

Academic Info

About Peninsula College

Our Mission, Core Themes, and Guiding Principles

Peninsula College educates diverse populations of learners through community-engaged programs and services that advance student equity and success.

Statement of Mission

Peninsula College Board of Trustees, August 2019

Core Themes

Advancing Student Success

Support students in achieving their educational goals

Achieving Academic Excellence

Provide engaging, high quality academic and professional-technical programs

Fostering Equity and Inclusion

Eliminate systemic disparities in educational outcomes

Strengthening Communities

Strengthens the economic and cultural vitality of its service region and beyond

Guiding Principles

The college community is guided by the following principles:

The teaching/learning process is at the center of the mission of Peninsula College.

Members of the campus community will treat each other with mutual respect and dignity.

Members of the campus community will be open and honest in their communications.

Members of the campus community will promote a positive work environment and avoid adversarial relationships.

Each member of the campus community will act ethically and with integrity.

The campus will engage in collaborative decision-making processes.

Peninsula College Board of Trustees

Mike Glenn, Chair

Dwayne Johnson, Vice Chair

Claire Roney, Member

Michael Maxwell, Member

Joe Floyd, Member

pencol.edu/aboutpc/board

About Peninsula College

At Peninsula College, our unique environment encourages you to explore new possibilities. We're innovative and student-centered with excellent faculty and small classes. Our learning facilities feature striking architecture and classrooms with advanced instructional technology and equipment. We offer international learning experiences and are actively involved in our local community. What's more, we provide many extra-curricular opportunities: championship athletic teams, student clubs and activities, and an array of cultural and fine arts events throughout the year.

Areas of Study

When you have a clear college plan, you're more likely to achieve your academic goals and save yourself time and money in the process. With this in mind, we've adopted a Guided Pathways approach to help you complete programs faster.

By grouping courses together in a clear path, you're able to make the most efficient use of your time, whether you're working toward a career immediately after graduation, or transferring to a university to continue your education. Advisors will work closely with you to identify your path, keep you on it, and help you graduate sooner.

With a particular focus on low-income, first-generation students and students of color, Washington's state-wide Guided Pathways efforts aim to help more of our students earn credentials to prepare them to enter careers in higher-paying, high-demand fields.

Under Guided Pathways you'll choose a program from within seven Areas of Study: Arts & Communications, Business & Management, Healthcare, Information Technology, Math & Science, Skilled Trades, and Social Sciences & Education.

Opportunities in the Arts and Sciences

If you're pursuing a transfer degree you'll find many exciting opportunities to explore and develop passions for a full range of academic and artistic pursuits. Each year student talents are celebrated through a week-long Student Arts Week, which showcases craftsmanship in a variety of areas, from acting to music to art and more. Included in the events are concerts by the PC Instrumental Jazz and Vocal Ensembles, poetry and prose readings, a special student art show, a Junk Art Welding show, and an end-of-term concert by the music department.

Peninsula College Honors students work independently with faculty mentors on capstone projects that the students present each spring to the campus and community at the spring Honors Symposium. In addition, Honors students sponsor events and activities through Lyceum, the Honors Club.

Our journalism students work on a prize-winning student newspaper, *The Buccaneer*. They also regularly attend conferences to learn more about the art of journalism.

Students and community members can contribute original writing, photographs, music, and works of art to Peninsula College's award-winning literary arts magazine, *Tidepools*. Cash prizes are awarded to first, second, and third-place winners. All of the contributors are honored with a reception in the spring and give several readings in our local communities.

Numerous research and travel opportunities are available to our science students, who study and work in Keegan Hall, our Science and Technology Building. Research opportunities abound on the Peninsula. Outstanding outdoor resources, such as Olympic National Park and state and national forests, encourage scientific inquiry and lead to exciting projects. But this is only the start; many more opportunities exist and are waiting to be explored.

Under Guided Pathways, students interested in pursuing an Arts and Sciences transfer degree can choose an Area of Study in Arts & Communications, Social Science & Education, or Math & Science.

Honors Program

If you're looking for a one-of-a-kind experience designed for highly motivated students who seek to be engaged in an intensive learning process, our Honors Program is for you. You'll make connections among ideas while developing critical thinking skills as you pursue an Associate of Arts or Associate of Science degree. You'll apply your mastery of knowledge to the design and completion of a comprehensive capstone project. You may work with a faculty mentor on a project the faculty member is conducting, or develop a project that is uniquely your own.

Locations

Port Angeles

Peninsula College's main campus is located in the city of Port Angeles on 75 acres in the foothills of the Olympic Mountains. Twenty-five buildings provide facilities for students who attend PC from all over the United States and the world.

PC Forks

Our West End location is located in the heart of the Olympic Peninsula in central Forks, Washington. The site offers academic, professional, and technical, Basic Education for Adults (Transitional Studies) and ELA (English Language Acquisition) courses, as well as a full range of student support services. A learning center is staffed to provide academic or technical support to students enrolled in online or face-to-face classes.

PC Port Townsend

Peninsula College at Port Townsend is located in the beautiful park setting of historic Fort Worden. Our award-winning small campus and caring staff can help students work toward their academic goals.

Onsite classes, as well as online and Zoom courses, make it possible for East Jefferson County residents to fulfill the requirements for a Peninsula College two-year degree, one-year certificate, or short-term certificate.

Our History

Peninsula College celebrated its 60th Anniversary during the 2021-2022 academic year. The college was founded in 1961 because a group of local citizens wanted to be able to continue their educations without having to travel great distances to college centers in Bremerton or across Puget Sound. The first classes were held in a small building on the Port Angeles High School campus, but the number of students who enrolled in the college quickly became more than the available facilities could accommodate, and plans were soon underway to build a permanent campus elsewhere in the city.

Construction of the new campus began in 1964, and a year later the first classes were held on the present PC site with additional classes being offered all across our district. Today, the main campus spreads out over 75 acres of land in the foothills of the Olympic Mountains, overlooking the city of Port Angeles and its busy, international harbor.

Our facilities include a Student Services Center; Maier Performance Hall; Allied Health and Early Childhood Education Building; Arts and Humanities Building; a new Science and Technology Building and ᑭᐱᕐᔪᓴᕐᔨᓴᕐᔫᓴᕐᔬᓴ House of Learning Peninsula College Longhouse; Library/Media Center; computer labs; a lecture hall; and a student union building, known as the Pirate Union Building or PUB. The PUB houses a theater, art gallery, Pirate Cove Cafe, Bookaneer bookstore, lounge area, Internet café, performance areas, and student government offices.

Maier Hall is the largest building on campus, with 62,950 square feet. The intimate 130-seat performance hall is the centerpiece of the facility. Outfitted with the latest in sound and lighting equipment, it has been physically shaped to provide superb acoustics and ideal conditions for music, lectures, or poetry readings. Completely equipped art and ceramic studios and spacious music practice and rehearsal rooms allow students to fully explore all of the arts and discover their talents. Rounding out the facility are classrooms, a Transitional Studies Center, faculty offices, and a learning lab area that includes computer, math, English, and foreign language labs.

The 56,000 square-foot Keegan Hall Science and Technology Building contains a lecture hall, 13 labs, five classrooms, faculty offices, and two conference rooms in two separate wings—a Science Wing and a Technology Wing.

Situated between Maier Hall and Keegan Hall is a signature art and water sculpture that invites students and visitors alike to sit for a moment or an hour in a calm, relaxing atmosphere that echoes the natural environment of the Olympic Peninsula. Seven of the most prominent mountain peaks in the Olympic Mountain range have been recreated in aluminum and mounted on basalt columns that are situated in water pools. The effect is an oasis of calm and reflection in the middle of a busy campus.

Standing in a grove of cedar trees, ʔaʔkʷustəŋáwtxʷ House of Learning, Peninsula College Longhouse was the first longhouse in the nation built on a community college campus. The vision of a Longhouse as a center for cultural expression and educational achievement for all students and community members has collaboratively been woven together by Peninsula College and the six local tribes: Hoh River Chalatl', Quileute, Makah, Port Gamble S'Klallam, Jamestown S'Klallam, and Lower Elwha Klallam.

In 2007, leaders from the six local tribes and the College opened ʔaʔk̓ ʷustəŋáwł̓ x̓ House of Learning, Peninsula College Longhouse with a cedar bark ribbon-cutting ceremony. This ceremony was the culmination of more than two years of planning and construction and honored important tribal and community relationships.

In fall 2010, tribal leaders, elders, and youth from all six tribal nations and community members joined Peninsula College to witness and celebrate the historic raising of a 20-foot Welcome Pole at the entrance to the Longhouse. The Welcome Pole was carved on campus by Jamestown S'Klallam master carver, Jeff Monson, from a pole graciously donated by the Lower Elwha Tribe. The college celebrated the tenth anniversary of the ʔaṯk̓ ʷustəṇāwṯ xʷ House of Learning, Peninsula College Longhouse in 2017 and 2018 with an artist retrospective and a celebration honoring the tribes and those instrumental in its construction.

The 26,680 square-foot library is a centrally located campus resource with a smart classroom, individual and group study areas, conference rooms, print and electronic collections, and research workstations. Students are able to engage in reading, studying, and collaborative learning.

In August, 2015 Peninsula College celebrated the grand reopening of our Forks location in a new, state-of-the-art facility.

In 2016, the college opened a newly renovated building on the Fort Worden campus in Port Townsend. In 2017, the new Allied Health and Early Childhood Development Building opened on the Port Angeles campus.

The Allied Health and Early Childhood Education Building is the College's newest building and houses the instructional programs of Nursing, Medical Assisting, Medical Office Assisting, Nursing Assistant, and Early Childhood Education. The building features state-of-the-art smart classrooms and clinical lab spaces designed to provide a learning environment that mirrors the earning environment. The building's Community Demand Lab is a flexible space that can accommodate rotational instructional programs to meet immediate and future community demand.

The Childcare Center is also housed in the building as part of the Early Childhood Education program and includes four classrooms, a full kitchen and an outdoor playground. The Center is designed to serve up to 28 infants and toddlers and 40 preschoolers.

Pirate Athletics and Student Life

The Peninsula College Athletic Program, winners of 11 Northwest Athletic Conference (NWAC) championships and 20 league championships over the last 11 years, features men's and women's soccer, men's and women's basketball and esports. We take great pride in offering a university-quality athletic experience at the community college level. With the tremendous support of our community and the Peninsula College Foundation, we offer the maximum amount of scholarships allowed by the Northwest Athletic Conference.

The NWAC is made up of community colleges from Washington, Oregon, Idaho, and British Columbia. Peninsula plays in the North Division. Our mission is to create a transformative experience for student-athletes that is focused on building character, promoting high academic achievement and community service, winning championships, and moving our athletes on to the next level. Our vision is to provide a program for student athletes that is committed to excellence in every arena.

Off the field, Peninsula College athletes participate in community service projects and play a significant role in the development of young players through the Peninsula Soccer Academy and Peninsula Basketball Camps, as well as engagement in elementary, middle school and high school mentorship programs and school clinics.

With the 2019-2020 addition of the fastest-growing sport in college athletics, esports, Peninsula College now has a fifth athletic program that will strive to provide the same student athlete experience as soccer and basketball. Our esports teams participate mostly in the National Junior College Athletic Association Esports conference.

Student Life

At Peninsula College there is no "typical" student. Our vibrant, diverse student body comes from all over the United States and 16 different countries. And, like you, they come for a variety of educational purposes. Some are recent high school graduates who want to pursue a transfer degree, some are returning to school to earn their Bachelor in Applied Science at Peninsula College, some are Running Start students. Still others are returning for career retraining, to brush up on their job skills, to get their GED®, to take ESL (English as a Second Language) courses or to learn how to work with computers. But no matter why they are here, they all want the same thing—a quality education at a price they can afford.

Once our students arrive at Peninsula College, they quickly discover that college is more than just books. It's also a time to explore, to experiment with new interests, and even to discover hidden talents, such as writing or drama. In fact, once our students venture into unfamiliar areas, they often discover a passion for learning.

Commitment to Diversity

As a public institution committed to lifelong learning, we recognize the changing communities we serve. Our goal is to seek, involve, and value diverse peoples—their contributions, perspectives, and potentials—and to nurture those threads of common experience and desire that unify differences. To this end, we are committed to cultural and personal diversity and to valuing individual differences. Through positive effort and attention, we work to integrate diversity throughout the college.

Peninsula College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war.

Coordination of compliance is the responsibility of the following:

Krista Francis, Director of Human Resources
1502 E. Lauridsen Boulevard
Port Angeles, WA 98362
(360) 452-9277

Peninsula College tiene un compromiso con el concepto y la práctica de la igualdad de oportunidades en educación y empleo y no discrimina por motivos de raza, color, nacionalidad, edad, presencia de alguna discapacidad, sexo, orientación sexual, estado civil, credo, religión, o condición de veterano de guerra.

La coordinación de cumplimiento ha sido designada a la persona que se menciona a continuación:

Krista Francis, Director de Recursos Humanos
1502 E. Lauridsen Boulevard
Port Angeles, WA 98362
(360) 452-9277

To receive the following information in an alternative format, contact Services for Students with Disabilities (SSD) Office at: ssd@pencol.edu, or (360) 417-6323; toll free in Washington at 1 (877) 452-9277, Ext. 6323; or TDD (360) 417-6339.

Accreditation

Peninsula College is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Accreditation to award the associate and baccalaureate degree was last affirmed in 2018.

The post-secondary accreditation process involves a comprehensive self-study and an on-site evaluation by a team appointed by the NWCCU. The evaluation team is comprised of practitioners at peer institutions outside the state of Washington. The evaluation team produces a written report and summary of commendations and recommendations.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course of program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution

Inquiries regarding PC's accredited status should be directed to PC's administrative staff or by contacting:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
(425) 558-4224
nwccu.org

Educational Opportunities

An emphasis on quality instruction is the common denominator for our course offerings. Classes are small with a student-to-teacher ratio that is approximately 1:16.

Instructors are selected for their teaching abilities as well as their expertise in subject specialties.

Peninsula College students have an impressive record of success in continued college studies and in careers. Annual studies show that most students who have completed Peninsula College's professional and technical education programs are now working in their chosen career fields.

Degree Programs

We offer degrees in Arts and Sciences Transfer, Professional and Technical Education, and a Bachelor of Applied Science in Applied Management.

Arts & Sciences Transfer Education

Peninsula College awards five associate degrees designed for transfer to baccalaureate institutions awarding Bachelor of Arts or Bachelor of Science degrees. These include:

- Associate in Arts, Direct Transfer Agreement (AA-DTA)
- Associate in Business, Direct Transfer Agreement/Major Related Program (DTA/MRP)
- Associate in Computer Science, Direct Transfer Agreement/Major Related Program (DTA/MRP)
- Associate in Nursing, Direct Transfer Agreement/Major Related Program (DTA/MRP)
- Associate in Science, Transfer Track 1 (AS)

In addition students may receive an Honors degree in the Associate in Arts, Direct Transfer Agreement (AA-DTA) or Associate in Science, Transfer Track 1 (AS).

An individual holding an associate transfer degree who is admitted to a Washington state public baccalaureate institution is considered to have completed the lower division or general education requirements for that institution.

Professional & Technical Education

The Associate in Applied Science (AAS), the Associate in Applied Science-Transfer (AAS-T), and Associate in Nursing, Direct Transfer Agreement/Major Related Program (DTA/MRP) degrees are awarded to students completing an instructional program designed to prepare them for entry into a specific occupation. Professional and technical education programs in which associate degrees and certificates are offered are listed below. See specific programs for degree options.

- Addiction Studies
- Administrative Office Systems
- Business Administration
- Computer Applications Technology
- Construction Technology
- Criminal Justice
- Cybersecurity & Computer Forensics
- Early Childhood Education

- Emergency Medical Technician
- Entrepreneurship
- Family Life Education
- Homeland Security / Emergency Management
- Hospitality and Ecotourism
- Information Technology - Systems Administration
- Medical Assisting
- Medical Office Assisting
- Multimedia Communications
- Nursing
- Nursing Assistant
- Paralegal
- Phlebotomy
- Sustainable Agriculture
- Welding

Bachelor of Applied Science

Our Bachelor of Applied Science in Applied Management (BAS) program enables applicants with Associate in Applied Science (AAS), Associate in Applied Science-Transfer (AAS-T), Associate in Arts, Direct Transfer Agreement (AA-DTA), and Associate in Science, Transfer Track 1 (AS) degrees to combine lower-division technical or transfer coursework with upper-division credits in applied management, resulting in a practical, application oriented, four-year degree. The BAS program prepares its graduates for management positions and career advancement in a wide range of fields found on the Olympic Peninsula and elsewhere, and can be completed 100% online.

Our BAS degree also prepares you to continue your education in master's programs, such as the University of Washington, Washington State, and other university Master of Business Administration (MBA) programs.

Certificates

One-year-or-less certificate programs are offered in Addiction Studies, Administrative Office Systems, Business Administration, Commercial Driver's License, Computer Applications Technology, Construction Technology, Criminal Justice, Early Childhood Education, Entrepreneurship, Hospitality & Event Planning, Medical Assisting, Medical Office Assisting, Multimedia Communications, Nursing Assisting, Phlebotomy, Sustainable Agriculture, and Welding.

eLearning

eLearning at Peninsula College provides expanded learning opportunities through the use of online instruction and web conferencing. These methods allow you to customize a flexible schedule that will meet your individual needs and open educational opportunities to those who are unable to attend all classes in person. The eLearning department supports all Peninsula College classes with online technology as well as other emerging technologies as they become available. These emerging technologies support learning for everyone and not just those separated by distance.

For additional information and current course offerings visit pencol.edu.

Basic Education for Adults (Transitional Studies)

Adults with or without a high school diploma may enroll in a variety of classes designed to increase their skill levels in basic education, including reading, writing, and mathematics. Students may work individually or in small groups to acquire the skills needed to reach their educational and occupational goals.

We offer "brush-up" classes for those with a high school diploma who want to review skills prior to transitioning to college-level classes.

Adults 18 and over may complete coursework and competency-based activities to complete a high school diploma from Peninsula College.

Individuals 16 years of age or older who have not completed high school may attend basic skills classes to prepare for the General Educational Development (GED®) test. Instruction focuses on the subject areas covered on this high school equivalency exam.

Students between the ages of 16-18 must have a signed release from a Washington State high school before they take the official GED® test.

Classes in English as a Second Language are offered to individuals who want to improve their career and college readiness. Instruction is designed to help them acquire academic skills in understanding, speaking, reading, and writing English.

We also offer Integrated Basic Education and Skills Training (I-BEST), which allows students to begin a workforce education career pathway program while improving their basic English, reading, writing, and/or math skills. Peninsula College offers a variety of I-BEST programs including Construction Technology, Early Childhood Education, Medical Assisting, Medical Office Assisting, Welding, and others.

For information on the above Transitional Studies programs and class locations, call (360) 417-6380.

Complete Your High School Education

We offer Adult High School Diplomas where students can earn college credit while completing a Peninsula College High School Diploma. This program is for adults 19 years of age or older who did not complete high school. They'll earn a valid diploma which meets State of Washington requirements.

An individual 21 years or older who completes an associate degree may ask for a state high school diploma from the college upon written request. Individuals under this category are not eligible for funding provided for K-12 students. These students are not required to complete the State Board of Education's graduation requirements.

A student enrolled through Running Start who completes an associate degree may be awarded a state high school diploma from the college upon written request from the student. These students are not required to complete the State Board of Education's graduation requirements.

We also offer the High School+ (HS+) program which is designed for adult learners, 18 years of age and older, who are interested in acquiring their high school diploma. HS+ classes prepare students for college and career pathways while fulfilling the high school diploma requirements of Washington State.

Credits earned in HS+ courses count toward a high school diploma may be used as dual high school/college credits.

Students have the potential to use life experience to earn high school credit and credit is awarded based on competency rather than seat time. Opportunities through this program are also available for students aged 16 years and older. For more information, contact the Transitional Studies Department at (360) 417-6380.

High School Programs (Dual Credit)

Running Start

Created by the Washington State Legislature, Running Start is a program providing academically qualified students with the opportunity to simultaneously earn high school and college credits.

To qualify for Running Start, you must be a high school junior or senior, under the age of 21, and qualify at college-level in English and/or Math on the placement test or through an approved alternative placement.

If you qualify you may choose to take a combination of high school and college courses or enroll exclusively in college courses. All college-level courses (numbered 100 or above) successfully completed may be applied toward degrees at Peninsula College. Therefore, it is possible for high school students who begin Running Start as juniors to graduate from high school with two years of college already completed.

College credits earned through Running Start are usually transferable to colleges and universities in and out of the State of Washington. Information on the transferability of credits is available from an educational planner in the Student Development Center as well as from the respective college or university to which you wish to transfer.

Running Start students will be responsible for the cost of books, supplies, transportation, and fees. Tuition is covered up to 15 credits per quarter as long as the combined course load between the college and high school stays below 1.2 FTE (full-time equivalency). Students with combined high school and college schedules that exceed 1.2 FTE during any college quarter must pay college tuition on the additional credits. Please note, waivers may be available for students who qualify for the free or reduced lunch program through their school district.

For more information regarding Running Start, contact RunningStart@pencol.edu or (360) 417-6341, toll free in Washington at 1 (877) 452-9277, ext. 6341.

Career and Technical Education (CTE) Dual Credit Program

Our CTE Dual Credit Program is a dual credit opportunity for high school students to gain Peninsula College credit for specially designed courses taken at their high school. To find out if your school participates in the program, contact the Student Services Office at (360) 417-6340.

Upward Bound

Upward Bound is a federally-funded educational program designed to develop the knowledge and skills necessary for you to earn a two or four-year college or technical degree. High school students from low-income and first-generation families may be eligible for services. The goal of Upward Bound is to increase the rate at which participants complete high school and graduate from college.

Upward Bound services include the following:

- Academic instruction and tutoring in reading, writing, math, study skills, and other subjects necessary for success in education beyond high school
- Running Start early preparation

- Access to professional college and transfer advising
- FREE six-week summer program that includes:
 - 4-5 weeks of academic courses with the potential to earn college and/or high school credit
 - Tours of colleges
- Career development experiences
- One-to-one assistance in college and scholarship applications
- Academic, financial, and personal counseling
- Exposure to academic programs and cultural events
- Leadership development
- Early career assessments, planning, and exploration
- Information on postsecondary educational opportunities
- Assistance in completing financial aid, college, and scholarship applications
- Assistance in preparing for college entrance exams (PSAT, SAT, ACT, Accuplacer)

Peninsula College's Upward Bound program is 100% funded through a U.S. Department of Education five-year grant. For information, contact: Upward Bound Office at (360) 417-6376 or toll free at 1 (877) 452-9277, ext. 7971.

Admission to the College

Requirements to Attend

Peninsula College has an open-door admissions policy for almost all of our programs of study. For most students, the admissions process is not competitive. It is simply a matter of collecting your information and confirming your intent to enroll.

For most programs, we are able to admit anyone who:

- Can benefit from the courses of the College; and
- Would not, by presence or conduct, create a disruptive atmosphere counter to the purposes of the College; and
- Is 18 years of age or older, or who:
 - is a high school graduate, or equivalent, or
 - qualifies under provisions of a student enrollment options program, such as Running Start, a successor program, or other local enrollment options programs.

(Additional admissions criteria may apply to persons under the age of 18.)

All incoming degree- and certificate-seeking students are evaluated for English and math placement before registering in courses except for:

- students who completed college-level work at a regionally accredited college or university, including English and math with a GPA of at least 2.0, or
- students who have an approved placement reciprocity agreement through another Washington State Community or Technical College, or
- students who are pursuing short-term certificates that do not require mathematics or English prerequisites.

Placement in English and math courses may be completed in a variety of ways. You may hear these placement methods called "multiple measures", which refers to a range of means by which students can be placed in math or English courses. You can find a list of the multiple measures options at the Assessment and Placement Center or on the College website.

The College reserves the right to deny entrance to specific programs if students do not meet any specific program requirements.

Admission to Peninsula College does not guarantee someone can enroll in all courses or be admitted to all professional and technical education programs. Any specific admission requirements for programs of student can be found in this catalog.

Non-Degree Enrollments

Peninsula College welcomes non-degree-seeking students; any person wishing to enroll at Peninsula College must submit an application. Applications may be submitted as described in this catalog.

Peninsula College may enroll a student who:

- Is competent to profit from the curricular offering of the College.
- Would not, by presence or conduct, create a disruptive atmosphere within the College inconsistent with the purposes of the institution.
- Is 18 years of age or older, or who:
 - is aged 16 years or older and meets the provisions of Title II of the Workforce Innovation and Opportunity Act. Individuals admitted in these classes will be allowed to continue as long as they demonstrate, through academic progress, an ability to benefit; or
 - is enrolled in a Peninsula College-sponsored youth program; or
 - is enrolled in a basic education or noncredit class with approval from the appropriate dean; or
 - has completed the College's underage enrollment process with appropriate administrator approvals.

We may accept students who are under age 18 who are approved on exception by the admissions area. Those who do not have a high school diploma or equivalent will be enrolled only as non-degree and non-certificate-seeking students. Enrolling as an underage student does not constitute full admission to the College or any program of study and does not assure registration in future quarters. Also, it is not the College's intent to replace or duplicate the functions of the local public schools.

The authority to make underage enrollment exceptions resides with the Vice President for Student Services or designee(s). Students must supply all required documentation for approval to be considered. Contact the Student Services Office at (360) 417-6340 for more information.

Admission and Registration Procedures

Admission Procedures

Procedures for admission are published on our website at pencol.edu. Pirate Central, our student services hub for many of your services, can be reached at (360) 417-6340 for questions.

Official transcripts from each college you have attended must be mailed or sent electronically through verifiable means to Pirate Central for consideration of transfer credit. It is your responsibility to contact other schools and request that transcripts and testing scores be forwarded in a timely manner. All transcripts become the property of the college.

Prior to the quarter applied for, Pirate Central will notify each new applicant who has completed the admissions process about times for placement testing, orientation, and advising. Only after those steps are completed may you register for classes. For more information, email Pirate Central at SServices@pencol.edu or call (360) 417-6340.

Registration Procedures

Check the College website at pencol.edu for the searchable quarterly schedule of courses and details on the process to register in classes each quarter.

The College gives registration priority to veterans and continuing degree- and certificate-seeking students with the most credits. This allows those most in need of specific courses for graduation to have the best opportunity to add required classes. You may register in the time period assigned to you or any time thereafter up to the last date of registration for a given quarter.

Note that you are not guaranteed enrollment in any specific course or program, so the earlier you register for your classes, the better your odds of adding the courses you need.

Continuing degree- or certificate-seeking students can view their registration appointment times for the next quarter through the online student portal. Before registration starts, there is a period for mandatory advising each quarter. Mandatory advising is designed to help students achieve their training and education goals as quickly and efficiently as possible.

Note that you must be officially enrolled by the second day of the quarter to attend your classes.

Under the Washington Administration Code (WAC 131-12-010) and the policies of the State Board for Community and Technical Colleges, the College reserves the right to deny admission to, or cancel the registration of, any individual whose enrollment is inconsistent with the best interests of the student, other students, or the established policies of Peninsula College.

Financial Resources

Financial Aid—Grants, Work-Study, Scholarships, and Loans

Peninsula College participates in a variety of federal and state grants, work-study, and loan programs. These programs are designed to assist you in paying for your educational expenses. For more information, visit pencol.edu/financial.

There are four main ways to apply for financial assistance:

- Free Application for Federal Student Aid (FAFSA)
- Washington Application for State Financial Aid (WASFA) (for Washington residents who cannot file the FAFSA)
- Scholarships through the College and other institutions
- Emergency grant funds for qualifying students

All degree- and certificate-seeking students should file either the FAFSA, or if not eligible to file the FAFSA, the WASFA. Even if you believe you are not eligible for need-based funds, having filed the FAFSA (or WASFA) may make you eligible for certain emergency funds. Also, if you apply for aid then your financial situation and eligibility can be quickly re-evaluated if you experience significant changes in income.

Eligibility for the following aid programs will be evaluated when you complete the financial aid application process:

1. Federal Pell Grant
2. Federal SEOG (Supplemental Educational Opportunity Grant)
3. Washington College Grant (formerly Washington State Need Grant)
4. Opportunity Grant
5. WA College Bound Scholarship
6. WA Passport to Careers for Foster and Homeless Youth Program
7. Peninsula College Grant
8. Need-Based Tuition-Waiver
9. Work-Study
10. Federal Subsidized Direct Loan
11. Federal Unsubsidized Direct Loan

12. PLUS (Parent Loan for Undergraduate Students)

The College seeks to provide students with as much grant money as possible, since grants do not have to be repaid. In contrast, no student is ever required to take out loans, which must be repaid. For more information on financial aid funding, contact financialaid@pencol.edu.

- Ethical commitment: Peninsula College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. This ethical commitment shall not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

Federal and State Financial Aid Eligibility Requirements

To be eligible for financial aid, you must meet the following requirements:

1. Have a high school diploma or GED® certificate, be enrolled in an eligible pathway program, or meet Ability-To-Benefit guidelines
2. Be admitted to the College
3. Plan to complete a college degree or certificate at the College and enroll in required classes for that degree or certificate (note that not all certificates are eligible for financial aid funding)
4. Be enrolled in at least six credits to be eligible for Direct Loan Program, Peninsula College Grant, Tuition Waiver, or Work-Study funds
5. Demonstrate financial need for most types of financial aid, but not all
6. Make satisfactory academic progress and meet minimum Pace of Progression requirements
7. Not be in default on a student loan received at any college attended (affects only federal financial aid)
8. Not owe a repayment of grant funds at any college attended (affects only federal financial aid)
9. For federal aid, be a U.S. citizen, a permanent resident of the United States, or other eligible person (persons who do not meet these criteria but who are Washington residents should file the WASFA for state aid rather than the FAFSA)
10. Submit your FAFSA or WASFA and turn in any required documents in a timely fashion by the College's published dates or as requested by the Financial Aid Office

For a comprehensive list of FAFSA eligibility requirements, go to studentaid.gov/understand-aid/eligibility.

If you are a Washington resident who is not eligible to file the FAFSA, you may be able to file the WASFA to be considered for Washington state financial aid. Go to wsac.wa.gov/wasfa for more information.

Scholarships

Information about scholarship opportunities is posted in the Financial Aid Office and at pencol.edu. There are many other websites with scholarship information, though some of those sites are less precise than others. One of the free sites recommended by financial aid administrators in Washington is theWashBoard.org.

Opportunity Grant

The Opportunity Grant can provide funding for tuition and fees, books, and supplies for qualified adults for up to 45 credits in selected programs. For more information and the application process, visit pencol.edu/additional-financial-resources/opportunity-grant.

Worker Retraining

If you have experienced a major change in your employment circumstances in the last 48 months, including becoming a displaced homemaker, undergoing military separation, or becoming unemployed, you may qualify for Worker Retraining funding. Worker Retraining applications are available on the College's website, pencol.edu/worker-retraining or can be obtained by calling (360) 417-6263.

Basic Food Employment and Training (BFET)

The BFET Program can provide support and assistance with tuition, books, and other support services for eligible students in professional-technical programs who are receiving Basic Food through the Department of Social and Health Services (DSHS). For more information, contact the DSHS Programs Coordinator at (360) 417-6505 or call toll free (877) 452-9277, ext. 6505.

WorkFirst

The WorkFirst program supports students who are current recipients of the Temporary Assistance for Needy Families (TANF) program through the State Department of Social and Health Services (DSHS) and who are taking classes to improve their work skills and increase their wage-earning capacity. For information and eligibility requirements, contact the DSHS Programs Coordinator at (360) 417-6351 or call toll-free (877) 452-9277, ext. 6351.

Tuition and Fees

Current tuition and fee information is published on the College website at pencol.edu and is available at the Student Services Office, (360) 417-6340, on the Port Angeles campus, and at the College's Forks and Port Townsend campuses.

International Student Applications

Contact the Peninsula College International Student Programs Office for more information:

(360) 417-6491
international@pencol.edu

Peninsula College
1502 E. Lauridsen Blvd. #J46a
Port Angeles, WA 98362 U.S.A.

All international students must submit the following:

- A completed International Student Application Form and Payment Authorization Form
- Translated official copies of all applicable scholastic records (transcripts from high schools, previous colleges, or language schools)
- Proof of finances (notarized Affidavit of Support, or an official bank letter, government or sponsor's statement confirming the availability of sufficient funds for at least one year of study and living costs at Peninsula College)
- A nonrefundable application fee paid in U.S. dollars

For complete application/fee requirements visit pencol.edu/programs/international-student-programs.

Proof of English-language proficiency demonstrated in one of the following ways:

- 500 or higher in TOEFL
- IELTS 5.5 (no band lower than 5.0)
- 92 or higher on the Peninsula College ESL Compass Placement Test
- Two years of U.S. high school study, with a minimum GPA of 2.0
- Successful completion of the Advanced Level of the IELS Program at Peninsula College or any accredited ESL program in the United States
- Transferring from the academic program of an accredited U.S. college or university with a minimum GPA of 2.0

Note: If your TOEFL scores are lower than 500, you will be accepted conditionally, and you will be required to take IELS classes. If your TOEFL scores are between 450 and 499, you may be allowed to take a college class, such as Music, Physical Education, or Math, that do not require heavy reading or writing assignments along with your IESL courses.

English Requirements for Intensive English Language Studies (IELS) Program

There is no English proficiency requirement.

Note: Students who apply without TOEFL scores will be automatically accepted into the IESL program.

Students transferring from another institution within the United States will need to submit the following documents in addition to the regular admission requirements:

A copy of I-94 and visa

A copy of passport (pages containing photo and demographic information)

Copies of all previous I-20s International Student Transfer Form (signed by current foreign student advisor)

Academic Policies & Procedures

Enrollment Requirements

You must be officially enrolled by the first day of the course except for open enrollment programs such as Adult Basic Education.

Credits & Credit Load

The academic year is divided into three quarters of approximately eleven weeks each. There is also a summer quarter of approximately seven weeks. Peninsula College uses the following schedule to determine credit load status for students:

- Full Time: 12 or more credits
- Three Quarter Time: 9-11 Credits
- Half Time: 6-8 credits
- Less than Half Time: 1-5 credits

Students who plan on completing their pathway within two years should enroll in 15 credits per quarter. Please consult with your program advisor to determine the best way to meet your specific academic and career goals.

Registration Changes

Peninsula College requires all students to register for classes by the second day of each quarter. Changes to your courses (adding or dropping) should therefore be made before the start of the quarter. Course changes can be made on the College website at pencol.edu through ctcLink or by filling out the student add/drop form. The forms are available [online](#) or through the Student Services Office.

Withdrawal from Courses

You may withdraw from courses by the end of the eighth week of the fall, winter, or spring quarter, or by the last instructional day of a summer term. For regularly scheduled classes that run a full quarter, if a class is dropped during the first two weeks, no grade will appear on your transcript.

If you drop a course after the first two weeks of a quarter, but by the end of the eighth week, a grade of W, which does not affect your grade point average, will be entered on your transcript. Individuals who drop classes after the first two weeks must contact Pirate Central at SServices@pencol.edu or calling (360) 417-6340 to officially withdraw and receive a W grade.

If you need to withdraw from a class after the eighth-week deadline of a quarter due to circumstances beyond your control, you may request an administrative withdrawal using the online form on the pencol.edu website.

Informing the instructor that you are dropping the class does not create an official withdrawal.

If you receive any form of financial assistance for attending college, talk to the office or agency that is handling the funding before you drop any classes. Doing so will help you avoid situations where you might have to repay funds you received, since dropping classes might change your eligibility.

Refund of Tuition and Course Fees

A full refund of tuition and course fees will be made to a student who:

- Who withdraws from a credit course prior to the sixth instructional day of the quarter for which registration and course fees were applied
- Who withdraws prior to the first seminar or class session of self-support courses.
- Is enrolled in any class canceled by the College.

Fifty percent of tuition only (not fees) will be refunded to a student who withdraws from the College on or after the sixth day of instruction, but within twenty calendar days including the first scheduled day of the quarter.

Note: The refund policy may differ for condensed quarters, Summer quarters, and early or late starting classes. Contact the [Student Services Office](#) at SServices@pencol.edu or (360) 417-6340 for more information.

Nonattendance

Student attendance and participation is crucial to academic success.

At the beginning of a quarter, to accommodate students waiting for space to register for a course, instructors may initiate a withdrawal for nonattendance. A student who fails to attend at least 50% of a face-to-face class or fails to log in for at least 50% of online class activity during the first week of the quarter may be administratively withdrawn from the course by the instructor notifying the Student Services Office. However, students should not count on instructors dropping them for non-attendance: students who are not attending are responsible for dropping themselves.

Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should contact their instructors immediately to avoid being dropped for non-attendance.

At the end of a quarter, an instructor may, at the instructor's option, assign a V grade to a student who stopped attending or failed to attend class. When a V grade is issued, no grade points are calculated, the grade is not computed in the student's GPA, and no credits are earned. Again, students must not assume the instructor will assign a V grade. Students are responsible for dropping themselves.

Academic Progress and Grading

The purpose of the Academic Progress and Grading Policy is to identify and alert students with low academic achievement and to help them improve their academic performance.

- You must earn a grade point average (GPA) of 2.0 or above to be in good academic standing. Otherwise, the college will place you progressively on alert, probation, or suspension.
- **Alert:** A student whose cumulative GPA falls below 2.0 will be placed on academic alert.
- **Probation:** A student on academic alert who fails to earn a cumulative GPA of at least 2.0 at the end of the subsequent quarter of enrollment will be placed on academic probation. If you are in this situation you must meet regularly with a success navigator until your cumulative GPA is 2.0 or better. If during this time your quarterly GPA continues to be below 2.0, you will be subject to academic suspension.
- **Level I suspension:** A student on academic probation who fails to earn a quarterly grade point average of at least 2.0 in the next quarter of enrollment will be placed on academic suspension. Students may appeal for immediate reinstatement.
- **Level II suspension:** If the student fails to meet the terms of reinstatement from Level I suspension, then the student is suspended from enrollment at the college for 12 months and may not appeal.

Certain vocational program students, international students, veterans, and students receiving financial aid may have different and/or additional academic standard requirements and appeal processes.

Audit

Auditors are expected to attend and participate in classes regularly, but examinations are not required and are at the instructor's discretion. Auditors are required to meet course prerequisites or otherwise have instructor permission. You will not receive a grade or earn credit for an audited class.

Regular, Non-Senior Auditors

Non-senior auditors pay the same tuition as if they were taking the class for credit.

Senior Auditors

After the fifth day of instruction an individual who is a Washington State resident, and is at least 60 years of age by the first day of instruction of the quarter, may enroll as an auditor in certain courses on a space-available basis. Students enrolling under this waiver shall register for no more than two courses per quarter. For approved senior audits, no tuition will be charged, although some fees may be assessed. Written approval of the instructor is required. (See RCW 28B.15.540 and WAC 131-28-080).

Senior auditors may sit in from the start of the class with the instructor's permission, since they have to wait to add the class pending confirmation of available space. Senior auditors should contact [Pirate Central](#) before the first class meeting at SServices@pencol.edu or call (360) 417-6340 to learn more about the process.

Grading

The following grades were implemented winter quarter 2012 and revised fall quarter 2018. The college uses both numerical and certain letter grades.

Numerical

Instructors may report decimal grades from 1.0 to 4.0 in 0.1 increments. The following is a recommended decimal grade/letter grade conversion chart:

A.....	3.9 to 4.0	B.....	2.9 to 3.1	C.....	1.9 to 2.1	D.....	1.0 to 1.1
A-.....	3.5 to 3.8	B-.....	2.5 to 2.8	C-.....	1.8 to 1.5	F.....	0.0
B+.....	3.2 to 3.4	C+....	2.2 to 2.4	D+....	1.2 to 1.4		

A grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of credit hours that were attempted for a decimal grade. At the end of each quarter, a students can confidentially access their grades and credits earned online and can order transcripts through National Student

Clearinghouse.

Letter

The following symbols may be used to designate a grade for coursework, but are not assigned grade points and do not affect the GPA:

- P - Passing
- S - Satisfactory
- W - Withdrawal
- I - Incomplete
- N - Audit
- U - Unsatisfactory
- V - Discontinued attendance
- R - Repeated course
- Z - Continuous Enrollment
- * - No grade reported/invalid grade

See detailed descriptions of grading symbols on the College website at pencol.edu.

Incomplete Grades

The grade of I, designating incomplete, must be initiated by the student. The I grade is at the instructor's discretion and requires the agreement of the instructor that you have completed a sufficient amount and quality of work to complete the course without significant further instruction, and that you cannot complete course requirements during the quarter due to circumstances beyond your control.

The instructor must fill out an electronic contract form that contains the specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. Copies of the contract are retained by the instructor and the student. The contract goes to Pirate Central at the time grades are recorded at the end of a term.

If the requirements are completed in the allowed time for completion (which is a maximum of one year), the instructor will assign the student the grade earned in the class. If the work requirements are not completed in the allowed time for completion, the grade to be assigned if the contract is not completed will be put on your transcript by Pirate Central.

An individual receiving veteran's benefits or federal or state financial aid who fails to make up an I grade within a designated time may risk partial loss or termination of benefits or funding. All students who are receiving funding of any sort should consult with their funding source before taking an I grade, since doing so may affect funding eligibility.

Nonattendance

Student attendance and participation is crucial to academic success.

At the beginning of a quarter, to accommodate students waiting for space to register for a course, instructors may initiate a withdrawal for nonattendance. A student who fails to attend at least 50% of a face-to-face class or fails to log in for at least 50% of online class activity during the first week of the quarter may be administratively withdrawn from the course by the instructor notifying the Student Services Office. However, students should not count on instructors dropping them for non-attendance: students who are not attending are responsible for dropping themselves.

Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should contact their instructors immediately to avoid being dropped for non-attendance.

At the end of a quarter, an instructor may, at the instructor's option, assign a V grade to a student who stopped attending or failed to attend class. When a V grade is issued, no grade points are calculated, the grade is not computed in the student's GPA, and no credits are earned. Again, students must not assume the instructor will assign a V grade. Students are responsible for dropping themselves.

Passing and Unsatisfactory Grades

You may request to enroll in certain courses on a pass or no-pass basis. If you select the option of having a Pass (P), Satisfactory (S), or Unsatisfactory (U) grade for specific course work, you should request this from your instructor at the beginning of the quarter. Remember that U grades do not earn credit.

The P grade is defined as 2.0 quality work or better, while an S grade is defined as 1.0 quality work, or equivalent to the decimal range of 1.0 - 1.9.

While the number of passing and satisfactory (P and S) grades is not limited at Peninsula College, transfer students are cautioned that baccalaureate institutions may impose limits or restrictions on the acceptance of P and S graded credit. If you plan to transfer to a baccalaureate institution, you should determine that school's policy regarding the acceptance of P and S courses before electing the P option.

Plagiarism/Cheating

Plagiarism and/or cheating are not tolerated by Peninsula College. An individual who cheats or plagiarizes the works of others is at risk of receiving a failing grade for the course in which such action takes place. In addition, plagiarism and/or cheating are violations of the Student Code of Conduct and such actions may result in an official sanction by the Conduct Officer.

President's List, Honor Roll, and President's Medalists

Eligibility for quarterly honors:

- Enroll in and complete at least 12 credits in a quarter in courses numbered 100 or above for which decimal grade points are assigned
- Receive no Incomplete grades
- President's List: quarterly grade point average (GPA) no less than 3.9
- Honor Roll: quarterly GPA of 3.6 - 3.89

President's Medal for Scholarly Excellence at graduation:

- Complete a degree with at least 45 college-level credits at Peninsula College
- College-level cumulative GPA of 3.85 or higher

Repeated Courses, Grade Forgiveness Petition

Repeats

A course may be repeated two times for a total of three enrollments. The lower grade(s) will remain on the transcript. However, only the highest grade earned in the repeated course will be used in computing grade point averages. Credit is granted only once for a repeated course.

Pirate Central will detect repeated courses and code your transcript accordingly. A letter "R" will appear after a course that has been repeated. If you repeated a course but it was not coded as a repeat on your transcript, contact Pirate Central at SServices@pencol.edu or call (360) 417-6340.

Grade Forgiveness

A returning student who has not been enrolled for a period of two or more years at Peninsula College may petition to have previously earned Peninsula College grades of less than 1.4 disregarded in computing grade point averages. However, if such a request is approved, all grades will still remain on the transcript, and academic credit will be removed. The form and process for this request may be obtained through Pirate Central by calling (360) 417-6340 or email SServices@pencol.edu or obtain the form on the College website at pencol.edu.

If you plan to transfer to a baccalaureate university or to another two-year college, the destination school may or may not honor Peninsula College's grade forgiveness. Check with the destination school for its policy.

Academic Credit Transfer from and to Peninsula College

Transferring from Peninsula College

Peninsula College has set its general education requirements for the associate degrees (Direct Transfer Agreement/Major Related Programs) to conform with guidelines of the Washington Intercollege Relations Commission (ICRC) for direct transfer of degree credits. Washington baccalaureate colleges and universities accept these guidelines or have separate agreements with Peninsula College. Students entering those institutions with Associate of Arts (AA) degrees from Peninsula College are considered to be in their junior year and to have completed the general education requirements at those baccalaureate institutions.

Students should meet with a transfer advisor as early as possible to begin transfer planning. Visit pencol.edu/transfer to begin that process.

Individuals who plan to transfer from Peninsula College to a baccalaureate college or university are expected to meet the entrance requirements of that institution at the time of their transfer. You should obtain the current catalog from the institution to which you plan to transfer and study that school's entrance requirements, as well as reviewing suggested freshman- and sophomore-level courses in your major field of interest.

Institutions differ in the treatment of credits earned at Peninsula College with pass (P) or satisfactory (S) grades for courses in a major program of study. For example, they may compute a P grade as a C or D (a 2.0 or 1.0) and the College's S as a D (1.0) grade. In the same way, a receiving institution may consider an I (Incomplete) grade to be an F (0.0). Consult with the school you are transferring to.

Your advising appointment will help you understand the transfer credit process. For new students, advising appointments are made through Pirate Central by calling (360) 417-6340 or email SServices@pencol.edu. Continuing students should self-schedule their appointments online through [Navigate](#).

If you make last-minute changes in your major area of study or in your choice of baccalaureate institutions, that may create challenges for a timely transfer of credits. Therefore, such changes should be discussed with your advisor as early as possible.

Peninsula College courses numbered below 100 are not transferable to other institutions. Courses with titles containing the word "technical" or "technology" may not be transferable to all baccalaureate institutions. You should work with your advisor before planning to transfer courses that are specialized components of professional and technical education programs that are listed by the ICRC as "restricted subject area" courses. Associate in Applied Science–Transfer degrees transfer to some colleges. Work with your advisor to identify transferring options.

You may earn more than 90 credits at Peninsula College, but the total number of credits accepted for transfer will be determined by the institution that you are transferring to.

Students who have completed the "Washington 45" requirements may be able to transfer and apply a maximum of 45 quarter credits toward general education requirements at any other public and most private higher education institutions in the state. For more information about "Washington 45," see sbctc.edu/colleges-staff/programs-services/transfer/washington-45.aspx. The list of courses in "Washington 45" does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II, or any Major Related Program agreement, nor will it guarantee admission to a four-year, baccalaureate institution.

Transferring Previous Credits to Peninsula College

Peninsula College routinely accepts credits for college-level courses completed at regionally accredited institutions of higher education. Authority for acceptance of credits is delegated to the [Credentials Evaluator](#).

The decision to grant transfer credit is based upon several factors. Such as accreditation of the source institution and nature of the transfer course. For transfer purposes, the College recognizes as fully accredited only those institutions that have received accreditation by one of the following associations:

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

Regardless of an institution's accreditation, Peninsula College does not grant credit for religion or theology courses that are sectarian in nature.

To have credits transferred, send your previous colleges' official transcripts to Peninsula College either by mail, electronic means or by email directly from the other college to transcript@pencol.edu. The transfer credit evaluator will then review and complete an official evaluation that will determine what credit may be granted toward graduation requirements.

In accordance with the Washington Community and Technical College (CTC) Inter-College Reciprocity Policy, Peninsula College offers reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degree or the Associate in Science-Transfer (AS-T) degree.

Military and Prior Learning Credits

Academic Credit for Prior Learning

Peninsula College accepts equivalency credit awarded by approved testing methods which reflect previous training, private study, work completed at other institutions, or other bona fide qualifications that indicate the student has knowledge or abilities equivalent to those learned by taking a course.

Methods of assessment include but are not limited to:

Credit by Testing (AP, CAPE, CI, CLEP, DSST, IB, DSST, etc. See the College website at pencol.edu for a full listing)

Credit by Extra-institutional learning (Military and Industry Training)

Credit by Challenge Exam

Credit by Prior Experiential Learning (Portfolio)

No more than 25% of required credits for a degree or certificate may be satisfied by credits granted for prior learning. Credit for approved equivalency is posted to your transcript with a pass (P) grade which does not affect the GPA.

For more information regarding Academic Credit for Prior Learning visit pencol.edu or contact the [Student Service Office](mailto:SServices@pencol.edu) at SServices@pencol.edu or call (360) 417-6340.

Military Credits

When military courses are directly related to your program of study at Peninsula College, it is possible for credit to be awarded toward a specific degree or certificate. However, some such courses might not be applicable to a program's graduation requirements, and in that case no credit would be awarded. Official documentation of military courses and requests for evaluation of credit are submitted to Pirate Central via email at SServices@pencol.edu or by calling (360) 417-6340.

Advanced Placement Credit

Peninsula College awards advanced standing to entering students based upon levels of performance on the advanced placement (AP) examinations administered by the College Entrance Examination Board. AP scores are related to specific course equivalencies in a crosswalk approved by the Washington State Board for

Community and Technical Colleges. An official transcript of the AP scores must be received from the College Board to receive credit. For more information regarding advanced placement credit contact the Student Services Office at SServices@pencol.edu or call (360) 417-6340.

Graduation and Commencement Requirements

Requirements for Graduation from Peninsula College

Degrees and Certificates

- GPA requirements:
 - 2.0 or above cumulative GPA
 - The cumulative GPA will be calculated from college-level courses (numbered 100 or above)
- Credit requirements:
 - 90 or more credits meeting requirements for a specific degree
 - Credits required for a certificate are typically about half that of a degree, but vary depending on the program of study
- Residency requirements (credits that must be taken at Peninsula College)
 - 30 credits or one third of the required credits for the degree or certificate, whichever is less
 - A specific program may require a capstone sequence, requiring more credits to be earned in residence
 - Credits earned through articulation agreements and advanced placements do not satisfy residency requirements
- You must apply for your degree or certificate before you register for your last quarter of study: go to pencol.edu

High School Completion

The minimum requirement for a high school diploma is that the final course must be completed at Peninsula College.

Commencement

Commencement is an annual ceremony to honor graduates and projected graduates with family, friends, faculty, and others present. Commencement does not confirm successful degree or certificate completion. Rather it recognizes completion and projected completion in an upcoming term.

The event is typically held each June. Individuals who will be within 10 credits of completing graduation requirements by the end of a Spring Quarter may take part in commencement exercises for that Spring, or they may elect to attend the next year's commencement.

Graduation Requirements Checklist

Current graduation checklists for degrees or certificates are available on the College website at pencol.edu or from the Student Services Office at sservices@pencol.edu or call (360) 417-6340.

The checklist lists the course requirements necessary to complete your degree or certificate. The graduation list you need to follow is set at the time of entry into your program of study. Checklists can change annually.

If you need to leave the College for two or more quarters, you may be required to graduate under the newest checklist of requirements when you enroll again. Also, in some cases you may have an option to graduate under

a newer checklist even if you have been enrolled continuously. At the point of graduation, you must meet all the requirements in a single checklist: you cannot "mix and match" requirements from different checklists. Consult with your advisor for more information.

Transcripts

Your transcript is the official record of grades and credits earned in courses during the quarters you have been enrolled. You send official transcripts to give your record to other schools, employers, and so forth. An official transcript is signed by a certified school official, either with the College seal placed over the signature, or by use of an acceptable electronic means of confirming a transcript is the official record from the College.

Your transcript is not released without a request from you, or in rare cases, upon receipt of a legal order. A fee is charged for official transcripts.

Official transcripts are ordered through the College's online self-services at National Student Clearinghouse, which can be accessed via the College website, pencol.edu. Contact the Student Services Office at SServices@pencol.edu or call (360) 417-6340 for more information.

Unofficial transcripts are also available on the College website at pencol.edu. Students should check their transcripts after each quarter's grades are posted to ensure accuracy. Report any discrepancies to the Student Services Office.

Student Services

Advising Services

Student Services Advisors are available to provide academic advising to all new, international, athlete, and Running Start students. They are also available to advise continuing students when their faculty advisor is not available.

Peninsula College connects students to advisors based on their Area of Study. Advisors help with creating class schedules to meet the career and academic goals of the student, the creation of a degree plan, referrals to on and off-campus resources, and assist with transfer planning. Continuing students may self-schedule using [Navigate](#).

Appointments to meet with Student Services Advisors are made by contacting the Student Services Office at sservices@pencol.edu or (360) 417-6340; toll-free in Washington (877) 452-9277, ext. 6340; video phone (360) 406-4759.

Counseling Services

Mental Health Counselors provide short-term personal counseling and assist with referrals to college services, community agencies, and other professionals. You may request an appointment by contacting the Student Services Office at sservices@pencol.edu or (360) 417-6340; toll free in Washington (877) 452-9277, ext. 6340; video phone at (360) 406-4759.

Multicultural and Inclusion Student Services

Multicultural Services provides support to diverse student populations attending Peninsula College. Our staff offers academic advising, transfer planning, referrals to on and off-campus resources, and assistance with financial aid forms. Contact diversity@pencol.edu or (360) 417-6345 or toll-free in Washington (877) 452-9277, ext. 6345 for information.

International Student Programs

International Student and Faculty Services at Peninsula College provides services to international students attending the college. Our multilingual staff is always ready to provide information and help on academic concerns, immigration procedures, transcript evaluation, housing, student life, and transferring. The ISFS office also provides assistance to U.S. students who wish to study abroad. Contact ISFS at (360) 417-6491 or international@pencol.edu for information or assistance.

Services for Students with Disabilities (SSD)

Peninsula College is committed to providing reasonable accommodations to qualified students with disabilities. We uphold and value the law regarding Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act Amendments Act of 2008 (ADAAA), prohibiting discrimination on the basis of disability in education.

A variety of accommodations are available to students that qualify for SSD services.

Visit pencol.edu/services/services-students-disabilities-ssd for information on how to qualify for accommodations, or email SSD at ssd@pencol.edu or (360) 417-6323; toll free in Washington (877) 452-9277, ext.6323; or video phone (360) 406-4759.

Career Services

Peninsula College offers courses, workshops, assessments, and advising to assist students who are interested in exploring a career pathway, major, or degree. In addition, our website connects you with more information on career or major exploration, as well as tools and resources for job seekers and students. If you would like to meet with an advisor to discuss career exploration call (360) 417-6340 to make an appointment.

Assessment, Placement, and Testing Services

Placement scores and other measures are used to ensure accurate placement in courses.

We offer a variety of certification exams, test proctoring, and mathematics and English placement options.

Previous educational experience, ACT/SAT scores, some high school transcripts, Smarter Balance test scores, Advanced Placement (AP) exams, and college transcripts from a regionally accredited institution are some alternative placement options.

Placement testing may be waived if you have satisfactorily completed one or more quarters of college-level work that includes English and mathematics classes completed with a grade of 2.0 or above.

Testing Services include:

- ACCUPLACER
- Accommodated testing
- Online, remote testing for certain tests
- Automotive Service Excellence (ASE) exam
- GED® exam and other Pearson VUE certification exams
- National Center for Competency Testing (NCCT)
- CASTLE exams
- Correspondence test proctoring
- TEAS exam (for students applying to the Nursing Program)

For information on tests, placement options, and applicable fees visit pencol.edu/admissions/testing-center, call (360) 417-6346 or toll-free (877) 452-9277, ext. 6346, or email testing@pencol.edu.

Veterans Services

Peninsula College recognizes and appreciates all who have served in the United States Armed Forces. If you are a veteran, or a survivor or dependent of a veteran working toward a degree or certificate, you may be eligible for veterans' educational benefits. To determine eligibility and apply for benefits, visit benefits.va.gov/gibill.

Veterans Services provides guidance to veterans, their dependents, active military, and reservists regarding education benefits. Prospective and continuing student veterans and other eligible individuals can get information on the college website at pencol.edu or meet with the veteran advisor who can assist with the new student process, educational planning questions, and provide referrals to campus, local, regional, and state resources. The Peninsula College Veterans Center is located in the J building. The Center houses the veteran advisor and space for studying, programs, and connecting with other veterans.

Check with Veterans Services to obtain information about a possible tuition waiver. Veterans, as well as children and spouses of totally disabled, POW/MIA, or deceased eligible veterans or National Guard members, may apply.

If you have questions, contact Veterans Services at veterans@pencol.edu or (360) 417-6224, or call toll-free (877) 452-9277, ext. 6224, or contact us by video phone at (360) 406-4759.

Services Members Opportunity Colleges

Peninsula College is an institutional member of Service Members Opportunity Colleges (SOC), a group of more than 1,900 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, we recognize the unique nature of the military lifestyle and have committed to assessing the transfer of relevant course credits and crediting learning from appropriate military training and experiences. This commitment includes a partnership with Army Recruiting Command Program ConAP that links new soldiers to college at the time of enlistment.

SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense, and a consortium of 15 leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities and the American Association of Community Colleges.

Student Life

For information about student life, visit pencol.edu/student-life. You'll learn about available services, where to find them, and how to become involved in campus life. Information about College policies and procedures, including policies relating to discipline and due process, is also included.

We serve a population diverse in age, geographical origin, and cultural background. In recognition of this diversity, an effort is made to offer and assist with a broad range of activities outside the classroom to encourage the greatest possible personal development. Some activities are provided through the efforts of student government; others are encouraged by interest groups.

Student Government

The Associated Students are governed by the Associated Student Council (ASC), which is comprised of 11 officers. This group plans activities for all students and allocates funds for campus student activities and organizations. For more information about student government and the ASC Constitution visit pencol.edu.

Clubs and Organizations

Students are encouraged to participate in student clubs and organizations. Information about joining clubs, or forming new clubs, is available at pencol.edu/student-life/student-government-asc. You can participate in a number of clubs and organizations on campus and in the community. Assistance in joining or forming clubs is available by calling the Associate Dean for Athletics and Student Life at (360) 417-6533.

Honor Society

Peninsula College has a chapter of Phi Theta Kappa, the international honor society for students of two-year colleges. The local chapter, Beta Delta Nu, inducts new members and sponsors a student club. To become a member, individuals must have earned at least 15 credits with a cumulative GPA of 3.7. For more information, contact ptk@pencol.edu.

Recreation Programs

The College has designed a wide range of activities to meet the diverse physical interests of the campus population. Included are intramural sports, group recreation activities, special events, and open recreation. Intramural activities are provided for individual and team competitions. Activities include basketball, bowling, soccer, and volleyball.

Open recreation is scheduled during mid-day in the gymnasium and throughout the day for personal fitness in the College's Fitness Center.

College Publications

Journalism students gain experience and credit while providing the college with the award-winning newspaper, *The Buccaneer*. Students contribute to stories and photos published online at passthebuc.com.

Individuals may also gain publication experience by producing the college literary magazine, *Tidepools*, which is published annually. Anyone may submit materials to *Tidepools* in the fall of each year.

Intercollegiate Athletics

Peninsula College offers men's and women's varsity basketball, men's and women's varsity soccer, and coed varsity esports. The Peninsula College Pirates play in the Northwest Athletic Conference (NWAC) for basketball and soccer and in the National Junior College Athletics Association (NJCAA) in esports. Prospective players are encouraged to contact the respective coach. See the directory at gopcpirates.com.

Cultural Events

Public Service Presentations

College staff members organize a wide variety of programs that are open to and the general public. They include:

Studium Generale—Lectures, forums, performances, and discussions are presented Thursdays in the Little Theater. Topics represent a variety of interests in the humanities, social sciences, natural sciences, and global issues and are designed to contribute to a liberal arts education.

Foothills Writers Series—Readings by poets and writers of local, regional, and national note. Each quarter an “Open Mic” program gives students and other area writers an opportunity to share their poetry and prose.

Writer-in-Residence—Past writers include David Guterson, James Welch, Tim McNulty, Tess Gallagher, Robert Pyle, Debra Magpie Earling, Rick Bass, Mary Clearman Blew, Dan O’Brien, Jacqui Banaszynski, Anna Castillo, Nancy Rawles, Carol Cassella, Lucia Perello, Jane Mead, and Cristina Garcia.

Cultural Enrichment Drama/Music

Dramatic and musical productions performed in the College’s Little Theater and Maier Performance Hall are a natural part of college courses. Additional opportunities for participation are available to students through Community Players, Port Angeles Symphony, Community Chorus, Olympic Theatre Arts, and numerous instrumental and vocal ensembles in the community.

Ṗaṭkʷustəṇáwtxʷ House of Learning, Peninsula College Longhouse

Built in 2007, Ṗaṭkʷustəṇáwtxʷ House of Learning, Peninsula College Longhouse was the first longhouse in the nation built on a community college campus. It was created in collaboration with the six area tribal nations: Hoh River Chalat’, Quileute, Makah, Port Gamble S’Klallam, Jamestown S’Klallam, and Lower Elwha Klallam. The Longhouse builds bridges of understanding and knowledge among tribes, students, educators, and visitors by establishing a special place on campus to gather for cultural ceremonies, community events, classes, workshops, study groups, and individual study. The Longhouse serves as a cultural and educational resource for understanding, honoring, and sharing our cultural heritages.

The Longhouse Art Gallery features exhibits by Native artists and provides a space for artists to share their work and culture with Peninsula College students, faculty, staff, community members, and visitors. Tribal artwork is featured throughout the Peninsula College campus. For more information, contact longhouse@pencol.edu or (360) 417-7992.

Student Union Building

The Pirate Union Building (PUB) is an important campus gathering place and the destination point for student interaction, involvement, entertainment, and social and cultural activities. It is also the venue for student leadership opportunities in the College and community. In the PUB you will be able to connect with other students in a relaxed, informal setting and access a variety of student services, including student government offices, dining and lounge areas, the Bookaneer Campus Store, Campus Safety, and an internet cafe. The facility also houses a small performance stage, a theater seating 250 people, and an Art Gallery. The PUB dining area is serviced by the Pirate Cove Cafe, which offers an extensive variety of healthy food options, as well as an espresso bar. The office of the Associated Student Council (ASC) is located adjacent to the main dining and lounge areas of the PUB, making it convenient to visit and easy for one to become involved in campus life. The ASC sponsors a wide variety of activities for enjoyment and enrichment in the PUB throughout the year, including cultural events, comedy shows, student talent shows, dances, and barbecues. Contact the ASC at asc@pencol.edu or 360-417-6432.

Bookstore

The Bookaneer Campus Store is an essential component of campus life, providing materials and services designed to help students achieve academic success while promoting college activities to both students and our community. It offers course materials, including new and used textbooks, E-books, and textbook rentals. Computer software at academic prices, student supplies, Peninsula College pirate gear, and a large assortment of food and beverage items are also available.

The Bookaneer is conveniently located in the Pirate Union Building (PUB). Regular store hours are Monday through Friday with extended evening hours at the beginning of each quarter. Visit the Bookaneer online bookaneer.pencol.edu for hours and to browse and/or order merchandise, or call (360) 417-6440.

Child Care

The Early Childhood Development Center offers a quality preschool and child care program for children, ages six months to five years, of parents or guardians who are students, staff, or faculty at Peninsula College. This program is also open to children in the community if space is available.

The Early Childhood Development Center is located in Building K on the Peninsula College campus.

For information regarding hours of operation, eligibility, curriculum, fees, or other aspects of the program please visit our website at pencol.edu/ECDC.

Library

The John D. Glann Library connects members of the College and our communities to a variety of high-quality learning resources. The Library advances the College mission with research instruction, collections, learning spaces, and services that support courses and programs offered. Librarians and staff help all users find and use materials suited to their learning needs.

The online catalog shows our print holdings and connects to some of our electronic resources. The Library catalog is web based and can be accessed from off campus.

Our website provides access to subject-specific research and citation guides, streaming academic video content, full-text databases, and other specialized resources.

Collections include thousands of print and electronic titles, including books, e-books, magazines, journals, and newspapers. If we do not provide access to what you need, interlibrary loan services allow students, faculty, and staff to borrow from other libraries.

One-on-one research assistance is provided by a faculty librarian to help students develop research techniques while providing immediate assistance with specific assignments.

The Library is open Monday through Friday during the academic year, except for holidays and quarter breaks. For current hours visit pencol.edu/library.

You are encouraged to use our many resources for research, class-related projects, or independent learning. Faculty and staff are available to assist you.

Learning Assistance

Tutoring

Tutoring and learning assistance is open to students at all levels and abilities working on projects for any class, including online courses, in any discipline. The Math Lab and Computer Lab are located on the first floor of Maier Hall (Building E). The Writing Lab and Tutoring Services, located in the Library, include these free services: writing response, research, and writing, and tutoring/e-tutoring.

Tutoring is available to students free of charge. The following types of tutoring are available:

- One-on-one peer tutoring
- Writing response/evaluation
- E-Tutoring (online tutoring assistance)
- Math assistance and computer help also are available in the math and computer labs.

Writing Lab

At the Writing Lab students can make individual appointments for writing help or use the lab's computers to work on essays and research. The Writing Lab is open weekdays to all students engaged in writing projects in any discipline. Writing instructors staff the lab and respond to student writing. Students sign up for 30 or 60-minute response sessions. During these sessions, responders will discuss the paper's strengths and weaknesses, focusing first on larger issues such as clarifying ideas, developing and supporting those ideas, structuring them for readability and coherence, and using correct grammar and punctuation. The lab can also help students understand an assignment's expectations and generate ideas before they begin their writing.

The computers in the Writing Lab are also open to students who would like a place to work independently on research and writing assignments. The computers have Microsoft Office and internet access, and a number of writing handbooks are available. Students also have access to a printer, and the Library's study rooms and research help is just outside the door.

Math Lab

The Math Lab is a drop-in tutoring center for math students. STEM (Science, Technology, Engineering and Math) program office hours are also sometimes held in the Math Lab.

Computer Lab

The Computer Lab is available for students working on computer-based classes or for general use in any course.

Degree Requirements

General Education Competencies (Institutional Core Competencies)

Since 1990, general education competencies define the basic academic skills all graduating students should possess upon completion of their studies. Arts and Sciences students achieve these skills as they move through their required and distribution courses. Professional and Technical students achieve them in the required courses. Students learn the core knowledge of each program and discipline as they take courses in these areas.

I. Communications Competencies

- Comprehend, identify, and distinguish among the following when reading: main ideas, opinions, facts, inferences, ambiguities, assertions, conclusions, and supporting materials
- Communicate in writing for a variety of purposes and audiences
- Speak effectively
- Listen actively and respond to different audiences

II. Quantitative Reasoning Competencies

- Manipulate numbers (large and small), use common measurement systems, and solve simple linear algebraic problems
- Apply basic computational skills to practical applications
- Recognize functional relationships between and among measurable phenomena
- Apply systematic approaches and logic to solving quantitative problems
- Translate mathematical symbols into words and words into mathematical symbols

III. Information Competencies

- Recognize and formulate an information need
- Find, access, and retrieve information
- Select and reject information within the context of a specific information need
- Evaluate the credibility of information and information sources
- Synthesize and apply information to meet an identified need
- Use basic computer applications

IV. Critical Thinking Competencies

- Identify and troubleshoot problems
- Collect and apply data to solve problems
- Formulate, test, and evaluate potential solutions
- Recognize how individual perspectives and values influence critical thinking

V. Personal & Interpersonal Competencies

- Recognize the importance of accepting ownership for one's own learning
- Work cooperatively and collaboratively with others
- Function under conditions of ambiguity, uncertainty, and conflict

- Recognize that humans influence, are influenced by, and are dependent upon larger environmental systems: physical, biological, and social

Degrees, Programs, Certificates List

Arts & Sciences Degrees

- Associate in Arts, Direct Transfer Agreement (AA-DTA)
- Associate in Business, Direct Transfer Agreement/Major Related Program (DTA/MRP)
- Associate in Computer Science, Direct Transfer Agreement/Major Related Program (DTA/MRP)
- Associate in Nursing, Direct Transfer Agreement/Major Related Program (DTA/MRP)
- Associate in Science, Transfer Track 1 (AS)

Bachelor's Degree

- Bachelor of Applied Science in Applied Management

Professional & Technical Programs

(Associate in Applied Science (AAS), Associate in Applied Science-Transfer (AAS-T), certificates)

- Addiction Studies
- Administrative Office Systems
- Business Administration
- Commercial Driver's License
- Computer Applications Technology
- Construction Technology (formerly Green Building)
- Criminal Justice
- Cybersecurity & Computer Forensics
- Early Childhood Education
- Emergency Medical Technician
- Entrepreneurship
- Family Life Education
- Homeland Security/Emergency Management
- Hospitality and Ecotourism
- Information Technology
- Medical Assisting
- Medical Office Assisting
- Multimedia Communications
- Nursing Assistant
- Paralegal
- Phlebotomy
- Sustainable Agriculture
- Welding

Short Term Certificates of Completion

For more detailed information on Certificates and on Short Term Certificates specific to Professional Technical programs, visit pencol.edu/proftech.

Associate Degrees

Peninsula College's general education requirements for the Direct Transfer Agreement (DTA) Associate degrees conform to the guidelines of the Washington Intercollege Relations Commission (ICRC) for direct transfer of Associate degree credits. Washington colleges and universities also accept these guidelines or have separate agreements with Peninsula College to grant junior status and waive their own general education requirements for students entering with the Associate in Arts degree. Major related programs based on the direct transfer agreement (DTA) follow the statewide agreement and share the same benefits.

To meet requirements for these degrees at Peninsula College you must complete a minimum of 90 credits, with a specified number of credits distributed among communications, distribution, and quantitative skills courses.

The distribution requirement is based upon the premise that a significant portion of undergraduate education should be characterized by a broad survey of human knowledge.

Distribution requirements consist of a minimum of 45 credits, with 15 credits earned in each of the broad areas of humanities, social sciences, and natural sciences. Communications and quantitative skills requirements are met with the completion of English Composition 101 and 102 and a mathematics course numbered 107 or above or [PHIL& 120](#).

A specific course may not be credited toward more than one distribution area.

Associate in Applied Science Degree (AAS)

Associate in Applied Science (AAS) degrees and certificates are awarded for completion of one of 26 professional and technical programs offered at Peninsula College. The programs are designed to prepare students for entry into specific occupations.

Associate in Applied Science – Transfer (AAS-T) Degree

The AAS-T degree combines the competencies earned in a professional & technical program with college-level general education courses. The Associate in Applied Science – Transfer (AAS-T) degree is designed for transfer to specific four-year colleges and universities for students pursuing specific professional & technical programs. The AAS-T degree is not designed for general transfer.

Students who wish to transfer to four-year colleges, universities, or technical institutions in professional or technical programs should obtain the institution's catalog and review its requirements for junior-year standing in the program to which they would like to transfer. Faculty advisors will work with you to develop an educational plan to meet requirements for transfer to the institution of your choice.

Degree Requirements

- Completion of the courses required for each professional and technical program
- Communications, computation, and human relations courses as required by each program
- A minimum of 90 credits
- A cumulative grade point average of 2.0 or above

Certificate Requirements

See individual program listings for specifics.

Administrators, Faculty & Emeriti

President's Administrative Cabinet

Suzanne Ames (2022)

President

B.A., University of Washington; M.B.A., City University; Ph.D., Fielding Graduate University

Krista Francis (2022)

Interim Vice President, Student Services

B.B.A., Pacific Lutheran University; M.Ed., Concordia University

Carie Edmiston (2019)

Vice President, Finance and Administration

B.S., Washington State University

Steven Thomas (2020)

Vice President, Instruction

B.A., B.S.Ed., Bowling Green State University; M. Ed., Ohio University; Ph. D., University of Southern California

June Whitaker (2019)

Chief Strategy Officer

B.A., California State University San Marcos; M.B.A., Western Governor's University

Faculty

Randal D. Anderson (2001), Mathematics

B.S., University of Texas; M.S., Northern Arizona University

Stacie L. Bell (1996), Chemical Dependency

B.A., Central Washington University

Steve Belz (2016), Ceramics**

B.S., Evergreen State College; M.A., Kansas State University

Jessica Berry (2021), Nursing**

B.S.N, Western Governors

Stojanka Berry (2022), Faculty Curriculum Coordinator**

B.A., Texas A&M University

Barbara Blackie (2007), Biology**

B.A., Miami University; M.Ed., Lesley University; M.S., Oregon State University

Kathy Brown (2015), Nursing

B.S.N., Lakeview College of Nursing; M.S.N., Kaplan University

Michael Cassella-Blackburn (2004), History

B.A., University of Oregon; M.A., University of Kansas; Ph.D., Syracuse University

Robert DeCou (2021), Business

B.A., Pacific University Oregon; M.Ed., M.L.S., M.B.A., Grand Canyon University

Eric Dieterle (2020), Counseling**

B.A., Washington State University; M.A., Washington State University; M.A., Iowa State University

Eoin Doherty (2018), Welding**

Journeyman

Kelly Flanagan (2018), Welding**

A.A.S., Peninsula College

Sean S. Gomez (2008), English as Second Language

B.A., University of California, Los Angeles; M.S., Shenandoah University

J. Brian Hauge (2004), Terrestrial Field Biology

B.S., M.S., South Dakota State University; Ph.D., Auburn University

Dawnette Johnson (2015), Nursing

B.S.N., Holy Names College; M.S.N., George Mason University

Joseph Johnson (2015), Nursing

B.S.N., M.S.N., University of Washington

David P. Jones (2008), Music

B.M., University of Washington; M.M., New England Conservatory; D.M., Indiana University

T. Nicholas Jones (2020), Chemistry

B.S., Pacific Lutheran University; Ph.D., Montana State University

Tom K. Kim (2008), Mathematics

B.A., M.A., California State University, Fullerton; Ph.D., University of California, Davis

Anna King (2019), Early Childhood Education

B.A., Arizona State University; M.Ed., Grand Canyon University

Tanya Knight (2015), Information Technology

B.A.S., Peninsula College; M.A., Concordia University; Ph.D., Northcentral University

Ritu S. Lauer (2008), International Studies

B.A., University of Delhi; M.A., Ph.D., University of Denver

Helen Lovejoy (2011), English

B.A., Scrips College; M.A., Ph.D., University of California, Riverside

Janet Lucas (2010), English

B.A., M.A., Eastern Washington University; Ph.D., Indiana University of Pennsylvania

Sandi MacIntosh (2019), Counseling**

B.A., Seattle University; M.A.T., City University; M.A., Saybrook University

Paul S. Mattson (2013), Psychology

B.A., University of Kansas; M.S., Ph.D., Washington State University

Michael Paul Miller (2008), Art

B.F.A., University of Wisconsin, Oshkosh; M.F.A., University of Wisconsin, Madison

Michael Mills (2014), English/Art

A.A., College of the Redwoods; B.A., M.A., University of Arkansas

Andrea L. Motyka (2004), Mathematics

B.S., State University College of NY; M.Ed., Ph.D., State University of New York

Rachel Pairsh (2013), Medical Assisting

A.A.S., Peninsula College

Rae Rawley (2016), Bachelor of Applied Science

A.A.S., Arizona Western College; B.A., Western International University; M.A., Arizona State University; Ph.D., Gonzaga University

Kate Reavey (2017), English

B.A., Trinity College; M.A., University of California, Davis; Ph.D., Union Institute and University

Zachary K. Rutledge (2016), Mathematics

B.A., Vanderbilt University; M.A., Indiana University; Ph.D., Indiana University

Marina Shipova (2014), Multimedia Communications

M.F.A., Vladimir State University for the Humanities

Margaret Siemion (2018), Nursing

B.S., University of Washington; M.S., Western Governor's University

Jill M. Snyder (1998), Business/Accounting

B.A., Pacific Lutheran University; M.Ed., State of Washington; Ed.D., Walden University

Sherry B. Sparrowk (1997), Administrative Office Systems

B.S., Walla Walla College; M.A., Pacific Lutheran University

Lara E. Starcevich (2008), Speech/Theater

B.A., Vassar College; M.A., Wimbledon School of Art; Ph.D., University of Colorado

Daniel Stengel (1994), Political Science

B.A., Humboldt State University; M.A., Ph.D., Michigan State University

Matthew Teorey (2005), English

B.A., Northwestern University; M.A., Central Washington University; Ph.D., University of New Mexico

Cheyenne Tuller (2018), English

B.A., University of Tulsa; M.A., Washington State University

Eric Waterkotte (2012), I. T. Cybersecurity

B.S., B.A., Northern Arizona University; M.S., University of Washington

Tim Williams (2012), Librarian

B.A., University of North Carolina; M.A., Wake Forest University; M.L.I.S., University of North Carolina

Jeffery Zirul (2018), Physics

B.S., M.S., University of Washington

Sam Zwenger (2019), Biology

B.S., M.S., Fort Hays State University; Ph.D., University of Northern Colorado

**** Indicates a full time non-tenured faculty member**

Emeriti

Retired Peninsula College faculty and administrators who have worked for the college for at least 10 years are eligible for recommendation for inclusion on the college Emeriti list.

Thelma Barnes, Nursing (1963-1975)
Karl Baumwell, Criminal Justice (1984-1997)

Brian Betts, Instruction (2003-2021)
Ruth A. Bopp, Secretarial Science (1969-1985)
Evelyn Boyd, Purchasing Agent (1985-2017)
Richard Brauning, Mathematics (1968-2000)

Deanna Buchman, Program Specialist 2, Corrections (1998-2021)
Richard Cable (2013-2017)
Allan A. Carr, Vice President (1980-2001)
Bonnie Cauffman, HR Director/HR (1979-2016)
Philip L. Churchley, Chemistry (1961-1996)
Yvette Cline, Professor (1988-2019)
Stan Compton, Computer Science (1989-2003)
William Cozzolino, Corrections Training (1997-2011)
Dennis Crabb, Music (1988-2011)
Kathleen O. Craven, Nursing (1993-2015)
Grace Crawford, English/Literature (1988-2006)

Rick Croot, Facilities (1991-2021)
J. Michael Daniel, Math (1995-2014)
Marca Davies, Nursing (1998-2013)
Alice Derry, English/German (1980-2009)
Paula Doherty, VP of Institutional Effectiveness (1972-2015)
Dorothy Drain, History (1996-2003)
David Ellefson (1992-2017)
Jack Estes, English (1967-1991)
David Estrem (1992-2008)
Joan Ethier, Vice President (1993-2003)
John Evans, Mathematics (1964-2000)
Melanie Falcioni (2006-2017)
Deborah Frazier, VP Finance and Administration (2007-2018)
Janice A. Gardner (1991-2017)
William D. Garrison, Computer Technology (1983-2002)
Carmen Germain, English (1987-2011)
Jenny T. Gouge, Medical Assisting (1996-2013)

Thomas Grimes, Professor/Instruction (1993-2019)
Thomas Hanley, Adult Basic Education (1995-2013)
Karen Hart, Professor/Instruction (1981-2016)
Richard Hendry, Counseling (1970-1998)
Maggie Hinshaw (2005-2019)
Thomas Hostetler, Speech (1968-1997)
Bev Hott, Basic Skills (1986-2014)
Beth Hover, Program Assistant/Instruction (2006-2018)
Ken Jacobsen, Computer Technology (1978-2009)
Diane Johnson, Family Life Education (1978-1997)
Helen Julio (1988-2019)
Thomas Keegan, President (2001-2012)
Robert Lawrence-Markarian, Workforce Director (1993-2013)

Gary Ledbetter, Corrections Education (1987-2013)
 Dayle Lee (2011-2017)
 Jon J. Livingston, Physical Education (1969-1994)
 Matthew J. Lyons, Director Higher Ed, Jefferson County (1999-2013)
 Jerry Machenheimer, Information Tech. Specialist 4/IT (1996-2016)
 N. Ross Maloney, Economics, Business Administration (1962-1989)
 Roberta T. Mantooth, Journalism (1975-2000)
 Pamela Maurides, Faculty (1998-2017)
 Jeff Mauger, Anthropology/Sociology (1994-2014)
 Vici McLaughlin, Information Technology (1996-2015)
 Paul D. McCarrell, Associate Dean, Vocational Education and Counseling (1981-1993)
 Cheryl McCurdy, Nursing (1991-2015)
 Mickie McNeil, HR Consultant 2/HR (2000-2016)
 George (Bill) E. Merrill, Art (1970-2014)
 Carolyn Muir, Administration (1995-2007)
 Kathy Murphy-Carey, Counseling (1975-2013)
 Ted Noel, Corrections Training (1999-2015)
 Linda Nutter, Information Technology (1985-2008)
 Mary O'Neil-Garrett, Vice President of Instruction (2001-2015)
 J. Phipps, Professor/Correctional Faculty (1999-2016)
 Nina Pitts (1997-2019)
 Soren Poulsen (2005-2019)
 Jon Purnell, Surveying/Geomatics (1997-2007)
 Bonnie Rathod, Nursing (1998-2015)
 Dolores Reher, Nursing (1975-1989)
 Dennis Sanford (1988-2018)
 Ginger Sanford, Fiscal Tech 3/Business Services (1990-2018)

 Deb Scannell, Forks Campus Director (2001-2021)

 Glenda Schaad
 Thomasine L. Schwent, Nursing (1974-2001)

 Wendy Shea, Program Specialist 2, Testing Center (1976-2013)
 H. Joy Sheedy, Director, Educare Center (1982-2001)
 Bob Sheldon, Facilities (1999-2018)
 Winnie Sheldon, Facilities (1988-2017)
 Evelyn M. Short, Dean of Basic Skills (1988-2014)
 Judith Skogen (1999-2014)
 Dona Smasal, Administrative Assistant (1982-2012)
 Steve Snyder, Professor/Instruction (1977-2016)
 Margaret Holm Spillane, English (1962-1986)
 William Spring, Psychology (1991-2012)
 Frank H. Thayer, Dean of Administrative Services (1965-1992)
 Grimes Thomas (1993-2019)
 Frederick S. Thompson, English/Humanities (1979-2010)
 Dan Underwood, Professor, (1992- 2019)
 Phyllis L. Van Holland, Director of Communications (1991-2015)
 Nancy Vannausdile, Program Coordinator, Basic Education for Adults (2002-2017)
 James Walton, Vice President (1980-2001)
 W. Laurence Welch, Education, Reading (1968-1990)
 Thomas Wells, Diesel Technology (1971-1999)
 Bob Willicut, Counseling (1972-2001)

 Ancher Yesiki, Facilities (1980-2021)
 Cheryl B. Young, DOC Curriculum Designer (1988-2014)
 Philip Young, Corrections Training (1987-2013)

Things You Should Know

Catalog Information

This catalog is designed to provide information for anyone planning to attend Peninsula College. Although the college staff has attempted to make it as comprehensive and accurate as possible, the catalog may contain errors, and program changes may occur during the one year the current catalog is used.

Peninsula College reserves the right to cancel courses. While each individual may work with a Peninsula College advisor, you retain personal responsibility for meeting requirements in this catalog and for being aware of any changes in provisions and requirements.

Selected programs of study at Peninsula College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECT/SAA) for enrollment of those eligible to receive benefits under the Title 38 and Title 10, USC.

Nondiscrimination and Anti-Harassment Policy

Board Procedure Number: 501

Date Adopted: June 13, 2005

Dates Revised: June 12, 2007; December 9, 2008; June 14, 2011; January 10, 2012; June 11, 2013; June 11, 2015; August 11, 2020

A. Introduction

Peninsula College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, Peninsula College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

B. Definitions

1. Complainant: employee(s), applicant(s), student(s), or visitors(s) of Peninsula College who alleges that she or he has been subjected to discrimination or harassment due to their membership in a protected class.

2. Complaint: a description of facts that allege violation of the College's policy against discrimination or harassment.

3. Consent: knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual

contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

4. Discrimination: unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.

5. Harassment: a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:

Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.

Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.

Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.

6. Protected Class: persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

7. Resolution: the means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline sanction.

8. Respondent: person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

9. Sexual Harassment: a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.

a. Hostile Environment Sexual Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs [and/or student housing].

b. Quid Pro Quo Sexual Harassment occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Examples of conduct that may qualify as sexual harassment include:

- Persistent comments or questions of a sexual nature.
- A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
- An instructor who promises a student a better grade in exchange for sexual favors.
- Sexually explicit statements, questions, jokes, or anecdotes.
- Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.

- Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
- Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
- Direct or indirect propositions for sexual activity.
- Unwelcome letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.

10. Sexual Violence: is a type of sexual discrimination and harassment that includes:

a. Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

b. Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without Consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

c. Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren, and adopted children under the age of eighteen (18).

d. Statutory Rape. Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).

e. Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of State of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.

f. Dating violence, Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; and (iii) The frequency of interaction between the persons involved in the relationship

g. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.

C. Designee

The following College official is designated to handle inquiries regarding this policy:

Director of Human Resources, Title IX/EEO Coordinator Contact: titleixcrd@pencol.edu
 Address: 1502 E. Lauridsen Blvd., Port Angeles, WA 98362
 Phone: (360) 417-6212

Discrimination and Harassment Complaint Procedure

HOW TO FILE A COMPLAINT

Any employee, applicant, student or visitor of the College may file a complaint with the Title IX Coordinator. If the complaint is against that Coordinator, the complainant should report the matter to the president's office for referral to an alternate designee. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online at pencol-advocate.symlicity.com/public_report. Hard copies of the complaint form are available at the Human Resources Office. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures.

CONFIDENTIALITY AND RIGHT TO PRIVACY

Peninsula College will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with federal and state law, as well as Peninsula College policies and procedures. Although Peninsula College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator.

Confidentiality Requests and Sexual Violence Complaints: The Title IX / EEO Coordinator will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that their name not be revealed to the respondent or that the College not investigate the allegation, the Title IX / EEO Coordinator will inform the complainant that maintaining confidentiality may limit the college's ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that their name not be disclosed or that the College not investigate, the Title IX / EEO Coordinator will determine whether the College can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the college community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

- the seriousness of the alleged sexual violence;
- the age of the complainant;
- whether the sexual violence was perpetrated with a weapon;
- whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints
- whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
- whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the College is unable to honor a complainant's request for confidentiality, the Title IX / EEO Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

INVESTIGATION PROCEDURE

Upon receiving a discrimination complaint, the College shall commence an impartial investigation. The Title IX / EEO Coordinator shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX / EEO Coordinator or their designee. If the investigation is assigned to someone other than the Title IX / EEO Coordinator, the Title IX / EEO Coordinator shall inform the complainant and respondent(s) of the appointment of an investigator.

Interim Measures: The Title IX / EEO Coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of a summary suspension in compliance with the College's student conduct code or an administrative leave of absence in compliance with the College's employment policies and collective bargaining agreements.

Informal Dispute Resolution: Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

Investigation: Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally ninety days unless there is good cause shown. If it appears completion of the investigation will take longer than ninety days, the Title IX/ EEO Coordinator will notify the parties, describe the reasons for the delay, and provide an estimated time for completing the investigation.

At the conclusion of the investigation, the investigator shall set forth their findings in writing. If the investigator is someone other than the Title IX / EEO Coordinator, the investigator shall send a copy of the findings to the Title IX / EEO Coordinator.

The Title IX / EEO Coordinator will provide each party and the appropriate student services administrator or appointing authority with written notice of the investigative findings, subject to the following limitations. The complainant shall be informed in writing of the findings only to the extent that such findings directly related to the complainant's allegations. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review the investigative findings subject to any FERPA confidentiality requirements.

Final Decision/Reconsideration: Either the complainant or the respondent may seek reconsideration of the investigation findings. Requests for reconsideration shall be submitted in writing to the Title IX / EEO Coordinator within seven calendar days of receiving the investigation report. Requests must specify which portion of the findings should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven calendar days, the findings become final. If a request for reconsideration is received, the Title IX / EEO Coordinator shall respond within 14 calendar days. The Title IX / EEO Coordinator shall either deny the request or, if the Title IX / EEO Coordinator determines that the request for reconsideration has merit, issue amended findings. Any amended findings are final and no further reconsideration is available.

PUBLICATION OF ANTI-DISCRIMINATION POLICIES AND PROCEDURES

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or president's designee. Any person who believes he or she has been subjected to discrimination in violation of College policy will be provided a copy of these policies and procedures.

LIMITS TO AUTHORITY

Nothing in this procedure shall prevent the College President or designee from taking immediate disciplinary action in accordance with Peninsula College policies and procedures, and federal, state, and municipal rules and regulations.

NON-RETALIATION, INTIMIDATION AND COERCION

Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX / EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a

result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX / EEO Coordinator immediately.

CRIMINAL COMPLAINTS

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

City of Port Angeles Police Department
321 East 5th Street
Port Angeles, WA 98362
Phone: 360-452-4545
wa-portangeles.civicplus.com/288/Police-Department

City of Forks Police Department
500 East Division Street
Forks, WA 98331
Phone: 360-374-2223
forkswashington.org/police-corrections

City of Port Townsend Police Department
1925 Blain Suite 100
Port Townsend, WA 98368
Phone: 360-385-2322
cityofpt.us/police

City of Sequim Police Department
152 W. Cedar Street
Sequim, WA 98382
Phone: (360) 683-7227
sequimwa.gov/111/Police

Clallam County Sheriff Department
223 East 4th Street
Port Angeles, WA 98362
Phone: 360-417-2459
clallam.net/sheriff

Jefferson County Sheriff Department
79 Elkins Road
Port Hadlock, WA 98339
Phone: 360-385-3831
co.jefferson.wa.us/172/Sheriff

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

OTHER DISCRIMINATION COMPLAINT OPTIONS

Discrimination complaints may also be filed with the following federal and state agencies:

- Washington State Human Rights Commission, hum.wa.gov
- US Dept of Education Office for Civil Rights, ed.gov/about/offices/list/ocr
- Equal Employment Opportunity Commission, eeoc.gov

Drug and Alcohol Abuse Prevention

Peninsula College is concerned about the safety and welfare of students, employees, and members of the community while they utilize college facilities and grounds. In the interest of providing and maintaining an environment free from crime, illicit drug use, and the abuse of alcohol and in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 we have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol by students and employees.

Confidentiality of Student Records

Peninsula College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) regarding confidentiality of student records and release of personally identifiable information.

In order to respect the privacy rights of individuals, only limited information about students can be released to individuals off campus without the express written permission of the student. Federal laws concerning the privacy rights of students and college policy provide the basis for these procedures. See the College website at pencol.edu for detailed information.

Limitation of Liability

The College's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the College for those classes or programs. In no event shall the College be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

Contact Information

Departments

Arts & Sciences

Cheryl Crane
(360) 417-6381
c crane@pencol.edu

Athletics/Student Programs

Rick Ross
Phone: (360) 417-6533
rross@pencol.edu

Bookaneer Campus Store

(360) 417-6440
bookaneer@pencol.edu

Business Services

(360) 417-6232
businessoffice@pencol.edu

Campus Safety

Marty Martinez

(360) 417-6559
mmartinez@pencol.edu
In an emergency dial 911

Center for Equity, Teaching and Learning

Bruce Hattendorf
(360) 417-6238
bhattendorf@pencol.edu

Child Care

Christina Heistand
(360) 417-6530
cheistand@pencol.edu

Community Education

(360) 417-2657
communityed@pencol.edu

eLearning

Sarah Mickel
(360) 417-6272
smickel@pencol.edu

Financial Aid

Phone: (360) 417-6390
Fax: (360) 417-6395
financialaid@pencol.edu

Foundation

Getta Workman
(360) 417-6592
gworkman@pencol.edu

International Programs

Sophia Iliakas-Doherty
USA Country Code: 1
(360) 417-6491
sdoherty@pencol.edu

IT Department

Emma Janssen
(360) 417-6503
ejanssen@pencol.edu

Library/Media Center

(360) 417-6280
(360) 417-6295
pclibrary@pencol.edu

Longhouse

Sadie Crowe
(360) 417-7992
scrowe@pencol.edu

Maintenance Facilities/Information Center

(360) 452-9277, Ext. 0
room.info@pencol.edu

Marketing and Communications

Margaret Griset
(360) 417-6303
mgriset@pencol.edu

Outreach/Admissions

Phone: (360) 417-6340
Toll-free: (877) 452-9277
studentservices@pencol.edu

Placement/Testing

(360) 417-6346
testing@pencol.edu

President's Office

Trisha Haggerty
Phone: (360) 417-6201
thaggerty@pencol.edu

Professional Technical Education

Mia Boster
(360) 417-6341
mboster@pencol.edu

Public Information Office

Kari Desser
(360) 417-6291
kdesser@pencol.edu

Registration/Payments

Phone: (360) 417-6340
Toll-free: (877) 452-9277
admissions@pencol.edu

Student Services

Phone: (360) 417-6340
studentservices@pencol.edu
Toll-free: (877) 452-9277, Ext. 6340
Video Phone: (360) 406-4759

Transitional Studies

Amie Batton
(360) 417-7981
abatton@pencol.edu

Veterans Services

(360) 417-6340
veterans@pencol.edu

Web Support

Dana Hogenson
(360) 417-5695
dhogenson@pencol.edu

Workforce Programs (BFET, WorkFirst & Worker Retraining)

Willow Peppers
(360) 417-6351
wpeppers@pencol.edu

Campus Contacts

Peninsula College

1502 East Lauridsen Blvd.
Port Angeles, Washington 98362

Phone: (360) 452-9277
Toll free: (877) 452-9277
Video Phone: (360) 406-4759
Fax: (360) 417-6581
StudentServices@pencol.edu

PC Forks

Mailing Address:
P.O. Box 330
Forks, Washington 98331

Physical Address:
481 South Forks Avenue
Forks, WA 98331

Phone: (360) 374-3223 or (360) 374-9881
Fax: (360) 374-9738
rschwartz@pencol.edu

PC Port Townsend

Fort Worden State Park
202 Eisenhower Avenue
Port Townsend, Washington 98368

Phone: (360) 385-4605
Fax: (360) 385-4570
pt@pencol.edu