

Training Policies

This section contains information regarding:

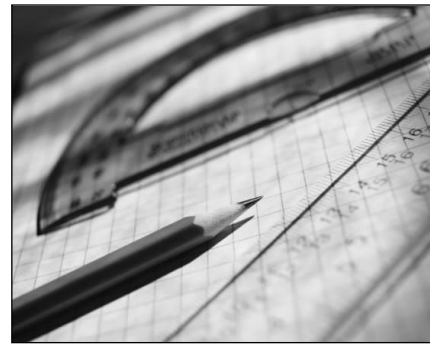
- Measurement of Student Progress and Performance, Level of Achievement, Previous Training and Work Experience
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Measurement of Student Progress and Performance

As stated in each course Training Summary, students are rated on their ability to perform specific training-related competencies. Instructors formally evaluate each student's performance at the end of every month on an in-progress report evaluation form. The instructor and student review each in-progress report. Copies of the in-progress reports are kept by the instructor and originals are kept in the student's file at the Student Records Office. Students will be provided copies of their in-progress reports upon request. At the end of the student's training, the instructor summarizes the student's skill levels in a training summary based on the in-progress reports.

A Level of Achievement is given for each training objective. This is indicated on the student's training summary by the instructor. The levels carry the following meanings:

- **Level 4 Skilled**
Performed task independently; requires minimal supervision.
- **Level 3 Moderately Skilled**
Performed independently in a learning situation; may require initial supervision.
- **Level 2 Limited Skill**
Performed task during training program; additional training is required.
- **Level 1 Demonstration Only**
No practice provided; further training required.



The typical requirement is a rating of level 3 or 4 in 85 percent of the unit competencies required for the certificate level. Students must continually make satisfactory progress towards the completion of a certificate to be considered in "good standing".

Previous Training and Work Experience

Previous training and work experience will be evaluated through student performance on course objectives. Students who demonstrate proficiency in a particular skill will be advanced to successive skill levels. Persons such as veterans with significant previous training or experience may be able to complete all objectives in less than the prescribed time. Students may challenge course competencies by making arrangements with the program instructor or department head.

Certificate Levels

All students who successfully complete their program requirements will receive a Program Certificate of Completion, and will be issued an industry-recognized occupational level based on the competencies completed by the student. In addition to meeting program minimum competencies, some programs require the student to obtain industry certifications to be eligible for a program certification.

In most AVTEC programs, a student may train for one of several occupational levels with each progressive level representing greater achievement. The student's motivation, abilities, and performance determine the final certificate level.

Some AVTEC programs are designed so that the student may earn college credit. AVTEC has articulation agreements with the University of Alaska. This arrangement enables students who are enrolled in certain courses at AVTEC to also be concurrently enrolled at the University of Alaska and to receive college credit. Credits earned can be applied toward a University of Alaska certificate or undergraduate degree. Check with

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the program instructor or the AVTEC Admissions Office for more details. Unless specific guarantees are stated for a particular program, AVTEC does not guarantee that credits earned through completion of its courses will be transferable to other institutions.

Tech Prep and Articulation Agreements

AVTEC's mission is to train a diverse and effective workforce that supports the economic growth and stability of our state. Students enter AVTEC training programs with a wide variety and degree of previous knowledge and technical skill in their chosen career program; some with no previous training and others with years of experience or previous training. AVTEC's training philosophy is to adapt to the skills and knowledge the student brings with them and build upon their knowledge and skills to achieve the highest levels of certification and preparation for employment.

AVTEC also recognizes that we work together with many partners to achieve our mission. These include secondary schools, communities, industry employers, and other postsecondary institutions. We have established and continue to seek articulation and tech prep agreements that recognize and provide transfer credit for training where appropriate. Many AVTEC programs have articulation agreements with other postsecondary institutions where AVTEC graduates can receive credit toward applicable associate degree programs. Before articulation agreements are approved, a detailed review of comparable programs and courses is completed to ensure that competencies completed in the AVTEC program are commensurate with the level and rigor of the program granting credit. The same review process is required when AVTEC partners with a secondary school or program for a tech prep agreement; a comprehensive review of content to ensure competencies receiving credit is of the same level and rigor. Where articulation and/or tech prep agreements are approved, these, along with the number of credits, will be identified in the specific program description in the AVTEC catalog.

Satisfactory Academic Progress

To make satisfactory academic progress toward successful completion of a training program and the completion of a certificate, and to receive some forms of financial aid--including but not limited to Alaska Supplemental Education Loans and any Federal Title IV funds (Federal Pell Grants, Stafford Loans, PLUS Loans)--students must remain in **good standing** by meeting the following requirements:

- Total absences, unexcused and excused combined, cannot exceed 15 percent of the total available training time to date;
- Must be progressing satisfactorily on monthly in-progress reports; AND
- May not be on attendance or academic probation.

Please contact the Student Records Office for more information.

Attendance

Class Attendance is Required

Students are expected to be in class every day. Attendance is a job training competency that is measured every day. Students should provide the same courtesy to their training program as they would an employer by contacting or coordinating absences with their training area staff PRIOR to the start of class time. Students with three days of unexcused absences will be considered to have left training. On the morning of the fourth day without contact with their instructor, a student will be dismissed from their training program. Total absences, unexcused and excused combined, cannot exceed 15% of the total available training time. Unexcused absences exceeding 10 hours within eight weeks of class time or three tardies results in attendance probation and continued unexcused absences may result in dismissal from training. A student who is not in good standing cannot receive student loan funds, federal financial aid, or a certificate.

Excused Absence

A student calls or otherwise notifies their instructor/department head prior to an absence or class start time. This can be in the form of a voicemail message. A single absence/illness of three days or more should be accompanied by a doctor's excuse or other verification.

Unexcused Absence

A student is absent from class without prior notification; no call – no show. Or a student is dismissed from class for cause i.e. under the influence, failure to follow directions, safety, etc. A student sent home because they are ill or injured is excused. Students involved in a documented alcohol-related incident the night prior to class will not be allowed to attend class, unless they can prove they are no longer under the influence. Any absence associated with the incident is unexcused. A student's absence due to being arrested and in jail is unexcused. However, students appearing for court ordered appointments are excused with prior notification.

Students absent from training three consecutive days with no call or prior approval will be considered to have withdrawn from training and dismissed.

Leave of Absence

If a student's excused absence is, or is expected to be, greater than three days, a leave of absence should be considered. A Leave of Absence (LOA) is a period of time, formally agreed upon by the school and the student, in which the student has a break in training due to extenuating circumstances. Absences incurred while on formal leave of absence do not count against a student's attendance percentage, which is one of the components of determining if a student is in good standing. Please contact your counselor for more information.

Disciplinary Policy

(Warning, Probation, Termination, Appeal, and Re-Enrollment)

Students unable or unwilling to meet appropriate standards of behavior, attendance, or progress during training will receive a warning and/or be placed on probation by the department head or instructor. During the probationary period the student must maintain acceptable behavior, attendance, and progress. Failure to meet the conditions of probation will lead to dismissal. Students violating housing policies will be warned and/or be placed on probation or removed from housing facilities at the discretion of the Student Services Coordinator.

Persons who pose a threat to themselves or others may be dismissed from campus housing and/or from training. Verbal or physical assault upon another person or willful destruction of school property will result in immediate dismissal. Students who are caught cheating by copying or plagiarizing the work of others may also be terminated from training. AVTEC reserves the right to discipline students who are arrested and convicted on a charge of law violation which occurs off campus.

A student may choose to appeal for reconsideration within three business days of dismissal for any reason. The appeal is considered by a representative of administration. If the dismissal decision is upheld, a student may be considered for re-enrollment six months after termination. The department chairperson and counselor will review the application. Their decision will be based on evidence that the original cause for termination is no longer a hindrance to training.

Grievance Procedures for Students

Students with discrimination complaints or with other grievances should present their grievance(s) to the individuals listed in the order that follows:

- Student's instructor
- Counselor or Department Head
- AVTEC's Equal Rights Compliance Officer
Patti Price
P.O. Box 889
Seward, AK 99664
(907) 224-6170
- AVTEC's Director
Fred Esposito
P.O. Box 889
Seward, AK 99664
(907) 224-6150

If the above steps have been exhausted without satisfaction, and if you think that you have been subjected to discrimination under Section 504, Title II, Title IX, or a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with:

- Commissioner Clark Bishop, DOLWD
P.O. Box 111149
Juneau, AK 99811
Voice: (907) 465-2700
E-mail: clark.bishop@alaska.gov

Or,

- Louise Dean
EO Officer, Grants and Contracts (WIA)
1016 W. 6th Avenue, Suite 105
Anchorage, AK 99501
Voice: (907) 269-7487
Alaska Relay: (800) 770-8973
E-mail: louise.dean@alaska.gov

Or,

- Camille Brill
State of Alaska, DOLWD, EEO Program Manager
619 E. Ship Creek Avenue, Suite 309
Anchorage, AK 99501
Main: (907) 375-7700
Fax: (907) 375-7719
E-mail: camille.brill@alaska.gov

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Or,

- Jason Burke
State of Alaska, ADA Coordinator
801 West 10th Street, Suite A
Juneau, AK 99801-1984
Voice/TTY (907) 465-6929
Main: (907) 465-2814
Alaska Relay: (800) 770-8973
E-mail: jason.burke@alaska.gov

Or,

- Alaska State Commission for Human Rights
800 A Street, Suite 204
Anchorage, AK 99501-3669
Voice: (907) 274-4692
Alaska Relay: (800) 478-4692
TTY/TDD: Toll-Free Complaint Hot Line
(in state only) - (800) 478-3177

Or,

- Director, Civil Rights Center
U. S. Department of Labor
200 Constitution Avenue, NW, Room N-4123,
Washington, DC 20210
Voice: (202) 219-7026
TTY: (800) 326-2577
Fax: (202) 219-5658
E-mail: CRC-WIA@dol.gov

Or,

- U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100
(202) 245-6800; (800) 421-3481
FAX: (202) 245-6840; TDD: (877) 521-2172
E-mail: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Or,

- Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, GA 30346
(770) 396-3898 or (800) 917-2081
Web: <http://www.council.org>

Security Policy

AVTEC makes every attempt to provide safe and secure living conditions for students. Students are encouraged to make proper, responsible use of all security provisions, such as room keys. AVTEC is not responsible for lost or stolen personal belongings. Storage of personal belongings during vacations and school closure is at the student's own risk. Firearms or weapons are not allowed in any AVTEC facility.

Freedom from Discrimination and Harassment Policy

Discrimination and Harassment are unlawful under both Alaska and Federal law. AVTEC is an equal opportunity employer / training center. AVTEC does not discriminate based on race, religion, color, national origin, age, sex, disability, marital status, change of marital status, pregnancy, or parenthood. In addition to being illegal, it is also contrary to AVTEC's commitment to provide a safe and secure learning and working environment.

Harassing behavior or harassment of students due to any of Alaska's eleven protected classes (listed above), or for any reason; is unlawful under Alaska law. AVTEC does not tolerate any harassment of students. It is the practice of AVTEC that all contact between students, teachers, and other employees of AVTEC be in keeping with respect for the individual, be of a nature which does not make a person feel uncomfortable, and be conducive to creating a stable learning environment. This includes speech, clothing, or carrying personal items in public that contain obscene, profane, or offensive language, gestures, pictures, or symbols.

AVTEC complies with the Americans with Disabilities Act (ADA) Section 504 and Title II. Each training program has established essential requirements which are listed as prerequisites for admission to that particular program. Program adjustments are made for qualifying students with a documented disability who makes a reasonable request for accommodations by contacting AVTEC's ADA Coordinator. Adjustments are made in a collaborative manner involving the student, instructor, Department Head, and ADA coordinator to best meet the needs of the

student while still preparing the individual for employment in his/her chosen field of training. Please contact AVTEC's ADA Coordinator prior to the beginning of training, so adjustments can be established and in place.

Reports of discrimination and/or harassment will be investigated. Anyone found to be in violation will be subject to disciplinary action. For more information, contact the AVTEC Equal Rights Compliance Officer.

Alcohol and Drug Policy

The abuse of alcohol and drugs impair the ability of students to learn and work. Individuals who abuse or are under the influence of alcohol or drugs are not allowed to participate in training or in AVTEC sponsored activities.

It is imperative that persons with alcohol or drug problems obtain professional counseling before coming to AVTEC.

We strongly recommend six months of sobriety before attending a training program. Various support services are available at AVTEC and in the Seward community to assist a student who is actively working to overcome a substance abuse problem.

In compliance with the federal Drug-Free Schools and Communities Act, AVTEC requires that its campus be free of alcohol and drugs. Persons found in possession of alcohol or intoxicated on campus will be evicted from campus housing and/or terminated from school.

AVTEC reserves the right to test students while on campus if suspected of being under the influence of alcohol or illegal substances. Typically, the suspicion is based on the direct observations of an instructor or staff member when the student exhibits physical signs of being under the influence and/or demonstrates a pattern of erratic or unsafe behavior. In such a case, the student is required to submit to a breathalyzer or saliva-based drug test upon request of a staff member.

A positive test result or refusal to submit to the appropriate test will result in disciplinary action which may include probation, eviction from campus housing, or dismissal from training.

Smoking Policy

Smoking is prohibited in all AVTEC facilities.