropriate grade adjustments (e.g., revising a grade, retaking an exam, or completing additional coursework).

5. **Invalid Appeals:**
   If, at any stage, the Program Director or committee determines that the appeal lacks merit, the process will end, and the original grade will stand. Such decisions are final and not subject to further appeal.

6. **Final Decision:**
   The Program Director has final authority over any grade adjustment, whether determined directly or upon receiving recommendations from the committee. By initiating a grade appeal, the student agrees to abide by the Program Director's final decision and complete any additional work, exams, or assignments deemed necessary to resolve the appeal.

REPEATED COURSES

Any student who must repeat a failed course must earn a grade of at least "C" in that course. Upon achieving this requirement, the new grade earned will replace the prior grade and the student's CGPA will be recalculated. The student must take the failed course whenever it is next offered by the college. A course may only be repeated a maximum of two times to earn the minimum passing score. The course credits for each repeat attempt will be included in total credits attempted.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students must maintain Satisfactory Academic Progress (SAP) to remain in good academic standing and to continue their studies at Pacific College of Technology. Students are evaluated at the end of each academic term to ensure that they are meeting the required academic standards.

For all programs, students must maintain a minimum cumulative grade point average (CGPA) of 2.0 (equivalent to a "C" average). Students who fail to meet this standard will be placed on Academic Warning for one semester. During this period, they must improve their academic performance to meet the minimum CGPA requirement.

Students who do not meet the SAP standard after the warning period will be placed on Academic Probation and may be subject to suspension or dismissal from the College. Students on probation will be required to meet with their Program Director and/or the Chief Academic Officer to create a plan for academic improvement.

ACADEMIC DISCIPLINE

Academic Warning

If a student's cumulative GPA falls below 2.0, or if the student fails a course in a given term, the student will receive an Academic Warning letter from the Office of Academic Affairs. The student will be encouraged to meet with their Program Director to discuss strategies for improvement and may be referred to tutoring or other support services.

Academic Probation
A student who does not meet the required 2.0 GPA by the end of the following term after receiving a warning will be placed on Academic Probation. Students on probation must meet with their Program Director or the Chief Academic Officer to develop an Academic Improvement Plan, which may include tutoring, additional coursework, or other academic support.

If the student's GPA remains below 2.0 at the end of the probation term, they may face suspension or dismissal from the College.

Academic Dismissal or Expulsion
A student who fails to show academic improvement while on probation or who repeatedly fails to meet Satisfactory Academic Progress (SAP) standards will be academically dismissed from the College.

International students who are dismissed from PCT will have their F-1 visa status terminated and will no longer be eligible for re-enrollment.

Academic Appeal Process
A student who has been placed on Academic Probation or Dismissal may appeal if there were extenuating circumstances affecting their academic performance. The student must submit a written appeal with supporting documentation to the Office of Academic Affairs.

If the appeal is granted, the student will be allowed to continue on probation for one additional term, during which they must achieve a minimum 2.0 GPA.

WITHDRAWAL OR LEAVE OF ABSENCE POLICY

When a student withdraws from PCT, either officially or unofficially or is administratively withdrawn (dismissed) by the school, PCT uses the student's last day of attendance as the basis to compute any refund that may be due to the student or the amount of tuition and fees the student owes to PCT. The date that a student withdraws or is dismissed from PCT also determines what grade will be assigned to the student for the course in which he or she was enrolled at the time of the drop. If a student withdraws or is withdrawn before the midpoint (50%) of the course, a grade of "W" will be assigned. If a student withdraws or is withdrawn after the midpoint and has a grade average of 1.0 or higher in the course, a grade of "WP" will be assigned. For a student who withdraws or is withdrawn after the midpoint and has a grade average of less than 1.0, a grade of "WF" will be assigned.

The effects of these grades on a student's academic record are discussed in the Satisfactory Academic Progress section of this catalog. The definitions of official, unofficial, and administrative withdrawals are provided below. Listed in this section also is the schedule for determining what tuition a student owes PCT at various points during their studies.

Official Withdrawal
In the event that a student decides to withdraw from PCT and notifies the Registrar or other college administrator in writing, that withdrawal is considered an official withdrawal. The effective date of the withdrawal will be the date the student indicates or, if no date is stated, it will be the date PCT receives the withdrawal request.

Unofficial Withdrawal
A student who fails to notify PCT of his or her intent to withdraw and stops attending classes is considered an unofficial withdrawal. The effective date of the drop is the student's last known day of attendance at any class or lab session.

Administrative Withdrawal
Any student who is dismissed from the program by PCT for academic or disciplinary reasons is considered an administrative withdrawal. The effective date of the administrative withdrawal will be the date the student was dismissed. No academic transcript or verification of studies will be provided for any student who has an outstanding debt to the College.

Leave of Absence
A student may be granted a leave of absence in cases of extreme emergency such as serious personal or family health issues, death of an immediate relative, or pregnancy. Any student granted a leave of absence will have grades of "I" (Incomplete) assigned for each course and, after the approved leave expires, must return to complete all unfinished coursework and exams. Upon student's completion of any outstanding work, the grade of "I" will be changed to the actual final grade earned for the course.

CHANGE OF PROGRAMS, SEEKING A DIFFERENT CREDENTIAL

When a student decides to change programs, the credits and grades for any courses that he or she has taken that are required in the new program will be transferred into the new program. The grades and credits for those courses will be included in both the calculation of the cumulative grade point average (CGPA) and the calculation of the successful completion rate for the new program. If, in the former program, the student had any transfer credits from another institution for courses that are also required in the new program, those transfer credits will also be transferred into the new program. These transfer credits are not included in the calculation of the CGPA, and they are not included in the calculation of the successful completion rate.

If a student completes one academic program and decides to enroll in a different program, any credits earned for courses in the prior program that are required in the new program will be transferred into the new program as “TR” (transfer) credits. The credits will not be included in the calculation of either CGPA or of successful completion rates.

MAXIMUM TIME FRAME (MTF)

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and in any lab component will complete the required number of semester credits for their academic program within the normal completion time. The normal completion time is the total number of semester credits required for the program.

The maximum time (MTF) for the completion of the program is 1.5 times the normal time. The maximum time is the total number of semester credits a student may attempt in order to successfully complete all the credits required for the program. Any student who does not successfully complete their program within the maximum time frame cannot earn the degree and will be permanently dismissed from the program.

GRADUATION REQUIREMENTS

Every student must satisfactorily pass all courses with a cumulative grade point average (CGPA) of 2.0 or better; at the discretion of the CAO upon a comprehensive academic review. Each student must also meet all administrative and financial requirements before they are eligible for graduation. The required application for graduation form must be completed and the graduation fee paid before a degree will be issued.

Transcript Requests
Upon completion of their studies, students are entitled to one official copy of their transcripts without

charge. Additional official copies are available at a cost of $20.00 each. Requests for transcripts should be made in person or in writing to the Registrar. Unofficial copies are available upon request and without charge.

DISTANCE EDUCATION

DEFINITION

The US Department of Education defines "distance education" as […] education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

1. The internet.
2. One-way and two-way transmission through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices.
3. Audio conferencing; or
4. Video cassettes, DVDs, and CD–ROMs, if the cassettes, DVDs, or CD–ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition[1].

The above-cited amendment to the Higher Education Act also distinguishes between "distance learning," and "correspondence learning," particularly in that "correspondence learning" is initiated by the student and does not include "regular and substantive interaction" between student and faculty. The phrase "regular and substantive interaction" is not clearly defined in the amendment but needs to be addressed. **Pacific College of Technology believes that students in distance or online learning environments should expect and receive levels of faculty-student interaction as near as possible to those expected by traditional, "on-ground" students sitting in a classroom.** Students expect instructors to be responsive to questions and concerns, and to be as actively engaged with the course as the students themselves are expected to be; but more importantly, to *actively initiate* interaction with students, not simply passively respond to students. To that end, Pacific College of Technology has developed its own definition of such interaction:

The term "regular and substantive interaction" as it pertains to the distance education program at Pacific College of Technology shall be defined as

regular and effective instructor-initiated contact between faculty and student to aid student comprehension of and engagement with the course materials presented.

This interaction may take any of several forms, including real-time audio/video contact between faculty and student (e.g., via Zoom, Skype, or some other real-time telecommunications application; and emails, direct messaging, telephone conversations, or message board comments and replies between faculty and student.

The credit awarded for an online instructional course is equivalent to that of a traditional, on-ground course, and therefore distance education students have the expectation and the right to an equal or near- equal amount of contact with faculty as that afforded traditional students.

PACIFIC COLLEGE OF TECHNOLOGY DISTANCE LEARNING SYSTEM AND STUDENT INFORMATION SYSTEM

For online delivery, PCT uses a learning management system (LMS) called Populi. Instructors upload video version of class lectures rather than lecturing directly face-to-face. The Populi software tracks student viewing of lecture videos, and keeps a record of what percentage of each course's lecture videos have been

[1] Higher Education Opportunity Act, Pub. L. 110-315, 122 Stat. 3078, codified as amended at 34 C.F.R. §600.2

viewed by each student. Instructors can set time limits for viewing a lecture in order to use student views to record attendance (i.e., if a student has viewed the entire lecture by the end of the day of the class, that student will be counted as present). Populi also allows for direct interaction between students and between students and instructor via message boards. Students may be required to post in discussion threads on a particular topic or may be required to post questions regarding a particular class lecture, etc. in order to receive marks for participation, for example. Instructors can respond to student questions or comments in live chat or through the message boards and discussion threads. Ultimately, the content of an online course is functionally identical to that of an on-ground course.

Populi tracks overall student engagement as noted above, and instructors can also create assignments, quizzes, and tests on Populi, which can be made accessible to students at a particular time and/or for a particular length of time (e.g., a test may only be accessible to students for a one-hour period on a specific day, while an assignment may be open for a longer period in order to allow students to research or read up on the topic before responding). Tests and quizzes can be created as multiple-choice, short answer, true/false, or essay questions. Short answer and essay questions may be hand-marked by the instructor, or Populi can be set to look for keywords and phrases. Questions can be randomized in order to obviate cheating. Instructors can also upload syllabi, eBook or .pdf versions of texts, or any other document to the Populi course page. Students can be required to download and print out a paper assignment which they can then scan and send back to the instructor via Populi message boards or email. Populi also provides a comprehensive suite of gradebooks and other tools for instructors to use in course and class management. Populi has security protocols in place to ensure student identification and privacy. When students enroll at PCT, they are assigned a pacifictech.edu email address, which is used for all university communication and which is used on Populi for instructor-student contact. When the email address is assigned, students log in for the first time with a standard password which they are immediately required to change. The same goes for Populi access -- when students are enrolled, they log in to Populi with a standard password and are required to change it to a personal, secure password before they can proceed. If a student logs in from a previously unknown device (such as a new or public PC), two-factor authentication is activated, so that a student cannot log in to Populi without a security code that is sent to his or her phone or email. Populi itself uses 256-bit Secure Socket Layer (SSL) encrypted connections to protect data, making it FERPA-compliant. Student records for a course are viewable only to the instructor of the course and those with high-level administration clearance, such as the Chief Academic Officer. High-level clearance requires the same kind of login authentication and must be manually set up for each administrator. This ensures that student records are secure from viewing by unauthorized persons. Populi does not contain student files such as transcripts, application forms, etc. These are kept separately, in digital and physical formats, by the Admissions Office, in secure and fireproof file cabinets and on both cloud and external HDDs for redundancy. Physical and digital records are accessible only to authorized PCT administrative personnel.

As we progress, PCT is building a library of lecture videos that can be used again for future classes. Lecture videos, by the terms of PCT employment agreements and as outlined in the PCT Faculty Handbook, are the intellectual property of the instructor who created them, but PCT retains a permanent license to use any such video recordings.

Populi may be accessed at https://pacifictech.populiweb.com/

ADMISSIONS

Admission to degree programs offered as part of the Distance Education program is the same as admission to PCT traditional on-ground programs. Students are still responsible for submitting all documentation required for standard admissions with the exception of immunization records, which are unnecessary for students not attending on-ground classes. All other requirements (transcripts, letter of recommendation, etc. remain the same).

ACHIEVING SUBSTANTIVE INTERACTION IN DISTANCE EDUCATION COURSES

The learning environment for a DE class must be reflective of the College's standards for traditional classes, and be inclusive of all students, regardless of gender, race, ethnicity, disability (i.e., ADA compliance must be maintained), etc. Instructors therefore make every effort to maintain substantive contact with students. Methods of achieving this level of engagement and interaction include, but are not limited to

- Appropriate and relevant follow-up questions on message board posts
- Timely and personalized feedback on assignments, test, quizzes, etc. that guide students, rather than simply providing a grade. Remember that you cannot just "talk to a student after class" in the DE environment, so feedback must be as detailed as necessary to explain student error and to guide students to further knowledge. Note that basic, brief comments such as "needs improvement" or "nice work" cannot be considered substantive. General rubrics are also not substantive, and instructors should instead use specific and detailed rubrics that are communicated to students on the syllabus or with specific assignments. Feedback should then refer to these rubrics.
- Course materials such as texts, web videos, or other documents should facilitate discussion and follow-up questions and responses. Students must be required to comment upon or question materials, not simply read them and be tested on them. Student should contact the instructor or participate in a discussion thread monitored and moderated by the instructor to respond to such materials.
- Online meetings, chats, or discussion threads that explore course material and answer student questions. These methods should be synchronous, such as Zoom meetings with students, or real- time discussion board postings. This creates an environment of actual instructor-student or student-student interaction, which is vital for maintaining substantive contact.

Ways of achieving regular, substantive contact include

- Use of threaded discussion forums on Populi with appropriate instructor participation based on course topics and specific content of the course addressed to all students and/or to individuals publicly. DE instructors should require such contact in their syllabi, for example, requiring students to respond to a question posted by the instructor with a reply of a certain length. Student should also be required to post questions or comments of their own for the class and the instructor to respond to. A schedule for such posting and responses should be given in the course syllabus and adhered to insofar as possible.
- E-mails sent through Populi to students' pacifictech.edu email addresses. DE students will be required by the terms of their enrollment agreements to check their official PCT emails regularly, as part of their coursework requirements. This requirement must be reiterated on DE course syllabi.
- Regular deadlines, based on the schedule given in the course syllabus, for assignments and other student participation. Deadlines should be strictly adhered to insofar as possible.
- Regular, timely, appropriate feedback and evaluations of student work. Instructors must include response times on syllabi. Generally speaking, students should expect instructor responses within 24 hours of posting a message, a response, or a question, or of sending an email. This period may be extended during weekends, holidays, or other "down" time.
- Online office hours in real time, such as via voice chat, telephone, or pre-arranged videoconference. Instructors may choose to "meet" individually with all the students in a class over the course of a semester (if feasible) or may designate days or hours when they will be available on a first-come, first served basis.
- The creation for a "virtual" classroom experience that approximates that of a traditional class should be achieved by the creation of video lectures), the distribution via Populi of appropriate documentation, including PDF files, Excel spreadsheets, MS Word documents, web links, external videos (as appropriate), eBook texts, or other instructor- or publisher-created materials. Instructors should be mindful of copyright and intellectual property policies and laws governing use of external materials.

- Students must be made aware of their rights and responsibilities regarding student-initiated interactions. Syllabi for DE courses must therefore include course policies defining student-initiated contact (e.g., where to post questions, and examples of types of questions.
- Instructor introductions that "customize" course material to the individual class. Students should not feel as if they are simply being shown a pre-recorded lecture and given "canned" assignments and tests. The instructor should tailor the material to each individual class, insofar as possible.
- Assignments that promote collaboration between students when appropriate. Students should not feel that they are alone in taking a DE course; they should be made to feel part of a group.
- Questions posed on the Populi message boards should encourage critical thinking and promote discussion. Students should be expected to provide thoughtful responses and to produce questions that build on the discussion topic. Students should be made aware that these discussion interactions are part of the class participation component of their course grade.
- Instructors should participate in discussion threads as and when necessary to summarize, correct errors, keep the discussion on-topic, or add expertise. Students should be encouraged to maintain discipline in discussion threads. Students will be given instruction in Populi discussion etiquette during their orientation, and instructors should ensure that standards of etiquette are maintained.
- Students will be asked to complete course evaluation surveys at the end of the semester, but they should be encouraged to give feedback during the semester as to delivery methods, etc.
- Courses should be designed to encourage interaction between instructor and student and between students themselves. This design should be explained on the course syllabus.

Scheduled interactions with students

Deadlines and schedules are clearly communicated to students. This includes instructor response times, student posting deadlines, and other expectations. Examples of these include the following (individual instructor requirements may vary):

- "The instructor will respond to all questions posted on a Populi message board thread within 48 hours. Questions posted after 12:00pm on Friday will be responded to by Monday morning."
- "Assignments for a particular class session will be due the Friday following the class session, by 11:59pm. The instructor will post grades for that week's assignments on or before 6:00pm on Wednesday of the following week."
- "Emails sent to the instructor will be responded to within 12 hours on weekdays or within 48 hours on weekends. For the purposes of email responses, "weekends" will begin on Fridays and end on Sundays."
- "Student responses to questions or discussion topics posted on the Populi message board should be posted within 24 hours of the original topic being posted. Responses timestamped after 24 hours from the original posting will have points deducted."

Interruptions to regular and substantive interactions

It is of course possible, even likely, that certain interruptions to instruction will occur. Scheduled interruptions, such as holidays, must be reflected in the schedule given on the course syllabus. However, reactions to unscheduled and unexpected interruptions must also be anticipated. Instructor illness or other unavoidable emergencies will require notification of all class members as expeditiously as possible, via email, message board announcements, etc. Instructors should consult the PCT Faculty Handbook for policies regarding such emergencies and how to react to them. If an instructor cannot resume regular and/or substantive contact with a class for any reason, the instructor must contact the Chief Academic Officer as soon as possible so that other arrangements can be made.

TECHNOLOGY AND STUDENT PRIVACY

Student information privacy is maintained under the same policies as those referring to the privacy of on-

campus students. Pacific College of Technology complies with the Family Educational Rights and Privacy Act (FERPA). No student records are released to any person except the student or those whom the student has specifically designated in writing. All students are informed of their rights under FERPA at orientation. Privacy of DE students is provided by use of identity verification methods. These are provided for on both Populi and Outlook (email system). Students will be issued a temporary login password for the first time they log in to Populi and must then change to a personal password. Students will be allowed access to coursework only after login is completed successfully.

Required technology and equipment

Students applying to the program are <u>required</u> to have access to a PC or laptop with a high-speed internet connection. PCs should use Windows 10 or later, while Macs should use MacOS 10.14 Mojave or later. Students should be made aware that they cannot make full use of Populi courses on a tablet or smartphone. Android devices (including Chromebooks) and Apple iOS devices do not provide full compatibility with the Populi SIS. Students should, therefore, NOT rely on smartphones, tablets, Chromebooks, or other non- Windows or non- Mac OS devices to engage with Populi; as a web-based service, Populi is designed to work properly with PCs and Macs and attempting to access the system with an Android or iOS device will not allow full functionality. While there is a Populi phone app, it is not designed to provide full access to all Populi tools and cannot be used to fully engage in coursework. Students' PCs should have webcams or other audio/video recording capability, as students may be required in certain courses to post video responses or to engage in live videoconferences or discussions.

STUDENT SERVICES

DE students have the same rights, responsibilities, and access to services as traditional students, insofar as possible. These include, but are not limited to

- Admissions
- Registrar
- Accounts Payable
- Add/Drop/Withdrawal
- Transfer
- Reinstatement
- Library Services
- Access to Student Records
- Career Counseling and Planning

DE students have access to a DE-specific help desk service provided by Pacific College of Technology, in addition to the knowledge base provided by Populi itself, which is available to any person with Populi access. DE students have access to advising services via email, phone, and/or videoconferencing with faculty advisors. All Library services and resources on campus are equally available to DE students. These include access to all PCT database subscriptions, such as GALILEO and the materials and resources available through PCT's membership with the Georgia Private Library System (GPALS).

Accessibility

Certain accessibility issues may require changes in the design and implementation of DE courses for special needs students. As with traditional students at PCT, such DE students will be accommodated, insofar as is reasonably possible, by changes to course design and/or delivery. The Director of Distance Education and the Technical Administrator will assist faculty with design strategies in order to accommodate these students.

To maintain compliance with the Americans with Disabilities Act of 1990, all instruction offered by Pacific

College of Technology, including the DE program, shall be accessible to and usable by persons with documented disabilities who have met all other standards for admission.

STUDENT LIFE AND RESOURCES

ACADEMIC ADVISING

Academic advising is designed to support students' efforts to successfully complete their programs and to help them avoid the need to repeat coursework. Students who have questions about program requirements, administrative rules, GPAs or other academic results that indicate standards of academic progress requirements may not be met, are strongly encouraged to seek academic advising as soon as possible. Pacific College of Technology advising is limited to academic matters. Personal or therapeutic counseling is not provided; students needing such counseling will be referred to appropriate agencies.

CAREER SERVICES

The College's primary focus is to produce graduates who fulfill the evolving needs of the communities that the College serves. Students and graduates can take advantage of career services that enhance their educational experience. The Career Services Department helps students and graduates acquire professional development skills that will serve them throughout their careers. Areas addressed include assessing career goals; developing résumés; increasing marketability; building networking and interviewing techniques; and improving salary negotiation skills. Additional assistance is provided through local and national job postings, which identify currently available career opportunities. Students should note that the College cannot and does not guarantee employment.

COMMUNITY SERVICE

Every year, the College organizes various charity drives, including food drives, toy drives, clothing drives, book drives, etc. These events occur at various periods during the year. All members of the PCT community are asked and encouraged to make donations, which are collected and donated to hardworking charitable organization.

DISABILITY SUPPORT SERVICES

Pacific College of Technology promotes full participation and equal access to educational opportunities, programs, and activities. It provides accommodations and support services for students with documented disabilities and educates the larger College community on disability related issues. It also ensures that the College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act 2009 as Amended. Students with disabilities are encouraged to contact the Office of Student Services as soon as possible after admission to the College.

EDUCATIONAL AND TECHNOLOGICAL SERVICES

Pacific Tech uses a learning management system (LMS) called Populi. Populi allows instructors to upload video version of class lectures, syllabi, eBook or .pdf versions of texts, or any other document, and create exams and other assignments, which are be made accessible to students. The Populi software tracks students' engagement with course materials, performance, grades, and attendance, and allows for direct interaction between students and between students and instructor. Populi is also used by administration as a Student Management System, tracking and storing all student records.

FINANCIAL SERVICES

The Office of Administration processes the billing and payments on student and maintains all financial

records, including financial reporting.

IMMIGRATION COUNSELING

Immigration counseling consists of providing international students with guidance on maintaining F-1 immigration status while attending Pacific Tech, processing F-1 immigration benefits, navigating College policy and understanding F-1 visa restrictions, ensuring College and student compliance with immigration policies, and providing educational tools, including workshops and tutorials.

LEARNING RESOURCES

The campus library has a collection of hardcopy books, journals, and reference materials which are closely tied to the PCT curriculum and support the subject areas covered by PCT's academic programs. Electronic resources, which also support PCT's academic programs, are available 24/7. The library offers students password-access to an online collection of thousands of full texts and abstracts of books, periodicals, articles, and reference materials through its memberships with the Library and Information Resource Network (LIRN), GALILEO, and Georgia's Private Academic Libraries (GPALS).

Membership in LIRN gives access to Gale's and ProQuest's more than 116 databases. The librarian's Membership in the Association of Christian Librarians gives PCT access to interlibrary loans and the reciprocal borrowing program. PCT Library is also a member of GPALS, a consortium that provides access to Georgia Library Learning Online (GALILEO), an online library portal that allows access to more than 2000 institutional libraries in the University System of Georgia, and databases through EBSCO and ProQuest.

In addition, the PCT library currently has an MOU with the library of Underwood University, which is PCT's partner institution, giving PCT students access to all Underwood University's physical resources.

NEW STUDENT ORIENTATION

All students who have been admitted into the College must attend a new-student orientation session prior to the start of classes. Policies related to students' academic progress, conduct, and attendance will be reviewed; staff, faculty, and primary administrators will be introduced; class schedules will be distributed; and students will have the opportunity to ask any questions they may have. The orientation session will also provide the opportunity for students to seek any additional advising or assistance from the offices of Student Services or the Chief Academic Officer. All new students will be notified of the time and date of the next orientation session. Attendance is required before students will be allowed to begin their studies.

RECRUITMENT AND ADMISSIONS

Recruitment and admissions services set the College on the initial step toward the accomplishment of its mission because they enable the institution to enroll students who are the right fit for the programs that it offers, and thus who are more likely to succeed. Such students are those who have the required skills, knowledge, and commitment to succeed in the program that meets their educational goals. These services are guided by the College's Admissions Policies and Procedures, which are consistent with the institutional mission because they provide the standards for making appropriate, ethical, and effective admission decisions.

STUDENT ACTIVITIES

The Office of Student Services coordinates student activities, which may be convened on- or off-campus,

and are used to supplement instruction in classes. Arrangement for these activities is made by the instructor and the student.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Pacific Tech Student Government Association (SGA) gives the student body a voice in College Administration. All students are eligible for membership in the Student Government Association (SGA) of Pacific Tech. SGA is responsible for matters of general student concern. The President, Vice President, Secretary, and Treasurer of SGA are elected through a general campus election. Under the supervision of the Office of Student Services, SGA coordinates interactions between campus organizations, student body, faculty, and administration. Representatives of SGA may be called upon to make recommendations during curriculum review, and whenever an administrative committee requires student input. The President of SGA reports findings and information gathered by SGA to the Director of Student Services. The President of the College meets with SGA leadership once per semester to discuss issues and developments. More information about SGA may be obtained from the Office of Student Services.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Pacific College of Technology complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which is designed to protect the students' rights with regard to educational records maintained by the institution. Under FERPA, a student has the following rights:

1. The right to inspect and review the student's educational record within 45 days of the day the University receives a request for access.
   A student should submit to the Registrar or other appropriate academic official a written request that identifies the record(s) he or she wishes to view. The school official will make arrangements for access to the record and notify the student of the time and place where the records may be viewed.
   After further review, the student has the right to request an amendment of his or her record if he or she believes there are any inaccuracies. The student will need to make a formal written request to the Registrar's Office and specify the revisions that need to be made.
2. If, upon review, the school chooses not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing to appeal the decision regarding the request for amendment.
3. All student educational records are kept confidential and cannot be released without the student's consent with the exception of directory information. A student may, however, request that his or her directory information also be kept confidential. To do so the student must submit a written request to the Registrar's Office. Directory information at the College is considered the following:
   - Student's name
   - Major field of study
   - Dates of attendance
   - Honors and awards received
   - Participation in officially recognized activities
4. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, and support staff position. Persons or organizations providing students financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in emergency, seek to protect the health or safety of students or other persons may also have access.
5. 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 responsibility.

6. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (FERPA) requires an institution to make a reasonable attempt to notify the student of the record request unless the institution states in its annual notification that it intends to forward records on request.
7. Confidential information can be released directly to the student; however, it cannot be released directly to the student's family members (e.g., parents, spouses, etc.) without the written consent of the student. However, when a student is a dependent of the parent as defined by the Internal Revenue Service, such information may be released to the parent without the written consent by of the student.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pacific College of Technology 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
600 Independence Avenue, SW
Washington, DC 20202-4605

STUDENT RIGHT TO INFORMATION SECURITY

All information pertaining to a student's personal life is regarded by the PCT community with a deep sense of respect and responsibility. Every member of the PCT community has an obligation to protect students from unnecessary inquiry by government agencies, industry, and other groups and individuals into official and unofficial records. Private information such as disciplinary and counseling matters will be released only with the student's knowledge and written consent. Requests for private information about a student should be referred to the Director of Student Affairs. A FERPA Waiver Form is available in the Admissions Office.

INSURANCE AND HEALTH CARE

Pacific Tech does not require students to have health insurance coverage, nor does it offer student insurance. Some students may be required to hold insurance (I-20 International students, etc.). The PCT Office of Student Affairs will do everything it can reasonably do to assist students in finding health care coverage if requested. PCT does not and cannot provide any health care except immediate first aid. If you need medical help, please consult the Campus Emergency Plan for contact information for local hospital.

STUDENT CONDUCT AND DISCIPLINE

Expectations, Rules, and Regulations

Pacific Tech accords students the opportunity to learn about life, to challenge their own values and the ideas and values of others, and, in so doing, to become responsible members of the College community. While the College imposes no specific moral standard or creed on its students, each student is responsible for living up to College policies, rules, and regulations detailed below. Failure to do so may result in disciplinary action.

The expectations, rules, and regulations for Pacific Tech students and the policies detailed below pertain to students on and off campus, while participating in College programs and activities, domestic or international. Student behavior occurring anywhere other than on property owned or rented by Pacific Tech will be of concern to the College if, in the judgment of the President, there is sufficient information to determine that the behavior alleged would adversely and seriously affect the student's suitability as a member of the College community.
When any violation of College policy, rule or regulation is motivated by intolerance or hate directed toward

an individual or group based on characteristics such as race, color, national origin, gender, sexual orientation, or political or religious belief, the sanction administered by the appropriate administrative officer or hearing board will be increased in severity and may include separation from the College.

Academic Integrity: We expect students to do their own academic work and to be honest and truthful in their interactions with College officials. The following actions are prohibited:

- Cheating
- Academic Misconduct
- Fabrication
- Plagiarism

See the College Policy on Academic Integrity for more details.

Responsibilities to the College: We expect students to conduct themselves reasonably and appropriately, on and off-campus. This includes respectful responses to College officials, appropriate use of College facilities, and compliance with sanctions applied through established judicial procedures. The following conduct is prohibited:

- Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other College activities.
- Disorderly, overly aggressive, or obscene conduct, or breach of peace on College-owned or leased property or at College-sponsored or supervised functions.
- Refusal to comply with the directions of a College official or hindering an official acting in the performance of his/her duties.
- Unauthorized use of college facilities, including but not limited to:
  - Unauthorized access to or use of buildings and other facilities
  - Improper possession, use, or duplication of keys or keycards
  - Unauthorized access to computers, computer systems/accounts; deliberately attempting to disrupt the
    performance of a computer system/network; infringement of copyrights or license agreements; forging e-mails; illegal copying of software; breaking in or attempting to break into the College's or another person's system; stealing passwords or using the computing system to harass others.
- Attempted or actual theft or damage to College property.
- Misappropriation of College or student organization funds; tampering with a student government election or selection process.
- Failure to observe sanctions applied through established judicial process.
- Conduct which adversely and seriously affects the student's suitability as a member of the College community

Respect for Individuals and Personal Property: We expect students to treat all members of the College community with care, respect and dignity. The following conduct is prohibited:

- Physical, verbal or psychological abuse, harassment, intimidation or other conduct (whether willful or negligent) that threatens or endangers the health, well-being, or safety of oneself or of any person on College-owned or leased property, or at College-sponsored or supervised functions.
- Sexual misconduct, including sexual assault, sexual harassment, or sexually inappropriate behavior (See Sexual Harassment Policy).
- Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or an organization (See Anti-Hazing Policy).
- Attempted or actual theft of or damage to personal property.

Health, Safety, and the Law: Students are expected to make sound decisions regarding the health and safety of themselves and others and to comply with laws applicable to all residents of the College. The following conduct is prohibited:

- Alcohol: The use of alcohol except as permitted by law; the abuse of alcohol by any student whether of legal age or not (See Alcohol and Drug Policy).
- Drugs: The use, possession, sale, transfer, distribution, manufacture or cultivation of any controlled substance, except prescription drugs used by the person for whom and for the purpose for which they were prescribed.
- Dangerous implements or materials: The use or possession of explosives, firecrackers, firearms, BB guns, explosive materials, or knives with blades in excess of four inches on campus property.
- Safety and Security: Misusing or tampering with fire alarm systems, fire extinguishers, or other security equipment, or compromising any College security system (See Emergency and Safety Procedures).

Compliance with College Policies: Many programs and facilities have established policies and procedures that govern student behavior. Students are expected to comply with all written policies of the College.

Responses to Alleged Violations of College policy

The President of the College (or his/her designee) has the obligation to attempt to assure the safety of individuals, the protection of property, the continuity of the educational process, or the preservation of the legal status of the College. In executing these obligations, the President (or his/her designee) is specifically empowered to determine the status of any student at any time. The President (or his /her designee) may remove individuals from campus or prohibit individuals from being on campus and expel, suspend, or otherwise take action with respect to such individuals. If a student is expelled, suspended, withdrawn, or placed on leave of absence as a result of the exercise of executive authority, the terms upon which resumption of normal student status will be permitted, if any, will be stated at the time of the decision. In any case, no student will be expelled without the specific consent of the President of the College.

Informal Response

Many minor incidents (e.g., excessive noise, classmate conflicts) are handled informally through conflict resolution, mediation, or simple agreements that the parties involved will cease and desist a certain conduct. Many minor incidents are resolved with the assistance of peer counselors or the Director of Student Services. Such cases usually do not result in official disciplinary records or sanctions but may be introduced at a later date if patterns of unacceptable behavior emerge.

Formal Disciplinary Action

When it is neither possible nor appropriate to resolve a conflict or disciplinary matter informally, the alleged violation is forwarded to the Director of Student Services. There are three major categories of violations, each with a separate and distinct method of resolution: social misconduct, academic integrity, and sexual misconduct.

Reports and Investigations of Alleged Violations

Any member of the Pacific Tech community may file a complaint. Incident reports are sent, and complaints made to the Director of Student Services. As part of the investigation the staff member determines whether the alleged violation is an act of academic dishonesty, sexual misconduct, or social misconduct.

Administrative Resolution

Once an investigation is complete, the investigative report is forwarded for action to the Director of Student Services, who determines whether a violation of college policy has occurred, based on a preponderance of

evidence (i.e., whether it is more likely than not that a violation occurred). If a violation is found, sanctions are assigned.

Disciplinary Sanctions

1. Censure and Warning: Written notification that the student's behavior is unacceptable, and that continuation or repetition of such conduct may result in more severe disciplinary action.
2. Disciplinary Probation: A written reprimand including a statement that any further violation of College policy may result in suspension or expulsion.
3. Suspension: Termination of a student's enrollment at the College for a specified period of time. This may also include restricting access to campus or College events during the suspension.
4. Dismissal: Permanent termination of enrollment, including no further access to campus or any College events without written approval from the President.

a. Additional Sanctions:

- Restitution: Reimbursement for damage to or misappropriation of property. At the discretion of the Director of Student Services, this may take the form of work, community service, or other compensation such as service to the College community.
- Revocation of Privileges: Lose right to participation in extracurricular college activities or removal from other activities.

Appeal Procedures

A student may appeal the decision by requesting a due process hearing with the College Appeal Committee. If the student chooses to exercise his or her right to a hearing, he or she must notify the Director of Student Services in writing within ten (10) working days of receipt of the letter informing him or her of the decision and sanction. Upon receipt of this notification, all imposed sanctions are suspended until the appeal process is completed.

The committee is composed of the President, the Director of Student Services, a faculty member appointed by the President, and the Director of Student Services. The President will chair the committee. The College Appeal Committee will conduct their proceedings as follows:

At the hearing, which is closed to the public, the chair of the Committee will introduce the written appeal to the Committee. The Committee will discuss issues, hear testimony, question witnesses, and consider available evidence pertaining to the appeal hearing. The Committee may call upon the complainant and/or anyone who may provide relevant information. The student will have the opportunity to present statements, testimony, evidence, and witnesses; refute evidence brought forth to the Committee and present any relevant evidence in his or her defense; question witnesses; and respond to questions by the members of the Committee. The written findings of facts and the sanction(s) will be submitted by the Committee to the Director of Student Services within three (3) working days of the hearing, unless this time is extended for good cause by the Committee. The Committee's decision will be final and will be sent via certified mail with return receipt requested within three (3) working days of the hearing to the student.

The written findings of the facts and the sanction(s) will be kept in a confidential file in the office of Academic Affairs and made available to the student for at least five (5) years. Final decisions regarding the violation will be documented in the College's student conduct database.

ACADEMIC INTEGRITY

Pacific Tech takes academic honesty and integrity very seriously. Students are reminded that they agreed to abide by the Code of Conduct when they were accepted into the College. Acts of academic dishonesty or misconduct may be cause for Academic Discipline proceedings, up to and including suspension or expulsion from Pacific Tech. Students are expected to be familiar with the full Academic Discipline Policy

as detailed in the Pacific Tech Student Handbook. All work submitted by a student must be that student's OWN WORK, without exception. The following list is not comprehensive; but briefly, the following behaviors will not be tolerated:

- **Plagiarism**: A student plagiarizes if he or she gives the impression that the ideas, words, or work of another person are the ideas, words, or work of the student. Plagiarism is distinguished from inadequate and/or inappropriate attempts to acknowledge the words, work, or ideas of someone else. Committing plagiarism in any form, including failing to give credit to the source of thoughts, words, ideas, or work from any other person, team, printed material, or web site.
- **Cheating**: A student is considered to be cheating if he or she does not abide by the conditions of a particular learning experience, item of assessment, or examination.
- **Collusion**: A student colludes when he or she works, without the permission of the Instructor, with another person or persons to produce work which is then presented as work completed independently by the student.
- **Other Misconduct**: A student commits an act of academic misconduct when he or she inhibits or prevents other people from legitimate learning or teaching; copying work, ideas, or projects from any other person or media; allowing another person to copy answers on a quiz or test or to communicate with another person during a quiz or a test.

Classroom Etiquette

- Please arrive on time to class and stay for the entire class period. Late arrivals and early departures are disruptive.
- If despite your best effort you arrive late, please quietly take a seat at the back of the classroom. Similarly, in the rare event that you must leave class early (e.g., for a medical appointment), email your instructor in advance to let him/her know, then sit close to the rear door and leave as unobtrusively as possible. If you cannot be there on time or must always leave early because of a class or work conflict, either seek specific permission from your instructor or do not take the class.
- During exams, ask permission before leaving to use the restroom. Try to use the restroom before coming to class.
- When class begins, please stop your conversations.
- Wait until class is completely over before putting your materials away in your backpack, standing up, or talking to friends.
- No taping, filming, or photography in class without instructor's prior permission (whether by camera, cell phone, or other means). These activities are distracting and inhibiting to faculty and other students, may infringe upon privacy or copyright, and have a chilling effect on classroom discussion.
- Cell phones should be turned off. No talking on cell phones, text messaging, or emailing on laptops during class. Wait until after class to return any calls received.
- No listening to iPods or other electronic recording devices during class.
- No web browsing or chatting on the internet
- Because participation is counted as part of your grade, missing class could negatively impact your grade. Disrupting class could also lower your participation grade.
- Keep on the topic at hand. If you have questions off the current topic, address them outside of class at office hours or by email with the instructor.
- Do not talk out of turn. Wait to be recognized before speaking and do not try to dominate a discussion with your questions or comments – give others a fair opportunity to participate.
- Do not read the newspaper during class. The shuffling of pages can be very distracting.
- Food and drink are discouraged in class. There may be times that you need a beverage or small snack during class. Avoid bringing in large meals or food that is noisy when unpackaged or chewed.
- Show respect for your instructor and fellow classmates. Do not interrupt another who is speaking.

- It is okay to disagree with an idea but not okay to ridicule or make fun of another person and his/her ideas. Raised voices, derogatory language, name-calling, and intimidating behavior will NOT be tolerated.
- Do not disturb others by engaging in disruptive behavior. Disruption interferes with the learning environment and impairs the ability of others to focus, participate, and engage.

Email Etiquette
Every student is provided with a pacifictech.edu email address. The following rules guide the usage of this email domain address:

- You are expected to write as you would in any professional correspondence. Email communication should be courteous and respectful in manner and tone. Do not send emails that are curt or demanding.
- Do not expect an immediate response via email (normally, a response will be sent within two business days). If your email question is sent at the last minute, it may not be possible to send you a response before an assignment is due or a test is given.
- Do not post personal information about yourself or others about third parties to the class list serve. For example, if you are having trouble with a lab partner you should see the instructor in person to discuss the specifics of the issue.

After a minimum of one semester following his or her dismissal for violation of a Student Code of Conduct, a student may submit a written appeal to the Student Affairs Review Committee to request readmission. The student will be notified within 30 days of the committee's decision on the request. The decision of the committee is final.

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Policy
Students enrolled in or taking courses at Pacific College of Technology (Pacific Tech, PCT) are expected to demonstrate the highest standards of personal integrity and to conduct themselves as professionals. Similarly, students should expect faculty and staff members to be persons of integrity who apply the principles of honesty, fairness, respect, and trust that characterize the professional/academic community. Thus, when student grievances concerning faculty and staff members arise, they are taken very seriously and are treated with sensitivity and urgency. The Director of Student Services is responsible for managing this policy.

These procedures are to provide a framework and mechanism for an objective review of student grievances about the equity and fairness of PCT faculty, staff, or procedures that affect their academic standing and progress toward their degree. Such issues may arise regarding fair and equal treatment in the conduct of a class or in the grading or evaluation of academic work. Other issues may concern the equity and fairness of program or PCT policies. Other college policies and procedures apply to allegations of faculty and staff misconduct; such matters will be governed by appropriate policies administered under other college units: Complaints that a member of the faculty or staff has engaged in research misconduct, violated the college's nondiscrimination and harassment policies, or violated employment contracts will be investigated by the President. A student who alleges misconduct by a faculty or staff member must pursue the grievance by following the resolution procedure below:

Student Grievance Resolution Procedure

Informal Action
In many cases, academic disputes can be quickly and effectively resolved when addressed informally at the local level. Misunderstandings, miscommunications, and disagreements often can be resolved through such

conversations. In such cases, the best way for a student to resolve a grievance is to approach the faculty or staff member directly involved in the situation and attempt to reach a resolution informally.

Formal Action
If informal discussion does not resolve the disagreement, the student may file a formal Student Grievance.

Step 1:	The complainant completes a grievance form. The grievance form is available on the College website and in the Office of Administration.
Step 2:	The complainant submits the grievance form to the Director of Student Services.
Step 3:	A Complaint Officer will be assigned. The complainant will receive a letter via email with the Complaint Officer's information as appropriate. The Director of Student Services will provide written notification of the grievance to the accused within five working days of receiving the grievance. In some instances, the Director of Student Services may choose to hear the complaint at his/her discretion.
Step 4:	The Complaint Officer will conduct an investigation.
Step 5:	The Complaint Officer notifies the complainant and the accused of their findings. Notification of findings will be sent within 20 working days of the grievance being filed. The complainant will receive the results of the investigation in writing. The complainant will review the findings and decide if they are satisfied with the results. If they are not satisfied with the results, they may proceed to Step 6.
Step 6:	The complainant may appeal the ruling by submitting a grievance appeal form to the Director of Student Services within five days. The grievance appeal form is available on the College website and in the Office of Administration. Appeals must be based on the issue of substantive or procedural errors which are prejudicial. The specific grounds to be addressed are: a) Were the procedures of the policy followed? b) If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted? c) Was the review conducted in a way that did not permit the grievant adequate notice and opportunity to present facts? d) Was the information presented during the review sufficient to justify the decision reached? e) Was there information existing at the time of the review that was not discovered until after the review? The Director of Student Services reviews the investigation and findings. The Director of Student Services may refer the appeal to a hearing committee at his/her discretion. If the Director of Student Services was the original decision maker in the grievance, the appeal will go to the President.
Step 7:	A final decision is made. The Director of Student Services, or the President depending on the appeal, will make the final decision on the appeal and notify the complainant and the accused in writing within 10 working days.
Step 8:	If the complainant is not satisfied with the final institutional decision, he or she may file a formal, written complaint with one of the following agencies: • **For institutional accreditation matters:** **Transnational Association of Christian Colleges and Schools (TRACS)** 15935 Forest Road, Forest, VA 24551 434-525-9539

	https://www.tracs.org/ • **For in-person, on-campus programs offered in Georgia:** **Georgia Nonpublic Postsecondary Education Commission (GNPEC)** 2082 East Exchange Place, Suite 220, Tucker, GA 30084 770-414-3300 https://gnpec.georgia.gov/student-resources/complaints-against-institution/gnpec-complaint-form • **For distance education students enrolled under the State Authorization Reciprocity Agreement (SARA):** **Georgia - State Authorization Reciprocity Agreements (GA-SARA)** Students enrolled in online programs may submit a complaint to GA-SARA using the form available at: https://gnpec.georgia.gov/student-resources/complaints-against-institution/ga-sara-online-student-complaint-form For additional information about the SARA student complaint process, visit NC-SARA's Student Complaint Information: https://nc-sara.org/sara-student-complaints-0/

CAMPUS HEALTH, SECURITY, AND EMERGENCY PROCEDURES

Pacific College of Technology strives to provide a safe work and campus environment and encourages personal health and safety for all students and employees. Anyone who is aware of or is the victim of a campus crime should notify a campus administrator immediately or dial 911 for immediate response from local emergency services and or law enforcement officials.

HARASSMENT

All students, staff, and faculty members of PCT should be able to work in an atmosphere free of discriminatory intimidation based on sex, race, color, age, national origin, disability, religion, or any other factor. Such intimidation is considered harassment, is a violation of the victim's civil rights, and is against PCT policy. All such behavior is expressly forbidden and will not be tolerated by PCT. Any member of the PCT community who threatens, upsets, irritates, persecutes, or in any other way disturbs others; or who creates or attempts to create a hostile environment or the perception of a hostile environment on College premises is subject to disciplinary action under this policy, up to and including dismissal from the College. This includes physical threats, intimidation, teasing, bullying, etc. If you feel that you have been a victim of any kind of harassment, please report it to the Director of Student Services or another member of PCT administration.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment of students, staff, or faculty members by any member of the College community is against College policies and may be considered illegal in some cases. Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace or College environment when

1. Submission to the conduct is either explicitly or implicitly a condition of employment, grades, or goodwill.
2. Submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or
3. The conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance of duties, or of creating an intimidating hostile, or offensive work or learning environment.

   The above are examples of behavior that constitutes sexual harassment, but other behavior of a sexual nature may be considered harassment as well. Sexual harassment on PCT premises will not be tolerated under any circumstances, and will be severely punished, up to and including dismissal from the College and, if applicable, legal actions against the harasser. Anyone experiencing or observing sexual harassment as a described in any of the above categories should report the incident immediately to the Director of Student Services or another member of PCT Administration.

ANTI-HAZING

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College is considered hazing, regardless of the willingness of the participant. Such prohibited actions, situations, and activities include, but are not limited to, the following:

1. Any brutality of a physical nature such as whipping, beating, branding, or forced calisthenics.
2. Excessive exposure to the elements.
3. Forced or required consumption of food, alcohol, drugs, or other substances.

4. Forced physical activity that could adversely affect the physical health or safety of the student.
5. Forced activity that would subject the student to extreme mental stress such as sleep deprivation.
6. Forced exclusion from social contact.
7. Forced conduct that could result in extreme embarrassment.
8. Any other forced activity that could adversely affect the mental health or dignity of the student.

It may be unlawful under some state laws for any student to engage in what is known as hazing or to aid or abet any other student in the commission of this offense. Any violation could result in civil or criminal penalties that may include the imposition of a fine. Pacific College of Technology's actions against violators can include the imposition of probation, suspension, or dismissal.

DRUG AND ALCOHOL-FREE CAMPUS

It is Pacific College of Technology's policy to provide a positive environment conducive to learning. To that end, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. This prohibition applies to all employees and students. Violation of these provisions by a student may lead to the imposition of disciplinary sanction, up to and including suspension or expulsion. Pacific College of Technology employees are also subject to disciplinary sanctions for violation of these provisions occurring on the College property or any work site during work time, up to and including termination for employment. Referral for criminal prosecution may occur where appropriate.

Legal Sanctions:
Students must be aware that significant criminal penalties exist under state and federal laws for the unlawful possession or distribution of alcohol and illegal drugs. Legal sanctions under local, state, and federal laws vary by location, but may include:

- Monetary fines
- Jail time
- Suspension, revocation, or denial of a driver's license
- Property seizure
- Loss of eligibility for federal benefits, including federal financial aid

Federal penalties for drug trafficking may be found at www.justice.gov/dea/druginfo/ftp3.shtml.

Students who are concerned about specific circumstances should consult applicable local, state, and federal law and/or seek legal counsel.

Health Risks:
Various health risks are associated with the use of illicit drugs. Some of the more common risks are cited on the table on the following page and may be found at www.justice.gov/dea/druginfo/factsheets.shtml.

Drug	Risk of Physical Dependency	Risk of Psychological Dependency	Health Risk
Narcotics i.e. (heroin, oxycodone, morphine)	High	High	Drowsiness, slow and shallow breathing, confusion, muscle weakness, nausea, convulsions, coma and death
Stimulants (e.g., crack/cocaine,	Possible	High	fever, agitation, panic, headache, dizziness, tremors,

amphetamines, methamphetamine)			convulsions, cardiac arrest, stroke, death
Depressants (e.g., Valium, Xanax, Rohypnol)	Moderate	Moderate	Loss of motor coordination, weakness, headache, blurred vision, dizziness, nausea, low blood pressure, slow breathing, coma, death
Hallucinogens (e.g., LSD, MDMA, PCP)	None	Unknown	Seizures, muscle cramps, nausea, liver kidney and cardiovascular failure, coma, death
Inhalants	Unknown	High	Muscle weakness, disorientation, nausea, nervous system and organ damage, asphyxiation, death
Marijuana	Unknown	Moderate	Dizziness, nausea, dry mouth, loss of motor coordination, panic attacks

Alcohol

For those students who choose to use alcohol, Pacific College of Technology encourages students to drink responsibly and to never drink and drive. Consuming alcohol has many risk factors and can lead to dependency. With excessive use, liver, brain, heart, and stomach damage can occur without apparent warning signs. Alcohol is one of the leading causes of preventable deaths in the United States.

Counseling, Treatment, and Rehabilitation:

Drug and alcohol counseling, treatment, and rehabilitation programs for employees and students are available from a variety of community sources. Anyone who recognizes a personal drug or alcohol problem, who is concerned about a student or coworker, or who wishes to know more about drug and alcohol abuse may contact a campus executive officer. Community resources may be obtained from the office of Student Services.

National Resources:

Pacific College of Technology also encourages anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying counseling, treatment, or rehabilitation programs.

Alcohol/Drug Helpline: (800) 821-4357
Substance Abuse and Mental Health Services Administration (SAMHSA) Hotline: (800) 662-HELP Al-Anon: (888) 425-2666 (local information can be found in your local telephone directory)

TOBACCO

All tobacco use, including cigarettes, cigars, pipes, e-cigarettes or vaping devices, chewing tobacco, snuff, dip, snus, *gutka* and *paan*, is **PROHIBITED** in PCT buildings and on all PCT premises, except in designated outdoor areas. Tobacco-related rubbish, such as cigarette butts, empty cigarette or tobacco packets, etc. must be disposed of properly so as to avoid litter and the risk of fire. Students or employees not properly disposing of used smoking or other tobacco materials are subject to disciplinary action.

FIREARMS, EXPLOSIVES, AND OTHER DANGEROUS WEAPONS

No firearms or ammunition are permitted in outdoor areas of the campus or in any college-owned, student-

occupied buildings, or in conjunction with any college-sponsored activity.

For the purpose of this policy, BB guns, illegal knives, blowguns, swords, slingshots, bows and arrows, crossbows, and similar devices are considered "dangerous weapons," and their possession and use are prohibited. Explosive of any type, including fireworks, firecrackers, cherry bombs, bottle rockets and the like, are prohibited at all times.

The only three exceptions to this policy are 1) law enforcement officers in the course of their duty; 2) firearms, explosives, and other dangerous weapons used by faculty for educational purposes, and 3) students using firearms, explosives, and other dangerous weapons for educational purposes who have received prior permission from the Director of Student Services.

Items such as air soft guns, paint guns, paintballs, darts, knives, mace, pepper spray, or other realistic toys or replicas used inappropriately, or in contexts for which they are not intended, will be treated as dangerous weapons. All firearms, explosives, and dangerous weapons will be confiscated.

CHILDREN ON CAMPUS

Pacific Tech cannot be responsible for children on campus. Therefore, for reasons of safety and insurance, children are not allowed on the PCT campus (apart from those accompanying short-term visitors). Students may not bring their children to the campus while classes are in session. All children brought by visitors must be under adult supervision at all times.

ANIMALS ON CAMPUS

No animals of any kind, other than correctly documented service animals, are allowed on PCT property without prior authorization from PCT administration. Service animals are permitted on the PCT campus with the prior authorization of PCT administration. If you have a service animal, please contact the Main Office for details on obtaining authorization.

VISITORS ON CAMPUS

Visitors are welcome to Pacific Tech. Visitors are responsible for any children that accompany them. All visitors (i.e., anyone who is not a student, faculty member, or staff member of PCT) must sign in at the front desk. Visitors who have not signed in may be asked to leave the premises. Pacific tech is a private business and therefore reserves the right to refuse entry to anyone for any reason.

EMERGENCY PROCEDURES

IN CASE OF FIRE OR EMERGENCY, CALL 911 IMMEDIATELY

PCT has an emergency plan that gives procedures to follow in case of fire, weather, earthquake, or lockdown emergencies. Faculty members have this plan explained at Faculty Orientation. They should subsequently review the emergency information with all students at the beginning of each semester (emergency plan/handout discussed at orientation). The student should be made aware of the building layout. In the event of a medical emergency, the situation should be reported immediately to the Office of Administration. The office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

In an emergency, you should:

- Upon discovering an emergency, or potential emergency, immediately leave the area and go to the nearest telephone; call the PCT Office at 770-559-0580.
- Give the PCT Office as much information as possible regarding the emergency.

The PCT office will:

- Identify the nature and scope of the emergency.
- Establish priorities and coordinate crisis response efforts.
- Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Federal Emergency Management Agency.
- Determine the times and means to report efforts and progress to the campus community.

Police and Medical Contact Information

CHAMBLEE (MAIN CAMPUS)	
DeKalb County Police Non-emergency	678-406-7929
Atlanta Police Non-emergency	404-614-6544
Georgia State Patrol	404-624-7700
Emory Decatur Hospital	404-501-1000
Emory University Hospital	404-712-2000
Decatur Center for Nursing and Healing	404-296-5440
DeKalb County Mental Health	404-508-6430
Sexual Assault Services: Day League	404-377-1428
Poison Control System	800-222-1222
Road Conditions	877-694-2511
DULUTH INSTRUCTIONAL SITE	
Gwinnett County Police Non-emergency	770-513-5700
Duluth Police Non-emergency	770-476-4151
Georgia State Patrol	404-624-7700
Northside Hospital Gwinnett	678-312-4357
Emory University Hospital	404-712-2000
Life Care Center of Gwinnett	770-923-0005
Gwinnett Psychiatry	678-226-2295
Sexual Assault Services: Mosaic Georgia	866-900-6019
Poison Control System	800-222-1222
Road Conditions	877-694-2511
MARIETTA INSTRUCTIONAL SITE	
Cobb County Police Non-emergency	770-499-3900
Marietta Police Non-emergency	770-794-5300
Georgia State Patrol	404-624-7700
Northside East Cobb Medical Center	770-973-9702
Emory University Hospital	404-712-2000
East Cobb Center for Nursing and Healing	770-971-5870
East Cobb Psychiatry	770-525-7415
Sexual Assault Services: LiveSAFE Resources	770-427-3390
Poison Control System	800-222-1222
Road Conditions	877-694-2511

Emergency Plan and Crisis Procedures

Every effort is made to ensure a safe and hazard-free work and study place. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. PCT' Campus Emergency Policy, outlined below, gives information as to what to do in the event of an emergency, crime, or natural disaster.

On request and insofar as it is able, PCT Administration will provide on-campus escorts to and from buildings and vehicles. Security cameras are emplaced in all public areas and classrooms, which record all activity 24/7, and are equipped with infrared capability for recording in the dark. PCT reserves the right to use these cameras in the investigation of any incident on campus and will provide recordings to relevant authorities when necessary.

IN AN EMERGENCY, DISABLED PERSONS ARE TO BE GIVEN PRIORITY IN THE USE OF ELEVATORS AND EMERGENCY EXITS.
The following procedures should be followed in the event of emergencies:

Fire
In all cases of fire, PCT administration must be notified as soon as possible. Fire alarm pulls are throughout the building; pull the alarm and then call 911. During a fire alarm in any building, you are required to evacuate immediately.

- If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, do so and proceed to the nearest exit. Shout and pound on doors to alert others as you leave.
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, use one of the fire extinguishers located throughout the building. Pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame.
- If an emergency exists, notify PCT administration and activate the building alarm. Call 911 and report the fire.
- If a large fire or one that appears uncontrollable is present, evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or open windows.
- When the building evacuation alarm is sounded to signal that an emergency exists, follow the evacuation maps posted throughout the building. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary. A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a College official.

Illness or Injury
In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, the campus location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and as comfortable as possible.
- Ask the victim, "Are you ok?" and "What is wrong?"
- Check breathing and give CPR if necessary and ONLY if you are properly trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses, and give all information to the paramedics.

In case of minor injuries, such as small cuts and scrapes, a first aid kit is located in the Office of Administration.

Gas Leak

In the event of a gas leak:

- Call 911 and notify PCT administration.
- Evacuate the building if the safety of faculty, staff, and students is threatened.
- Open doors to promote cross-ventilation.
- Emergency services will establish a safe perimeter. Do not return to an evacuated building until instructed to do so by a College official.

Severe Weather

The Atlanta area is not prone to a high number of tornadoes. However, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in the event a tornado has been spotted or the campus is struck. In the event DeKalb County comes under a tornado warning (meaning a tornado has been spotted in the Atlanta area) and the tornado is heading toward the campus, the Office of Administration will immediately notify the President. The Chief Academic Officer will be notified, and all classes will be immediately informed.

General Precautions

- Remain indoors.
- Go to the safest area in your building (see list below).
- Stay away from windows.
- Close and vacate all offices with outside windows.
- Windows need not be opened.
- If your building is hit, lay flat on the floor and cover your head with your arms and hands.
- After the tornado hits, do not leave your building until word is given by proper authorities, unless your life is threatened by remaining in the damaged building.

Safest Areas

- Stairwells
- Hallways on the first floor

If a tornado watch (meaning that weather conditions are right for a tornado, but no tornado has yet been spotted) is issued for the metro Atlanta area, the Office of Administration will notify the President, who will determine if further action should be taken.

In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged by a lightning strike.
- The decision to evacuate the building will be announced by PCT administration. Evacuate the building

if the safety of persons inside is threatened.
- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

Ice and Snow
Occasionally during the winter months, inclement weather such as snow and/or ice make road and highway conditions hazardous. If weather conditions become hazardous during normal business hours, a decision to close the campus early will be shared via e-mail announcement, telephone calls to each department, and posting on the PCT website. If weather conditions deteriorate overnight, then the administration will make a decision either to close the campus for the day or open later in the day. Announcements will be made via PCT website, the main campus telephone number, and broadcast over major television and radio stations.

If ice/snow conditions arise while classes are in session, remember to be extremely careful when exiting the building. Do not drive if there is ice or snow on the road.

Chemical Spill or Radiation Release
Pacific College of Technology is located near Interstate 85, a major traffic route into and out of Atlanta. Dangerous substances are transported daily on this highway and are susceptible to accidental release in the aftermath of collisions or fire. An example of this would be a release of anhydrous ammonia from tanks or chlorine being transported along the interstate. These toxic substances can be carried in cloud form and, depending upon variable winds, could threaten the PCT campus.

In the event of a chemical spill or radiation release:
- Immediately call 911 and give the location, material(s) involved, and the extent of any injuries, if known.
- Report the incident to PCT administration.
- Activate the building alarm.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.
- Always move uphill, upstream, or upwind to avoid contamination.
- Assist the disabled in exiting the building. Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building until instructed to do so.

In case of a spill of potentially hazardous chemicals in or near campus buildings, notify the PCT administration immediately. Do not touch or approach any potentially hazardous substance.

Bomb Threat
In the event of a bomb threat:
- **DO NOT HANDLE ANY SUSPICIOUS OBJECT OR PACKAGE!**
- Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cell phones until safely out of the building.
- Clear the area, assisting disabled person(s) in exiting the building. Immediately call 911, and contact the PCT administration. Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until permitted to do so by the PCT administration or other proper authority.

If a bomb threat is received by phone, the recipient should ask:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

If possible, keep talking to the caller and take note of the following for the authorities:

- Time of call.
- Gender and likely age of the caller.
- Speech patterns, accent, possible nationality, etc.
- Emotional state of the caller.

Violent or Criminal Behavior

In the event of violent or criminal acts, dial 911 immediately and report the following to the dispatch operator:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
- Weapons involved, if any
- Welfare of the victim

PCT students and employees who witness a crime are expected to assist authorities insofar as they are able. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door. Please immediately report suspicious situations or persons to the PCT administration.

Active shooter situations

In the extremely unlikely event of an active shooter on the PCT campus, take all precautions to ensure your safety and that of others. Try to remain calm. If possible, move to a room that can be locked and lock yourself and others in. If the room has windows, stay on the floor so as not to be seen from outside. Call 911 as soon as possible and report the situation.

DO NOT LEAVE A SAFE SPACE UNTIL YOU ARE INSTRUCTED TO DO SO BY THE POLICE OR A CAMPUS ADMINISTRATOR.

If a shooter enters your classroom or office, try to remain calm. If it is possible to dial 911, do so, and leave the line open so the dispatcher can hear what is being said in the room. It may be possible to negotiate with the shooter, but direct confrontation should be avoided, and attempts to overpower the shooter should be made only as a last resort. If the shooter gives instructions, try to do exactly as they say. If the shooter leaves, move as quickly as possible to a safe area. Do not touch anything the shooter has handled or that was in the shooter's vicinity.

If you decide to flee, make certain you have an escape plan and route in mind. **DO NOT TAKE ANYTHING WITH YOU AND KEEP YOUR HANDS IN VIEW AT ALL TIMES.** If you encounter a police officer, immediately follow their instructions, without question or hesitation. Do not attempt to move injured persons but notify authorities as to their location as soon as possible.

Understand that police officers are trained to react as quickly as possible to such situations. They may be dressed in protective gear and may be armed with automatic or other heavy weaponry. Regardless of how

the police officers appear, remember that they are there to stop the shooter and ensure your safety. Do not be afraid of them but follow their instructions instantly and to the letter. Keep your hands visible at all times. The police may handcuff or otherwise detain you – remember that they may not know who the shooter is and must take every possible precaution. Do not argue with or question the police in such a situation. **DO EXACTLY AS THEY SAY.**

Bear in mind that the entire campus will be designated as a crime scene, and you will likely not be allowed to leave the area. Do not attempt to do so until given the go-ahead by the police. The police will establish a safe zone and will generally order you to stay within it. Again, **DO EXACTLY AS THE POLICE SAY**, without argument or hesitation.

Hostage Situations

Hostage situations are extremely rare, but nonetheless, preparation is wise. If you are taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom use).
- Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all times if possible, but do not stare.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory
- Be prepared to answer questions from the police on the phone.

Evacuation Routes

Evacuation routes are posted around the campus buildings in various places. Each room has an evacuation map posted on the wall.

Fire Extinguishers

Fire extinguishers are located throughout the building. They are regularly inspected and maintained. Do not operate or handle a fire extinguisher except in an emergency.

Campus Crime

Pacific Tech asks that all members of its community be proactive in looking out for and reporting crimes. It is our duty as conscientious citizens to be aware of our surroundings and to take responsibility for our personal safety and that of those around us. While the campus and associated locations have historically been safe and secure, the possibility always exists that a crime *could* occur. If you witness or are the victim of any crime, even a "minor" crime such as theft or vandalism, you should report the incident immediately to the PCT administration and to the police. The Emergency Plan detailed in this publication explains appropriate actions in a variety of emergency situations, but obviously every situation cannot be anticipated. Pacific Tech therefore asks all members of its community to be alert, use common sense, obey all PCT rules and regulations, and to follow all requisite local, state, and federal laws.

Remember: All PCT students and personnel have the right to safety and to feel unafraid on the Pacific Tech campus.

SPECIAL INFORMATION REGARDING SEXUAL ASSAULT

It is extremely unlikely that crimes of a sexual nature will be committed at PCT. However, it is estimated that 11.2% of all College students in the US experience sexual assault through physical force, violence, or incapacitation. The federal Crime Awareness and Campus Security Act of 1990 defines two kinds of sexual

assault offenses:

Forcible sex offenses

- Forcible rape: the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent mental or physical incapacity.
- Forcible sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible fondling: the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses

- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Pacific Tech will not tolerate any such activities on its premises. Any reports of such crimes will be taken very seriously and investigated thoroughly. Law enforcement **WILL BE CONTACTED**; and those found culpable for such crimes, whether through internal PCT investigation or through legal action, will be summarily and permanently expelled from Pacific Tech. PCT will cooperate completely with all federal, state, and local law enforcement agencies in the prosecution of these crimes.

ALL PACIFIC TECH INVESTIGATION OF THESE CRIMES WILL BE CONDUCTED WITH THE UTMOST RESPECT FOR YOUR PRIVACY. NO INFORMATION WILL BE RELEASED TO ANYONE EXCEPT LAW ENFORCEMENT OFFICIALS.

DO NOT HESITATE TO CALL 911 IF YOU FEEL YOU ARE IN ANY DANGER. IF YOU NEED AN ESCORT TO YOUR CAR, SPEAK TO A MEMBER OF THE PACIFIC TECH STAFF OR FACULTY. WE WILL BE HAPPY TO ESCORT YOU.

IF YOU ARE SEXUALLY ASSAULTED:

- Get to a safe place and call local law enforcement or the emergency room immediately. Emergency numbers are provided in this Handbook.
- Notify the PCT administration, who will do everything they can to assist you.
- Do not shower, bathe, douche, change clothes, brush your teeth or hair, or otherwise "clean up."
- Do not eat or drink anything; you could destroy evidence.
- Do not clean up the area where the assault took place.
- Call a friend for support.
- If you prefer, go directly to the hospital emergency room.
- Take a change of clothing with you -- the clothes you wore at the time of the assault will be kept as evidence.

GET HELP

Help is available! If you need support, do not hesitate to contact an advocacy group:

- National: Rape, Abuse, & Incest National Network (RAINN) 1-800-656-HOPE or www.rainn.org.
- State: Georgia Network to End Sexual Assault (GNESA) 404-815-5261 or www.gnesa.org
- Local: DeKalb Rape Crisis Center (Day League) 404-371-2561 or www.dayleague.org/
-

Campus Closings

Campus closings will be reported via email, SMS, the PCT website, and on local radio, TV and Internet. If there is any doubt regarding a school closing, **DO NOT COME TO SCHOOL** until you have checked and verified that PCT is open and operating.

APPENDIX A: STATEMENT OF ACKNOWLEDGMENT OF PACIFIC COLLEGE OF TECHNOLOGY DISCIPLINARY POLICIES

I _____(name), hereby acknowledge that I have read, understand, and will comply with all Pacific Tech disciplinary policies. I understand my responsibilities as a student of Pacific Tech, and I hereby pledge to abide fully by all provisions of the Code of Conduct. I understand that, in the event of my violating any of these provisions, or any other College Policy, I may be subject to academic discipline, up to and including dismissal from Pacific Tech. I understand that PCT will report any conduct that violates local, state, or federal law to the appropriate authorities.

Signature: _____ Date: _____

Witness: _____ Date: _____
(Authorized Pacific tech Representative)

PLEASE SIGN AND RETURN THIS FORM TO THE REGISTRAR'S OFFICE.

APPENDIX B: STATEMENT OF FAITH

- We believe that the Bible is God's divine word; and trustworthy in all its teachings.
- We believe in the one true, living, eternal, transcendent, omnipotent, and personal God, who exists as the Trinity, possessing three eternal, personal distinctions: God the Father, God the Son, and God the Holy Spirit.
- We believe in the redemptive grace of God through the substitutionary work of Jesus Christ who paid the full price for the sins of the world, through His physical death, burial and resurrection.
- We believe in a personal salvation provided solely by the grace of God on the basis of the atoning death and resurrection of Jesus Christ.
- We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.
- We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom.
- We believe the biblical account of creation. We believe that God, by His own special act, created the universe and all that is in it in six days of the creation week.
- We believe that it is our purpose as faithful Christians to imitate Christ, to serve others with love and compassion, to concern ourselves with the well-being of our fellows, and to love and honor God.

AGREEMENT

I am in agreement with the above Statement of Faith of Pacific College of Technology

_____
Name

_____
Signature

_____
Date

PACIFIC COLLEGE OF TECHNOLOGY

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DULUTH
Instructional Site
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