



Pickens Technical College

Student Handbook and Catalog
2026–2027

Updated 07/01/2026
*Information and policies are
subject to change

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Aurora, CO 80011
303-344-4910
www.pickenstech.org
Aurora Public Schools



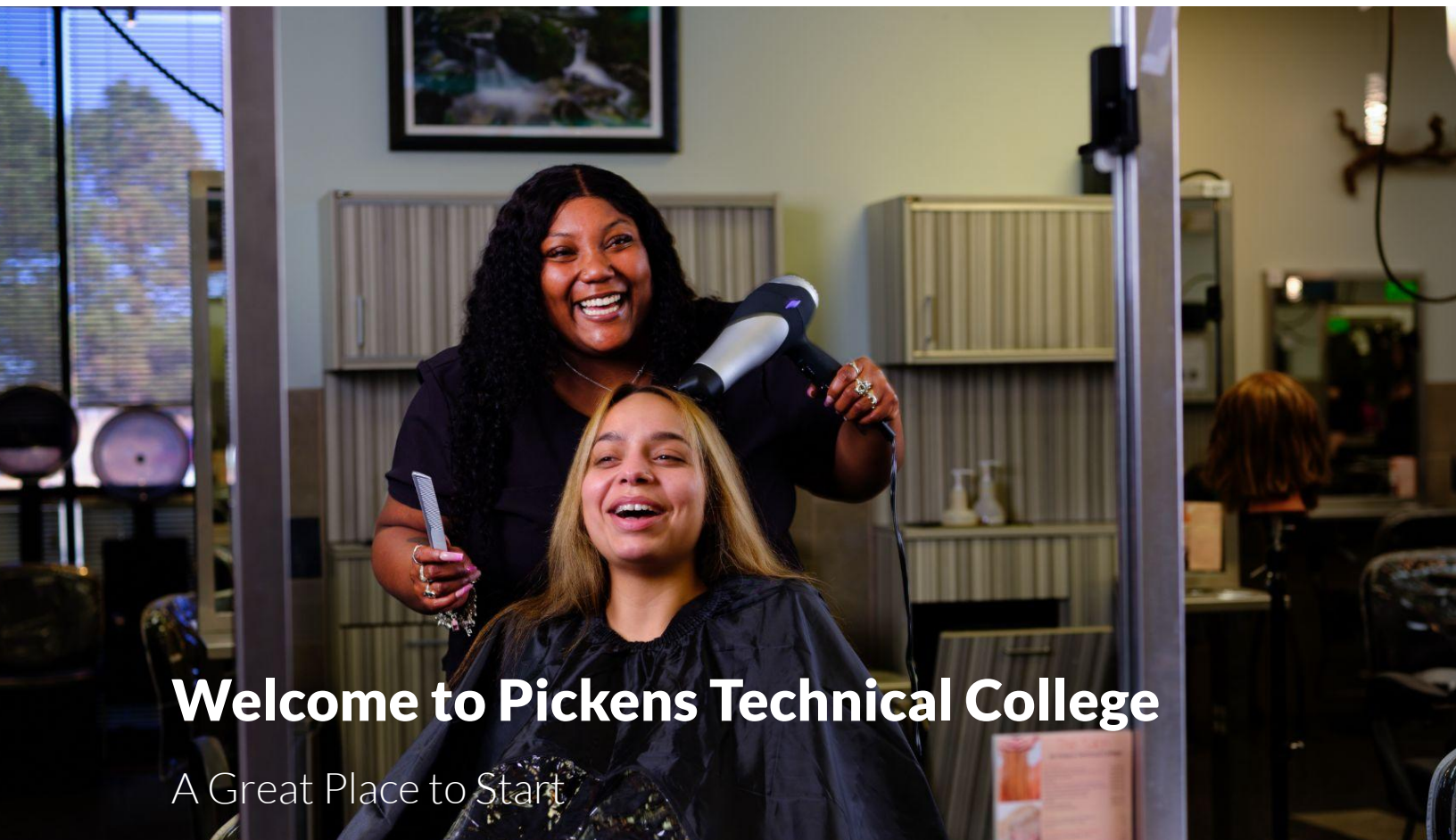
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Welcome to Pickens Technical College

A Great Place to Start

Whether you are just starting your education or are starting over, Pickens Tech is the perfect place to put you on the path to your dream career!

SECTION 1: Welcome

Welcome to Pickens Technical College!

As part of Aurora Public Schools, Pickens Technical College provides high-quality career and technical education to adult and high school students through more than 25 certificate programs as part of Aurora Public Schools, Colorado Community College System, and the Colorado Department of Higher Education. Our programs are designed in partnership with business and industry to prepare students with the technical knowledge, professional skills, and workplace habits needed for successful careers.

Upon successful completion of most programs, students earn a college certificate and official transcript recognizing their achievement.

This publication serves as both the official College Catalog and Student Handbook. It provides important information about academic programs, admissions, student services, college policies, academic expectations, student rights and responsibilities, and available resources. Students are responsible for becoming familiar with the information contained in this publication and complying with all applicable college policies and procedures.

Whether you are beginning a new career, advancing your current profession, or exploring new opportunities, we are committed to supporting your success every step of the way.

1.1 Pickens Technical College Vision Statement

Pickens Technical College prepares all students for Postsecondary Workforce Readiness (PWR).

1.2 Pickens Technical College Mission Statement

Pickens Technical College provides unsurpassed, equitable and Career Technical Education (CTE)

1.3 Core Values

Respect, Integrity, Compassion, Equity, & Excellence.

1.4 Aurora Public Schools Mission Statement

In partnership with our community, we accelerate learning for all students to develop the knowledge, skills and character necessary to shape successful futures.

1.5 Philosophy & Educational Objectives

Colorado statutes, specifically Colorado Revised Statutes Title 23 Article 60 Part 8, define and govern area technical colleges (ATCs) as public, postsecondary vocational institutions operated by local school districts. Under this framework, Pickens Technical College (PTC) is governed by Aurora Public Schools, the Colorado Community College System, the Colorado Department of Higher Education, and the Council on Occupational Education. Accordingly, the legal status of PTC is that of a non-profit, tax-exempt public institution of higher education.

Pickens Technical College provides complete career and technical certificate programs and individual courses in many career and technical areas of study for postsecondary and adult levels of training. These programs, which are in conformity with the guidelines of the Colorado Community College System, provide: (a) pre-employment training for those who are preparing to enter an occupation and (b) retraining, upgrading, or occupational advancement for those already employed. In addition, Pickens Technical College cooperates with several community colleges to provide technical training in several areas of study which may be a part of an Associate of Applied Science Degree in Management (Tech Management Emphasis), an Associate of Applied Science Degree in Applied Technology, or an Associate of General Studies Degree awarded by the community colleges.

Pickens Technical College provides a variety of student support services including: advising, testing and assessment, tutoring, instruction, financial aid, job readiness and job coaching. Students needing in-depth remediation are referred to the Community College of Aurora for services. Students interested in obtaining the GED certificate must first take GED preparation courses at a local community college or online and may then test in the APS Testing Center, Building E, on the Pickens Technical College campus. For more GED information, please call (303)326-2112.

The programs of study at Pickens Technical College are credit generating and meet Vocational/Adult Accreditation Standards recommended by program advisory committees, the Colorado Community College System, the Colorado Commission on Higher Education, Council on Occupational Education and the US Department of Education. In addition, several programs are accredited by state and national accrediting agencies. Pickens Technical College provides special adult offerings and short courses needed for upgrading vocational and technical skills depending upon demand and resources.

The philosophy of Pickens Technical College is to provide programs and learning activities which will meet the employment needs of the individual and the business community. Pickens Technical College also makes the firm commitment that all coursework will incorporate well-defined objectives, keeping abreast of technological and industrial changes, and offer curriculum which will help develop the total individual. The following objectives express specifically the philosophy of Pickens Technical College

- A. To provide students with the opportunity to acquire the skills, knowledge, work habits, and attitudes required for successful employment.
- B. To encourage students to work well with others while maintaining their own ideas, views, and standards.
- C. To provide students with a curriculum that is sufficient in depth, scope, and length to ensure adequate preparation for employment.
- D. To evaluate students in a realistic manner which parallels the standards of business and industry.
- E. To utilize advisory committees in assisting existing programs and initiating new programs to meet the labor needs of the community.
- F. To provide students with the opportunity to develop leadership abilities through involvement in career and technical student organizations.
- G. To meet the needs of students by providing advising, assistance in job placement, and student financial assistance.
- H. To provide inclusive and personalized support services that honor and respond to the diverse abilities, needs, preferences, and interests of each individual—recognizing and respecting differences in physical, cognitive, emotional, social, and cultural dimensions.
- I. To provide students with the opportunity to develop additional knowledge and skills to change occupational goals or for career mobility within an occupational area.
- J. To provide training in an environment similar to business and industry while maintaining an atmosphere conducive to learning.
- K. To promote high standards in trade ethics, workmanship, scholarship, and safety.
- L. To provide competent administrators, teachers and support personnel necessary to develop, operate, and maintain a quality training facility.
- M. To develop a greater awareness for career and technical education within the school district and the community.

- N. To cooperate with the area high schools, the Community Colleges, and the agencies necessary to meet the career and technical education needs of the community.

1.6 Advisory Committees

Each certificate program has an advisory committee consisting of representatives from education, business, and industry. The committee assists the instructional staff and administration in helping to keep the program up-to-date with recommendations for curriculum content, equipment selection, and job-placement opportunities.

1.7 Faculty & Staff Credentials

All instructional faculty and administrators hold appropriate credentials for their roles, as required by the Colorado Community College System and the CO Department of Education.

1.8 Accreditation & Oversight

College Accreditation Status

Pickens Technical College is accredited by the Commission of the Council on Occupational Education (COE). The Council on Occupational Education, based in Atlanta, Georgia, offers quality assurance services to postsecondary workforce education providers across the nation. Organized as a non-profit corporation, the Council's mission is to assure quality and integrity in career and technical education (CTE). Services include institutional accreditation (recognized by the U.S. Department of Education), program quality reviews of states and workforce education providers and informational services. Visit council.org.

Institutional accreditation through the Council on Occupational Education (COE) demonstrates Pickens Technical College's commitment to educational quality, continuous improvement, and workforce excellence. Accreditation assures students, employers, and the community that the College meets nationally recognized standards for career and technical education, instructional quality, student achievement, and institutional effectiveness. A complete list of COE-accredited programs can be found on our website.

Apprenticeship, and Continuing Education programs are not accredited by the Council, nor qualify students to receive Title IV financial aid.

Program Accreditations

Advanced Respiratory Care

The Advanced Respiratory Care Program, 200431, Associates of Applied Science in Respiratory Therapy, 500 Airport Blvd. Aurora, CO 80011 is accredited by the Commission on Accreditation for Respiratory Care.

CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. The Commission on Accreditation for Respiratory Care can be contacted at (817) 283-2835 or at 264 Precision Blvd Telford, TN 37690. For more information visit their website at www.coarc.com.

Dental Assisting

The Dental Assisting Program is accredited by the Commission on Dental Accreditation *and has been granted the accreditation status of Approval Without Reporting Requirements*. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. For more information visit their website at <https://coda.ada.org/>.

Master Automotive Service Technician

The Master Automotive Service Technician training program is accredited by the Automotive Service Excellence (ASE) Education Foundation.

The Master Automotive Service Technician program has been accredited for Master Certification, the highest level ASE offers. To achieve this coveted recognition, the school's automotive training program underwent rigorous evaluation by ASE. Nationally accepted standards of excellence in areas such as instruction, facilities, and equipment were evaluated. The National Institute for Automotive Service Excellence (ASE) can be contacted at (703) 669-6650 or at 1503 Edwards Ferry Rd., NE Suite 401, Leesburg, VA 20176. For more information visit their website at <https://www.aseeducationfoundation.org/>.

Pharmacy Technician

The Pharmacy Technician training program is accredited by the American Society of Health System Pharmacists (ASHP); recognized by the Pharmacy Technician Certification Board. The American Society of Health System Pharmacists (ASHP) can be contacted at 1 (866) 279-0681 or at 4500 East-West Highway, Suite 900 Bethesda, MD 20814. For more information visit their website at <https://www.ashp.org/>.

Practical Nursing

The Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is Good Cause. The Accreditation Commission for Education in Nursing (ACEN) can be contacted at (404) 975-5000 or at 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326. For more information visit their website at <https://www.acenursing.org/>

1.9 How this Catalog & Handbook Can Help You

1.9.1 Prospective Students & Families

Explore career pathways, program requirements, admissions information, tuition and financial aid, and student support services to make informed decisions about your education.

1.9.2 Current Students

Use this handbook as a guide to academic expectations, student resources, college policies, and professional standards throughout your educational journey.

1.9.3 Employers & Community Partners

Learn about workforce training opportunities, industry partnerships, customized training, and ways to collaborate with Pickens Technical College to strengthen Colorado's workforce.

1.10 Accuracy Statement

Every effort has been made to ensure the accuracy of the information contained in this Catalog and Student Handbook at the time of publication. However, Pickens Technical College reserves the right to modify policies, procedures, academic requirements, tuition and fees, course offerings, calendars, or other information without prior notice. Students are encouraged to consult the College website (www.pickenstech.org) and current semester Schedule of Classes for the most up-to-date information.

1.11 Pickens Website

Students can find information about Pickens Technical College on-line. The school's website address is www.pickenstech.org. It hosts a current description of programs and services available to students, and a calendar of activities.

1.12 Administration

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Kewanna Cigales, Assistant Director Extension: 27726 kacigales@aurorak12.org	Jennifer Montoya, Assistant Director Extension: 27777 EMAIL: jlmontoya@aurorak12.org
Almir Hodzic, Assistant Director Admissions, Financial Aid & Student Services Extension: 27732 ahodzic@aurorak12.org	TBD, Assistant Director of Academic and Career Success& Career Programming Extension: EMAIL:

1.13 Equal Application of Policies

All college policies, procedures, rules, and expectations apply consistently to all students and employees, regardless of program, instructional location, or enrollment status. This includes classroom instruction, laboratories, clinical experiences, work-based learning sites, and all college-sponsored activities conducted on or off campus.

SECTION 2: Calendars & Schedules

Pickens Technical College reserves the right to cancel, combine, reschedule, or discontinue classes, modify course schedules, and reassign instructors as necessary. Classes may be canceled if minimum enrollment requirements are not met.

2.1 School Calendar

Pickens Technical College follows the Aurora Public Schools (APS) conventional Calendar for instructional start and end dates, holidays, vacation periods, and professional development days.

Students should refer to the current semester Schedule of Classes or the Pickens Technical College website (www.pickenstech.org) for the most current academic calendar.

Important: Students attending Pickens from outlying school districts, charter schools, or APS schools with alternative calendars are expected to attend classes according to the APS Conventional Schedule.

2.2 Academic Term Calendar

Most certificate programs admit new students once each year, with classes beginning in August (Fall Semester). The following programs also offer January (Spring Semester) enrollment:

- Cosmetology
- Dental Assisting
- Practical Nursing

2.2.1 Fall Semester

Fall Semester Classes/ First Quarter Begins	August 6
Labor Day (College Closed)	September 7
First Quarter Ends	October 8
Teacher Work Day (No Classes)	October 9

Fall Break (No Classes)	October 12-16
Conference Exchange Day (No Classes)	October 30
Thanksgiving Break (No Classes)	November 23-27
Fall Semester/Second Quarter Ends	December 17
Teacher Work Day (No Classes)	December 18
Winter Break (No Classes)	Dec 21-Jan 1
Teacher Work Day (No Classes)	January 4

2.2.3 Spring Semester

Registration for Spring Semester	TBA
Spring Semester Classes/Third Quarter Begins	January 5
Martin Luther King Jr. Day (College Closed)	January 18
President's Day (College Closed)	February 15
Third Quarter Ends	March 11
Teacher Work Day (No Classes)	March 12
Spring Break (No Classes)	March 15-19
Teacher Work Day (No Classes)	April 23
Conference Exchange Day (No Classes)	May 3
Certificate Awards Ceremony (No Classes)	TBA
Spring Semester/Fourth Quarter Ends	May 27
Teacher Workday (No Classes)	May 28

2.3 Bell Schedule

Program Schedule	Days	Class Times
Morning	Monday-Friday	8:40 a.m. - 11:30 a.m.
Cosmetology (Morning)	Monday-Friday	8:40 a.m - 12:40 p.m.
Afternoon	Monday-Friday	12:10 p.m - 3:00 p.m.
Cosmetology (Afternoon)	Monday-Friday	1:15 p.m. - 5:15 p.m.
Full-Day Programs*	Monday-Friday	8:40 a.m. - 3:00 p.m.
Evening Programs **	Monday-Friday	5:30 p.m.- 9:30 p.m.

*Full-Day Programs: Practical Nursing, Full-Time Dental Assisting, and Respiratory Therapy.

**Evening Programs: Advanced Manufacturing, HVAC, Motorcycle Service Technician, and Welding. Class times may vary by program.

2.4 School Communication & Closures

Pickens Technical College communicates important information through several official channels. Students are responsible for regularly monitoring these communication methods and staying informed of college announcements.

2.4.1 School Announcements

Important announcements may be communicated through:

- Aurora Public Schools student email
- Campus message monitors
- Public address (PA) system
- Pickens Technical College website
- Official Pickens Technical College social media accounts

Students are expected to review posted announcements and listen carefully to all public address announcements while on campus.

2.4.2 Official Student Communication

Official college communications are sent through the following channels:

- APS student email account
- Personal email address provided during registration
- Pickens Technical College website
- Posted notices and verbal announcements on campus

Upon enrollment, every student receives an Aurora Public Schools (AuroraK12) email account. Students are expected to check this account regularly, as it serves as the College's primary method of communication during enrollment.

After a student is no longer actively enrolled, the APS email account will be deactivated. Future communications, including application updates, registration information, certifications, transcripts, and alumni communications, will be sent to the personal email address on file.

2.4.3 College Closures & Weather Emergencies

When classes are canceled because of severe weather or other emergencies, Pickens Technical College follows Aurora Public Schools closure decisions.

Announcements will be communicated through:

- Aurora Public Schools website: <http://www.aurorak12.org>
- APS student email
- Local television and radio stations
- Other official APS communication channels

If day classes are canceled before the start of the school day, evening classes will also be canceled unless otherwise announced.

2.4.4 Weather Delays

Weather delays primarily affect morning transportation for students traveling to Pickens Technical College by bus.

Updated bus schedules and delay information will be available through:

- Aurora Public Schools website
- APS student email
- Official APS communication channels

Students are responsible for monitoring these sources during inclement weather.

SECTION 3: Admissions & Enrollment

Pickens Technical College welcomes students from diverse backgrounds, experiences, and age groups throughout the Denver metropolitan area and across Colorado.

Prospective students may apply online or in person. If a certificate program attains its peak registration limit, qualified candidates will transition to a continuous waitlist process.

Additional admissions information, program requirements, and registration dates are available on the Pickens Technical College website (pickenstech.org).

Registration

Students who complete the enrollment application and are accepted into a fall postsecondary program will be notified in April about the next steps in the registration process. Students must complete all required registration steps by the established deadline to secure their place in the program. Students applying to the Dental Assisting and Cosmetology programs that begin in January will be notified in October about the next steps in the registration process.

All programs admit new cohorts each fall, with start dates aligned to the [Aurora Public School calendar](#). Cosmetology, Dental Assisting, and Practical Nursing (see the Spring Enrollment section below) also admit a spring cohort.

Applications are automatically rolled forward to the next available program start date, if applicable. First-time students may submit only one application. Applicants who need to revise an existing application should contact the Registration Office at pickensregistration@aurorak12.org.

3.1 Postsecondary Admissions Process

Step 1- Apply

Complete the online application for your desired program by selecting [Apply Now](#) on the Pickens Technical College website.

After submitting your application, you will receive confirmation by email and text message with additional instructions.

Please note: Submitting an application does not reserve a seat or register you for classes.

Pickens Technical College accepts applications year-round. Registration is held twice each year (depending on the program), with enrollment periods for Fall and, for select programs, Spring entry. Please refer to the registration timeline and dates section for specific registration periods and deadlines.

Questions regarding application status should be directed to the Registration Office at 720-502-8544, ext. 27797.

Step 2– Apply for Financial Aid

Students seeking financial assistance should complete all required [financial aid](#) applications as early as possible.

The Financial Aid Office will contact eligible applicants before the start of the semester regarding any additional documentation or next steps.

For assistance, contact the Financial Aid Office at 720-502-8544, ext. 27733.

Step 3 – Complete Required Entrance Assessment

The following programs require an entrance assessment before registration eligibility:

- Barber
- Cosmetology
- Dental Assisting
- Esthetician
- Master Automotive Service Technician
- Medical Assisting
- Nail Technician
- Non-Structural Repair Technician
- Pharmacy Technician
- Refinishing Technician
- Veterinary Assistant

CASAS Entrance Assessment

Pickens Technical College uses the CASAS (Comprehensive Adult Student Assessment Systems) assessment as part of the admissions process. CASAS is a nationally recognized assessment that measures foundational reading skills to help determine program readiness. The assessment is not intended to prevent admission but to ensure students are prepared for success and are connected with appropriate resources

Applicants should schedule their assessment using the [online appointment system](#).

Applicants may qualify for an entrance assessment waiver by submitting approved college coursework or qualifying standardized test scores. A current list of accepted documentation is available [here](#).

Step 4 – Register

Registration opens according to the [published registration calendar](#).

Students who have completed all admission requirements will receive an email from pickensregistration@aurorak12.org on the morning registration opens. Students should promptly complete and submit the registration form included in the email.

Seats are assigned on a first-completed, first-served basis among eligible applicants.

Students will receive either:

- A registration confirmation if a seat is available, or
- Notification that they have been placed on the program waitlist.

Step 5 – Pay the Acceptance Fee

Students offered admission must pay the required non-refundable \$100 acceptance fee by 3:00 p.m. on the day the registration offer is received.

Payment may be made through the student portal or by contacting the Cashier's Office at 720-502-8544, ext. 10130.

Failure to meet the payment deadline may result in forfeiture of the student's seat.

Students who complete the enrollment process will receive additional information regarding required orientation activities.

3.2 Program-Specific Admissions

Due to minimum age requirements for participation in required clinical experiences, the Advanced Respiratory Care and Practical Nursing programs are available only to postsecondary students. These programs also have specialized admissions and enrollment processes that differ from the registration timelines for all other Pickens Technical College programs.

Advanced Respiratory Care

In partnership with the Community College of Aurora (CCA), the Advanced Respiratory Care program allows students to earn a fully accredited Associate of Applied Science degree in Respiratory Therapy.

Before enrolling at Pickens Technical College, applicants must complete—or have evaluated—the required general education coursework through CCA. While completing these requirements, students must enroll at CCA as a Respiratory Therapy student.

Practical Nursing

Admission to the Practical Nursing program requires submission of all required testing results and a completed application packet for review by the nursing department.

Fall (August) Enrollment

- Application packets must be submitted to the Registration Office by the first Monday in April preceding the August start date.
- Applicants who are accepted into the program will be contacted directly by the nursing department.

Spring (January) Enrollment

- Application packets must be submitted to the Registration Office by the first Monday in October preceding the January start date.
- Applicants who are accepted into the program will be contacted directly by the nursing department.

Acceptance Fee

Students accepted into the Practical Nursing program are required to pay a non-refundable \$1,000 acceptance fee to secure their seat in the program.

3.3 Continuing Enrollment

Postsecondary students who are progressing through a multi-semester program will automatically be enrolled in the next semester provided they:

- Have paid all outstanding balances before the beginning of the next semester.
- Earn a minimum grade of 71% in all required coursework.

3.4 Concurrent Enrollment (High School Students)

Concurrent enrollment allows eligible high school juniors and seniors to earn career and technical education credits while completing their high school education.

Pickens Technical College serves students from Aurora Public Schools, neighboring school districts, charter schools, and approved homeschool programs.

Students are encouraged to explore career pathways, meet with their high school counselor, and apply for programs aligned with their interests and career goals.

Applications for Fall enrollment are distributed to participating high school counseling offices each January. Applications for Spring enrollment in Cosmetology and Dental Assisting are distributed each October.

High School Enrollment Process

1. Complete the [career exploration assessment](#) and explore [career pathways and programs](#)
2. Meet with a high school counselor to determine eligibility and develop an academic plan.
3. Submit the appropriate Rising Junior or Rising Senior application through the high school counseling office.
4. If selected, submit the required parent or guardian agreement to secure enrollment.

For Aurora Public Schools students, Career Services collaborates with counseling offices to determine student placement.

For students attending non-APS districts, charter schools, or homeschool programs, available seats are awarded through a lottery process after eligibility has been verified.

For more information about High School concurrent enrollment, visit our [High School Students](#) page on the Pickens website, pickenstech.org. Interested students should contact their high school counseling office or Career Services for more information.

3.5 Office of Disability Services

Pickens Technical College is committed to providing equal access to educational opportunities for qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Students seeking accommodations are responsible for:

- Self-identifying to the Office of Disability Services.
- Requesting accommodations.
- Providing appropriate documentation when requested.

Students approved for accommodations will receive an accommodation plan and are responsible for communicating their approved accommodations with instructors each semester.

Reasonable accommodations are determined through an interactive process and may include, but are not limited to:

- Extended testing time
- Reduced-distraction testing environments
- Approved assistive technology
- Other accommodations based on documented disability-related needs

Pickens Technical College does not provide personal services or accommodations that fundamentally alter essential program requirements or academic standards.

To request accommodations, contact the Office of Disability Services at Pickens504@aurorak12.org or complete the online [Accommodation Request Form](#).

SECTION 4: Registration, Records, & Transfer

4.1 Registration Procedures

General Information

Students seeking admission to a full-time postsecondary certificate program are required to meet with a Career Advisor before registering.

Students planning to use financial aid should contact the Financial Aid Office at least six to eight weeks before registration. This allows sufficient time to complete the financial aid process before tuition and fees are due. Applications submitted after this timeframe may not be processed before registration, and students should be prepared to pay tuition and fees at the time of registration if financial aid has not yet been finalized.

Students are not eligible to receive financial aid until they have been officially admitted through the Registration Office.

Students who plan to pursue an Associate of Applied Science or Associate of General Studies degree through the Community College of Aurora or another community college after completing a Pickens Technical College certificate should notify the Registration Office and inform their community college of their educational plans.

4.2 Residency Classification

Both Colorado residents and nonresidents are welcome to attend Pickens Technical College. Residency classification determines the tuition rate and is based on information provided in the application for admission. Residency requirements are governed by the Colorado Tuition Classification Law (C.R.S. §§ 23-7-101 through 23-7-105).

To qualify for in-state tuition, a student (or the student's parent or legal guardian if the student is under 23 years of age and not emancipated) must have established a Colorado domicile for at least 12 consecutive months immediately preceding the first day of classes.

The most common documentation used to verify residency is a Colorado driver's license or Colorado identification card issued at least one year before the first day of classes. If neither document is available, students may provide other acceptable documentation dated at least one year before classes begin, including:

- Two utility bills showing a Colorado address

- A residential lease agreement or home purchase agreement
- A bank statement showing a Colorado address

Students classified as out-of-state residents who believe they qualify for in-state residency may submit a Petition for Change of Residency Status through the Registration Office.

It is the student's responsibility to ensure that the completed petition and all supporting documentation are received by the Registration Office no later than 10 class days after the first day of the semester for which the residency change is requested. Petitions received after the deadline will not be considered.

4.2.1 Immigrant and Non-Immigrant Aliens

Immigrant and non-immigrant students must provide appropriate immigration documentation, such as a Permanent Resident Card or valid visa, to determine residency classification for tuition purposes.

4.2.2 Residency Appeal

Students who disagree with their residency determination may request a formal appeal. An appeal committee appointed by the College administration will review the residency petition and supporting documentation and issue a final decision.

4.3 Military & Veteran Students

Active-duty military personnel and their dependents who relocate to Colorado under Permanent Change of Station (PCS) orders are eligible for Colorado resident tuition rates.

Before registering, eligible students should contact their nearest Military Education Office to complete the required tuition classification certification. The approved certification must be submitted to the Registration Office during registration.

Veterans and eligible dependents may also qualify for in-state tuition upon providing appropriate documentation, such as a DD-214 or a Certificate of Eligibility (COE).

4.4 Student Records

4.4.1 Requesting Official Transcripts

Aurora Public Schools provides a [secure online system](#) for requesting student records. Former students, alumni, employers, government agencies, and other authorized individuals may use this system to submit a request for records.

Students may request official transcripts from the APS online system. Outstanding financial obligations may affect the processing or release of official transcripts. Students should allow up to one week for processing and mailing after a transcript request has been received.

4.4.2 Permanent Records

A permanent academic record is maintained for every officially enrolled student. The record includes course numbers, course titles, credit hours, and grades earned.

Students may review their educational records by contacting the Registration Office or a school counselor.

Student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380).

In accordance with Title 38 CFR §21.4209(f), records for students receiving Veterans Affairs (VA) education benefits are retained for three (3) years following the ending date of the last enrollment period certified to the U.S. Department of Veterans Affairs

4.4.3 Change of Personal Information

Students are responsible for maintaining current and accurate personal information with the College, including their name, mailing address, telephone number, and any other information affecting academic or financial records.

Aurora Public Schools Secondary Students

Parents or guardians of APS secondary students should contact Aurora Public Schools Central Admissions at (303) 326-2200 to update student address or telephone information.

All Other Students

Postsecondary students and non-APS secondary students may update their personal information by:

- Updating their information in their Maestro account;

- Emailing the Registration Office at pickenregistration@aurorak12.org;
- Visiting the Registration Office in Building B; or
- Calling the Registration Office at (303) 326-2046.

4.4.4 Family Education Rights and Privacy Act (FERPA)

In compliance with the Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, institutions of higher education such as the post-secondary program at Pickens Technical College are required, on an annual basis, to inform students of their rights under the Act and to enumerate its basic provisions. The following statement constitutes such notice: Under the Act, a student 18 years of age and older at postsecondary institutions has the right to inspect and review all official records, files and data directly related to the student, including all material that is incorporated into the student's cumulative record file. The student shall have the right to challenge the contents of personal education records and has a right to have a hearing to ensure that the records are accurate. Student names and current enrollment status at Pickens Technical College are considered public information. Pickens Technical College will respond to inquiries in this regard, whether they are made in person, by phone, or in writing. Other items are also considered public information, but students can prevent their disclosure by filing a written request with the Registration Office that they be withheld unless written permission is granted. The following items may appear in school directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing:

- A. Classes, programs, or divisions.
- B. Date of enrollment.
- C. Number of hours currently taken or completed previously.
- D. Certificates earned.
- E. Honors received.

Student names may be released for graduation listings, and lists of special awards, honors, and events may be released to the news media. All other information contained in student records is considered private and not open to the public without written consent. Only the following individuals, because of their official function, have access to this information:

- A. Pickens Technical College officials.
- B. Officials of other schools or colleges where the student intends to enroll.
- C. State or federal educational authorities.
- D. Officials requesting information in connection with a student's application for financial aid.
- E. State and local officials require reporting data.
- F. Accrediting organizations.
- G. Parent(s) of a dependent student (proof of dependency may be required).
- H. In compliance with a judicial order.
- I. In case of an emergency to protect the health, safety, or welfare of the student or other persons.

4.5 Credit for Prior Learning (CPL)

Pickens Technical College recognizes that students may acquire college-level knowledge and skills through previous education, employment, military service, industry training, or other life experiences. Eligible postsecondary students may earn credit for demonstrated competencies through the College's Credit for Prior Learning (CPL) process.

No more than 75 percent of the total certificate program requirements may be satisfied through Credit for Prior Learning. Additionally, no single method of prior learning credit may account for more than 25 percent of the total certificate requirements.

Credit for Prior Learning Process

Students seeking Credit for Prior Learning should:

1. Submit official transcripts or other required documentation to the Registration Office.
2. Have their prior learning evaluated by credentialed faculty in the appropriate subject area.
3. Complete any required assessments or documentation associated with the requested CPL method.

Transfer credit awarded by Pickens Technical College will be recorded on the student's official transcript. Official transcripts and other admission documents become part of the student's permanent academic record and cannot be returned. Pickens Technical College does not issue or certify copies of transcripts from other institutions.

Credit for Prior Learning may be awarded through the following methods:

- Course Transfer
- Course Challenge
- Portfolio of Learning Outcomes
- Military Credit Evaluation

4.5.1 Course Transfer

Students may receive transfer credit for coursework completed at another accredited U.S. institution when the following criteria are met

- The institution is accredited by a recognized accrediting agency.
- The course is substantially equivalent to the corresponding Pickens Technical College course.
- The course was completed within the previous ten (10) years. Coursework older than ten years may be considered through the Course Challenge process.
- A grade of C or higher is documented on an official transcript.

- Official transcripts are sent directly from the issuing institution. Faxed or unofficial transcripts are not accepted.

A maximum of 18 credits, or 25 percent of the certificate program requirements, may be awarded through transfer credit. Pickens Technical College reserves the right to evaluate all transfer coursework and may require students to complete updated coursework if previously completed coursework is no longer current.

Students may transfer from one Pickens Technical College program to another provided they:

- Meet the admission requirements of the new program;
- Receive instructor approval; and
- Have an available seat in the requested program.

4.5.2 Credit for Prior Learning Procedure (Postsecondary Students Only)

Postsecondary students may earn certificate credit through either or both of the following assessment methods:

- Course Challenge
- Portfolio of Learning Outcomes

Combined, these methods may account for a maximum of 18 credits, or 25 percent of the certificate program requirements.

4.5.3 Course Challenge

The Course Challenge process allows students to demonstrate competency and receive credit without completing the full course. Course Challenge may be used to validate:

- Previous certificate coursework completed within the past ten years; or
- Knowledge and skills gained through employment, military service, training, or other life experiences.

Eligibility and Procedures

- Students must submit a Course Challenge request within the first five (5) school days of the course.
- Students must enroll in the course and pay applicable tuition and fees before initiating the challenge.
- Students must consult with the course instructor to determine eligibility.
- Students must submit a completed Request for Course Challenge form with all required approvals.
- Challenge examinations, which may include written and performance assessments, must be completed within the first 15 percent of the course.

- Students who successfully complete the challenge may be eligible for a tuition and fee refund in accordance with the College's refund policy.

Additional Guidelines

- A Course Challenge may be attempted only once for each course.
- Students who do not successfully complete the challenge must complete and pass the course to earn credit.
- Successful completion is recorded with a grade of E (Exam Pass), which does not affect the student's cumulative GPA.
- Course Challenge may not be used to improve a previously earned course grade.

4.5.4 Portfolio of Learning Outcomes

The Portfolio of Learning Outcomes offers credit for prior learning that is not documented through formal education. This method is designed for students who have acquired program-relevant competencies through paid or unpaid work, military service, volunteer roles, or other life experiences.

Portfolio Requirements

Students must submit a portfolio that includes:

- A detailed description of relevant work or learning experiences;
- Documentation demonstrating the competencies acquired;
- Contact information for employers or individuals who can verify the experience; and
- Supporting materials such as résumés, work samples, photographs, publications, certifications, or tax records for self-employed individuals, when applicable.

Students may also be required to complete written or performance assessments to validate documented competencies.

Evaluation Process

Credentialed faculty evaluate submitted portfolios for demonstrated mastery of course outcomes.

Credit awarded through the Portfolio of Learning Outcomes:

- Does not generate a letter grade;
- Does not affect the student's GPA;
- Does not generate tuition charges for concurrently enrolled coursework; and
- Requires final approval by the Director or the Director's designee.

Students interested in pursuing Credit for Prior Learning should contact the Registration Office or their Career Advisor for additional information.

4.5.5 Academic Credit for Military Learning

Pickens Technical College recognizes college-level learning acquired through military education and service.

The College evaluates a veteran's Joint Services Transcript (JST) and awards credit, when appropriate, based on recommendations from the American Council on Education (ACE).

Students who have acquired occupational knowledge through military service, previous education, work experience, or other documented training may also be eligible to challenge applicable Career and Technical Education (CTE) courses. Some courses are not eligible for challenge.

The Registration Office's Veterans Affairs Coordinator is available to assist veterans and active-duty military students with certificate program selection and the evaluation of Prior Learning Assessment (PLA) credit applicable to their program of study.

4.6 Audit of Courses

Subject to available space, students may enroll in a course on an audit basis by completing the regular registration process and submitting a Request to Audit form.

Students auditing a course pay the same tuition and fees as students enrolled for credit. Changes from credit to audit status, or from audit to credit status, must be completed on or before the course refund deadline.

Students auditing a course are not required to meet standard attendance requirements or complete examinations unless otherwise specified by the instructor. An audited course is recorded on the student's transcript with a grade of AU (Audit) and does not earn academic credit or affect the student's cumulative GPA.

SECTION 5 - Tuition, Payments, & Refunds

5.1 Tuition & Fees

Tuition and fees for postsecondary programs are reviewed annually by Pickens Technical College in collaboration with applicable state agencies. Tuition rates are established by the Aurora Public Schools Board of Education and are subject to change. The official schedule of course offerings published each semester includes current tuition rates, fees, and other applicable charges.

Students who do not meet Colorado in-state residency requirements, as defined by the Colorado Legislature and implemented through state policy and procedures, are assessed tuition at two times the in-state residency rate.

In addition to tuition, various student and academic fees are approved by the governing board. These fees help offset the cost of instructional services, equipment, and program operations and are subject to change without notice. General supply and material fees are assessed to support the cost of consumable supplies and instructional equipment. Certain programs may also require additional fees, which are outlined in individual program information sheets.

Tuition and fees are assessed and collected each term in accordance with Colorado Commission on Higher Education rules and regulations.

The Career Services Office and Registration Office can provide information regarding estimated program-related costs, including required tools, uniforms, and kits for applicable programs.

5.1.1 Refundable Fees

The following fees are refundable if a course is dropped by the published census date (15% of scheduled class time completed), along with the associated course(s):

- College Fee: A per-credit-hour fee (up to 18 credits for full-time students) that supports general institutional operations.
- Lab/Course Fees: Additional fees assessed for select courses to cover materials, supplies, and equipment. In many Health Occupations programs, a clinical fee is required due to low student-to-instructor ratios mandated by accreditation standards.
- Program Fees: Fees associated with specific program participation, as applicable.

5.1.2 Non-Refundable Fees

The following fees are non-refundable:

- Postsecondary Acceptance Fee: A non-refundable acceptance fee of \$100 (\$1,000 for the Practical Nursing program) is required to offset enrollment processing and student records costs. Refer to the current tuition and fee schedule for details.
- Academic Transcript Fee: \$5 per transcript (covers printing, mailing, and administrative processing).
- Replacement Certificate Fee: \$10 per replacement certificate (requests must be made within one year of graduation).
- Replacement Student ID Card: \$10 processing fee.
- Proxy Disc Replacement Fee: \$15 per replacement.

5.1.3 Payment of Tuition & Fees

By registering for classes, students incur a financial obligation to Pickens Technical College. This obligation must be fulfilled through appropriate payment arrangements. Students are responsible for all tuition and fees associated with registered courses, regardless of class attendance.

Failure to pay tuition and fees may result in cancellation of registration. Unpaid accounts may be referred to a collection agency, which may negatively impact the student's credit rating and may result in additional collection costs, including collection agency fees, attorney fees, interest, or other charges.

Pickens Technical College will withhold registration, grades, and official transcripts from any student or former student with outstanding financial obligations.

5.1.4 Payment Plans

Students may establish a payment plan with the Cashier's Office to pay semester tuition and fees in installments. A \$10 non-refundable fee is required to establish a payment plan.

To request a payment plan, students may:

- Email: pickenscashier@aurorak12.org
- Phone: 303-344-4910 ext. 10130
- Visit: Cashier's Office, Building B

All student account balances must be paid in full by the end of each semester in order to maintain eligibility for enrollment in subsequent semesters.

5.1.5 Refund Procedure

The refund policy at Pickens Technical College reflects the institutional cost of providing educational services. When a student enrolls in a course or program, they reserve a seat that cannot be reassigned until the student officially drops the course. In addition, enrollment represents a financial commitment to the State of Colorado, regardless of whether the student completes the course.

Refunds, when applicable, are processed without requiring a formal student request.

- A 100% refund, less the non-refundable acceptance fee, is granted for courses dropped prior to or on the census date (defined as the point at which 15% of scheduled class time has elapsed).
- No refunds are issued for fees or costs that are not recoverable by the College, including but not limited to kits, scrubs, and other out-of-pocket student expenses.
- No refund is granted once 15% or more of scheduled class time has elapsed, unless approved by administration under exceptional circumstances.
- If a course is canceled due to low enrollment or other institutional reasons, students will be notified and are entitled to a 100% refund. Students may also select an available alternative section or request a refund through the Registration/Records Office.
- Official records will not be released until all financial obligations to the College are satisfied.
- Students receiving financial aid who withdraw during a term may be required to repay a portion of awarded funds in accordance with federal and state regulations. For additional information, contact the Financial Aid Office.
- Students whose tuition is paid by a third-party agency remain financially responsible for any unpaid balance if the agency fails to remit payment.

Refunds, when due, are issued without a formal request and are processed within 45 days of:

1. The last date of attendance, if the student has provided written notification of withdrawal; or
2. The date the College determines the student has withdrawn or is administratively withdrawn.

SECTION 6 - Financial Aid

Financial aid at Pickens Technical College is designed to assist postsecondary students who would be unable to attend without financial support. The primary responsibility for meeting educational costs rests with the student. Financial aid is intended to supplement, not replace, the student's own resources. Because demand for financial aid may exceed available funding, students are encouraged to adhere to published procedures and priority deadlines to receive maximum consideration.

6.1 Veterans Affairs® Information

The Financial Aid Office processes all certifications for students using Veterans educational benefits at Pickens Technical College. Not all programs are approved for VA funding; prospective students should contact the Financial Aid Office to verify program eligibility.

Evaluation of prior postsecondary education and training is required for all VA beneficiaries. For students receiving VA benefits who are awarded transfer credit, the College will:

- Grant appropriate credit
- Reduce program length proportionately
- Notify the student and the Department of Veterans Affairs in writing
- Adjust billing to the VA accordingly

6.1.1 Colmery Act - Section 103, PL 115-407

Effective August 1, 2019, students using Chapter 31 or Chapter 33 benefits are protected under the Colmery Act upon submission of a Certificate of Eligibility (COE) or statement of benefits to the College.

Under this legislation, the College will not:

- Prevent a student from attending or accessing institutional facilities while awaiting VA payment
- Require a student to secure personal loans to cover tuition and fees pending VA payment
- Charge late fees or penalties due to delayed VA payment

The College may require students to:

- Submit a COE or statement of benefits by the first day of the program
- Submit a written request to use VA benefits
- Provide documentation necessary for accurate enrollment certification

Students may be responsible for any difference between institutional charges and VA benefit payments.

Students receiving VA or other financial aid must notify the Financial Aid Office immediately of any withdrawal, drop, or schedule change. Changes must also be reported to applicable funding agencies. Students are responsible for ensuring appropriate withdrawal procedures are completed. Official records will not be released until all financial obligations are satisfied.

Active military personnel who are non-residents of Colorado may qualify for in-state tuition upon submission and verification of appropriate documentation. For additional information regarding military benefits, visit www.gibill.va.gov.

6.2 Financial Aid Application Procedures

Financial aid application materials are available through the Financial Aid Office. The Free Application for Federal Student Aid (FAFSA) is used to determine eligibility for federal and state financial aid.

Students must complete the FAFSA online at www.fafsa.ed.gov. The financial aid review process typically takes 4–6 weeks from submission to determination of eligibility. Additional documentation may be required, including federal tax returns, verification of untaxed income, or employment records.

Students are responsible for monitoring their application status and responding promptly to requests for additional information. Corrections may be submitted electronically; electronic submissions are generally processed more quickly than mailed corrections.

6.3 Financial Aid Eligibility

To be eligible for financial aid, a student must:

- Be a U.S. citizen, permanent resident, or eligible non-citizen (including approved refugee or qualifying visa status)
- Provide documentation of residency or immigration status if requested
- Be registered with Selective Service if required
- Not be in default on a Title IV loan or owe an overpayment of federal aid
- Be admitted as a regular student in an eligible certificate program
- Be enrolled at least half-time (6 or more credit hours per semester)

Additional requirements:

- Students must possess a high school diploma or GED

- Students with a bachelor's degree are not eligible for need-based aid
- The Ability to Benefit option is not available for financial aid eligibility

6.4 Determination Of Financial Aid

Financial need is defined as the difference between the cost of attendance and the student's expected family contribution and other available resources.

Cost of attendance may include:

- Tuition and fees
- Books and supplies
- Transportation
- Allowances for essential personal and educational expenses as determined by the College

Resources considered include:

- Expected family contribution (parental/spousal, if applicable)
- Student income and assets
- External scholarships, grants, and other funding sources

Financial need is calculated using a federal needs analysis formula that considers income, assets, family size, number of household members in college, dependency status, and other required data elements.

Final eligibility determinations are made by the Financial Aid Office. Any remaining financial aid funds after institutional charges are paid are typically disbursed approximately six weeks after the start of the semester.

6.5 Duration of Awards & Satisfactory Academic Progress

Financial aid awards are typically made for one academic year or less. To continue receiving aid, students must:

- Maintain Satisfactory Academic Progress (SAP) as defined by College policy
- Reapply for financial aid each academic year
- Maintain continued eligibility under federal, state, and institutional funding requirements

Satisfactory Academic Progress Requirements

Students must meet the following standards:

- Completion Rate: Successful completion of coursework each semester as defined by program standards
- Maximum Timeframe: Financial aid eligibility is limited to 150% (one and one-half times) of the required program credit hours
- Grade Point Average: Minimum cumulative GPA of 2.0 (4.0 scale)
 - Colorado Scholars recipients must maintain a 3.5 cumulative GPA
- Enrollment Status:
 - Full-time: 12 or more credit hours
 - Part-time: 6–11 credit hoursStudents falling below 6 credit hours may lose financial aid eligibility
- Course Completion Grades:
 - Passing grades: A, B, C, S
 - Non-passing grades: I, F, U, W
- Developmental Coursework: Limited to one semester of developmental coursework counted toward eligibility
- Repeated Coursework: May be repeated but counts toward maximum time eligibility
- Attendance: Regular attendance is required; excessive absences may result in loss of course credit or dismissal

Students who fail SAP standards may appeal in writing to the Director of Admissions, Financial Aid & Student Services. Appeals may be reviewed by a designated committee. Additional information is available through the Financial Aid Office.

6.6 Financial Aid Withdrawal, Refund & Repayment Policy

Students who withdraw or cease attendance may be required to repay a portion of financial aid received.

Pickens Technical College complies with federal Return of Title IV Funds (R2T4) regulations, which require determination of earned and unearned aid when a student officially or unofficially withdraws or is expelled.

Key provisions:

- R2T4 calculations are completed using federal systems and institutional attendance data
- Funds are returned in the required federal order (e.g., Pell Grant, FSEOG)
- Students are notified in writing of R2T4 results and any resulting balance
- Students are provided a 45-day period to repay or appeal determinations

- Unpaid balances may be referred to a collection agency per state policy

A student who withdraws after completing 60% of the term is considered to have earned 100% of their Title IV aid.

Students may be eligible for a post-withdrawal disbursement. Notification will be provided in writing, and students have 30 days to accept or decline.

6.7 Types of Aid Available

Financial aid includes two categories:

Gift Aid: Grants and scholarships that do not require repayment

Self-Help Aid: Employment-based assistance such as work-study

6.7.1 Grants

Federal Pell Grant

- Federal Pell Grant: Need-based federal grant for eligible undergraduate students without a bachelor's degree
- Federal Supplemental Educational Opportunity Grant (FSEOG): Awarded to students with exceptional financial need
- Colorado Student Grant (CSG): State-funded grant for eligible Colorado residents demonstrating financial need

Students with a bachelor's degree are not eligible for federal or state grant programs listed above.

6.7.2 Scholarships

Institutional and Private Scholarships

Institutional and private scholarships are available each semester for new and continuing students. Awards typically range from \$200–\$500 per semester and may be based on merit, need, or a combination of both.

Information and applications are available through the Financial Aid Office.

6.7.3 Loans

Pickens Technical College does not participate in federal student loan programs, including Stafford, Direct, or Perkins Loans.

Students with existing loans from prior institutions may request deferment. The Records Office will process deferment documentation and submit it to the appropriate loan servicer.

6.7.4 Work-Study

Federal and State Work-Study Programs

These programs provide part-time employment opportunities for students with demonstrated financial need. Employment is intended to support educational and career goals. Work assignments are typically located on campus, and students may not earn more than their awarded amount.

Colorado No-Need Work-Study Program

This program provides employment opportunities for Colorado residents who do not demonstrate financial need but wish to participate in student employment. Eligibility is determined through the FAFSA.

SECTION 7 - Academic Standards

7.1 Attendance Expectations

Students are expected to attend all scheduled classes, including both in-person and distance learning instructional sessions. Each program establishes specific attendance requirements, which are outlined in individual course syllabi. Programs governed by state and federal licensing agencies may maintain more stringent attendance requirements, which are communicated through syllabi and program orientation materials.

Instructors are responsible for maintaining accurate daily records of attendance, absences, and tardiness. Students who accumulate excessive absences may be subject to academic review and may be removed from the program in accordance with program and institutional policy.

Students who stop attending a course prior to the published drop date may be administratively removed from the course or program. Students who cease attendance after the drop date remain enrolled and are responsible for formally withdrawing. Failure to officially withdraw will result in a failing grade and may result in financial obligation for the course.

The last date of attendance is defined as the final date on which a student was present or actively participated in instructional activity, whether in person or through distance learning. This date is used for academic and financial determinations, including withdrawal processing and financial aid calculations.

Program-Specific Attendance

Attendance requirements at Pickens vary by program in accordance with state licensure guidelines or industry standards. Each course syllabus includes program-specific expectations related to:

- Attendance requirements
- Instructor communication protocols
- Procedures for making up missed assignments or coursework

Vacations and Scheduled Breaks

Absences occurring outside of designated academic breaks are not excused. Students are expected to schedule personal travel and appointments during officially designated break periods.

High School Students and Extracurricular Activities

At Pickens, your academic and career goals come first, and we highly encourage you to make them your top priority. While we understand that high school students may participate in extracurricular activities, success in your college coursework requires consistent attendance. High school students are encouraged to prioritize their Pickens college classes. Please refer to your program-specific attendance requirements.

Make-Up Work and Instructor Expectations

Students are responsible for reviewing course syllabi to understand expectations related to instructor communication and make-up work procedures.

Individual instructors will define procedures for missed assignments, coursework, and assessments within each course syllabus.

7.2 Grading System

Student achievement is evaluated using the grading system established by Pickens Technical College and outlined in each course syllabus. Final course grades are recorded in the Student Information System (SIS) and become part of the student's permanent academic record.

Throughout the term, students will receive regular feedback regarding their academic progress, including grades on assignments, assessments, competencies, and other course requirements, to support timely intervention and student success.

Final grades are available through the Student Information System (SIS) at the conclusion of each grading period.

Grading System		
Grade Symbol	Quality of Work	Percentage
A	Excellent	93-100
B	Above Average	82-92
C	Average	71-81
F*	No Credit	Below 70
I*	Incomplete	
S	Satisfactory	

U*	Unsatisfactory	
W	Withdrawal	
E	Challenge Exam	

4-Point Grading System	
Grade Symbol	Points
A	4
B	3
C	2
F*	0

* Note: A grade of “C” (71%) or above is required in all courses meeting the requirements to earn a program Certificate of Completion.

Grade Definitions

A Excellent: Demonstrates exceptional mastery of course outcomes and consistently high-quality work.

B Above average: Demonstrates highly satisfactory achievement of course outcomes.

C Satisfactory :Demonstrates proficiency in the required course outcomes. This is the minimum passing grade required for certificate completion.

F Failing: Course requirements have not been satisfactorily completed.

I Incomplete: Assigned when at least 75% of the coursework has been satisfactorily completed, but the student is unable to finish the remaining requirements due to circumstances beyond the student's control. The remaining coursework must be completed by the end of the following fall or spring semester (summer term excluded). If a grade change is not submitted by the instructor before the deadline, the "I" will convert to an "F." This policy applies only to postsecondary students. Secondary students are subject to Aurora Public Schools Board of Education requirements.

S Satisfactory: Indicates the student has successfully demonstrated mastery of the required course outcomes. This grade is not calculated in the GPA.

U Unsatisfactory: Indicates the student has not demonstrated mastery of the required course outcomes. This grade is not calculated in the GPA.

W Withdrawal: Assigned when a student officially withdraws after completing 15% but before 75% of the scheduled course.

E Challenge Examination Passed: Awarded for successful completion of an approved challenge examination. This grade is not calculated in the GPA.

7.3 Course Repeats

Students may repeat a course one (1) time. Any request to repeat a course more than once requires administrative approval.

Students who earn a grade of “F” may repeat the course to improve their grade when the course is next regularly scheduled. In rare circumstances, and with instructor and administrative approval, an alternative arrangement may be made to facilitate course repetition.

Students are required to register and pay tuition for each attempt of a repeated course. All course attempts and grades will appear on the student’s official transcript.

7.4 Standards of Progress

To maintain satisfactory academic progress, students must achieve a minimum cumulative grade of “C” (71%) or higher in all courses within their approved program schedule.

Failure to maintain Standards of Progress may result in one or more of the following actions:

- Placement on an Academic Improvement Plan (AIP)
- Removal from program status
- Denial of readmission following repeated failure to meet academic standards

Students removed from a program may re-enroll in individual courses when they are next regularly scheduled, subject to seat availability and program requirements.

Students who fail to meet Standards of Progress twice within a single academic year may be denied readmission. In such cases, students must demonstrate to the satisfaction of college administration that circumstances have materially changed prior to re-enrollment.

Administrative Oversight and Appeal

Standards of Progress are administered and monitored by college administration in collaboration with Registration/Records staff, instructors, and Career Advisors.

Students have the right to request a hearing to appeal dismissal decisions in accordance with institutional grievance procedures.

7.5 Retention Plan

Effective January 2026, the Pickens Technical College Retention Plan is designed to ensure students enter programs with clear expectations and are supported throughout their certificate pathway through structured academic advisement, career guidance, and mandatory virtual orientation.

The College maintains academic quality and student success through the following practices:

- Enforcement of program attendance requirements
- Midpoint progress evaluations each grading period
- Requirement of a minimum grade of “C” for program completion
- Ongoing monitoring of academic performance and professional skill development

When students demonstrate academic or skill-based risk indicators, faculty and staff initiate early intervention strategies. These may include referrals to tutoring, academic advising, career advising, or other student support services.

For detailed information regarding administrative interventions, withdrawal timelines, and appeal procedures, students should refer to the full Master Retention Plan available on the Pickens Technical College website <https://www.pickenstech.org/>.

7.6 Academic Due Process

Pickens Technical College (PTC) is committed to maintaining a fair, consistent, and equitable academic environment. The Academic Due Process procedure provides students with a formal process to appeal academic decisions, including final grades, academic probation, or program dismissal for academic reasons

7.6.1 Scope of Academic Appeal

Students may initiate an academic appeal if they believe an academic decision was based on one or more of the following:

- Inconsistent application of course syllabus or program requirements
- Arbitrary or capricious grading practices
- Documented technical or clerical error

7.6.2 Step 1: Informal Resolution

Prior to submitting a formal appeal, the student must first attempt to resolve the concern directly with the instructor.

- This meeting must occur within five (5) business days of the academic action or grade posting.
- Most concerns are resolved at this level through review of grading criteria and course expectations.

7.6.3 Step 2: Formal Written Appeal

If informal resolution is not successful, the student may submit a formal written appeal to the Assistant Director.

- Timeline: Must be submitted within three (3) business days following the informal resolution meeting
- Requirements: Must include the specific decision being appealed, grounds for appeal, and supporting documentation (e.g., graded work, syllabus excerpts)
- Response: A written decision will be issued within five (5) business days of receipt

7.6.4 Step 3: Director Review

If the student is not satisfied with the outcome of the formal appeal, they may request a final institutional review by the Director.

- The Director may convene an Academic Review Committee composed of neutral faculty and staff
- The Director's written decision represents the final level of institutional due process at PTC

7.6.5 External Remedies and Accrediting Bodies

If all institutional appeal procedures are exhausted and the student remains dissatisfied, external agencies may be contacted in accordance with COE and CCCS requirements:

- Council on Occupational Education (COE): 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 Phone: 770-396-3898 | Website: council.org.
- Colorado Community College System (CCCS): For issues related to CTE program quality or state-level compliance.
- Colorado Department of Education (CDE): secondary student rights and standards

7.6.6 Student Rights During the Process

- Continued Attendance: Students may continue attending classes during the appeal process unless removal is required due to a documented safety concern
- Confidentiality: All proceedings are handled in accordance with FERPA regulations

- Non-Retaliation: PTC prohibits retaliation against any student for filing or participating in an appeal

7.7 Certificate of Completion and Records Release

Students who successfully complete all program requirements and meet the Standards of Progress are eligible to receive a Certificate of Completion from Pickens Technical College.

Certificate Eligibility Requirements

Students must:

- Successfully complete all program requirements
- Meet academic and performance expectations outlined in the Standards of Progress
- Be recommended for completion by instructor verification of requirements
- Fulfill all financial obligations to PTC

Students are encouraged to participate in the certificate completion ceremony. Certificates will be mailed after the end of the semester following final grade verification.

Records Release

Official records (including transcripts, report cards, and other documents) will be released only when the student has met all financial and material obligations, including:

- Full payment of tuition and fees
- Payment of all outstanding fines or assessments

7.8 Academic Credit

Academic credit earned through successfully completed postsecondary coursework may be applied toward high school graduation requirements, unless otherwise denied by the district.

High school credit may be denied when:

- Postsecondary coursework does not meet or exceed district standards
- The course is substantially similar to a district-offered course, unless enrollment is approved due to scheduling conflict or other approved exception

Program Completion Requirements

Pickens Technical College prepares students for career pathways and industry licensure. Most programs are one to two years in length.

To earn a Certificate of Completion, students must successfully complete all program courses with a grade of “C” or better.

Students who do not successfully complete required courses may be ineligible to continue in the program. Exceptions may be granted in extenuating circumstances, based on review by program instructors and administration.

SECTION 8: Drops, Withdrawals, & Re-Entry

8.1 Drop & Withdrawal Policy

Students may officially drop a course or program during the first 15% of the scheduled instructional period without a grade being recorded on their academic transcript.

Students who officially withdraw after the first 15% but before 75% of the scheduled instructional period will receive a grade of "W" (Withdrawal) on their permanent academic record.

Students may not withdraw from a course after 75% of the scheduled instructional period has elapsed. A final letter grade will be assigned based on the student's academic performance at the time of withdrawal.

Information regarding the financial and academic implications of dropping or withdrawing is available in Section 5.1.5 (Refund Procedure) and Section 7.2 (Grading Definitions).

8.2 Drop & Withdrawal Procedures

Postsecondary Students:

Registration in a course or program reserves a seat and initiates the student's academic record. Students who choose to discontinue enrollment are responsible for completing the official withdrawal process.

To officially withdraw, postsecondary students must:

- Submit a Program Withdrawal Form through the Registration Office.
- Complete any required exit procedures, if applicable.

Students remain actively enrolled until the withdrawal process has been completed or an administrative withdrawal has occurred. Attendance, grades, and financial obligations continue to accrue until the effective date of withdrawal.

Students who exceed the attendance limits established by their program may be subject to administrative withdrawal in accordance with the program attendance policy.

Concurrently Enrolled High School Students:

Concurrently enrolled students wishing to withdraw must work with their Career Advisor to obtain written approval from their high school counselor before the withdrawal can be processed.

8.3 Medical Withdrawal

Pickens Technical College recognizes that a serious medical condition may prevent a student from completing a program. Under these circumstances, a student may request a medical withdrawal.

To be considered for a medical withdrawal, the student must submit documentation from a licensed physician or other qualified healthcare provider verifying that the medical condition prevents continued participation in the program.

All requests are reviewed on an individual basis by the appropriate college administrator. The College may request additional documentation before making a determination.

Students approved for a medical withdrawal may be eligible for an adjustment of tuition and fees in accordance with institutional refund policies. Approval of a medical withdrawal does not automatically guarantee a full refund.

Pickens Technical College reserves the right to determine eligibility for a medical withdrawal in accordance with institutional policies and applicable regulations.

SECTION 9: Program & Learning Opportunities

Our programs are designed to provide an immersive, hands-on learning experience through a traditional (in-person) instructional model. While the core of your education happens in a face-to-face setting, select programs may incorporate distance learning to offer flexibility and foster independent study skills.

Because schedule structures and the frequency of asynchronous sessions vary by discipline, students are encouraged to consult their individual course syllabi for specific details, attendance expectations, and academic requirements unique to their chosen pathway.

9.1 Certificate Programs

Pickens Technical College offers certificate programs that prepare students with the technical knowledge, practical skills, and professional behaviors required for employment in high-demand careers.

Certificate programs are developed in collaboration with business and industry partners to ensure curriculum remains current, relevant, and aligned with workforce needs. Upon successful completion of program requirements, students receive a college certificate recognizing their achievement.

A complete listing of certificate programs appears in this section.

Health Pathway:

- Advanced Respiratory Care
- Dental Assisting
- Medical Assisting
- Pharmacy Technician
- Practical Nursing

Business & Marketing Pathway:

- Small Business Management

Natural Sciences Pathway:

- Environmental Horticulture
- Veterinary Assistant

Human Services Pathway:

- Barber
- Cosmetology
- Culinary Arts
- Esthetician
- Nail Technician

Arts & Technology Pathway:

- Electronics Technician
- Multimedia Graphic Design
- Photographic and Video Technology

Skilled Trades Pathway:

- Advanced Manufacturing
- Master Automotive Service Technician
- Advanced Construction Methods
- Diesel Technology
- Facilities Maintenance technician
- Heating and Air Conditioning Service Technology
- Motorcycle Service Technology Advanced Technician
- Non-Structural Repair Technician
- Refinishing Technician
- Welding

9.2 Customized Training

Pickens Technical College partners with employers to deliver customized workforce training designed to address specific organizational and industry needs. These programs help businesses strengthen employee skills, improve productivity, and respond to evolving workforce demands.

Customized training may be offered in areas such as manufacturing, welding, hospitality, culinary arts, healthcare, and other technical fields. Training may be delivered in person, online, or through a hybrid format, depending on program objectives and employer needs.

Organizations interested in customized training opportunities—including state-funded workforce training grants—are encouraged to contact the Customized Training Office.

Customized Training Office

Phone: (303) 344-4910

Email: dpsandoval@aurorak12.org

9.3 Upskilling & Reskilling

Pickens Technical College provides short-term training opportunities for individuals seeking to strengthen existing skills, prepare for industry certifications, or transition into new careers.

Training opportunities are developed in response to workforce demand and may include specialized technical instruction, industry certification preparation, equipment training, and other occupation-specific skill development.

Examples include:

- State board preparation for cosmetology professions
- Advanced manufacturing equipment operation
- Specialized welding certifications
- Industry-specific technical skill enhancement

Contact the Customized Training Office for current offerings.

9.4 Work-Based Learning

Many certificate programs incorporate supervised work-based learning experiences that allow students to apply classroom knowledge in professional settings.

Depending on the program, these experiences may include:

- Clinical experiences
- Internships
- Cooperative education
- Job shadowing
- Practicum experiences

Work-based learning opportunities may be paid or unpaid.

For unpaid placements approved by the College, students are covered by Aurora Public Schools' Workers' Compensation insurance while participating in authorized work-based learning experiences.

Students should consult their program faculty regarding eligibility, placement requirements, and program-specific expectations.

9.5 Independent Study

When appropriate, Pickens Technical College may approve independent study opportunities to address unique educational needs that cannot be met through regularly scheduled coursework.

Independent study may consist of existing courses or, in exceptional circumstances, specially developed learning experiences. All independent study requests require approval from the appropriate instructor and College administrator.

A maximum of six (6) credits earned through independent study may be applied toward a certificate program.

9.6 Transfer Pathways

Transfer of Pickens Technical College Credit

Credits earned at Pickens Technical College may transfer to Colorado public colleges and universities in accordance with policies established by the Colorado Commission on Higher Education (CCHE) and the receiving institution.

The transferability of coursework is determined by the receiving institution through an official transcript evaluation. Courses designated as guaranteed statewide transfer courses will transfer in accordance with applicable statewide transfer agreements.

Because transfer policies vary among institutions and academic programs, students planning to continue their education are encouraged to consult with both a Pickens Technical College advisor and the receiving institution before enrolling in coursework.

SECTION 10 - Student Services & Campus Resources

Student success extends beyond the classroom. Pickens Technical College provides a wide range of academic, career, wellness, and campus support services designed to help students achieve their educational and career goals. Students are encouraged to take advantage of these resources throughout their time at the College.

Career Services

Career Advisors support students from enrollment through placement. They support prospective and enrolled students in exploring career options, selecting educational pathways, and identifying programs that align with their interests, skills, and goals.

Career Services provides assistance with career exploration, career assessments, program information, and developing academic and career plans. Career assessments are available at no cost to prospective and current students.

Career Advisors also connect students with campus and community resources designed to support academic success, career readiness, and personal growth. Students seeking assistance with career planning or program exploration may schedule an appointment by calling 303-344-4910. Walk-in appointments are available based on staff availability.

Additionally, Career Advisors support students in preparing for employment and connecting with career opportunities related to their program of study. This role assists students with developing job readiness skills and transitioning from training to employment.

Services may include resume development, interview preparation, job search assistance, employer connections, and information about internships, apprenticeships, and work-based learning opportunities. Career Advisors also collaborate with employers and industry partners to identify employment opportunities and career pathways for Pickens students and graduates.

Students may engage with the Career Advisor through their program and may schedule follow-up services as needed.

Office of Disability Services

The Office of Disability Services provides support and reasonable accommodations for qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Students who have a disability or believe they may need accommodations are encouraged to contact the Office of Disability Services to begin the intake and eligibility review process. The College works collaboratively with students to determine appropriate reasonable

accommodations that support equal access to educational opportunities, programs, and services.

To request disability-related support or begin the accommodation process, students may contact the Office of Disability Services at Pickens504@aurorak12.org or call 303-344-4910. Students are encouraged to initiate the process as early as possible to allow adequate time for review and implementation of approved accommodations.

10.1 Campus Resource Quick Reference

Resource	Location	Hours
Career Services and Office of Disability Services	Building B	7:00 a.m.-4:00 p.m. (Appointments recommended)
Credit Union	Building A	Posted service hours
Customized Training	Building H (Mobile)	By appointment
Key Cards / ID Badges - Replacements	Building B Registration Office	Monday-Friday: 7:00 a.m. - 4:00 p.m. Tuesday: 7:00 a.m. - 7:00 p.m.
Kids Tech	Building F	Monday-Friday: 7:00 a.m. - 4:30 pm
Paragon Food Services	Building A	Monday-Friday: 8:30 a.m. - 3:00 p.m.
Pickens Perk Cafe	Building A	Monday-Thursday: 7:15 a.m. - 4:45 p.m. Friday: 7:15 a.m. - 4:00 p.m.
Registration & Financial Aid Office	Building B	Monday-Friday: 7:00 a.m.- 4:00 p.m. Tuesday: 7:00 a.m. - 7:00 p.m.
Student Commons	Building A	Monday-Thursday: 7:30 a.m. - 9:00 p.m. Friday: 7:30-3:30 p.m.
Student Resource Center	Building B	Closed Semester 1 for renovations Thereafter, open during class sessions
Testing Center	Building E	Scheduled testing times vary

Tutoring Support	Building B	Available during program hours
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10.2 Campus Map

Due to upcoming campus improvements associated with the bond project, an updated campus map will not be available until the 2027–2028 academic year.

10.3 Career Services & Office of Disability Services

The Career Services Department is located in Building B and is open Monday–Friday, 7:00 a.m.–4:00 p.m. Career Advisors support prospective and enrolled students with program exploration, program selection, enrollment assistance, campus tours, student support services, and disability-related accommodations.

The Office of Disability Services is coordinated through Career Services. Career Advisors serve as the primary point of contact for students requesting disability-related accommodations and support throughout the accommodation intake and review process. Advisors work collaboratively with students to review requests, engage in an interactive process to identify appropriate reasonable accommodations, and provide Letters of Accommodation when approved.

Pickens Technical College is committed to providing equal access and reasonable accommodations for qualified students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA). The College works collaboratively with students to identify accommodations that support access to academic programs, services, and activities while maintaining essential course, program, licensing, and accreditation requirements.

Requesting Accommodations

Students who believe they may need accommodations are encouraged to begin the process by contacting the Office of Disability Services at Pickens504@aurorak12.org. Students will receive information about the accommodation process and may be asked to provide documentation that assists the College in understanding disability-related needs.

Accommodation Process

The accommodation process includes an individualized, interactive review between the student and the College. The process may include:

- Submission of documentation related to a disability, if documentation is not already available.
- A conversation between the student and College representatives to understand disability-related needs and potential barriers.
- Identification and implementation of reasonable accommodations that provide equal access to educational opportunities.

Essential Program Requirements

While reasonable accommodations are provided to qualified students with disabilities, essential academic, technical, and licensing requirements of a course or program will remain in place. Accommodations will not fundamentally alter essential requirements or compromise program standards established by the College, accreditation organizations, or licensing agencies.

Request Review Timeline

Students are encouraged to submit accommodation requests as early as possible to allow sufficient time for review and implementation. Pickens Technical College will review requests and communicate accommodation decisions in writing after completing the interactive process.

Referral to Appropriate Contacts

Students who inquire about accommodations will be connected with the appropriate staff member to begin the accommodation process. If a request is received by an incorrect office or staff member, it will be promptly forwarded to the appropriate contact for follow-up.

10.4 Tutoring & Academic Support

Students seeking additional academic support within their occupational program may request tutoring assistance. Tutoring services are provided based on student need and the availability of qualified tutors. Students interested in tutoring support should contact their program instructor for assistance.

10.5 Registration & Financial Aid Office

The Registration & Financial Aid Office, located in Building B, supports students throughout the enrollment process and provides assistance with registration, student records, financial aid, and funding resources. Staff are available to assist students with program enrollment, schedule changes, account information, financial aid applications, eligibility requirements,

scholarships, Veterans Affairs (VA) education benefits, and other financial aid-related questions.

Students are encouraged to contact the Registration & Financial Aid Office early to ensure required forms, documentation, and deadlines are completed in a timely manner. The office also provides guidance regarding enrollment changes, financial aid requirements, and resources available to support student success.

10.6 Licensed School Social Worker

Pickens Technical College has a Licensed Social Worker available to support students with social and emotional needs that may impact their well-being or ability to succeed in their program. The Licensed Social Worker provides short-term consultation, guidance, referrals to community resources, and connections to responsive support services.

Services may include social and emotional support, assistance navigating personal challenges, and referrals to outside agencies for additional resources.

Students who would like to meet with the Licensed Social Worker may visit the office located in Building B, scan the QR code on campus resource flyers, or contact Registration for assistance.

10.7 Aurora Mental Health Therapist

Pickens Technical College partners with Aurora Mental Health (AMH) to provide additional student support services on campus. An AMH therapist is available part-time to assist students with mental health and wellness needs.

Services may include brief mental health support, resource navigation, crisis support, and referrals to community-based counseling or behavioral health services when appropriate.

Students interested in meeting with the AMH therapist may visit the therapist's office located in Building B.

10.8 Campus Nurse

A campus nurse is available during regular hours to provide basic health services and support. Students needing first aid or health-related assistance may visit the nurse's office located in Building A.

10.9 Career Placement

A team of Career Advisors supports students in preparing for employment and connecting with career opportunities related to their program of study. They assist students with developing job readiness skills and transitioning from training to employment.

Services may include resume development, interview preparation, job search assistance, employer connections, and information about internships, apprenticeships, and work-based learning opportunities. Career Advisors also collaborate with employers and industry partners to identify employment opportunities and career pathways for Pickens students and graduates.

Students will engage with a Career Advisor through their programs and may schedule follow-up services as needed.

10.10 Student Resource Center

The Student Resource Center (SRC), located in Building B, provides a comfortable and functional workspace for students and staff. The SRC includes meeting rooms available on a first-come, first-served basis or by reservation, computers with printing access, a copier, and a casual seating area.

10.11 Testing Center

The Testing Center provides a secure and supportive environment for students completing assessments related to coursework, program requirements, and industry certifications.

Services may include entrance assessment testing, approved make-up exams, accommodated testing for students with approved accommodations, and proctoring for certification or program-related assessments.

Students should contact the Testing Center or their instructor for information regarding testing schedules, procedures, and any required documentation prior to their scheduled exam.

10.12 Student Commons and Cafeteria

The Student Commons is located in Building A and provides a shared space for students to relax, eat, and gather during breaks. The space includes the campus cafeteria.

Paragon Food Services provides breakfast and lunch options available for purchase. Meals are available to Pickens Technical College secondary and postsecondary students, William Smith High School students, and staff.

Vending machines are available for student use and are located in the main hallway of Building A and the hallway of Building B.

Students may bring outside food, beverages, or packed meals to enjoy in the Student Commons. All students are expected to help maintain a clean and respectful environment by properly disposing of trash and keeping shared spaces clean for others.

10.13 Pickens Perk Cafe

Pickens Perk Cafe is located in Building A within the Student Commons and offers a convenient on campus option for students and staff to enjoy Starbucks coffee and a variety of specialty beverages. The cafe provides a welcoming space to grab a drink before class, during breaks, or while studying in the commons area.

Student Commons: Pickens Perk

Available during Daytime blocks

Monday - Thursday

7:15 a.m. - 4:45 p.m.

Friday

7:15 a.m. - 4:00 p.m.

Students are encouraged to check posted signage or announcements for any updates to café hours or availability.

10.14 Student Credit Union

Pickens Technical College partners with a local credit union to offer students essential banking and financial literacy tools. Information on hours and enrollment is available at the Student Credit Union.

10.15 Lockers

Lockers may be assigned or available for student use in programs that require storage of tools, equipment, or personal items.

Hallway and classroom lockers are available for student use with the following requirements:

1. The student must report the locker number being used to the instructor for recording purposes.
2. Only Pickens-issued keyed-combination padlocks may be used to secure lockers.

All non-Pickens locks will be removed and cut off.

Pickens keyed-combination padlocks are available for purchase in the warehouse for \$5 plus tax.

Student Responsibilities

Students are responsible for:

- Keeping lockers clean and organized
- Properly securing lockers
- Removing all items at the end of the term
- Storing only school-appropriate materials

Pickens Technical College is not responsible for lost, stolen, or damaged items.

Prohibited Items

The following may not be stored in lockers:

- Weapons or dangerous items
- Alcohol, drugs, or prohibited substances
- Perishable food left for extended periods
- Hazardous or flammable materials unless instructor-approved

Violation may result in disciplinary action.

Locker Access & Inspection

Lockers remain property of the school and may be inspected by administration or campus security when there is reasonable cause to believe a safety or policy violation may exist.

Whenever practical, students will be notified.

End of Term

Students must empty lockers at the end of each semester or upon withdrawal. Unclaimed items may be discarded.

10.16 Kids Tech

Kids Tech provides high quality childcare and preschool for children ages 6 weeks through Pre-K.

Kids Tech is open 187 days per school year (Perfect for Teachers, Parents and Students) through-out the area (you do not have to work for or live in Aurora to attend Kids Tech.)

Child care services are extended to secondary parenting students, post-secondary parenting students who are enrolled in a certificated program at Pickens Technical College, Aurora Public Schools staff and community members. Child care services are arranged each semester on a first-come, first-served basis, assuming all eligibility requirements are met. Please call Phone: 303-344-4910 for more information.

Additionally, the school social worker can provide resources for childcare.

10.17 Career and Technical Student Organizations (CTSOs)

Professional organizations offer co-curricular activities which broaden and complement specific occupational areas. The activities are designed to build leadership skills while allowing members the opportunity to network and socialize. Students are encouraged to join any student organizations. Some students choose to participate in professional organizations, while others choose to participate in organizations directly related to their specific career.

The following student organizations, however, are broad based, encompassing a wide array of careers. Join today and make your education and training more meaningful! Student organizations at Pickens Technical College include: DECA (An Association of Marketing Students), FBLA (Future Business Leaders of America), HOSA (Health Occupation Students of America), and SkillsUSA (Career and Technical Student Organization).

10.17.1 Fundraising Activities

Fundraising activities may be conducted to support student organizations, Career and Technical Student Organization (CTSO) conferences, educational field experiences, and other approved student activities. All fundraising activities conducted on behalf of Pickens

Technical College students must receive prior approval from the Director or designated Assistant Director.

10.18 National Technical Honor Society (NTHS)

The National Technical Honor Society (NTHS) recognizes students who demonstrate academic excellence, leadership, and commitment to their technical education programs.

Students who achieve a semester GPA of 3.5 or higher and earn no failing grades (F) in credit-bearing courses within their program during a single semester of enrollment may be eligible for membership. Eligible students may choose to join NTHS upon invitation and completion of membership requirements.

Invitations are distributed to eligible first-semester students in February. Invitations for eligible second-semester students are mailed in June after final semester grades have been posted and eligibility has been confirmed.

SECTION 11: Student Expectations & Safety

11.1 Student Rights & Responsibilities

Pickens Technical College is committed to providing a safe, respectful, inclusive, and professional learning environment where all students can develop the technical skills, knowledge, and workplace behaviors necessary for career success. As a Career and Technical Education (CTE) institution, Pickens prepares students for professional environments where safety, accountability, communication, teamwork, and ethical behavior are essential.

Students are expected to contribute to a positive learning environment by demonstrating professionalism, respect, integrity, responsibility, and accountability. The expectations outlined in this section apply to all College activities, including classes, laboratories, clinical experiences, campus events, field experiences, and other College-sponsored activities.

Students are responsible for becoming familiar with and following all College policies, procedures, and expectations as published in the College Catalog, Student Handbook, [Safe Schools Policies and Procedures Handbook](#), course syllabi, and other official College communications. This includes, but is not limited to, attendance requirements, withdrawal procedures, refund policies, academic expectations, safety requirements, and standards of student conduct.

Pickens Technical College follows Aurora Public Schools Board policies and regulations related to student conduct and discipline, including Board Policy [JK.1](#) and the accompanying District Conduct and Discipline Code. These expectations apply to student conduct on campus, in classrooms, laboratories, clinical environments, College-sponsored activities, and other school-related settings.

Students are expected to demonstrate professionalism, respect, integrity, responsibility, and accountability in their interactions with instructors, staff, classmates, industry partners, and members of the community. Behavior that disrupts the learning environment, compromises safety, or violates the Aurora Public Schools Conduct and Discipline Code may result in disciplinary action, up to and including removal from a program or the College. Certain violations may also be referred to appropriate authorities when required.

11.2 Student Safety Responsibilities

Pickens Technical College is committed to maintaining a safe campus environment that supports student learning, professional development, and student well-being. Students are

responsible for practicing safe work habits, following all safety instructions and procedures, and contributing to a safe and productive learning environment.

Students are responsible for carrying their own health and accident insurance and for any expenses incurred, including emergency medical services.

Students are expected to:

- Follow all safety instructions, procedures, and standard practices for classrooms, laboratories, shops, and clinical environments.
- Recognize and report unsafe conditions, hazards, or unsafe work practices to an instructor or appropriate staff member.
- Use protective equipment, tools, machinery, and other safety resources as designed and only when properly trained and authorized.
- Avoid operating equipment or using tools without appropriate training, authorization, or supervision.
- Report all injuries, accidents, or exposure to hazardous materials to an instructor as soon as possible.
- Understand and follow applicable safety information, including the location and use of Safety Data Sheets (SDS) when required.

Failure to follow safety expectations may result in corrective action, including a Student Behavior Contract and/or disciplinary action, up to and including removal from the program or College.

Additional safety expectations and procedures are outlined in the [Safe Schools Policies and Procedures Handbook](#) and program-specific safety guidelines provided by instructors.

11.3 Identification Badges

To maintain a secure environment for our community, all staff, students, and campus visitors (including guests, contractors, and family members) must visibly display or wear an official ID.

Students

All students are expected to visibly wear or display their official student identification card at all times while on campus grounds, in campus buildings, and at university-sponsored events. The ID should be worn on a lanyard, clipped to clothing, or otherwise clearly visible above the waist. Students who do not have a visible Pickens ID badge will be directed to the Registration Office to obtain a temporary ID at no cost or a replacement ID for a fee.

Visitors

All visitors are required to complete the following check-in process immediately upon arrival:

- Sign In at Building A: All visitors must report directly to the main reception desk in Building A to sign into the guest log. Please be prepared to present a valid form of identification.
- Visitor ID Issuance: Upon signing in, you will be issued a temporary Visitor ID badge.
- Visible Display: This Visitor ID must be worn and clearly displayed at all times while you are on campus grounds or inside university buildings.

11.4 Professional Conduct & Dress

Pickens Technical College maintains high expectations for professional conduct and workplace readiness. As a Career and Technical Education (CTE) institution, Pickens prepares students for professional environments where communication, responsibility, accountability, safety, and professional presentation are essential.

Students are expected to demonstrate professional behavior, respect, integrity, and responsibility in their interactions with instructors, staff, classmates, industry partners, and members of the community. When challenges arise, students are encouraged to address concerns appropriately, learn from experiences, and develop the professional skills and behaviors necessary for success in their chosen career field.

11.4.1 Student Attire

Students are expected to dress appropriately for their program, learning environment, and future workplace expectations. Because many Pickens programs simulate professional work environments, students should wear attire that supports safety, participation, and industry standards.

Some programs require specific attire, uniforms, or personal protective equipment (PPE), including items such as safety glasses, protective clothing, gloves, or other required equipment. Instructors will review program-specific requirements during orientation and throughout the program, including information regarding required items and purchasing options.

Students are responsible for meeting program-specific dress and safety requirements to participate fully in classroom, laboratory, clinical, and workplace learning experiences.

Students who require disability-related or religious accommodations related to dress or required attire may contact the Office of Disability Services for support through the accommodation process.

11.4.2 Clothing and Personal Items Not Permitted

Clothing, accessories, or personal items that are unsafe, disruptive, or inconsistent with a professional learning environment are not permitted. This includes, but is not limited to:

- Clothing that exposes traditionally private areas of the body in a manner that is inappropriate for the learning environment.
- Clothing, accessories, jewelry, or personal items containing words, images, symbols, or messages that:
 - Are sexually explicit or suggestive.
 - Promote or reference drugs, alcohol, or illegal activity.
 - Contain obscene, profane, or threatening language.
 - Promote hate, discrimination, or violence.
 - Create a disruption or safety concern within the learning environment.

11.4.3 Gang Related Dress and Behaviors

Pickens Technical College prohibits gang-related activity, symbols, and behaviors that disrupt the safety and learning environment of the College.

Students may not display symbols, gestures, markings, apparel, or behaviors intended to represent gang affiliation or promote gang-related activity. This includes, but is not limited to, gang-related clothing, symbols, hand signals, graffiti, or other forms of expression that create a safety concern or interfere with the educational environment.

Gang-related markings or graffiti found on College property may be documented and removed. Information may be used as part of disciplinary processes or referred to appropriate authorities when required.

Students who engage in prohibited gang-related activity, display gang-related symbols, or participate in related behaviors may be subject to disciplinary action.

11.4.4 Dress Code Expectations

Students are expected to comply with professional attire expectations, safety requirements, and program-specific dress standards.

If a student is found to be in violation of dress expectations:

- The student will be notified of the concern and the reason the attire does not meet safety or professional expectations.

- The student may be required to correct the concern before participating in class or program activities.
- A conference with an instructor, administrator, or other appropriate College staff member may occur when additional discussion is needed.
- For secondary students, a parent or guardian may be contacted when appropriate in accordance with Aurora Public Schools procedures.
- Repeated or significant violations may result in disciplinary action, up to and including removal from the program or College.

Students who disagree with a dress code decision may request a review by the appropriate administrator.

11.5 Student Conduct and Discipline

Pickens Technical College is committed to maintaining a safe, respectful, and productive learning environment for all students, staff, and visitors. Students are expected to conduct themselves in a professional manner that supports learning, safety, and positive relationships throughout the College community.

Participation in Pickens programs requires students to demonstrate maturity, responsibility, and respect for others. Students are expected to follow College policies and procedures, respect the rights of others, and comply with applicable laws and standards of conduct.

Interference with the educational process, campus operations, or the safety and well-being of others is considered unacceptable conduct and may result in disciplinary action, up to and including removal from a program or the College.

The goal of discipline is to support student growth, accountability, and positive behavior change. Pickens administrators and instructors will work with students to address concerns, resolve conflicts, and develop appropriate solutions whenever possible.

11.5.1 Conduct Subject to Disciplinary Action

Students may be subject to disciplinary action for conduct that includes, but is not limited to, the following:

- Possession of weapons or dangerous items prohibited by law or College policy on campus or at College-sponsored activities.
- Physical abuse, threats, intimidation, or conduct that endangers the health, safety, or well-being of others.
- Disorderly, disruptive, lewd, indecent, or obscene conduct on College property or during College activities.

- Unlawful use, possession, distribution, or being under the influence of drugs or alcohol on College property or during College activities.
- Theft, vandalism, misuse, or damage of College, student, staff, or visitor property.
- Unauthorized entry to or use of College facilities, equipment, or resources.
- Dishonesty, providing false information, or misrepresentation to the College.
- Forgery, alteration, or misuse of College documents, records, identification, or other official materials.
- Failure to comply with reasonable directions from authorized College personnel performing assigned duties.
- Obstruction or interference with academic, administrative, or College operations.
- Violation of the College Tobacco-Free Policy.
- Misuse of computers, internet access, or other College technology resources.
- Harassment, intimidation, discrimination, bullying, or other behaviors that negatively impact students, staff, or visitors.
- Clothing, messages, or personal items that violate professional dress expectations or create a disruption or safety concern.
- Failure to comply with program-specific expectations or safety requirements.
- Violation of classroom or program expectations regarding personal electronic devices. Cell phone and electronic device expectations may vary by program; instructors will communicate program-specific guidelines and students should refer to course syllabi for additional expectations.

Disciplinary responses may vary based on the nature and severity of the concern and may include corrective actions, conferences, behavior contracts, removal from class or activities, suspension, or dismissal from a program or the College.

11.5.2 Progressive Discipline Process

When student behaviors negatively impact the learning environment, safety, or the ability of others to learn, Pickens Technical College may use a progressive discipline process to support accountability, behavior change, and student success. The level of response will depend on the nature, severity, and frequency of the behavior. Serious incidents may require immediate administrative action and may not follow each step of the progressive process.

Step 1: Initial Intervention – Reminder of Expectations

The instructor will provide a clear and respectful reminder of the expected behavior, explain the impact of the behavior on the learning environment, and provide an opportunity for the student to correct the concern. The instructor will document the concern and the steps taken to support improvement.

Step 2: Private Conference and Behavior Support Plan

The instructor will meet privately with the student to discuss the concern, share observations, listen to the student's perspective, clarify expectations, and identify strategies

for moving forward. The instructor may develop a plan with the student to support improved behavior and will document the concern and interventions provided.

Step 3: Administrative Support

If the behavior continues or expectations are not met, the instructor will involve the program administrator to provide additional support, review concerns, and determine appropriate next steps. The instructor will document the behavior and their steps to redirect.

Step 4: Behavior Improvement Plan

When additional support is needed, the instructor and administrator may develop a formal Behavior Improvement Plan outlining expectations, supports, timelines, and potential consequences if improvement does not occur. For secondary students, parent/guardian involvement may occur when appropriate in accordance with Aurora Public Schools procedures.

Failure to meet the expectations outlined in a Behavior Improvement Plan may result in additional disciplinary action, up to and including dismissal from a program or the College.

Administrative Action for Serious Incidents

Some behaviors require immediate administrative involvement and may not follow the progressive discipline process. If a student engages in behavior that impacts the safety, health, or welfare of students, staff, or visitors, the instructor or supervisor will immediately contact an administrator.

Administrators have the authority to determine appropriate responses based on the circumstances of the incident. Responses may include, but are not limited to:

- Removal from class or program activities.
- Temporary changes to student participation or learning arrangements.
- Suspension or other disciplinary action in accordance with Aurora Public Schools policies and procedures.
- Dismissal from the program or College.

Emergency situations or behaviors that pose a threat to the health, safety, or welfare of students, staff, or visitors will be addressed immediately by administration.

11.6 Drug-Free Campus

Pickens Technical College is committed to maintaining a safe, healthy, and productive learning environment for all students, staff, and visitors. The College complies with applicable federal, state, and local laws regarding the unlawful possession, use, distribution, or manufacture of controlled substances and alcohol.

Students are expected to comply with all Drug-Free Campus and Tobacco-Free Campus policies while participating in Pickens programs, attending classes, using College facilities, or participating in College-sponsored activities. Violations may result in disciplinary action in accordance with Aurora Public Schools policies and procedures.

Possession, use, distribution, or being under the influence of illegal drugs, controlled substances, alcohol, or prohibited substances on campus or at College-sponsored activities may result in disciplinary action, up to and including suspension, removal from a program, or removal from the College. Violations may also be referred to appropriate authorities when required by law.

Pickens recognizes that students may experience challenges related to substance use and is committed to connecting students with appropriate support and resources while maintaining a safe and drug-free learning environment.

11.6.1 Student Support for Substance Use Concerns

Students seeking assistance or support related to substance use concerns are encouraged to contact appropriate College support services. When appropriate, Pickens will provide guidance, referrals, and available resources while respecting student privacy in accordance with applicable requirements.

11.6.2 Drugs and Alcohol

Students may not possess, use, distribute, manufacture, or be under the influence of illegal drugs, controlled substances, alcohol, or drug-related paraphernalia on campus or during College-sponsored activities.

Prohibited substances include, but are not limited to:

- Illegal drugs or controlled substances.
- Synthetic or imitation drugs.
- Alcoholic beverages.
- Drug paraphernalia associated with illegal substance use.

Possession includes having a prohibited substance on one's person, in personal belongings, or in areas under the student's control.

11.6.3 Under the Influence

A student may be referred to administration when there is reasonable concern that the student is under the influence of drugs or alcohol. Indicators may include, but are not limited to, observed behavior, physical symptoms, impairment, or the odor of a prohibited substance.

Students determined to be under the influence of drugs or alcohol may be removed from the learning environment and may be subject to disciplinary action.

11.6.4 Possession of Illegal Drugs, Drug Paraphernalia, or Alcohol

The possession, use, distribution, sale, or being under the influence of marijuana or marijuana-containing products is prohibited on the Pickens Technical College campus and during College-sponsored activities.

Although marijuana is permitted under Colorado law for certain purposes, federal law and school policies prohibit marijuana on school property. A medical marijuana authorization does not permit possession or use on campus.

Violations may result in disciplinary action in accordance with Aurora Public Schools policies and procedures.

11.6.5 Marijuana and Marijuana-Containing Products

The possession, use, distribution, sale, or being under the influence of marijuana or marijuana-containing products is prohibited on the Pickens Technical College campus and during College-sponsored activities.

Although marijuana is permitted under Colorado law for certain purposes, federal law and school policies prohibit marijuana on school property. A medical marijuana authorization does not permit possession or use on campus.

Violations may result in disciplinary action in accordance with Aurora Public Schools policies and procedures.

11.6.6 Tobacco-Free Campus

Due to Colorado State Law and Aurora Public Schools District policy, Pickens Technical College is a tobacco-free campus.

The use or distribution of tobacco products, nicotine products, or electronic smoking devices is prohibited on Aurora Public Schools property regardless of the day or time. Tobacco use is not permitted anywhere on campus, including inside private vehicles parked on campus.

11.6.7 Smoking

Smoking is prohibited anywhere on Aurora Public Schools property at any time, including inside vehicles parked on campus.

For the Pickens Technical College campus located on the east side of Airport Boulevard, the property boundaries extend from 6th Avenue south to CenterTech Parkway.

Smoking is permitted only:

- Beyond the fence gate opening at the north end of the North Parking Lot; or

- On the Airport Boulevard sidewalk south of the chain-link fence located south of William Smith High School.

Electronic cigarettes, vaping devices, and non-tobacco cigarettes are not permitted on campus because they may be difficult to distinguish from tobacco cigarettes at a distance and are prohibited under campus tobacco-free expectations.

11.7 Student Possessions, Valuables, and Theft

Students are responsible for the security and care of their personal belongings while on the Pickens Technical College campus. The College does not assume responsibility for the loss, damage, or theft of personal items, including but not limited to cell phones, tablets, laptops, iPads, headphones, electronic devices, tools, or other personal property.

Students are strongly encouraged to leave valuable items at home whenever possible. Staff members cannot accept responsibility for storing or safeguarding student belongings, and students should not request that employees hold personal items for safekeeping.

Students may bring backpacks, gym bags, totes, or similar items needed for their coursework and program activities. Students are responsible for keeping track of their belongings while on campus.

If an item is lost or suspected to be stolen, students should report the concern to their instructor and/or College administration as soon as possible. While the College may assist with reporting and documentation, students should understand that recovery of lost or stolen personal property cannot be guaranteed.

Items found on campus are turned in and held at the following locations:

- Main Office – Building A
- Registration Office – Building B

Students who have lost by personal belongings should check these locations for recovered items.

11.7.1 Search and Seizure

Pickens Technical College follows Aurora Public Schools Board of Education Policy JIH regarding student searches and the seizure of unauthorized or illegal items.

When reasonable grounds exist, school personnel may conduct searches of students and student property, including personal belongings, vehicles, lockers, or other areas under a student's control, in accordance with applicable policies and legal requirements.

Searches may occur on school premises, in school vehicles, or during school-sponsored activities when there is reasonable suspicion that a student may possess items that violate school policies, district policies, or applicable laws.

School officials may seize items that are illegal, unauthorized, or otherwise prohibited. Pickens Technical College is committed to maintaining a safe and secure learning environment while respecting student rights and following established procedures.

11.8 Non-Enrolled Minors on Campus

To maintain a safe, focused, and professional learning environment, non-enrolled minors are not permitted on campus during instructional hours, program activities, or staff work hours unless they are participating in an approved College activity or are accompanied through established visitor procedures.

Students are responsible for making appropriate arrangements for childcare and ensuring that children or other dependents do not disrupt instruction, program activities, or campus operations.

This expectation supports a safe, productive, and professional environment for all members of the Pickens Technical College community.

11.9 Transportation Expectations for Pickens Technical College

Students are responsible for arranging transportation to and from Pickens Technical College unless transportation is provided through an approved Aurora Public Schools (APS) transportation service.

Postsecondary Students

Postsecondary students must provide their own transportation to and from Pickens Technical College.

Secondary Student Transportation

APS secondary students enrolled at APS Avenues, Aurora West College Preparatory Academy (AWCPA), Aurora Central High School, Gateway High School, Hinkley High School, Rangeview High School, Vista Peak Preparatory, or William Smith High School may be eligible for district-provided transportation between their home high school and Pickens Technical College on regularly scheduled school days.

Transportation schedules are established by APS. Students who miss their assigned APS transportation are responsible for arranging their own transportation to Pickens or back to their home high school. Buses will not return for students who miss scheduled transportation and will not be held for late arrivals.

Outlying and Charter School Students

Students attending APS charter schools other than those listed above, as well as students who reside outside the APS transportation zone, are responsible for providing their own transportation to and from Pickens Technical College.

11.10 Field Trip Transportation

Field trips are an extension of classroom learning and provide students with opportunities to connect their program instruction with real-world experiences, industry practices, and career exploration. Pickens Technical College field trips are planned to support program learning objectives and are conducted in accordance with Aurora Public Schools Board Policy [UJOA](#) – Field Trips.

All Pickens-sponsored field trips require appropriate approval, planning, supervision, and safety procedures. Students participating in field trips are expected to follow all College expectations for professional conduct, attendance, safety, and behavior. Students may be excluded from field trip participation if their behavior presents a safety concern or does not meet program or College expectations.

For secondary students, required permission procedures will be completed prior to participation. Students are expected to follow all transportation and supervision requirements established for the field trip.

Transportation Expectations

Secondary students participating in Pickens-sponsored field trips must use approved APS transportation when transportation is provided by the College or District.

Postsecondary students may be permitted to provide their own transportation to an approved field trip destination when authorized by the College. Postsecondary students may not transport other currently enrolled Pickens students in personal vehicles for College-sponsored field trips.

Students must remain with the approved field trip group unless released through established College procedures. Safety, supervision, and adherence to College expectations remain priorities for all field trip activities.

11.11 Public Transportation Access

Pickens Technical College is accessible by Regional Transportation District (RTD) public transit. The campus is currently served by RTD Route 169 (Buckley Road), which includes a stop near the College.

Students are encouraged to use the RTD [route planner](#) or current route schedules to identify the most convenient public transportation options to and from campus. Because routes and schedules may change, students should verify service information before traveling.

11.12 Parking

11.12.1 Parking Lot

Students may park only in designated student parking areas. To help maintain a safe campus environment, students are not permitted to loiter in parking lots or remain in parked vehicles during the instructional day except when arriving on or departing from campus.

The campus speed limit is 5 miles per hour (5 mph). Students are expected to operate their vehicles safely and courteously at all times. Reckless driving, excessive speed, cruising through parking lots, or parking in unauthorized areas may result in the loss of campus parking privileges and/or additional disciplinary action.

Pickens Technical College is not responsible for the loss of or damage to personal property, including vehicles, motorcycles, bicycles, or their contents, while parked or operated on campus.

11.12.2 Parking Permits

For safety and security purposes, all students who park on campus must register their vehicle and obtain a Pickens Technical College parking permit.

Parking permits are issued during the Photo ID process and are also available through the Registration Office. To register a vehicle, students must provide:

- Proof of current vehicle insurance.
- The vehicle's license plate number.
- The vehicle's make, model, and color.

Vehicles parked on campus must display the College-issued parking permit on the front windshield in accordance with College instructions and without obstructing the driver's view.

Vehicles parked on campus without a valid parking permit or in violation of parking regulations may receive a warning and may be towed at the owner's expense. Students are responsible for all towing and related fees.

SECTION 12 - Campus Safety & Security

12.1 Emergency Procedures

The safety and security of students, employees, and visitors is a shared responsibility. Pickens Technical College maintains emergency response procedures designed to protect the campus community and promote an effective response during emergencies.

Students are responsible for becoming familiar with the emergency procedures outlined in the [Aurora Public Schools Emergency Procedures Guidebook](#) and for following the directions of College employees, emergency responders, and public safety officials during any emergency or safety event. Instructors will review emergency procedures with students during the first week of each semester and as needed throughout the academic year.

Pickens Technical College follows the Standard Response Protocol (SRP) developed by the I Love U Guys Foundation and adopted by Aurora Public Schools. The Standard Response Protocol establishes consistent actions to be used during emergency situations to help ensure the safety of students, employees, and visitors.

The Standard Response Protocol is outlined below.

Hold	In your room or area. Clear the halls.
Secure	Get Inside. Lock outside doors.
Lockdown	Locks, lights, out of sight.
Evacuate	To the announced location
Shelter	Using the announced hazard and strategy

12.2 Campus Monitor

Campus Monitors help maintain a safe, secure, and orderly environment that supports teaching, learning, and student success. They assist students, employees, and visitors while helping ensure compliance with College safety procedures.

Campus Monitors are responsible for monitoring campus access, verifying student and visitor identification, monitoring parking areas, and responding to safety concerns. Students are expected to display their Pickens Technical College Photo ID while on campus and to cooperate with reasonable requests made by Campus Monitors in support of campus safety and security.

12.3 Student Right-to-Know & Campus Security Act

12.3.1 Clery Act Notifications and Compliance

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Pickens Technical College provides timely and accurate information regarding campus safety and security.

Annual Security Report (ASR)

Each year, Pickens Technical College publishes an Annual Security Report (ASR) that includes:

- Campus security policies and procedures.
- Crime prevention and safety information.
- Three years of campus crime statistics, as required by federal law.

The Annual Security Report is available on the College website. Printed copies may be requested through the Administration Office.

12.4 Security Awareness

Campus safety is a shared responsibility. Pickens Technical College is committed to providing a safe learning environment through security procedures, employee supervision, controlled building access, and partnerships with local law enforcement.

To support campus safety:

- Students have access to instructional areas only under the supervision of College personnel or as authorized for their program.
- Visitors must check in at the Main Office in Building A and obtain appropriate visitor identification.
- Campus buildings remain secured, with designated entrances available during operating hours. Students use their assigned access credentials, when applicable, to enter authorized buildings.
- Campus parking areas are monitored for safety and security concerns.
- Criminal activity, suspicious behavior, or safety concerns should be reported immediately to a Campus Monitor or College administrator.
- When appropriate, the College will notify the Aurora Police Department and/or the Arapahoe or Adams County Sheriff's Office.

Students can also help maintain a safe campus by:

- Locking vehicles and securing personal belongings.
- Remaining aware of their surroundings.
- Walking with others whenever possible, particularly after evening classes.

- Promptly reporting suspicious persons or activities.
- Providing as much information as possible when reporting an incident, including descriptions of individuals or vehicles involved.

12.5 Reporting Criminal Incidents

Pickens Technical College encourages students, employees, and visitors to report criminal activity, suspicious behavior, or emergencies immediately.

Reports should be made to a Campus Monitor, instructor, administrator, or other College employee as soon as possible. When appropriate, College personnel will notify the appropriate law enforcement agency.

The College maintains records of reportable criminal activity in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other applicable federal and state requirements.

12.6 Reporting Inappropriate Actions

Maintaining a respectful and safe learning environment is a shared responsibility. Students and employees are encouraged to report conduct that is inappropriate, disruptive, threatening, discriminatory, or otherwise inconsistent with College expectations.

Concerns may be reported to an instructor, Campus Monitor, administrator, or other College employee.

Anonymous reports may also be submitted through Safe2Tell Colorado by calling 1-877-542-SAFE (7233) or by submitting a report through the Safe2Tell reporting system.

When appropriate, Pickens Technical College will cooperate fully with law enforcement agencies during investigations in accordance with Aurora Public Schools policies and applicable law.

SECTION 13 - Conduct, Title IX, Complaints, & APS Policies

Pickens Technical College is committed to providing a learning and working environment that is safe, respectful, inclusive, and free from discrimination, harassment, and retaliation. The College expects all students, employees, and visitors to contribute to an environment that supports learning, mutual respect, and equal opportunity.

Students who believe they have experienced discrimination, harassment, sexual misconduct, or retaliation are encouraged to report their concerns promptly so the College can respond appropriately, provide supportive measures, and take action consistent with applicable laws and Aurora Public Schools policies.

13.1 Notice of Non-Discrimination

Aurora Public Schools and Pickens Technical College are committed to providing equal access to educational programs, activities, employment, and facilities. The District does not discriminate on the basis of race, color, age, creed, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, pregnancy or conditions related to pregnancy or childbirth, disability, genetic information, or the need for special education services. Aurora Public Schools also provides equal access to the Boy Scouts and other designated youth groups.

Career and Technical Education programs are offered without discrimination based on any protected characteristic. Aurora Public Schools complies with all applicable federal and state nondiscrimination laws, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the Age Discrimination Act.

Questions, concerns, complaints, or requests for additional information regarding discrimination, harassment, Title IX, ADA, or Section 504 should be directed to the District's designated compliance officer:

Tamara Hart
Phone: (303) 344-4910 ext. 27861
Email: thart@aurorak12.org

or

Betsy Smith
Phone: (303) 915-9438
Email: complianceofficer@aurorak12.org

If a designated compliance officer is unavailable or unable to serve, the Superintendent or designee will appoint another qualified administrator to fulfill these responsibilities. This notice is available in alternative formats upon request.

13.2 Harassment and Discrimination

The Aurora Public Schools Board of Education believes that all students are entitled to learn in an educational environment free from discrimination, harassment, intimidation, and retaliation. Harassment based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, disability, or any other protected characteristic is prohibited.

Aurora Public Schools promptly investigates reports of discrimination and harassment and takes appropriate corrective action in accordance with Board policy and applicable law. Students who believe they have experienced or witnessed discrimination or harassment are encouraged to report the incident to a Pickens Technical College administrator or directly to one of the District's designated compliance officers listed in Section 13.1.

Additional information, including Aurora Public Schools Board Policy JBB and related procedures, is available on the Aurora Public Schools website (www.aurorak12.org).

13.3 Student Grievance Procedure

13.3.1 What is a Grievance?

A grievance is a formal complaint submitted by a student who believes a College policy or procedure has been applied unfairly or improperly. Grievances may involve concerns related to administrative decisions, non-academic matters, or other issues affecting the student's educational experience.

Note: Complaints involving discrimination, harassment, sexual misconduct, or retaliation should be reported using the procedures outlined in Section 13.4 (Title IX) and Sections 13.1 - 13.2 of this catalog.

13.3.2 Why Report a Grievance?

Pickens Technical College encourages students to raise concerns when they believe a problem exists. The grievance process provides an opportunity for concerns to be reviewed fairly, promotes open communication, and helps the College identify opportunities to improve programs, services, and the student experience.

Students who submit a grievance in good faith will not be subject to retaliation.

13.3.3 Resolution Steps – General Student Grievances

Students are encouraged to resolve concerns by first discussing them with the individual or office most directly involved whenever appropriate. If the concern cannot be resolved, students should follow the process outlined below.

Filing Deadline: Formal written grievances must be submitted within 30 calendar days of the date of the incident or disputed action occurred.

Step 1: Informal Resolution

Contact: Program Instructor or appropriate staff member

Action: Students should first discuss the concern directly with the individual involved in an effort to reach an informal resolution.

Step 2: Program Review (Formal Written Complaint)

Contact: Assistant Director

Action: If the concern is not resolved, the student may submit a written grievance to the appropriate Assistant Director or Director. Students should include a description of the concern, relevant dates, and any supporting documentation.

Timeline: The Assistant Director will investigate and provide a written decision to the student within 10 business days of receiving the formal grievance.

Step 3: Executive Review(Final Appeal)

Contact: Director

Action: If the student believes the matter remains unresolved after the Step 2 program review, the grievance may be submitted to the Director (or designee) for final institutional review.

Timeline: The Director will review the appeal and issue the final institutional written decision within 15 business days of receipt.

Complaints involving discrimination, harassment, Title IX, ADA, or Section 504 issues should be reported directly to the District Compliance Officer using the procedures described in Section 13.1.

13.3.4 External Remedies and Accrediting Bodies

If a student believes their concern has not been resolved through Pickens Technical College's internal grievance process, or if the concern falls under the jurisdiction of an external agency, the student may contact the appropriate organization listed below.

Council on Occupational Education (COE)

The Council on Occupational Education (COE) is Pickens Technical College's institutional accrediting body. Students may submit complaints to COE regarding concerns related to the College's compliance with applicable accreditation standards and requirements.

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898

Colorado Division of Private Occupational Schools (DPOS)

Students may file a written complaint online with DPOS. By state statute, there is a two-year limitation on the Division taking action on student complaints, beginning from the student's last date of attendance.

Address: 1600 Broadway, Suite 2200, Denver, CO 80202

Phone: (303) 862-3001 | Website: higherred.colorado.gov/dpos

Colorado Community College System (CCCS)

Students may contact the Colorado Community College System regarding grievances related to state-level Career and Technical Education (CTE) standards and requirements.

Website: cccs.edu

Office for Civil Rights (OCR)

Students who believe they have experienced discrimination, harassment, or violations of civil rights protections, including those related to disability rights, may contact the U.S. Department of Education Office for Civil Rights.

Office for Civil Rights – Denver Office
1244 Speer Boulevard, Suite 310
Denver, CO 80204
Phone: (303) 844-5695

State Regulatory Agencies

Students enrolled in programs requiring state licensure or certification (such as Cosmetology, Nursing, or Veterinary Assistant) may also contact the applicable Colorado state regulatory agency regarding concerns related to professional licensing or program requirements.

13.4 Title IX

Pickens Technical College prohibits discrimination and harassment on the basis of sex, including pregnancy and parental status, in its educational programs and activities in accordance with Title IX of the Education Amendments of 1972 and applicable federal and state laws.

Pickens Technical College (PTC) is dedicated to providing a safe, fair, and respectful learning environment. We strictly prohibit discrimination and harassment based on sex, as well as all forms of sexual misconduct—including sexual assault, dating or domestic violence, stalking, and sexual exploitation.

If you experience or witness any of these behaviors, PTC will respond promptly and equitably to support you.

13.4.1 Definition of Consent

What is Consent?

Consent is a clear, voluntary, and mutual agreement to participate in a specific act. Consent is not valid if a person is incapacitated (due to alcohol, drugs, sleep, etc.), coerced, threatened, or unable to understand the act. Silence or a lack of resistance does not equal consent.

13.4.2 What to Do If You Experience Sexual Misconduct

If you experience sexual misconduct, you are highly encouraged to take the following steps as soon as possible:

1. Seek medical attention immediately if needed.
2. Preserve physical evidence (such as clothing, texts, or messages) whenever possible.
3. Speak with a trusted person or a confidential support resource.
4. Report the incident to the Title IX Coordinator, a college administrator, and/or law enforcement. You always have the right to choose whether or not to involve law enforcement.

13.4.3 Good Samaritan / Amnesty Statement

Pickens Technical College encourages students to report incidents of sexual misconduct and seek assistance without fear of disciplinary consequences related to their own minor alcohol or drug violations that occurred at or near the time of the incident.

Students who report sexual misconduct or assist another individual in seeking help will not face disciplinary action for minor alcohol or drug violations related to the incident, consistent with applicable law and Aurora Public Schools policies.

This amnesty provision does not apply to other violations of College policies or conduct that may pose a threat to the safety and well-being of others.

13.4.4 Key Contacts and Support Resources

Reports of sexual harassment, sexual misconduct, or other concerns related to Title IX may be submitted to the Title IX Coordinator or a Pickens Technical College administrator. Prompt reporting helps ensure that concerns are reviewed and addressed in a timely and effective manner.

Title IX Coordinator Contact

Tamara Hart, TOSA, Admin Support

500 Airport Blvd, Aurora, CO 80011

Location: Building A

Email: thart@aurorak12.org

Phone: 303-344-4910 ext 27861

Or

Betsy Smith

Phone: (303) 915-9438

Email: complianceofficer@aurorak12.org

The Title IX Coordinator is responsible for coordinating the College's efforts to comply with Title IX and applicable regulations, including responding to reports of sexual harassment, sexual misconduct, and sex-based discrimination.

Students may also contact the following individuals for assistance, support, or help connecting with appropriate resources:

Pickens Technical College Administration

Kewanna Cigales, Assistant Director

Location: Building A

Phone: 303-344-4910 ext.27726

kacigales@aurorak12.org

Pickens Campus Nurse

Confidential Campus Resource

Lorraine Martinez

Location: Building A

Phone: 303-344-4910 ext.27704

lmartinez@aurorak12.org

Community & Crisis Resources

- National Sexual Assault Hotline: 1-800-656-4673
- The Blue Bench: Denver-based sexual assault support services
- Aurora Mental Health Crisis Line: 303-617-2300

13.4.5 Rights and Support for Individuals Involved in a Title IX Matter

Individuals involved in a Title IX matter have the right to:

- Access available support services, including counseling, medical, and advocacy resources
- Request supportive measures, including academic, work, or safety-related accommodations
- Report the concern to law enforcement or choose not to make a law enforcement report
- Participate in the process with an advisor of their choice, as permitted by applicable procedures
- File a complaint with the U.S. Department of Education Office for Civil Rights

13.4.6 Title IX Policy and Process

If you choose to file a formal complaint, the College and District follow a structured, impartial workflow to ensure a fair resolution:

- Immediate Action & Support: The Title IX Coordinator will acknowledge a report within 24 hours. We can immediately implement supportive measures—such as schedule adjustments, academic support, or school-level no-contact orders—regardless of whether you choose to pursue a formal investigation.
- Initial Assessment: Campus officials consult with the District within 24 hours to determine if the report falls under formal Title IX jurisdiction. (Non-Title IX incidents are handled through standard school disciplinary procedures).
- Impartial Investigation: If a formal investigation moves forward, a neutral District-level Investigator will collect evidence and interview both parties and witnesses. Both sides have an equal opportunity to present evidence. The District aims to complete investigations within 60 days.
- Confidentiality: Information is strictly limited to the individuals directly involved in resolving the case.
- Review Period: Both parties have 10 days to review and respond to the draft investigative report, and another 10 days to review the final report before a decision is made.
- Hearings (Post-Secondary Students): Post-secondary students can request a live or virtual hearing, including cross-examination handled by their chosen advisors.
- The Decision: A District Decision-Maker evaluates the evidence using the preponderance of evidence standard (meaning they determine if the violation is "more likely than not" to have occurred). Both parties receive a detailed written decision letter simultaneously.

Your Right to Appeal

Either party may submit a written appeal within 10 days of receiving the final decision. Appeals must be based on procedural mistakes, newly available evidence, or evidence of a conflict of interest/bias by the Title IX team. A completely new, neutral coordinator will review the appeal.

All Title IX records are stored securely for at least seven years in compliance with federal privacy laws (FERPA). You also always maintain the right to file a complaint directly with the U.S. Department of Education Office for Civil Rights.

13.5 Students Experiencing Homelessness – McKinney-Vento Act

Pickens Technical College recognizes that students experiencing homelessness or housing instability face unique barriers to accessing and completing their education. In accordance with the federal McKinney-Vento Homeless Assistance Act, eligible students have the right to receive support and services to ensure equal access to educational opportunities.

- For Secondary (High School) Students: Aurora Public Schools provides all federally mandated assistance and services required under the McKinney-Vento Act. Eligible

students have the right to participate fully in all school programs, receive assistance with enrollment, access educational services, and obtain transportation support when applicable. Students may not be denied enrollment based solely on a lack of required documentation, such as proof of residence or previous school records.

- For Postsecondary (Adult) Students: If you are an adult student experiencing housing instability, homelessness, or a sudden change in your housing status during the school year, you are encouraged to contact campus administration or financial aid for available institutional resources, community referrals, and supportive measures.

For more information regarding homelessness services and student rights under the McKinney-Vento Act, contact:

Aurora Public Schools McKinney-Vento Liaison

Metro Migrant Education Program | Aurora Public Schools

Phone: 303-344-8060 ext. 28426

13.6 Protection of Pupil Rights Act (PPRA) Notice

The Protection of Pupil Rights Amendment (PPRA) provides certain rights regarding student privacy, instructional materials, and the collection, disclosure, and use of student information.

PPRA requires institutional notification and, in certain circumstances, explicit consent or the opportunity to opt out before students participate in activities involving:

1. The collection, disclosure, or use of personal information for marketing, sales, or other commercial distribution purposes.
2. Protected-topic surveys requesting information regarding political affiliations, mental or psychological concerns, sexual behavior or attitudes, illegal or self-incriminating behavior, legally recognized privileged relationships, religious beliefs/practices, or income information (when not required by law for program eligibility).
3. Certain non-emergency, invasive physical examinations or screenings administered by the school that are not necessary to protect the immediate health and safety of students.

Parents and eligible students maintain the right to request to review applicable surveys, instructional materials, and related educational documents permitted under PPRA.

Transfer of Rights

- For Secondary Students: For students under the age of 18 enrolled through Aurora Public Schools, PPRA rights belong to the parent or legal guardian. These rights transfer directly to the student when they turn 18 or become an emancipated minor.
- For Postsecondary Students: Under federal law, all PPRA rights automatically transfer directly to the student once they enroll in a postsecondary program, regardless of age.

Aurora Public Schools and Pickens Technical College maintain strict policies to protect student privacy and comply with all PPRA requirements. Additional information regarding district policies is available at www.aurorak12.org.

Individuals who believe their rights under PPRA have been violated may file a formal complaint with:

Student Privacy Policy Office (SPPO)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

13.7 Senate Bill 03-072 / Sex Offender Notification

In accordance with Colorado Senate Bill 03-072, schools are required to notify families that information regarding registered adult sex offenders is available through local law enforcement agencies.

Members of the Pickens Technical College community who wish to access information regarding registered sex offenders may contact the appropriate local law enforcement agency based on their residence or the location of the College. Individuals requesting this information may be required to appear in person and provide proof of residency.

For additional information, contact:

Aurora Police Department
303-739-6050

Adams County Sheriff's Office
303-655-3488

Arapahoe County Sheriff's Office
720-874-3875

13.9 APS Specific Policies

For additional information regarding Aurora Public Schools policies and procedures, please review the [APS Family & Student Handbook](#) and applicable Board policies available through the Aurora Public Schools website.

Policies referenced throughout this catalog apply primarily to secondary students enrolled through Aurora Public Schools. Postsecondary students may also be subject to applicable district policies when participating in district-sponsored activities, services, or programs operated through Aurora Public Schools.