CLOVER PARK TECHNICAL COLLEGE
POLICY

CHAPTER	SECTION	TITLE	HISTORY		
4	4.18	Program Specific Policies	Adopted 2022	Campus Forum	Reviewed
			Revised		Next review 2025

POLICY

Students thrive through active participation in their program of study, adhering to the guidelines, protocols and policies set by the college, program and chosen industry. Clover Park Technical College provides education to prepare students to enter a wide range of industries. Different industries have different expectations, ethics and rules for their members, and Clover Park Technical College supports industry standards as allowed in an education setting. As a result, individual programs must develop program policies to reflect the unique needs of their industry and program. Students adhere to these policies, understanding that failure to do so may result in academic penalties and discipline. The discipline invoked depends upon the severity of the offenses or threat to others. These could range from a verbal warning to dismissal from the program.

APPROVAL:
By: Loveday Date: 11/9/22
Dr. Joyce Loveday

Board Chair Review: Date: 11/9/22

CLOVER PARK TECHNICAL COLLEGE
PROCEDURE

CHAPTER	SECTION	TITLE	HISTORY		
4	4.18P	Program Specific Policies	Adopted 2022	Campus Forum	Reviewed
			Revised		Next review

PROCEDURE

Faculty will develop program policies that adhere to College, State and industry standards. It is understood that industry standards may be more restrictive than college standards and may supersede College standards. These policies will be developed with input from:

- Program Dean,
- Student Success,
- Office of EDI,
- Advisory committee.

Expectations should be written in clear, understandable language and provided to students on or before the first day of class. Any changes to course policies will be dated and provided in writing to all current students. These policies could include, but are not limited to:

- Academic expectations. To include grading policies.
- Attendance and tardiness. Faculty will generate a clear plan to identify make-up hours for students who miss time due to Absence for Faith or Conscience (WAC 357-31-052).
- Policy on late or missing work.
- Classroom, lab or site behaviors.
- Participation in course activities.
- Safety of self, fellow students and clients.
- Industry expectations and standards, including dress code,
- Types of infractions that would follow progressive guidance, and types of infractions considered egregious that may result in failure of the course or dismissal from program

Program policies will be reviewed during scheduled program reviews or earlier as needed.

APPROVAL:

By: _____ Date:_____
Vice President Name Here