

PIT INSTRUCTION & TRAINING

POLICIES & PROCEDURES

1000 Planning

1000.0.1 Planning Policy

2000 Institutional Management

200.1.1 Institutional Management

Policies for guiding the day-to-day operation of the institution

2000.2.1 Hiring & Orientation

Policies for recruitment, selection, hiring, and orientation of all new personnel

2000.2.2 HR Management

Policies for supervision, evaluation, retention, training, and professional development of all personnel

PIT Employment Manual

2000.3.1 Student Records

2000.3.2 Confidentiality of Student Records

2000.3.4 Retention of Student Records

2000.4.1 Emergency Action Plan

3000 Financial Procedures

3000.1.1 FINANCIAL PROCEDURES AND SUPERVISION OF FINANCIAL MANAGEMENT STAFF

Policies to ensure proper financial control and supervision of financial management staff

3000.1.2 CANCELLATION AND REFUND POLICY

Cancellation and refund policy consistent with any state/federal requirements

Policy on the documentation of student financial records

Policy relating to student conduct and terminations

3000.2.1 SCHOLARSHIPS

Policy for any scholarship programs to include the scholarship criteria and selection process

4000 Instructional Materials

4000.1.1 PROGRAM/ INSTRUCTIONAL MATERIALS Instructional Materials, Copyright & Software Use Policies

Policy to ensure that instructional materials are up-to-date and readily available

Policy on teacher-made instructional materials

Policy on copyright and software licensure infringement as well as the liabilities students may face for unauthorized use/distribution of materials

5000 Program Delivery and Equipment

5000.1.1 Program Delivery & Instructional Methods Policy

Policy to ensure that curricula are followed and consistently applied by all instructional staff

5000.2.1 Equipment, Supplies, and Learning Resources Policy

Policy to ensure that adequate quantities of equipment/supplies are maintained, and equipment is upgraded and/or replaced on a regular basis

6000 Instructors

6000.1.1 Qualifications of Instructional Personnel Policy

Policy defining the minimum levels of education, training, and experience required of instructors

6000.2.1 Supervision of Instruction Policy

Policy and criteria for hiring, supervising, and evaluating instructors • Policy for the supervision of instruction, including classroom observations

6000.3.1 Instructor Orientation, Training & Professional Development Policy

Policy for orienting and training instructional personnel to ensure a consistent, high level of instruction

Policy for the ongoing professional development of instructional personnel

7000 Recruitment

7000.1.1 Advertising and Recruitment Policy

7000.1.2 Applicant Disclosure Policy

7000 Admissions/ Enrollment/ Transfer Credit

7000.2.1 Admissions and Enrollment Policy

7000.2.2 Admissions and Enrollment of Non-High-School Graduates Policy

7000.2.3 Ability to Benefit Testing Procedure

7000.3.1 Transfer of Credit Policy

8000 Performance Measures/ Attendance/ Progress

8000.1.1 Performance Measures Policy

Policy on performance assessment system and grading

8000.2.1 Attendance Policy

Policy for monitoring and documenting attendance consistent with Document 35 – Policy on Attendance Requirements

8000.2.2 Make-up Work Policy

8000.2.3 Leave of Absence Policy

8000.2.4 Student Conduct and Termination

8000.3.1 Student Progress Monitoring Policy

Policy for monitoring, assessing, and recording student progress consistent with the institution's assessment system

8000.3.2 Satisfactory Academic Progress Policy

Policy for monitoring Student Academic Progress (SAP)

9000 Student Satisfaction

9000.1.1 Student Satisfaction Policy

Policy for regularly assessing, documenting, and validating student satisfaction relative to the quality of education/training and services provided

9000.1.2 Student Complaint or Grievance Policy

Policy for resolving student/participant complaints consistent with Document 49 – Policy and Procedures for Processing Complaints