

## Student Contract

Please Print

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Please check only one box to indicate the appropriate selection for each category

**Student Enrollment** – I am enrolled in the:

- Web Development Program  
 Digital Design Program

**Student Registration Status** – I am registered as, and will attend this program:

- In-Class/Full-time     In-Class/Part-time  
 Online/Full-time     Online/Part-time

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### Program Requirements/Details

Please read the following and confirm all that apply by checking the appropriate box(es)

**Performance Expectations** – I fully understand that these programs:

- use an A - F letter grading structure.  
 are not self-paced; they have sequential, weekly deadlines that must be met in order to succeed.  
 have minimum performance and attendance levels that must be maintained in order to succeed.  
 enforce PTC's policy of mandatory student withdrawal, after seven consecutive absences.  
 like PTC, have no mechanism/procedure for allowing "excused" absences. In the event of unforeseen attendance conflict(s), withdrawal and re-registration are the only options for student reentry into a program.

**Performance Requirements** – I fully understand that:

- my grades will be determined by the amount of "quality" ( $\geq 70\%$ ) course work that I submit each week.  
 school schedules may vary from 25 - 28.75 hours per week (i.e. 5 - 5.75 hours per day).  
Therefore, depending on the current school schedule, I will complete (at a minimum):  
 25 - 28.75 hours of course work every week (if full-time).  
 12.5 - 14.375 hours of course work every week (if part-time).

**Grading/Submissions** – I fully understand that:

- I will submit my assignments digitally, as soon as they are completed, using Blackboard (LMS)  
 I am solely responsible for consistently reviewing my graded work/grades, using Blackboard (LMS)  
 I will review previous submissions and look for comments/grades to confirm that, either:  
A) the submitted work has successfully met specified requirements, or  
B) needs to be corrected and resubmitted.  
 instructor grading/support will occur only during regular in-class hours.

**Attendance Requirements** – I fully understand that:

- my attendance will be determined by my daily Blackboard login (and opening a lesson folder).
- I will login to Blackboard (and access a lesson) at least once, every school weekday (M-F).
- I am solely responsible for maintaining/reviewing my attendance/activity in Blackboard; missed or forgotten logins will not be “corrected” by an instructor.
- I will receive daily attendance credit based on my registration status:
  - 5 - 5.75 hours per day (if full-time)
  - 2.5 - 2.875 hours per day (if part-time)

**Online Requirements** – I fully understand that, if I am an online student:

- I am solely responsible for owning, and installing or having necessary access to, all of the hardware, software and Internet connectivity required to successfully complete my specific program.
- instructor grading/support will occur only during regular in-class hours.
- technical difficulties, hardware, software, or Internet malfunction(s) are unacceptable reasons for missing any deadlines.

**Course Communications** – I fully understand that:

- instructors regularly distribute information using email and Blackboard announcements.
- I am responsible for awareness, reading and comprehension, of course communications.
- I will read my email/announcements daily and, if required, respond in a timely manner.

**PTC Probations** – I fully understand that, for these programs (in any given term):

- if I fail to achieve, or exceed, 70% Grades, I will be placed on Academic probation.
- if I fail to achieve, or exceed, 70% Attendance, I will be placed on Attendance probation.
- financial aid providers may have much stricter requirements than 70% Grades/Attendance.
- if I am placed on probation for 2 consecutive terms I will be dropped from this program for 1 year.
- if I am placed on probation, as an online student, termination of my online status will result.

At such point, in order to continue/finish the program, I would be required to attend In-Class (regular class hours) at Pinellas Technical College, Clearwater campus.

**Certifications** – I fully understand that, for these programs:

- all Certification Exams must be taken on campus prior to a student’s completion/graduation date.
- no Certification Exams shall be provided to any student after his/her completion/graduation date.

**Course Content/Curriculum/Books/Tools/Supplies** – I fully understand that, for these programs:

- I am responsible for being prepared, every day, with the correct textbooks, tools, and supplies.
- to stay current with evolving technologies, specific courses/textbooks/etc. are subject to modification, deletion or replacement at any time.

*By signing below I acknowledge that I have read, fully understand, and hereby agree to, the program requirements and details listed above in this document.*

*Please Print*

Full Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_