

Family Education Rights and Privacy Act (FERPA)

Students wishing to inspect and review their education records should submit a written request to the Registrar's office identifying the pertinent record(s). Students wishing to amend a record should make the request to the Registrar's office in writing and clearly identify the part of the record the student wants changed and specify why it should be changed. Darla Kotrba, Registrar; located in the Campus Center, 605-995-3023.

Compliance Officer/Coordinator for Title IX, ADA and Nondiscrimination

For information, questions or concerns connected to issues related to Office of Civil Rights (OCR), Title IX, American Disabilities Act (ADA, section 504) and the college's nondiscrimination policy, contact the Title IX coordinator, Vice-President John Heemstra, whose office is located in the Campus Center; call 605-995-3023.

Health and Safety (Campus Security Policy and Crime Statistics)

All inquiries for information, assistance or questions related to campus security and policies should be directed to Vice-President John Heemstra, whose office is located in the Campus Center; call 605-995-3023.

General Institutional Information and Voter Information

For inquiries to assist enrolled or prospective students in obtaining institutional information, please contact: Center for Student Success, 605-995-3097. For information on voting and registering to vote in South Dakota, go to <https://sdsos.gov/elections-voting/voting/register-to-vote/default.aspx>

Student Financial Assistance

All inquiries to assist enrolled or prospective students in obtaining financial aid assistance or information should be directed to: MTI Financial Aid at 605-995-3052, or email your query to questions@mitchelltech.edu, or visit the Financial Aid Office in the Campus Center.

Student Right to Know

All inquiries for information, assistance or questions related to graduation rates, completion rates, retention rates and additional institutional statistical data should go to Accreditation and Institutional Effectiveness Director, Marla Smith, Campus Center, 605-995-3023.

All Other Information

Those persons wishing to review documents for MTI's Accreditation, Licensure and Approvals, Federal Agreements and Certifications, or any additional college information, or those having any concerns or wishing to file a complaint, should contact: Marla Smith, Accreditation and Institutional Effectiveness Director, at 605-995-3023; email your query to marla.smith@mitchelltech.edu, or visit the Campus Center.

Mitchell Technical Institute offices are open Monday through Friday, 8:00 a.m. to 5:00 p.m. The campus is located at 1800 East Spruce Street, Mitchell, South Dakota.