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2015-16 Student Handbook

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Mitchell Technical Institute (MTI) publishes this handbook to provide general information regarding rules, regulations, policies and procedures. The information is accurate at the time of publication, but changes may occur before the next handbook is printed. **All provisions herein are subject to change without notice and do not constitute a contract or offer to contract with any person. It is ultimately the student’s responsibility to be aware of current regulations.**

MTI consists of four buildings and auxiliary instructional locations. All rules and regulations pertain to each campus facility. References to the “commons” apply to the commons area or break room at each facility.

The Institute reserves the right to modify requirements, program offerings, and financial fees, and to add, alter, or delete courses, programs, and policies. While reasonable efforts will be made to publicize changes, a student is encouraged to seek current information from appropriate offices. Students must also read the MTI General Catalog, which contains more information about programs and curriculum.
2015-16 School Year Calendar
Fall Semester

Faculty Returns.................................................................August 18
New Student Orientation....................................................August 24
Fall Semester Classes Begin .............................................August 25
Last Day to Add a Class (by 4:00 PM)..................................August 31
Labor Day (No classes) ......................................................September 7
Last Day to Drop a Class with a Refund (by 4:00 PM) ..........September 8
All Tuition and Fees Must Be Paid By..................................September 8
MTI Alumni Golf Classic.....................................................September 21
Refunds of Financial Aid Available on/after .........................September 22
Advising Meeting Deadline .................................................September 25
Native American Day (No classes) ......................................October 2
Midterm .............................................................................October 12
Registration Begins for Spring Semester .........................October 16
Last day to Withdraw* (No Refund, No “F”, Receive a “W”) ...October 30
MTI Scholarship Application Period Opens .........................November 1
Veteran’s Day (No classes) ................................................November 11
Thanksgiving Break (No classes) ........................................November 22-27
MTI Scholarship Application Period Closes .........................November 30
Fall Semester Ends .............................................................December 16
Semester Break .................................................................December 17-January 5, 2016

Spring Semester

Faculty Returns.................................................................January 4
Spring Semester Begins .......................................................January 6
Last Day to Add a Class (by 4:00 PM).................................January 12
Martin Luther King Day (No classes) .................................January 18
Last Day to Drop a Class with a Refund (by 4:00 PM) .........January 20
All Tuition and Fees Must Be Paid By.................................January 20
Refunds of Financial Aid Available on/after .....................February 3
Presidents Day (No classes) ................................................February 15
Advising Meeting Deadline .................................................February 19
Midterm .............................................................................February 19
Spring Break for Students (No classes) ..............................March 3
Registration Begins for Summer Semester .........................March 14
Registration Begins for Fall Semester ...............................March 21
Last Day to Withdraw* (No Refund, No “F”, Receive a “W”) ..March 22
Good Friday (No classes) .....................................................March 25
Spring Semester Ends ........................................................May 6
Graduation ...........................................................................May 6

*This withdrawal date is for full semester courses only. Shorter course withdraw dates vary. See the Registrar for details and watch for specific date information on MyMTI.
VISION STATEMENT

Mitchell Technical Institute will be an innovative leader in technical education and a valued partner in global workforce development, preparing students for career success and lifelong learning in an ever-changing world.

MISSION STATEMENT

It is the mission of Mitchell Technical Institute to provide skills for success in technical careers.

CORE VALUES

• **Learning**: MTI provides high-quality Associate of Applied Science degree, diploma, and certificate programs which prepare students for successful careers.
• **Life Skills**: MTI prepares graduates for lifelong learning by building skills in technology, communication, professionalism, problem-solving, teamwork, and adaptability.
• **Access**: MTI provides educational services and quality training to students, alumni, businesses, and the community, both on campus and at a distance.
• **Innovation**: MTI integrates state-of-the-art technologies, instructional methods, and facilities to deliver a high-quality, unique educational experience.
• **Excellence**: MTI commits to improve student learning and institutional effectiveness through a system of assessment and continuous review.
• **Talent Investment**: MTI recruits, develops, and invests in skilled, dedicated, and student-oriented faculty and staff.
• **Community**: MTI builds student community through social and recreational activities, counseling support, and a student government structure administered through organized student services.
• **Respect and Diversity**: MTI seeks and values a diverse population, responds to the unique needs of individuals, and recognizes the dignity and worth of all people.
• **Advocacy**: MTI promotes the value of technical education through the development of relationships with stakeholders and activities that raise awareness of the institute’s mission.

INSTITUTIONAL LEARNING OUTCOMES

Mitchell Technical Institute promotes the development of six core abilities—foundational learning outcomes that will prepare a student to become a productive member of the workforce and a life-long learner ready to grow within his or her chosen profession. The MTI institutional learning outcomes will enable a graduate to:

• Communicate effectively through both oral and written means
• Demonstrate a professional attitude and work ethic
• Apply reasoning and critical thinking to solve problems and seek information
• Work cooperatively in a team environment
• Use computer technology within a field of study
• Apply technical skills required of an entry-level technician in a chosen field.
GENERAL EDUCATION

General Education is that part of our students’ education that goes beyond learning technical skills and allows students to become well-rounded, higher-functioning citizens of the world. As an institute of higher learning, we are committed to the inherent value of general education and know that critical thinking ability, communication skills, information literacy, math and problem solving skills, and more, are crucial for our graduates’ success in their future technical careers. We also recognize that an associate’s degree or diploma at Mitchell Technical Institute must mean something more than job skills. Our students must become lifelong learners with the ability to adapt to a changing world and ever-increasing job expectations. To this end, general education learning outcomes that all MTI graduates should possess have been identified as follows:

Math
Students will understand and apply essential mathematical processes and analysis.
- Perform computations using appropriate methods and/or technologies
- Demonstrate knowledge and application of measurement
- Demonstrate knowledge and application of formulas
- Use math processes to solve problems
- Apply problem-solving steps.

Human Relations
Students will apply human relationship skills to work successfully in a diverse society.
- Demonstrate awareness and respect for people and their differences
- Ask for and listen to others’ opinions and solutions
- Identify individual strengths and challenges in occupational relationships
- Apply team skills to group projects
- Demonstrate conflict resolution techniques
- Understand the benefits of community involvement and civic responsibility.

Technology
Students will use computer technology to access, organize, and communicate information.
- Use word processing, e-mail and presentation software to effectively and professionally communicate information
- Create and manage workbooks using spreadsheet software
- Access and manipulate data using database software
- Use electronic resources to conduct research.
Communication

Students will communicate effectively with others using a variety of contexts and formats.

- Use standard English spelling, mechanics, grammar, and structure
- Create written communication appropriate to the audience which clearly, concisely, and accurately expresses ideas and conveys needs
- Participate effectively in groups by demonstrating the ability to speak, listen, respond, and interpret
- Speak effectively, both formally and informally, in a variety of contexts
- Conduct, examine, interpret, and document research responsibly.
Student Rights and Responsibilities

As members of the MTI community, students have both rights and responsibilities. Students have the following rights:

The most essential student right is the right to competent instruction under conditions conducive to learning. The most important responsibilities are to respect the rights of other members of the community and to conform to standards essential to the purposes and processes of the Institute. The Institute should endeavor to provide for students those privileges, opportunities, and protections which best promote the learning process in all its aspects. The following statement outlines those academic rights of students essential in helping MTI fulfill this responsibility. These principles are designed to facilitate communication, foster academic integrity, and defend freedoms of inquiry, discussion, and expression among members of the MTI community. Such principles should safeguard and enhance conditions conducive to learning, and will serve as a guide for students, faculty, and administrators involved in programs of instruction and classroom activities.

Mitchell Technical Institute is committed to serving a wide spectrum of people. Access to the programs and services of the Institute should be governed by the following principles: Within the limitations of its facilities, resources, and personnel, the Institute should be open to all persons who are qualified according to admissions standards. Students should not be refused access to any course of study on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. Students are responsible for representing themselves truthfully and accurately at all times. Providing false or misleading information to gain admission to or advancement in a program or course of study violates this responsibility and may result in forfeiture of a student’s right to access to an academic program.

Students have the right to exercise their full rights as citizens without interference or fear of Institute disciplinary action.

Students have the right to be free from discrimination in Institute programs and activities.

Policies designed to eliminate discriminatory practices have been instituted.

The Institute will not exclude any person from participating in its programs or activities on the basis of race, color, ethnicity, creed, religion, age, gender, disability, military status, national origin or ancestry, marital status, pregnancy, actual or perceived sexual orientation, gender identity and expression, status with regard to public assistance, or any other status or condition protected by applicable federal or state law.
Students have the right to be free from sexual harassment on MTI property or off school property during an Institute-related activity.

Students have the right to be free from racial harassment on MTI property or off school property during an Institute-related activity.

Students have the right to have classes conducted under the following provisions:

- Faculty will maintain clear connections between advance descriptions of courses and actual content.
- Faculty will clearly state course goals, testing, and grading which should be intellectually justifiable.
- Faculty will plan and regulate class time with an awareness of its value for every student and will meet with classes regularly.
- Faculty will be available to students and will announce and maintain liberal office hours convenient to students.
- Faculty will model respect for each student as an individual, regardless of race, sex, national origin, religion, age, disability, or veteran status.
- Faculty will strive to generate respect and understanding for academic freedom by students and at the same time protect students from irrelevant and trivial interruptions or diversions.
- Faculty will insure students the right to raise relevant issues, doubts, or alternative opinions during classroom discussion without concern for academic sanctions.
- Faculty will be sensitive to students’ personal or political beliefs expressed in a private manner in connection with course-work.
- Faculty will not disclose student grades or class standing in a classroom situation without the student's permission.
- Faculty will serve as academic advisers and will assist students with registration, class schedules, graduation requirements, and will work to assure academic progress with the assistance of the Learning Services Coordinator or Student Success Coach.

Students have the right to a clear statement of their basic rights. They have the right to assist in formulating Institute policy by representation on various committees. Students also have the right to be represented by a student government. Other student rights outside the classroom include:

- Students may form, join, and participate in groups which promote the common intellectual, social, economic, political, recreational or cultural life of campus. MTI believes group activities to be a positive educational vehicle and recognizes the right of student groups to discuss, express opinions, to assemble, write, and publish within state and federal constitutional guarantees and laws.
• A student group may be authorized to use MTI facilities if its officers and a majority of its members are currently enrolled at Mitchell Technical Institute.

• Students who publish student publications have the right to be free from censorship. However, students who publish such documents must observe the recognized canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

• Students have the right to have access to education records maintained by MTI concerning the students. The students may review their own records and challenge the accuracy of the records. Students have the right to have the educational records maintained on a confidential basis with only those employees with a legitimate need to know having access to student educational records.

Students have the following responsibilities:

It is the student’s responsibility to comply with the provisions of this handbook and the operating policies of the Institute and the student’s Department. It is also a student’s responsibility to:

• Review and consider all information about the school's program before enrolling.
• Complete all application forms accurately and submit them on time to the appropriate office.

Students have the responsibility for selecting a major field of study, for choosing an appropriate degree program within the discipline, for planning class schedules, and ultimately for meeting the requirements for his/her degree.

MTI will provide advisers to assist students in academic planning, but students are responsible for obtaining copies of appropriate academic bulletins and being thoroughly familiar with all academic requirements that must be met for a degree. Students also have the responsibility to take advantage of the educational opportunities presented by the Institute, to participate in the learning process in a serious and conscientious manner, and to respect the rights of other members of the MTI community.

Statement on Students with Disabilities
Disability Services at Mitchell Tech are here to ensure that students with disabilities have equal access to all programs and activities offered in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. We hope to empower students with disabilities to obtain the education and skills necessary for a fulfilling, productive career after leaving MTI.
We are committed to helping students with disabilities self-advocate and fully participate in all of the activities, programs, and services of MTI. Disability Services are available to students with qualifying and documented learning, physical, or psychological disabilities.

Documentation of a disability is necessary to initiate and receive services. If students do not have the proper documentation to support their requests for accommodation, they are required to get the documentation (test, diagnosis, etc.) at their own expense. If you have a documented disability and would like to receive accommodations, please provide the most recent copy of your IEP/504 plan and current psychological evaluations/testing. When you have completed the admissions process, you will need to schedule an appointment with the Student Success Coach/Learning Services to review your documentation and discuss possible accommodations during the school year.
General Information

GENERAL CONDUCT: Students attending Mitchell Technical Institute are expected to abide by the rules and regulations as set forth in this handbook and as prescribed by individual departments. Additionally, students are expected to uphold local, state, and federal laws.

Students may have their enrollment status suspended at MTI for academic deficiencies (unsatisfactory progress), nonpayment of fees, and when their presence in the Institute causes disruption in the teaching/learning process or delivery of classes. The suspension process includes the right to due process as outlined in the student grievance procedure.

BOARD POLICIES: The Mitchell School Board of Education is the governing board of Mitchell Technical Institute. Policies are approved by the board and apply to all students, administrators, and employees of the institute. Many policies are referred to in this handbook; they are readily accessible in their entirety on the MTI website under the About MTI link.

NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION: The Higher Education Act of 1965 (HEA), as amended by the HEOA, requires colleges to disclose certain consumer information to the public. MTI has created a Your Right to Know page on the MTI website under the About MTI link where HEA-required disclosure information is accessible to consumers, including students. Students may also request assistance in obtaining institutional or financial aid information by contacting the MTI Administrative offices.

ANNUAL SECURITY REPORT: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Violence Against Women Act, Mitchell Technical Institute publishes an Annual Security Report (ASR). This report documents campus crime statistics, security policies and procedures, and information on the basic rights for victims of sexual assault. MTI makes this report available on the Your Right to Know page on the MTI website under the About MTI link. An email is sent with the link to this report is sent to all current students and employees. A paper copy of the report is available upon request.

PAYMENT OF BILLS: Any student having unpaid bills at MTI will not be allowed to register in any new term during the period in which that bill remains unsettled. Indebtedness includes unpaid amounts for tuition, books, fees, library fines, parking tickets, shop/laboratories charges, and any other charges incurred by the student and owed to the Institute. Grades, transcripts, diplomas, degrees, and certificates will not be issued until the indebtedness is settled.
FINANCIAL AID REGULATIONS: Students should pay special attention to and accurately complete applications for student financial aid. Errors can result in long delays in receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code. Please pay particular attention to the following:

- Return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which the application was submitted.
- Read and understand all forms signed and keep copies of them.
- Accept responsibility for all agreements signed.
- If a student has a loan, the lender must be notified of changes in name, address, or school status.
- Perform the work that is agreed upon in accepting a College Work Study award.
- Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with the school's refund procedures.

STUDENT DRESS AND APPEARANCE: Mitchell Technical Institute recognizes the right of individuals to select their own attire. However, the school also carries a responsibility to the industries for which students are being educated. Therefore, dress and appearance in classroom and laboratories will conform to industry standards. This may require the wearing of uniforms in some instances. Uniforms will be at the student's expense. Unsafe or unsanitary dress will not be allowed.

FOOD AND BEVERAGE CONSUMPTION: Food and beverages should be consumed in the commons areas. Due to the nature of the technology located in MTI classrooms and labs, students are strongly discouraged from consuming food or beverages outside of the commons areas. Cooperation in keeping the commons areas clean at all times is requested.

CELL PHONES/TELEPHONES: Cell phone use is inappropriate in classrooms and laboratories. Most departments have policies regarding cell phones. Personal calls should be made outside of classroom/lab areas. If possible, student calls are to be placed with cell phones or at public telephones. Instructional and administrative office telephones are not for student use. Emergency phone calls will only be relayed to the student if the caller has identified him/herself and the nature of the call.

LOST AND FOUND: Any items found in the school should be turned in to an administrative office area. Lost articles may be reclaimed after proper identification.

SCHOOL INSURANCE: Mitchell Technical Institute DOES NOT carry insurance on students. Health insurance is the responsibility of each student and MTI urges each student to carry some type of health insurance. Injuries sustained while in class or lab are the responsibility of the student. Students have the responsibility to
communicate with their individual health insurance providers to make sure that coverage requirements are met. Dropping classes or withdrawing from school can have an impact on insurance coverage. Students and their parents should be aware of these issues.

MAIL SERVICE: Mitchell Technical Institute does not forward personal mail received at the school. Please do not use MTI as a mailing address.

CHANGE OF ADDRESS/TELEPHONE: Address and telephone number changes must be filed with the Registrar. A Change of Address form is in the Registrar's office at the Campus Center.

SCHOOL PROPERTY: The facilities of Mitchell Technical Institute are modern and up-to-date. Students must take proper care of equipment and respect the property of others. Students will be required to pay for school property that they have lost or damaged. Theft of property will be referred to the appropriate authorities.

PERSONAL PROPERTY: Mitchell Technical Institute does not assume responsibility for loss of or damage to personal property of students.

ALCOHOL AND DRUGS: Alcohol is prohibited in all campus facilities and at all MTI-sponsored events involving students. MTI is a Drug-Free Workplace. It is the policy of the Mitchell School District 17-2 that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on property of the District or while a student of the District is engaged in an activity assigned as part of his/her involvement with the District is prohibited. A description of applicable legal sanctions is listed in Policy #1035. Financial aid may be affected if violations occur.

Students convicted of the possession of illegal drugs while receiving Title IV financial aid may have their financial aid suspended for one year. If a student is convicted of selling drugs, they may have their financial aid eligibility suspended for two years. Additional convictions will add at least two years to the above suspensions.

SMOKING: MTI is a smoke-free, tobacco-free campus in all buildings, building interior and exterior entrances and MTI vehicles. Outside designated smoking areas will be provided at each MTI building. These are the only locations where tobacco and smoking are permitted. “Tobacco Restricted” means there are designated tobacco use areas available at each campus building. This includes all tobacco and smoking-type products, including e-cigarettes. See Policy MTI 518.

BOOKS, TOOLS, SUPPLIES: Books, tools, and supplies to be used in programs may be purchased from the Bookstore. Students may purchase tools from sources other than the school provided they meet the standards of the department. Students are expected to have a complete set of tools available during all laboratory activities.
Students who enroll need to prepare for some initial expenses at the start of the term. Books, supplies, and tools will be required for all classes. MTI and the MTI Bookstore do not allow advances or charging of items from the Bookstore (except with a credit card) or with approval by the Vice-President for Administrative Services. Please budget accordingly when making your school plans.

**LAPTOP COMPUTERS:** Some MTI programs require a laptop computer so that students can effectively integrate computing skills with their technical education. Many resources that instructors assign are online or require specialty software. To address these needs, MTI requires students entering a laptop program to purchase their laptops from MTI. The cost for an MTI laptop averages about $1000 including tax. Please note that our machines come fully loaded with the required software.

**STUDENT LAPTOP COMPUTERS ON CAMPUS:**

**MTI-issued laptop required by program**

Students who purchase computers from MTI for use in their programs will have full use of the campus network services. The laptops are distributed and supported by the MTI Information Technology Office. The following programs require MTI-issued laptops: Accounting/Business Management; Agricultural Technology; Architectural Design and Building Construction; Automation Controls/SCADA; Culinary Academy of South Dakota; Electrical Construction & Maintenance; Heating & Cooling Technology; Information Systems Technology; Medical Office Professional; Precision Technology Specialist; Propane & Natural Gas Technologies; Satellite Communications; Telecommunications; Utilities Technology-Heating & Cooling; Utilities Technology-Power Line; Utilities Technology-Propane & Natural Gas; Wind Turbine Technology; and Welding & Manufacturing Technology.

**BYOD programs**

Students enrolled in the following programs are required to bring their own device (laptop) at their own expense (Students may choose to purchase a laptop from MTI. See the Business Office for information.): Electrical Utilities & Substation Technology; Farm Power Technology; General Education; Human Services Technology; Medical Assistant; Medical Laboratory Technology; Online Administrative Office Specialist; Online Medical Office Professional; Online Office Technology Specialist; Online Small Business Management; Online Speech-Language Pathology Assistant (TED); Power Line Construction & Maintenance; Power Sports Technology; Radiation Therapy; Radiologic Technology; South Dakota Center for Farm/Ranch Management; and Speech-Language Pathology Assistant. In addition, students in Speech-Language Pathology Assistant are required to purchase an Apple iPad. Students enrolled in ButlerEDGE will be issued a laptop by the ButlerEDGE program.

**Student Technical Support**

Students who purchase laptops as a program requirement may contact the IT
department for technical support. The IT department is located in the Technology Center.

The campus IT department will not provide technical support to students using laptops/tablets not purchased and managed through MTI beyond network connectivity to our Wi-Fi network. Students must seek support through their vendor or a commercial computer support service.

ILLNESS, ACCIDENTS, OR INJURIES: Accidents, injuries, or illnesses occurring during classroom or laboratory time or during a school-sponsored activity must be reported to an instructor or a school official. Each accident must be reported in writing to the Vice-President of Administrative Services within twenty-four (24) hours of the incident. Liability regarding accidents is not assumed by the school. Students who are unsafe workers may be terminated from the program. MTI will contact health care personnel when necessary. The expense will be borne by the student.

LOCKERS: Lockers provided for students’ use are the property of the school. It is the student’s responsibility to provide a padlock. MTI is not responsible for the contents of student lockers.

IDENTIFICATION CARDS: Each student will be issued a photo identification card. Replacement cards are issued in the Center for Student Success for $30.00.

STUDENT EMAIL ACCOUNTS: Each student will be issued an MTI email account for official communication and personal use. Students will be charged $5.00 to change lost or forgotten passwords.

LABORATORY AND CLASSROOM USE: Student use of classrooms and laboratories will only be allowed when a supervisor is present.

BULLETIN BOARDS: All bulletin board items, posters, etc., must be approved prior to being posted. Approval may be obtained in the Center for Student Success.

FOOD SERVICE: Meals are served for a charge during the hours students are in attendance. MTI has implemented a payment system where you can “charge” your account with a cash deposit and use your student ID card to make food purchases. For information on how to add money to your account, visit the FreedomPay website at www.myfreedompay.com or call Member Services at 888-495-0222. More information is available from the Center for Student Success. Cash, checks, and credit and debit cards are also accepted.

TRANSPORTATION: Students are required to furnish their own transportation to and from school. When training requires students to be off campus, students must make
their own transportation arrangements. Students wishing to car pool should contact the Center for Student Success.

**PARKING**: Parking signs are large and visible, with VISITOR PARKING clearly designated. All loading and unloading zones will be identified with signs.

Campus speed limits are not to exceed 5 miles per hour.

Students parking in fire lanes will be ticketed and fined. Students parking in non-designated areas may have vehicles towed away and are responsible for towing expenses.

All MTI staff are authorized to ticket vehicles that do not comply with the above stated regulations. In the event of a violation, students will be fined. Fines will be assessed to a student’s fee schedules, and students with outstanding fines will not receive grades or be allowed to register or graduate until all fines are paid.

Parking violations will be handled at MTI in cooperation with the City Police Department.

Students are expected to bring any parking ticket they receive while on campus to the Business office and to comply with the regulations.

**WEATHER-RELATED SCHOOL CLOSING**: It can be assumed that MTI classes will be held as scheduled. **Students should use their own best judgment regarding road conditions**. If weather is threatening, students are not advised to jeopardize their safety by traveling in from outlying communities. Weather-related messages will be sent via the campus alert system (MTECH) and will be broadcast on Mitchell radio stations: AM 1490 KORN, FM 107.3 KQRN, FM 105.9 KMIT, and FM 98.3 KUQL. Local television stations will also be notified.

**DISTANCE EDUCATION**: MTI believes that distance education courses can be an effective means of instruction for students, providing increased accessibility and flexibility in the delivery of instruction. Programs and courses delivered online will be consistent with MTI’s instructional goals, curriculum frameworks and assessments, and will meet program standards. MTI expects that a student’s submitted work (assignments, quizzes, tests, reports, etc.) will be that of the student’s own work. MTI will assure the integrity of its distance education coursework through the methods of proctored testing, secure log-ins, and/or pass codes. These processes will protect the student’s privacy and assure that the students who register in such courses are the same students that participate in, complete, and receive credit for the courses. See Policy MTI 977.

**SEXUAL VIOLENCE RESPONSE**: Mitchell Technical Institute is committed to providing a safe educational and working environment for its students, faculty, staff and other
members of the MTI community. The Institute prohibits sexual violence and sexual assault, domestic violence, dating violence, and stalking. This conduct is disruptive to the learning and working environment and will not be tolerated by the Institute.

The Institute is committed to preventing sexual misconduct, relationship violence, and stalking, as well as addressing its effects on the Institute community. MTI has adopted Policy MTI 117 in order to inform students, faculty, and staff and other members of the MTI community of their rights and responsibilities in the event they are or have knowledge of someone involved in an incident of sexual misconduct, relationship violence or stalking and of the services available to victims of sexual misconduct, relationship violence and stalking. (See Policy MTI 117.)

HARASSMENT: The staff, administrators and students of MITCHELL Technical Institute are responsible for maintaining a working and learning environment free from sexual or other forms of harassment. MTI policy states that sexual harassment or other unwelcome sexual advances, requests for favors or other inappropriate conduct of a sexual nature are unacceptable and will not be tolerated. Any MTI employee or student who violates the policy will be subject to disciplinary action. (See Policy MTI 115.)

WEAPONS ON CAMPUS: Students are not permitted to carry, possess, use, store, distribute, transfer, or transport a weapon on any school property, vehicle, or premises, except as explicitly stated in Policy MTI 1033. Students participating in MTI’s sponsored trap league may securely store a lawful firearm in a weapon storage facility operated by the Institution under the conditions of Policy 1033. Students in violation of this policy may be subject to sanctions in accordance to MTI’s Non-academic Probation, Suspension, and Expulsion policy (Policy MTI 1036).

MTI NAME AND LOGO: Mitchell Technical Institute places great value on its name and logo. These represent the school and all the staff and students within. Therefore, students and members of the public should be aware that need to secure permission from the MTI Marketing Office in order to use the school trademark which includes all school names (Mitchell Technical Institute, MTI, Mitchell Tech, etc.), logos, and trademarks. Unauthorized use of any of the above may result in legal action against all persons involved in the production, design, manufacture, sales, or distribution of items. This includes T-shirts, jackets, and all other material. See Policy MTI 105.

STUDENT COMPLAINTS: Mitchell Technical Institute recognizes that there may be conditions that are in need of improvement and that students and others should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means can do much to maintain harmonious relationships between the Institute and the students and community.

MTI desires that all types of complaints be handled informally at the level closest to the origin of the complaint, but that channels be provided for filing official complaints when
resolution is not achieved. MTI will follow approved policies and procedures for handling complaints.

- To file an official complaint or appeal with the Institute, please refer to Policy MTI 1045.

- To file a grievance alleging a violation of federal and state civil rights laws, rules and regulations, please refer to Policy MTI 1046.

For all complaints, the first course of action must be to try to resolve the complaint directly with MTI through informal or formal processes. If the matter is not resolved through formal processes outlined in Policies 1045 or 1046, you may choose to file a complaint at the state level. See the MTI website for information on how to file a complaint at the state level.

NONDISCRIMINATION STATEMENT: Mitchell Technical Institute believes that a valuable element of education is the development of respect for all individuals and seeks to provide equal access/equal opportunity for students, employees and the public to Institute programs and activities.

In an effort to provide a safe, respectful educational environment, the Institute prohibits discrimination in its policies, employment practices, and programs on the basis of race, color, ethnicity, creed, religion, age, gender, disability, military status, national origin or ancestry, marital status, pregnancy, actual or perceived sexual orientation, gender identity and expression, status with regard to public assistance, or any other status or condition protected by applicable federal or state law. The Institute prohibits any person, while on Institute property or at Institute-sponsored activities, from confronting another individual with an act of bigotry.

Violations of this policy may result in discipline up to and including expulsion for students, up to and including termination for employees, suspension from attending school activities for citizens, and necessary legal action. See Policy MTI 112, Policy MTI 116, and Policy MTI 1002 for additional information.

STUDENT DUE PROCESS: All students are entitled to due process when they are subjected to disciplinary actions such as suspension or expulsion. See Policy MTI 1044. The Board and MTI officials have the legal authority to deal with disruptive students and student misconduct. Due process, for most situations, shall be met when:

1. The student is given oral or written notice of the charges against him/her;
2. The student is given an oral or written explanation of the facts that form the basis of the proposed suspension disciplinary action;
3. The student is allowed to have an advisor present during any proceedings, including interviews with MTI officials; and
4. The student is given an opportunity to present his/her version of the incident.

The student may appeal the imposed disciplinary action as specified in Policy MTI 1045. COPYRIGHT: Mitchell Technical Institute encourages students to familiarize themselves with copyright law and the Fair Use Guidelines. Policy MTI 551 provides guidelines on adhering to Fair Use Guidelines.

MTI also has policies in place that prohibit the illegal downloading of copyrighted material. See Policy MTI 744. Furthermore, in compliance with requirements of the Higher Education Opportunity Act of 2008, MTI is required to inform students and staff of further civil and criminal penalties that could be applied towards individuals who engage in the practice of illegally downloading copyrighted material, as follows:

**Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws** - Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

**STUDENT HANDBOOK/GENERAL CATALOG:** Many practices and procedures affecting students are found within the MTI General Catalog and this handbook. These documents are updated annually and are available on the MTI website. Students are informed that they are responsible for the content of the Student Handbook and the General Catalog and it is their responsibility to comply with the provisions therein. (See Policy MTI 1003.)
ACADEMIC INFORMATION

Academic Advising
Each student at Mitchell Technical Institute will be assigned an academic advisor (usually a faculty member from the student’s program). Academic advisors provide students with the needed connection to the various campus services. In addition, academic advisors will assist students in course selection during the registration process to ensure timely program completion. Students are ultimately responsible for taking and successfully completing all required coursework; however, advisors provide helpful guidance and support for making good academic decisions. Program requirements and course information can be accessed via the student’s MyMTI account.

Advisors meet with their advisees at least once per semester and are encouraged to monitor the student’s grades and attendance. The advisor will maintain confidentiality with respect to the student’s personal and academic information. They are also committed to treating all students with fairness, objectivity, and impartiality.

Registration
Students accepted to a program must be officially registered for classes including filing a registration form or registering online and making financial arrangements with the Business office. Students who do not complete the registration process will not receive credit for courses. New students to MTI will be notified of the process and timeline of registering for classes by their Admissions representatives. Returning students will be notified of the registration process by the Registrar’s office and by academic advisors.

Preparatory Courses
090-level preparatory, review courses will be offered for pass/no credit ("P"/"N"). Preparatory credits count toward course load, but are not figured in grade point averages.

Independent Study
The program of independent study must be approved, in writing, by the instructor overseeing the project. A detailed outline of the study project, including material to be covered, written work to be submitted, etc., must be developed. The plan must be submitted to the Registrar’s office for approval by the Vice-President for Academic Affairs. In general, students may not take required courses by independent study. In cases of special circumstances, a student may request to take independent study in place of a normally offered course. Students should be aware that MTI tries to avoid such arrangements so that as many students as possible benefit from classroom and lab instruction.

Canceled Courses
MTI reserves the right to cancel a course or combine class sections due to insufficient
enrollment or other related factors. Students will be notified and the Registrar’s office will work with the students to assist with re-scheduling.

**Course Numbering System**
The following numbering system is used for all courses:
1. The two- to four-letter prefix designates the department or program area. A department may use more than one prefix.
2. The three-digit course number generally indicates the level of instruction. Courses numbered 090-099 are developmental and do not fulfill any requirements for any degrees or diplomas offered.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>090-099</td>
<td>Preparatory/Review Level</td>
</tr>
<tr>
<td>100-199</td>
<td>First Year</td>
</tr>
<tr>
<td>200-299</td>
<td>Second Year</td>
</tr>
</tbody>
</table>

**Course Sequence**
Unless otherwise noted, courses in the catalog must be completed in the sequence listed.

**Credit Hour System**
The credit hour is the academic unit used at Mitchell Technical Institute. MTI defines a traditional credit hour over a 15-week semester to be one 50-minute period per week for a lecture credit and a minimum of two 50-minute periods per week for a lab credit hour, with the expectation of two to three hours of outside work performed by the student for each credit hour. MTI defines the expected student learning outcomes for each course through its course syllabi. Achievement of these learning outcomes is verified through various assessments—tests, quizzes, portfolios, assignments, etc.

An internship or externship credit involves a minimum of 40 hours over the course of one term at an actual job location. The student will be working for an employer under the supervision of a qualified instructor.

All credits require assimilation of specified knowledge and skills comparable to and consistent with learning objectives established for similar courses and levels at other accredited institutions of higher learning.

Advances in communication technologies have affected how colleges award credit. Distance education courses, such as those offered online, stress knowledge and skills more than time spent in a classroom. Students taking such courses are expected to acquire equivalent knowledge and skills by devoting more time to independent activities designed and directed by qualified faculty than they would for an equivalent course on campus with an instructor.

**Grading Scale**
MTI uses the four-point grading system. Final letter grades are assigned to represent
levels of accomplishment.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory</td>
<td>None</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>None</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>None</td>
</tr>
<tr>
<td>N</td>
<td>No Credit</td>
<td>None</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>None</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>None</td>
</tr>
</tbody>
</table>

**Full-time Student**
A full-time student is one who is enrolled in twelve or more credit hours during a semester. Courses other than degree-fulfillment courses cannot be used in financial aid full-time status calculations. See the Financial Aid office for details.

**Part-time Student**
A part-time student is one who is enrolled in less than 12 credits per semester. Part-time students wishing to attend courses, but not seeking a diploma or degree, must complete a Limited Enrollment registration form which is available in the Admissions Office or Registrar’s Office.

**Student Academic Load**
The maximum load to be carried during any semester by a student (including both face-to-face and online courses) is 21 credit hours or the number of hours specified in the curriculum for the particular semester, whichever is greater. A student who has attained a grade-point average of 2.5 on a load of at least 15 credit hours for the preceding semester may be permitted by the Vice-President for Academic Affairs to carry extra credit hours.

**Internships**
Internships are educational programs that allow students to receive practical work experience and academic credit while working in governmental, community service, or business settings. Internships are a requirement for graduation at MTI in several programs. They generally occur at the completion of all required classroom courses, near the end of a semester or during the summer. Students must maintain a minimum cumulative GPA of 2.0, must complete two semesters of coursework in their program of study and any specific program requirements to be eligible to complete an internship. Internships at MTI are designed with intentional learning goals to assure that the experience will promote the academic, personal and career development of students. MTI will work with the site sponsor to support the success of the internship experience. **Students share the responsibility in locating potential internship opportunities.**
No commitments should be made, however, until the internship has been approved by the program internship coordinator. After approval of an internship site is granted by a program’s internship coordinator, the student must register for the internship course with the Registrar. All tuition and fees apply.

Additional information regarding internships at MTI may be obtained in the MTI Internship Guide or by speaking with a program’s internship coordinator.

 Terms of Payment
The registration process is not complete until all costs are either paid or arrangements are made.

The conferring of degrees and diplomas is contingent upon the full payment of all tuition, fees and educational costs due MTI.

**All registration costs must be paid by the first business day following the end of the drop period.** Students who fail to make full payment within the time limit may be subject to immediate termination of their enrollment at MTI. Re-admission will be contingent upon payment in full.

**A late fee may be assessed to delinquent accounts.**

Class Schedule Change: Adds/Drops/Withdrawals

Course Add/Drop Period
Any changes in a student’s registration (including adding or dropping a course) must be completed on a Course Change Form. (A course is not dropped by simply discontinuing attendance). Fall and spring semester courses may be added through the 5th day of a semester or with the approval of the course instructor. Courses may be dropped through the 10th day of classes each semester. Students will not be charged for courses dropped within the first ten days of the semester. Courses dropped during the first ten days of the semester will not be recorded on a student’s transcript. Courses scheduled in shorter modules may be added or dropped through the 3rd day from the course start date of such classes.

Adding and/or dropping a course after the 10th day requires approval signatures of the student and the course instructor. If the proper drop/add procedure is not followed, the student will fail the course. Courses dropped after the semester’s drop period has expired are NOT eligible for a refund unless the student is withdrawing from school entirely. (Refer to Tuition Refunds section.)

**Withdrawing from a Course**
A student may withdraw from a course after the 10th day and through the first 60% of the semester. A student who withdraws from a course before the 60% date will be issued a grade of “W” to indicate official withdrawal from the course. (A “W” grade is not
computed in the student’s grade point average). Students who stop attending a class are not automatically withdrawn from the course. Students who quit attending class and have not completed the official withdrawal process will receive a failing grade. Students will not be allowed to withdraw from courses after 60% day except under unusual circumstances and with the approval of the Vice-President for Academic Affairs.

60% dates will be published annually on the MTI website. The 60% factor for summer term courses may vary from course to course.

No registration change is official until the properly approved form is filed with the Registrar’s office; the official date of the withdrawal is the date the form is filed in the Registrar’s office. No refunds are issued to students who withdraw from a course.

**Withdrawing from School Entirely**

Students planning to withdraw from school entirely are required to complete a “Withdrawal Form” available in the Registrar’s office. On rare occasions, when completing the form is not possible for the student, then a formal notification to the Registrar’s office or the Center for Student Success must be made either by phone call or MTI-issued email account. A student is not officially withdrawn from the institute until the proper withdrawal form is filed with the Registrar’s office.

The process for officially withdrawing from school is:

1. Complete a withdraw form available in the Registrar’s office.
2. Complete an exit interview with a Student Success Coach or the Registrar.
3. Complete an exit interview with the Financial Aid Office.

Refunds for Official Withdrawals, if any, are calculated by the student’s last date of attendance. A Return of Title IV funds will be calculated and federal funds will be sent back to the Department of Education. MTI has the right and will bill the student for any federal funds that are sent back to the Department of Education. Students who officially withdraw and who receive an earned grade for any course during the semester are not eligible for a refund for that course. (See the Business office for a refund schedule.)

Students withdrawing entirely from school, wishing to re-enroll at a later date, are required to complete a new Application for Admission.

**Unofficial Withdrawal/Inactive Students**

Students who have not demonstrated academic activity in all courses are considered “Unofficial Withdrawals”. Students who are considered Unofficial Withdrawals will receive all failing grades for any classes in which they are registered and their withdrawal date will be considered the midpoint of the semester (midterm). A 50% refund for Unofficial Withdrawals will be applied. A Return of Title IV funds will be calculated and federal funds will be returned to the Department of Education. Please note: When an Unofficial Withdrawal is applied, MTI has the right and will bill the
student for any federal funds that are returned to the Department of Education.

**Academic Activity Defined**
For students to receive federal financial aid, students must demonstrate academic activity. If academic activity is not confirmed in each class, federal financial aid will be cancelled or reduced based upon the classes where academic activity is confirmed.

The United States Department of Education defines Academic Activity as:
- Physical attendance where there is direct interaction between the instructor and student;
- Completion and submission of an academic assignment, quiz or exam;
- Participation in a study group as assigned by the instructor;
- Participation in an online discussion;
- Initiated contact with the instructor pertaining to an academic course.

Academic Activity is NOT:
- Logging into an online class or MyMTI
- Meeting with an academic advisor

**Administrative Withdrawals for Subsequent Semesters**
A student registered for a subsequent (future) semester may be administratively withdrawn from the future semester if the student has an outstanding account balance from the current semester or if the student is serving an academic suspension. A student may register after his/her account is paid in full or the suspension has expired.

**Withdrawal for Military Activation**
Students who are members of the National Guard or reserves who are activated and have attended classes for 75% of the semester during which they are called to active duty, will be allowed to receive the grade they have earned and given full credit for the class/course, providing it is a C or better. Students who are activated prior to 75% of a complete semester will receive a “W”.

**Tuition Refunds**
MTI realizes that students may find it necessary to withdraw from school entirely before a semester ends. The following applies to all students who withdraw entirely from MTI. The process is effective for all terms (including summer) and applies whether a student is a full-time student or a part-time student.

Students must complete a Withdraw Form and submit it to the Registrar's office in order to terminate enrollment. The student's last day of attendance will determine the calculation for return of Title IV financial aid funds.

Students withdrawing entirely from all coursework during the drop/add period (first 10 days of semester) will receive a 100% refund on tuition and fees.
Students withdrawing entirely from all coursework after the drop/add period has expired will have refunds of tuition and fees calculated based upon the institutional refund policy. Contact the Business office for details.

**Attendance**

Enrollment in MTI assumes maturity, seriousness of purpose and self-discipline. Every student is expected to attend each meeting of all classes for which he/she is registered, to arrive on time and to stay for the full class period. MTI recognizes that absences occur as a result of circumstances beyond a student’s control, as well as from a student’s failure to accept responsibility for attending class regularly.

Attendance in all courses is considered critical at MTI. Academic success and student learning are closely related to attendance and participation.

Mandatory attendance requirements may be required in specific programs.

Each instructor will include on the course syllabus the attendance requirements for that class. Because courses differ in design, delivery, and requirements, the effect of absences on a student’s grade may vary.

All rosters shall be cleared of inactive enrollment as of the 10th day of the semester. Inactive enrollment results when students do not attend the first 10 days of class.

All withdrawals shall be recorded on the student’s record.

**Defining Course Types**

**Traditional:** Courses that meet face-to-face requiring student attendance on campus for the full semester.

**Blended:** A course that blends online and face-to-face delivery. Typically a substantial proportion of the content is delivered online, uses online discussions, and has some face-to-face meetings.

**Online:** No in-person class meetings are held. All of the content is delivered online. Typically there are no face-to-face meetings; however, some online courses may have a requirement of a campus-based meeting. If a student registered for a course and is unable to come to campus due to extenuating circumstances, alternative arrangements may be made.

**Satisfactory Academic Progress**

Students attending Mitchell Technical Institute must be making satisfactory progress toward the completion of their academic goal—to obtain a degree or a diploma. Regular and punctual attendance is necessary. Active and committed class participation is
required. To maintain financial aid, a student must have satisfactory progress.

Full-time students receiving federal financial aid have a maximum of three semesters to complete two-semester programs and six semesters to complete four-semester programs. Part-time students’ completion schedules will be prorated accordingly.

Students must successfully complete at least 67% of the credits attempted each semester in order to complete graduation requirements within the 150% time frame. Students who do not successfully complete 67% of 12 or more credits for two semesters may be suspended from financial aid.

A student must maintain a cumulative grade point average of at least 2.0. This review takes place at the end of fall, spring and summer semesters.

Passing grades of “A,” “B,” and “C” are counted toward completion of courses for satisfactory progress. Students are encouraged to repeat program courses when they earn a “D” and must repeat all program courses that they fail. Some programs have higher minimum grade requirements. See program descriptions for details.

Repeated courses are considered as normal credit hours and count towards the maximum time and enrollment status for a given semester. Students should note that financial aid will only cover the cost of one repeat of a previously passed course with a grade of A, B, C or D.

Students’ academic and attendance records are available through the MyMTI web portal at any time. All students are strongly encouraged to monitor their own academic progress and ask their academic adviser any questions they may have.

**President’s List**
A full-time student will be named to the President’s List by achieving a term GPA of 3.5 or higher. The President’s List is published each semester. Students receiving an incomplete grade (“I”) in any class are not eligible for the President’s List.

**Midterm Grades**
Each semester instructors submit midterm grades. Midterm grades are available to students through MyMTI and will be shared with Center for Student Success staff and academic advisors to monitor the academic progress of students.

**Final Grades**
Final grades are due from instructors two to three business days after the final day of classes in a semester. Final grades are available to students through MyMTI within three to five business days after the final day of classes in a semester.
Incomplete Grades
Students with incomplete grades ("I") at the end of a semester should arrange for the completion of the course with the instructor. A student has 4 weeks from the end of the semester to complete an "I" grade. Failure to complete the course within the 4 weeks may result in a failing grade ("F") for the class. Incomplete forms are available from the instructor.

Grade Appeals
A student who believes that he/she received an inaccurate final grade should contact the course instructor immediately and attempt to resolve the grade dispute. If the grade is found not to be a clerical error, and the student feels the grade was awarded in a manner inconsistent with the criteria stated in the course syllabus, the student may appeal the grade by submitting a statement of reason for the appeal to the Vice-President for Academic Affairs no less than four calendar weeks into the subsequent term. The decision of the Vice President for Academic Affairs is final.

Academic Probation
Students may be placed on academic probation if they have less than a cumulative 2.00 grade point average (GPA) at the end of any semester.

Students may attend MTI for one semester on academic probation. If the student fails to achieve a cumulative 2.00 GPA during the probation semester, the student will be placed on academic suspension.

During a probation semester, students may continue to receive financial aid; however, if the minimum grade point average is not achieved by the end of that semester, all federal financial aid will be suspended.

In order to assure satisfactory progress, students on probation should carefully monitor their GPAs. Any student whose GPA drops below 2.0 should meet with an Academic Advisor or a Student Success Coach immediately to evaluate the probability of achieving the necessary GPA of 2.0 needed to graduate.

Please note: A student placed on probation will be notified in writing. A copy of that correspondence will be placed in the student's permanent file.

Suspension
There are two types of suspension: Academic and Non-Academic. Students who have been suspended must wait at least one semester of full time enrollment before applying for re-enrollment. Students may be suspended from a program only twice. Registration will not be accepted a third time.

Academic Suspension
Students who fail to achieve a cumulative GPA of 1.0 during their first semester of
enrollment will be suspended with no academic probation. This type of suspension MAY NOT be appealed.

Students who have been suspended must wait at least one semester of full time enrollment before applying for re-enrollment. Students who re-enroll after suspension will be automatically placed on academic probation. Students may be suspended from a program only twice. Registration will not be accepted a third time. Students may appeal academic suspension if their cumulative GPA is 1.50 or higher. The appeal process is initiated by the student with a written request of their reasons for the appeal sent to the Vice-President of Academic Affairs by the date specified on their notification of academic suspension.

**Non-Academic Suspension**
Students may be suspended for other reasons including, but not limited to failed drug tests, disciplinary reasons, policy violations, etc.

*Please note: A student placed on suspension will be notified in writing. A copy of that correspondence will be placed in the student’s permanent file.*

**Repeating a Course**
Students who have failed a course may need to repeat it to meet graduation requirements. Students may choose to repeat a course in an attempt to raise an undesirable grade. **Financial aid restrictions may apply.** In the event a student repeats a course, both grades are recorded on the student’s Mitchell Technical Institute academic records. The higher grade of the attempts will be calculated into the student’s GPA.

**Change of Academic Program**
Students may request a change of program within the institute by completing a Request for Change of Academic Program form. The request should be filed with the Admissions office. After a review of the admissions requirements and determination of program capacity, a change in program may be granted. After a student has been granted the change of program, earned credits will be applied to the new program. Only grades of “C” or better in comparable, required technical courses maybe transferred. Students changing programs will have the normal time frame to complete the new program. Those on academic probation will remain on probation in the new program. Financial aid restrictions may apply.

The student may apply for Grade Forgiveness for prior coursework that is not a requirement of the new program. See Grade Forgiveness policy.

**Grade Forgiveness**
Students who have transferred to a new program may apply for Grade Forgiveness. Grade forgiveness applies to previous coursework completed at MTI that is not a
requirement for the new program. It is the student’s responsibility to apply for grade forgiveness after successfully completing at least 12 credit hours in the new program with a minimum GPA of 2.0. The grades from the technical courses of the former program will remain on the student’s transcript, but will not be used in any GPA calculation (grade forgiveness). Grade forgiveness will not be granted for transferred credit.

**Readmission (Reinstate**ment**)**

Students who have left school in good standing will need to complete the application process if they wish to return. No application fee will be charged for readmission.

Previous courses must have been taken within seven years or applicants must provide evidence that their respective knowledge and skills fulfill current standards and requirements.

Students who have left school for reasons of unsatisfactory progress, nonpayment of fees, or suspension will need to do the following for re-admission into MTI:

1. Pay all past bills in full.
2. Receive approval from the Vice-President for Academic Affairs or the department head.
3. If students need financial aid, such as Veterans benefits, Pell grant, etc., they will also need approval from the Financial Aid Director or the respective agency.

Students who leave the Institute on academic suspension must wait one semester before applying for readmission.

**Receiving Transferred Credits**

Students transferring credits to MTI from other post-secondary institutions will be individually evaluated to determine courses needed to complete a diploma or degree. A transfer student may have previous coursework accepted to fulfill MTI course and graduation requirements according to the following criteria:

1. Official transcripts must be submitted for use in assessing courses and credits for transfer from accredited institutions.
2. A grade of C or better (2.0 on a 4.0 scale) shall be required in each course accepted in transfer. Transfer credits do not count toward a cumulative GPA. Courses in the major area of study completed more than five years previously may not be accepted for transfer. The grade recorded on the student’s academic record will be “CR” (credit).
3. Technical related and general education courses shall be reviewed by the appropriate department(s) and the Registrar to determine course equivalence and acceptance. Partial credit may be awarded for courses that do not meet all
competencies of an MTI course. Students will be required to take the course, but at a reduced cost. Courses outside of MTI’s areas of study will not be accepted for transfer.

4. Transfer students must complete a minimum of 50% of their coursework credits at MTI to earn a degree or diploma.
5. To transfer credit, an Application for Admission must be on file and a student must have accepted status before credits will be transcribed.

Transferring Credits to Other Institutions
Students who wish to transfer to another institution should contact the Admissions office at that school for an evaluation of their MTI transcript. Whether or not to accept credits is at the discretion of the receiving institution. MTI does not guarantee the transfer of its credits to other post-secondary institutions.

Transcripts
Transcripts are copies of academic records. Official transcripts will be issued on the following basis:

1. Copies of official transcripts cost $5.00 each.
2. All requests for transcripts must be made in writing. You may download a transcript request form from the MTI website.
3. Official transcripts are mailed in a sealed, labeled envelope.
4. Grade reports (unofficial transcripts), labeled as “Issued to Student,” are available at no cost.

Credit for Prior Learning/Work Experience
Students with verified work experience, including military experience and training, may request evaluation of the work experiences. Partial credit may be allowed toward a diploma or degree. Life experience and training may constitute no more than half of the credits required for an MTI diploma or degree. The evaluation requires documentation by the student or a written examination. Once approved, there is a $50 per course transcribing fee.

Test for Credit Process
Students may be allowed to receive credit by taking a test—“Testing Out”—for specifically identified classes. Within the first ten days of class, an instructor will notify a student if a Test Out is available for the course. A “Test for Credit Form” is available in the Registrar’s office and must be filed with the instructor and a test fee paid in advance to the Business office. Credit will be transcribed to a student’s academic record after the student has successfully tested out of the course.

The non-refundable testing fee is $50 (up to 3 credits) plus $10 for each additional credit. If the test includes lab exercises, there may be additional fees assessed.
If the test is passed with an 80% or higher score, a grade of “CR” will be transcribed to the student’s transcript. A test-for-credit may not be repeated.

**Students considering test-for-credit should check with Financial Aid to determine how the test-out would affect financial aid or scholarship status.**

**College Level Examination Program (CLEP)**
Mitchell Technical Institute does not administer the College Level Examination Program (CLEP). However, CLEP credits earned for general education courses may be accepted by MTI. The guidelines governing transfer of credits will apply. Before taking any CLEP examination, students should consult with their Advisor and the Registrar to assure transfer of the CLEP credit.

**Course Audits**
Courses may be audited for no credit. There is a $40 per course fee to audit a course. A Class Audit form is available in the Registrar’s office. In some situations, MTI instructors and administration may require a student to audit a class the student successfully completed in the past. This generally occurs when a student had discontinued their education or is in need of a skills refresher. Financial Aid is not available for audited courses and these courses do not count toward full-time status. Audited courses do not meet graduation requirements. Students enrolled for credit have first priority for space available in any MTI course.

Individuals not accepted to a program may audit a class, but restrictions apply. Contact the Registrar’s office for details.

**Student Academic Integrity**
Students are expected to do their own work unless advised that collaboration is acceptable. When taking a test, students are expected to keep their eyes on their own tests and protect their tests from being copied by classmates. To avoid plagiarism when using facts, quotes or ideas from another person or source, students must cite the source they used, even if they rephrase the content in their own words. Failure to use proper citation procedures is considered plagiarism.

Students should be given a grade of "0" if the plagiarism is flagrant and/or deliberate. Copying from another person's paper or test is academic dishonesty; it should also result in a grade of "0" for that assignment.

**Exceptions to Regulations**
Students who request exception to academic regulations must submit a letter to the Vice-President for Academic Affairs explaining special circumstances which might permit waiver of MTI regulations. Requests will be referred to the Vice-President for Academic Affairs for review with input from the department, the Registrar, Director of Admissions, or other interested parties.
Student Communications
MTI's student email accounts are the “official” means of communication with students by MTI staff. Students are expected to check their official MTI email accounts each day for messages from MTI administration and faculty. Students are responsible for the information shared or requested in the email notification.
GRADUATION REQUIREMENTS

Degree, Diploma and Certificate Requirements
Mitchell Technical Institute awards Certificates, one-year Diplomas, two-year Diplomas and Associate of Applied Science Degrees. Specific program requirements and course sequences are described by program. It is the responsibility of each student to monitor his or her academic progress. The student is expected to know the graduation requirements pertinent to his or her program, to be cognizant of his or her grade point average, to make appropriate elective course selections and to add/drop courses to best facilitate attainment of his or her educational goals. To assist in making these important decisions, students should consult with their academic advisors. To earn a Certificate, Diploma or AAS Degree, students must:

1. Complete the requirements of each program as specified in the current MTI General Catalog.
2. Achieve a minimum cumulative grade point average of 2.00 (C).
3. Have on file an official high school transcript or high school equivalency certificate.
4. File a Request to Graduate form with the Registrar’s office.
5. Complete the General Education requirements as defined by the program of study’s curriculum:
   A. Certificate
      No general education requirements
   B. Diploma Requirements
      1. 3.0 credits in English
      2. 3.0 credits in computer literacy
      3. 3.0 credits in mathematics
      4. 1.0 credit in Student Success
   C. Associate of Applied Science Degree Requirements
      1. 3.0 credits in English
      2. 3.0 credits in computer literacy
      3. 3.0 credits in mathematics
      4. 3.0 credits in behavioral science
      5. 3.0 credits in social science
      6. 1.0 credit in Student Success
6. Complete at least 50% of coursework at MTI.

Students are required to fulfill all financial obligations to MTI. Certificates, diplomas and transcripts will be held until financial obligations are fulfilled.

Students are required to comply with the policies and regulations of the MTI catalog and the Student Handbook during their enrollment at MTI.
Conferring of Degrees, Diplomas and Certificates

Degrees, diplomas and certificates are officially conferred at the conclusion of each semester in December, May and August. Public commencement exercises are held only in the spring.

Students who plan to receive a diploma, degree or certificate must apply for graduation by filing a Request to Graduate form with the Registrar’s office. The form must be received in the Registrar’s office prior to registration of the student’s final spring semester. It is the student’s responsibility to confirm that all graduation requirements, including required coursework, are met.

To be eligible to participate in the annual spring graduation ceremony, students must be able to complete their remaining graduation requirements by the end of the subsequent semester.

A note about posthumous awards: MTI awards posthumous degrees to deceased students who were currently enrolled at the time of death and who completed 50% of their program.

Honors Designation

A student will be granted High Honors by maintaining a 3.75 or higher cumulative grade point average.

A student will be granted Honors by maintaining a 3.50 - 3.74 cumulative grade point average. An honors designation for the purpose of commencement is calculated using a student’s cumulative GPA through the fall semester prior to the graduation ceremony.

Upgrading a Diploma to an AAS Degree

MTI may grant the AAS degree to students who have received a diploma in a two-year program from MTI within the last seven years and who have subsequently completed the technical and AAS requirements in their respective field. The following guidelines will be used to determine an applicant’s eligibility to receive the AAS degree:

1. Courses counted toward the degree shall have been taken within the seven years prior to granting the degree, or there is satisfactory evidence that the applicant’s respective knowledge and skills fulfill current standards and requirements.
2. The respective department(s) shall review an applicant’s transcript and recommend approval for the AAS degree.
3. The student has met the additional general education requirements necessary to earn an AAS degree for a chosen major.
4. Students must complete a Request to Graduate form.
The student will be charged a $50 records processing fee. **Please note: At least 75% of the general education courses required for the degree upgrade must be transcribed credit and not life experience.**

**Replacement Diplomas**
Copies of original diplomas are not kept on file. Replacement diplomas can be issued at a cost of $30 each. Allow two weeks for reprinting.
STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974 (FERPA)
The Family Education Rights and Privacy Act of 1974 protects the privacy of students’ educational records. The statute governs access to records maintained by educational institutions and the release of educational information. The Institute is in compliance with the Family Educational Rights and Privacy Act of 1974. Compliance procedures are further defined in the Student Handbook.

The statute provides students access to their permanent files and an opportunity for a hearing to challenge the records if they are inaccurate or otherwise inappropriate. Permission must be obtained from a student before releasing personally identifiable data from the records.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Basic Policy - No information other than Directory Information shall be released without permission from the student. Permission is valid for the current academic year. Student release forms must be electronically submitted annually. Parents/legal guardians showing proof that the student is listed as a dependent on the family’s most recent tax return may have access to the student records. At no time, shall any information other
than Directory Information be released over the telephone because the caller's identification cannot be determined. (Policy MTI 1061)

**Directory Information** - The federal privacy act defines certain information as Directory Information. MTI personnel may, upon request, orally, in writing, or electronically disclose Directory Information including:

- Student's name, address and phone
- MTI issued email address
- Major field of study
- Dates of enrollment
- Degree(s) and awards received
- Participation in officially recognized activities and sports
- Information which denotes accomplishments or achievements
- Individual and group photographs

The Institute provides students with the opportunity to request nondisclosure of information. Students who wish to request nondisclosure of directory information must contact the Registrar’s office to complete a Privacy-Nondisclosure Request Form.

Although directory information is public, MTI personnel are encouraged to use professional discretion in the release of this information. *Mass information requests of Directory Information for solicitation purposes will not be granted.*

**Exceptions to the Basic Policy** - No one other than MTI personnel shall have access to, nor will the school disclose, any information from the student's educational records (other than Directory Information noted previously) without the written consent of the student except as follows:

1. Providers of financial aid
2. Accrediting agencies carrying out accreditation functions
3. A judicial order.
4. An emergency situation as determined by the President, Vice-President of Academic Affairs, Registrar, or designee.

**Additional Student Rights** - FERPA provides an opportunity for a student to inspect and review his/her educational records. It requires that students be notified about rights and existing records via at least one publication which is distributed to the entire community. It also permits the student to request an opportunity for a hearing to challenge the content of educational records believed to be inaccurate or misleading or in violation of the student’s right to privacy or other rights (for information, contact the Vice-President of Academic Affairs or Registrar).

1. All students wishing to review a copy of their educational record must present valid identification.
2. All students wishing to receive a copy of their educational records must make a written request to the Registrar’s office. There are pre-determined fees for copies of a student's educational records. A one-week turnaround is required. Transcripts will not be released if a financial hold exists on a student. Except in unusual circumstances, MTI will **not** make copies of source documents (high school or college transcripts) that originated at another agency or institution.

**Responsible Office** - The Registrar or designee is the MTI official who coordinates inspection, review, and/or disclosure procedures for student educational records. For further questions related to the release of student record information, please contact the Registrar’s office.
STUDENT SERVICES

Housing
Although MTI does not own any student housing, the Campus Tech apartments, adjacent to the MTI Technology Center on the Spruce Street campus, are available to MTI students. The MTI website and the Admissions office are a resource for available housing in the Mitchell area. Students are urged to be aware of their tenant rights and responsibilities.

Food Service
Meals are served for a charge on days students are in attendance. MTI has implemented a payment system where you can deposit funds into your account with a cash or credit card deposit and use your student ID card to make food purchases. For information on how to add money to your account, visit the FreedomPay website at www.myfreedompay.com or call Member Services at 888-495-0222. More information is also available from the Center for Student Success.

Insurance
Mitchell Technical Institute DOES NOT carry insurance on students. Health insurance is the responsibility of each student and MTI urges each student to carry some type of health insurance. Injuries sustained while in class or lab are the responsibility of the student.

Students have the responsibility to communicate with their individual health insurance providers to make sure that coverage requirements are met. Dropping classes or withdrawing from school can have an impact on insurance coverage. Students and their parents should be aware of these issues.

Bookstore
Students may purchase required books and supplies in the MTI Bookstore located at the Campus Center. School theme items are also available. The Bookstore is open each class day and during the summer. Hours are posted. Cash, check, or credit card can be used for purchases at the MTI Bookstore.

In order to comply with Section 133 of the Higher Education Opportunity Act (PL110-315), Mitchell Technical Institute has compiled course and course material information and posted them together on the institute’s website, www.mitchelltech.edu.

There students will find a list of texts required for their programs. They may purchase the books from the MTI Bookstore, or they may shop online from vendors like textbooks.com.

If the student is required to purchase course materials online or would prefer that option but does not have a credit card, a pre-paid credit card may be purchased through a
bank or department store for a nominal one-time fee.

If the student participates in any program (Workforce Investment Act [WIA], Bureau of Indian Affairs [BIA], Vocational Rehabilitation, GI Bill, etc.) that includes the cost of course materials, the student should speak with the Bookstore manager about acquiring the necessary course materials. (Note: Students enrolled in online courses may incur additional expenses for access to specific online materials.)

Student Computer Use
Student access to computers is available in the Center for Student Success. All enrolled students must follow the computer and email usage policies published elsewhere in this Handbook. Violation of those policies will result in disciplinary action.

Center for Student Success
The Center for Student Success supports students in learning the technical and career skills needed to successfully complete their postsecondary degree. Staffed with three Student Success Coaches and an Instructional Services Specialist, students can contact the Center with questions or concerns about their coursework, degree completion, and overall success at MTI. Coaches are available to work with students to find solutions to their academic, personal and career-related questions. The Center also provides:

- Help with academic coursework, including tutoring, study aids, research databases, print resources (i.e. textbooks, magazines, newspapers, etc.), and electronic media
- Disability and learning services
- Diversity services
- Assistance with monitoring academic progress toward graduation, changing programs, or withdrawing from a program
- Information about MTI’s Student Representative Board and other MTI clubs and activities
- Computer access, including internet, email, MyMTI and application software
- Printing, copying, and scanning services
- Guidance on where to access important campus services, such as Financial Aid, Business Office, Registrar, Employment Coordinator, Scholarships, etc.
- Information about off-campus resources, such as housing, counseling, transportation, financial sources, student discounts and available memberships, childcare and other support services.

Students participating in the federal work-study program may also be employed part-time in the Center for Student Success.

Advising Services
MTI Instructors serve as students’ primary advisor and resource for academic and career-related help. However, MTI realizes that at times students may need additional support in managing academic, personal, and career-related challenges. For these instances, Student Success Coaches are available to provide students with one-on-one assistance in helping them navigate any challenges they may face. Coaches also support instructors in working with students to ensure degree completion, and are prepared to follow-up and respond to student issues and concerns.

Students looking to meet with a Student Success Coach can set up an appointment through the Center for Student Success or by contacting a Coach directly through phone or email.

**Research**
The Center for Student Success is equipped with computers, high-speed Internet and standard software; journal and magazine subscriptions; an assortment of books with a web-based searchable card catalog; state and regional daily newspapers; and South Dakota’s Internet-based library resources. A wide variety of online research databases such as ProQuest, InfoTrac, and World Book Advanced is also available through the MTI website.

For additional library resources, there is a formal agreement between MTI and the Mitchell Public and Dakota Wesleyan University libraries for student access to these facilities. A student must show a student ID card and proof of residency to be eligible for public library and DWU library privileges. In addition, the Center will also order materials from libraries statewide through the state’s interlibrary loan system at no charge to students.

For further information regarding MTI’s academic resources, please contact the Instructional Services Specialist or visit the Center for Student Success.

**Tutoring**
Tutoring in various areas and subjects is available at no cost to MTI students through the Center. Regular tutoring sessions are held throughout the week for general education classes, such as math, English, and computer applications. Additionally, tutors may be available for all technical courses. These content area tutors will arrange to meet with students on a one-to-one basis as need arises.

Please contact the Instructional Services Specialist or a Student Success Coach to learn more about tutoring services.

**Fund-raising Activities**
Mitchell Technical Institute recognizes that fund-raising may be a necessary part of Institute life. Such fund-raising programs or activities shall have the approval of the
President or designee and must serve the educational goals of MTI and be used for the direct benefit of the students or MTI programs.

Fund-raising activities will be conducted only when there is a defined and specific purpose that will benefit students. The President or designee must be made aware of any fund-raising done by the students or staff on behalf of MTI. Fund-raising may be approved to supplement MTI funds where the President or designee feels it is appropriate to meet the educational needs of students. Students may not participate in fund-raising for endowments or foundations without permission of the President or designee.

MTI organizations are encouraged to cooperate with local businesses for fund-raising efforts when the product used for fund-raising can be obtained locally. MTI organizations shall not enter into fund-raising agreements with organizations where students may not legally participate or purchase services or products.

The President or designee is directed to establish regulations under which fund-raising activities in support of MTI projects and programs shall be conducted.

Raffles will be conducted outside of the MTI campus only with prior approval by the Mitchell City Council or any other governmental body as legally required.

The public may not solicit contributions in money or in kind from MTI employees or students unless authorized by the President or designee. Employees and students are also prohibited from soliciting contributions for non-MTI organizations from fellow employees or students. (Policy MTI 1084)

Charitable Organization Fund-raising Projects
Charitable organizations often ask for the cooperation of MTI in publicizing and promoting their fund-raising activities. MTI’s involvement in these activities must be approved by the President or designee.

Approval will be given only to those charitable organizations that distribute their funds locally. Involvement of MTI organizations will be limited to posting an announcement of the event in each building and making distribution materials available.

Anyone wishing to initiate a community service program as part of the instructional program or as part of a student organization must receive prior approval from the President or designee.

Student Activities
MTI offers a wide variety of organized student activities sponsored by the Student Representative Board in cooperation with the Center for Student Success. Activities
include social events, picnics, musical events, recreational activities, etc. All school-sponsored activities must be approved at least ten days prior to the date of the activity.

**Intramural Sports**: Intramural sports are organized and conducted for all interested students. Various facilities in the city of Mitchell are used for these activities.

**Trap League**: An organized trap shooting league is available for students. League standings and schedules are posted through the Center for Student Success.

**Student Organizations**

**Student Representative Board**: The Student Representative Board is the voice of the student body at MTI. An annual plan of work and activities is developed by this group. Representatives are chosen from a pool of applicants at the beginning of the school year and officers are elected at one of the first meetings. A student body president is elected at-large in April of each year for a term to be served the following year. An MTI staff member serves as advisor to the Student Representative Board.

**Rodeo Club**: MTI sponsors an organized Rodeo Club which travels to area college rodeos in both spring and fall. Members are responsible for their own horses, equipment, travel, and entry fees when competing.

**Archery Club**: MTI sponsors an intercollegiate sanctioned competitive archery club. Members are responsible for their own equipment, travel, and entry fees when competing.

**SkillsUSA**: SkillsUSA offers leadership, citizenship, and character development to students enrolled in trade, technical, and health occupation programs in the technical schools in South Dakota. SkillsUSA emphasizes respect for the dignity of work, high standards in trade ethics, workmanship, scholarship, and safety.

**SVO**: Student Veterans Organization is affiliated with the national Student Veterans Association. This group gives former and current members of the armed forces, National Guard and Reserve, a chance to gather, socialize and participate in a variety of community service activities.

**Cru**: Cru is a movement of students, a caring community passionate about connecting with people. MTI Cru is a small group Bible study that meets weekly, also giving members the opportunity to attend Cru sponsored events. These may include conferences, mission trips, and fun socials for students to join.

**Participation in School Activities**

Students who choose to participate in school activities are expected to positively represent MTI by demonstrating appropriate behavior. Any violations of the rules and
regulations governing student conduct will be subject to student disciplinary procedures as outlined by Policy MTI 1036.

**Mitchell Recreation Center**

Use of the Mitchell Recreation Center is available to MTI students. The Rec Center offers free use of weights, Nautilus machines, swimming pool, whirlpool, steam room, basketball court, and racquetball courts. Additionally, the Rec Center offers league basketball, volleyball, and organized programs for adults and children. Family memberships are available at a reduced cost to MTI students' families. An MTI photo ID is necessary for admittance to the Rec Center.

**Career Services**

MTI's Career Services Coordinator offers assistance to students by providing employment leads and, in some instances, bringing employment interviewers to campus. Several workshops and job seeking-related activities are sponsored each year.

The Career Services office maintains a comprehensive website for students to post resumes and for employers to post job openings. For more information or job search assistance, contact the Career Services office located in the Campus Center.
FINANCIAL INFORMATION

Tuition and Fees
The tuition is set by the South Dakota Board of Education. Tuition and fees are due in the Business Office each semester by the end of the first business day following the official drop period. There is no difference between resident and non-resident tuition. For current tuition and fee information, request a copy of the current cost sheet from the Admissions office or see it on the MTI website.

Tuition Deposit
Tuition deposits will be required once a program is full. The tuition deposit is $150 for all full programs. This is a tuition deposit and will be applied to the student’s tuition the first semester of classes. In case a student opts not to attend, the tuition deposit is non-refundable.

Additional Expenses
Students are required to purchase designated books, supplies, tools and uniforms as assigned by the instructor in each course. Most programs specify tools and/or uniforms that are characteristic of the occupation for which the student is enrolled. Many of these materials can be purchased at the MTI Bookstore. In some cases, students will be advised to purchase tools at MTI-sponsored tool fairs. Refer to the MTI Estimated Costs brochure for more detailed information.

Students who enroll need to prepare for some initial expenses at the start of the term. Books, supplies, and tools will be required for all classes. MTI and the MTI Bookstore do not allow advances or charging of items from the Bookstore except with a credit card, or with approval of special circumstances from the Vice-President for Administrative Services located in the Business office. Please budget accordingly when making your school plans.

Laptop Expense
Some MTI programs require a laptop computer so that students can effectively integrate computing skills with their technical education. Many resources that instructors assign are online or require specialty software. To address these needs, MTI requires students entering a laptop program to purchase their laptops from MTI. The cost for an MTI laptop averages about $1000. Please note that our machines come fully loaded with the required software.

Whether it’s Microsoft Office, or a specialty software for a technical program, a student’s needs will be met by an MTI laptop. And MTI laptops are serviced for free by our Technology office.
BYOD Programs
BYOD is an acronym for Bring Your Own Device. In a BYOD program you can purchase your own laptop or purchase one through MTI, but a laptop is required in selected programs. If you choose to purchase your own laptop or notebook computer from an outside vendor, there are minimum specifications available from the MTI Admissions office.

Laptops and notebooks may be purchased through MTI. The exact cost is set after purchase bids have been finalized and can be purchased through the MTI Business office.

Students in the on-campus Speech-Language Pathology Assistant program are required to purchase an Apple iPad for use in their program. The iPad may be any generation or memory size, but may not be an iPad Mini or any other tablet device.

Laptop Return Policy
Laptops purchased from Mitchell Technical Institute may not be returned unless the student drops from a program within the first ten days of enrollment. Students who drop within the first ten days (official drop/add period) may return the laptop for a full refund. No refunds on laptops will be made after that date. No laptop will be accepted for return until its condition is approved by the MTI Technology office.

Graduation Cap, Gown and Tassel
Graduation gowns are purchased in the MTI Bookstore for a nominal charge and are required for participation in the graduation ceremony.

Tuition & Fee Payment Due Dates
The tuition and fee payment due date is the first business day following the end of the drop period, with the disbursement of excess financial aid loans and grants after that date. The actual fee payment day will be posted on MyMTI, and in the Business Office.

It is the student’s responsibility to be aware of all policies and regulations regarding registration and cancellation as stated in the catalog. By registering for classes, students are entering into a legal agreement to pay all tuition and fees, including any nonrefundable fees. Students are acknowledging that failure to make the required payment by the due date may result in additional late and installment fees, inability to register for classes, and withholding of transcripts and/or diploma.

Tuition and fees are due in the Business Office each semester by the end of the first business day following the official drop period. Adjustments to student accounts are recorded as necessary, due to schedule changes that result from the course add and drop process. Student account statements and information are available online in the student’s MyMTI account. Statements can be viewed and printed in MyMTI. It is the student’s responsibility to check email and MyMTI on a regular basis.
Tuition and Fees Refunds/Excess Financial Aid
Most grants, scholarships and loans are applied directly to student accounts. If financial aid proceeds have not been applied to an account or the amount does not cover 100% of tuition and fees due, the student is responsible to pay the remaining balance. A credit balance on a student account is created when excess financial aid remains after all eligible charges on a student’s account are paid in full, or schedule changes result in a change in tuition and fees due, or when an excess payment is made on the account. Refund checks will be issued to students after the payment due date. Students will be notified via email or MyMTI if they have a refund check. Students must present a school or state issued form of identification that includes a photograph, prior to receiving their refund check.

Forms of Payment
The Business Office accepts cash, Visa/Mastercard/Discover credit cards and personal checks for payments on student accounts. MTI reserves the right to refuse checks from individuals who have written a non-sufficient funds check to the Institute.

See third party authorizations below for information about having balances paid by an approved federal or state agency. Employer reimbursements are covered in the third party account section below.

School Shop or Laboratory Payment Policy
All service work completed for students in the school shops or laboratories is on a "cash only" basis. No serviced project will be returned to the student until payment is received.

Returned Checks
A $30 processing fee will be charged for checks returned by the bank for non-sufficient funds (NSF checks). Any penalties assessed on a student’s returned check will be charged directly to the student’s account. When a check is returned for non-sufficient funds, the Business office reserves the right to require payment by cash, credit card or certified funds. Unpaid NSF checks are forwarded to collections if not paid within 30 days.

Payment Plan Information
Payment plans are available on a case-by-case basis as determined by the Vice-President for Administrative Services. A $25 fee is assessed each term for payment plan arrangements. A payment plan arrangement will allow students to pay balances over a two or three month period, depending on how early students decide to set up the agreement. Students with a current payment plan, meaning that payments have been received according to the plan agreement, will be allowed to register for future terms.

NOTE: Students failing to make remaining payment plan payments in the current term will be administratively withdrawn from future terms after registering for the next term. Students will be notified in writing of withdrawal due to failure to pay balances due.
**Past Due Accounts**

Students are responsible for reviewing account balances and paying balances that are due. It is the student’s responsibility to maintain an accurate billing address with the Registrar’s office. Once an account is past due and placed on hold, if an address is incomplete or inaccurate, the student may not receive an account statement and will pay additional late fees and interest if the account is forwarded to collections.

Prompt filing of financial aid documents is the student’s responsibility. Students who do not file promissory notes and qualifying information will not receive financial aid funds in time to pay account balances. Those students will be subject to late fees and interest until loan proceeds are received. Late fees and interest will not be waived for late filings.

Any account that is past due is considered to be in a “Hold” status. Business office holds will not allow students to receive transcripts, grades or registration material. Students should not ignore financial responsibility. Students unable to pay balances should discuss the reasons with the Financial Aid office or the Business office.

**Third Party Account Payments**

Organizations that agree to pay any part, or all of a student’s account balance, are considered a Third Party payor on the account. The financial obligation to pay an account remains with the student. Students are responsible for filing the proper paperwork with the Business Office to allow MTI to bill the Third Party payor, on their behalf. Students are also responsible for knowing the terms of their program and any unpaid balance that may remain. The portion of the balance not covered by the Third Party payor is due at the time of the Tuition and Fee Payment due date.

As long as the proper paperwork has been filed, and the student has paid any remaining portion of the balance that is not to be paid by the Third Party payor, no additional late fees or interest will accrue on the account. If the Third Party payor denies payment on the account for any reason, the student is financially responsible for the balance and all fees and interest that accrue.

Employee tuition reimbursement plans, where the employer reimburses the student based upon their account billing or grades are not subject to Third Party payor status. The student will need to make arrangements to pay the entire balance by the due date and seek reimbursement according to their employer’s policy.

**Student Account Holds**

Account balances that remain after the Tuition and Fee Payment due date are considered past due and will be placed in a “Hold” status. Business office holds will not allow students to receive transcripts, grade reports or registration material. Students should not ignore financial responsibility. If students are unable to pay account balances, discuss the reasons with the Financial Aid Office or the Business Office.
Administrative Withdrawal from Future Terms
Students who register for future terms may be administratively withdrawn from a future term if student account balances remain past due at the midterm point of the current term. Students will be notified in writing of their withdrawal and will have the ability to re-register once their account balance is paid in full.

Student Enrollment Status
A full-time student is one who is enrolled in 12 or more credit hours during a semester.

A three-fourths time student is one who is enrolled in 9-11 credit hours during a semester.

A half-time student is one who is enrolled in 6-8 credit hours during a semester.

A part-time student is one who is enrolled in 5 or fewer credit hours during a semester.

Financial aid calculations are determined by enrollment status. Financial aid is pro-rated for students enrolled in fewer than 12 credits in a semester. Courses other than degree- or diploma-fulfillment courses cannot be used in determining the amount of financial aid awarded. See the Financial Aid office for details.

Return of Title IV Funds Policy
Students attending Mitchell Technical Institute who withdraw from all classes before 60% of a semester or term has lapsed are entitled to have a portion of their institutional costs returned to the federal financial aid program that provided the funds. The order in which refunds are applied to the financial aid programs is listed below.

Financial aid disbursed is earned according to what percentage of a semester the student has attended. If a student has attended only 10% of a semester and withdraws, the student has earned only that portion of financial aid and the remaining 90% must be returned to the financial aid program(s). Also, the Institute retains only that portion of the institutional costs and will return the remaining amount to the student’s financial aid program(s) that provided the funds.

If the amount of the Institute’s refund does not satisfy the portion of funds that must be returned, it becomes the student’s responsibility to satisfy the remaining amount. Therefore, students receiving Federal Pell Grants and Federal Supplemental Grants may have to return a portion of these funds if that amount exceeds institutional charges.

An example of how the policy works is listed below.

Each semester at MTI is about 120 days long. If a student drops out after attending 12 days of classes, their refund is calculated as follows:

<table>
<thead>
<tr>
<th>Number of Days in the Semester</th>
<th>120</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Days Student Attends</td>
<td>12</td>
<td>10%</td>
</tr>
<tr>
<td>Description</td>
<td>Amount</td>
<td>Percentage</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td>Student's Total Institutional Cost</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>MTI Retains</td>
<td>$150</td>
<td>10%</td>
</tr>
<tr>
<td>MTI Returns to Federal Program</td>
<td>$1,350</td>
<td>90%</td>
</tr>
<tr>
<td>Student Federal Aid Originally Received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$1,650</td>
<td></td>
</tr>
<tr>
<td>Federal Supplemental Grant</td>
<td>$225</td>
<td></td>
</tr>
<tr>
<td>Total Aid</td>
<td>$1,875</td>
<td></td>
</tr>
<tr>
<td>Student Federal Aid Returned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Aid</td>
<td>$1,875</td>
<td></td>
</tr>
<tr>
<td>Minus Pell Returned</td>
<td>$165</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>$1,710</td>
<td></td>
</tr>
<tr>
<td>MTI Returns to Federal Program</td>
<td>$1,350</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$360</td>
<td></td>
</tr>
<tr>
<td>Student Must Return 50%</td>
<td>$180</td>
<td>50%</td>
</tr>
<tr>
<td>Student Owes MTI</td>
<td>$180</td>
<td></td>
</tr>
</tbody>
</table>

Students who fail to return any balance due to Federal Grant Program(s) will owe an overpayment to a Title IV Federal Financial Aid Program and will be ineligible for any additional Title IV financial aid. Students who owe a refund to a Federal Loan Program may repay that amount under the terms and conditions of the loan and its promissory note. (Payments are not due until the grace period has ended.)

Federal funds are returned to programs in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Grant (SEOG)

MTI's policy on the repayment of Federal Grant funds requires that these funds must be returned within 45 days after the funds are requested from the student unless other satisfactory repayment arrangements are made.

This fall and spring semester refund schedule applies to students who withdraw from all classes at MTI or who have paid a portion of their institutional charges* with resources other than Title IV aid:

- Days 1-10 .......................................................... 100%
- One week after Day 10 ........................................... 90%
<table>
<thead>
<tr>
<th>Time After Day 10</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three weeks</td>
<td>70%</td>
</tr>
<tr>
<td>Five weeks</td>
<td>50%</td>
</tr>
<tr>
<td>Seven weeks</td>
<td>30%</td>
</tr>
<tr>
<td>Nine weeks</td>
<td>20%</td>
</tr>
<tr>
<td>Last Day to Withdraw with a &quot;W&quot;</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

*Institutional charges are tuition and fees only.*

Students must contact the Registrar’s office to initiate the withdrawal process. Failure to do so may result in no refund or a reduced amount. Any repayments to a Title IV program will be deducted from the refund. Refunds will be made on the institutional charges within 30 days of the student’s date of official withdrawal or 30 days from the date that the Institute determines that the student is no longer enrolled at MTI.

**Pell Grant Refunds**

If a student with a Pell Grant drops to less than full-time status during the first ten days of the semester, any refund goes to the student’s Pell Grant.

**Appeals Process**

Students may appeal their refund amount to a committee consisting of the Dean of Enrollment, the Director of Financial Aid, and the Vice-President of Administrative Services if extenuating circumstances forced the student to withdraw from MTI. Refund amounts for terms other than a standard academic semester will be prorated according to the term length using the same percentage of time attended.

**Please note:** The MTI Bookstore is a separate entity and abides by a separate refund policy on a case-by-case basis.
FINANCIAL AID INFORMATION

Applying for Financial Aid
As soon as a student (and their parents based on federal guidelines to determine dependent status) has completed a tax return(s) for the most recent year, a Free Application for Federal Student Aid (FAFSA) can be completed at www.fafsa.ed.gov.

After submitting the FAFSA electronically, the processing center will send a student aid report (SAR). It is used to determine a student's eligibility for need-based financial aid: the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), the Federal Work Study Program, Federal Perkins Loan and the Federal Direct Subsidized Student Loan.

When the student receives the electronic copy of the Student Aid Report, s/he should check the report for accuracy. If any information is incorrect, the student must make corrections at www.fafsa.ed.gov.

Upon acceptance to MTI, the Financial Aid Office will send an award letter indicating the amount of financial aid for which the student qualifies and from which specific sources funding will be granted. All students who are the recipient of a Title IV federal student loan for the first time must complete entrance counseling and a Master Promissory Note at www.studentloans.gov before they can receive any proceeds from that loan.

Financial aid awards are available to students fourteen days after the first day of classes. To contact the Financial Aid office at MTI, call (605) 995-3052 or (800) 684-1969 toll-free.

Satisfactory Academic Progress Requirements
Students must show satisfactory academic progress to remain enrolled and to continue receiving financial aid. See Academic Information for details. Certain students funded by outside agencies (e.g., Veteran’s Affairs, BIA, etc.) will have their attendance monitored to assure compliance with that agency’s funding regulations.

Financial Aid Available

Grants
The Federal Pell Grant Program is a grant program funded by the federal government. The Student Aid Reports (SARs) from the processing center tell the MTI Financial Aid Office whether or not you qualify for this grant, and, if so, for how much. Award amounts are prorated based upon need calculation from the FAFSA information and enrollment status.
**The Federal Supplemental Educational Opportunity Grant Program**
This is also a grant program funded by the federal government. Students who receive Pell Grants have priority for receiving this grant. Funding for this program is limited. Please apply early.

**Work Opportunities**
The federal government funds the Federal Work Study Program. The Financial Aid Office determines eligibility. If you qualify and funds are available, you are allotted an amount of money that you can earn during the academic year. Limited summer jobs during non-enrollment periods are also available. Contact the Financial Aid Office for details. Off-campus employment opportunities are also available. See the Career Services Office or the South Dakota Department of Labor for listings.

**Loans**
Student loans are financial aid that must be repaid in the future. All types of loans are disbursed by the semester.

**The Federal Perkins Student Loan**
This is a campus-based loan that is federally funded with eligibility determined by the Financial Aid office. You must have exceptional need to qualify for this loan. Repayments begin nine months after you leave MTI.

**The Federal Direct Student Loan Program**
This low-interest loan program allows dependent students to borrow up to $5500 for their first year and $6500 for their second year. Independent students may borrow up to $9500 for their first year and $10,500 for their second year. This program is either subsidized or unsubsidized. If the loan is subsidized, the interest does not accrue while the student is attending MTI. If the loan is unsubsidized, interest is charged from the time the loan is disbursed. Your award letter will indicate the type of loan for which you qualify.

**Federal Direct Parent Loans (PLUS)**
This program provides an opportunity for parents of dependent students to borrow funds for their student’s educational costs. The Financial Aid office processes applications. The funds come from the U.S. Department of Education. Loan amounts may not exceed educational costs minus other financial aid.

**Other Off-Campus Agency and Financial Aid Sources**
**Temporary Assistance for Needy Families (TANF)** If you are in this program, check with your TANF coordinator to see what assistance you may receive to attend MTI.

**Bureau of Indian Affairs (BIA)** If you qualify for BIA funds, you should start by contacting your local BIA Agency. Paperwork completed early will ensure timely arrival of your funding.
**Vocational Rehabilitation** Financial aid is available for mentally or physically disabled persons. Contact your local vocational-rehabilitation office.

**Veteran’s Benefits** Contact the Veteran’s Center at (888) 442-4551 or the Financial Aid office at MTI to request information about the programs for which you may qualify. Veteran's Administration website: www.gibill.va.gov.

**National Guard Benefits** Members of the National Guard may qualify for 100% tuition benefits and monthly stipends under the Chapter 1606 program. Contact your commanding officer.

**Workforce Investment Act (WIA)** A program funded by the South Dakota Department of Labor. Economically disadvantaged students may qualify for grants in certain educational programs. Contact your local Job Service office for details.

**Scholarships** The MTI Foundation offers a variety of scholarships to students who meet qualifications. Information regarding application deadlines is published periodically and distributed to students. See the Financial Aid office or the MTI Foundation office for more details. MTI also accepts any scholarships from outside sources. If receiving any scholarships from outside sources, you must notify the Financial Aid office.
STUDENT LIFE

General Student Conduct
Students are expected to conduct themselves in a responsible and courteous manner. It is understood that students who enroll agree with the mission and purpose of the Institute and accept and follow its policies, regulations, and operational procedures. Students are expected to comply with federal, state, and local laws and regulations. Student behavior which, after due process, is found to be disruptive to classes or interferes with the rights of others or causes damage to property may result in probation or suspension.

The school retains the authority to withdraw any student from an internship, clinical area, or observation whose grades, work conduct, or health may have a detrimental effect on themselves, the Institute, customers, clients, or patients of the cooperating agency.

Students should conduct themselves in a manner consistent with the Institute's educational mission. The following specifically, but not limited to, will result in disciplinary action. Disciplinary action will vary depending on the degree of severity of each situation.

- Academic dishonesty, including plagiarism and academic cheating
- Forgery, alteration, or misuse of Institute documents, records, or identification
- Knowingly furnishing false information to the Institute
- Obstruction or disruption of Institute operations
- Obstruction or disruption of Institute-authorized activities on property owned or supervised by the Institute
- Violent physical or verbal abuse of any person on property owned by the Institute or at any functions sponsored by or supervised by the Institute
- Conduct that threatens or endangers the health or safety of any person, including oneself, on property owned by the Institute or at functions sponsored by or supervised by the Institute.
- Theft or damage to Institute property
- Unauthorized entry to Institute facilities or property
- Unauthorized use or misuse of Institute property, including attempting to leave the library with materials which have not been properly borrowed, unauthorized use of computers, equipment or tools, or misuse of Institute telephones
- Violation of Institute regulations or campus policies
- The possession, use, manufacture, or distribution of illegal drugs, alcohol, or other controlled substances (except as expressly permitted by law) on property owned by or supervised by the Institute
- Lewd, indecent, or obscene speech or conduct on property owned by the Institute, at functions sponsored by or supervised by the Institute, verbal harassment of any
MTI employee, or violation of any Institute regulation or policy pertaining to such conduct
• Intimidating behavior directed toward any student, faculty member, staff member, or administrator
• Failure to comply with the directions of an Institute official acting in the performance of his/her duties
• Unauthorized possession or use of firearms, other dangerous weapons, explosives, or fireworks on property owned by the Institute or at functions sponsored by or supervised by the Institute
• Knowingly circulating a false report or false warning that property under Institute control or supervision may be subject to a bombing, fire, crime, emergency, or other catastrophe
• Smoking or the use of any tobacco or smoking-type product inside Institute buildings
• Failure to report to the MTI Administration Office or local sheriff and/or police agencies, any knowledge of or criminal activity on campus: i.e., murder, rape, robbery, aggravated assault, burglary, or motor vehicle theft. Such a report shall be provided in a manner that is timely and that will aid in the prevention of similar occurrences.
EMERGENCY PROCEDURES

It is the student's responsibility to become familiar with the building and plans for emergencies. Instructors are in charge of emergency plans for each classroom, shop or laboratory.

Lockdown (Inside Threat)
In the event of an intruder, an active shooter or threat inside the building.

Immediate Actions
• Call 911
• Contact Administration
• Emergency notification system will be activated

Protective Measures
• Outside activities are routed to a safe location away from the building
• Check halls and rest rooms for students
• Close and lock interior doors and windows
• Move students to safe corner to reduce visibility
• Turn off lights (including computer monitors)
• Turn all cell phones and communication devices to silent
• Verify attendance
• Remain in position until all clear and notified by law enforcement, fire, emergency manager, or administrator

Lockdown (Outside Threat)
In the event of an intruder, an active shooter or threat outside the building.

Immediate Actions
• Call 911
• Contact Administration
• Emergency notification system will be activated

Protective Measures
• Check halls and rest rooms for students
• Close and lock exterior doors and windows
• Move students to safe corner to reduce visibility
• Turn off lights (including computer monitors)
• Verify attendance
• Remain in position until all clear and notified by law enforcement, fire, emergency manager, or administrator

Shelter in Place
In the event of a hazardous material or chemical incident outside the building.

Immediate Actions
• Notification will come from an emergency responder or administrator
• Emergency notification system will be activated
• Call 911

Protective Measures
• Individuals outside of the building should be relocated to a separate area away from other building population (isolated)
• Close and lock exterior doors and windows (NO entrance or exit)
• Shut down air handling system/HVAC
• Ensure students and staff in safe area
• Verify attendance
• Remain in position until all clear and notified by law enforcement, fire, emergency manager, or administrator

Shelter from Dangerous Summer Storms
In the event of a tornado or significant weather event.

Immediate Actions
• Notification will come from an emergency responder or administrator
• Emergency notification system will be activated

Protective Measures
• Direct students to interior hallways and designated areas away from glass
• Exit all laboratories due to debris and chemical dangers
• Ensure students and staff in safe area
• Verify attendance
• Remain in position until all clear is issued via the emergency notification system

Evacuation
In the event of fire, bomb threat or environmental hazard.

Immediate Actions
• Notification will come from a building alarm or an administrator
• Exit the building via the designated evacuation route for your area
• Close all doors and turn out room lights
• Move with your group to a minimum distance of 100 feet from building
• Verify attendance and report any missing persons to administrator or emergency responders

Protective Measures
• If evidence of danger exists, (smoke, fire, or at the direction of staff or
responding authorities) move your group to a distance of 200 to 300 feet from the building.

- If evidence of danger exists, the MTech alert system will be implemented
- Students will not be dismissed until it is clear that transportation can be safely operated in the area without disrupting emergency responders and traffic control.
ADMINISTRATIVE RULES

Smoking/Tobacco Use
Mitchell Technical Institute is a tobacco/smoke free campus in all buildings, building interior and exterior entrances, and MTI vehicles. Outside designated smoking areas will be provided at each MTI building. These are the only locations where tobacco and smoking is permitted. “Tobacco Restricted” means there are designated tobacco use areas available at each campus building. This includes all tobacco and smoking type products, including e-cigarettes. Disciplinary action may result for students who do not follow this regulation. (See Policy MTI 518.)

Drug and Alcohol Conduct Guidelines for Students
It is the goal of Mitchell Technical Institute to provide a drug and alcohol-free environment. MTI students shall not be involved with the use, possession, or sale of drugs, alcohol, or any controlled substances in any manner that may impair any person's ability to perform assigned tasks or otherwise adversely impact their behavior. MTI does not endorse or sponsor alcoholic beverages at any campus or school-related event. Furthermore, no student shall possess alcoholic beverages in the workplace, classroom, laboratory, vehicle, or at any intramural sports event, class trip, or campus function or consume beverages in association with said places during working, classroom, laboratory, or vehicle operating hours or at any time prior to performing safety-sensitive functions which may impair that person’s ability to perform their duties. (See also Policy MTI 1035.)

Reasonable Suspicion
Drug or alcohol testing will be conducted when a supervisor or administrator observes behavior or appearance that is characteristic of alcohol or drug use. The Institute is responsible for the cost of this test.

All positive tests (refusal to submit to a test or an altered specimen is considered a positive test result) will be reviewed by a medical review officer who is a licensed physician with knowledge of substance abuse disorders. The medical review officer will interpret and evaluate the results of each test, along with relevant medical information about each student, to determine whether or not a positive test resulted. The medical review officer will contact the student whose test is positive or whose test has been altered or refused.

These rules will be interpreted, administered, and amended by MTI as necessary within its discretion.

Alcohol Misuse
Students who test positive for alcohol use while in classrooms, labs or safety-sensitive
areas will be subjected to disciplinary action, up to and including immediate suspension
from school.

**Drug Misuse**
MTI practices zero tolerance for drug use. Any student who tests positive for drug use
while in classrooms, labs or safety-sensitive areas will be immediately suspended from
school.

**Drug and Alcohol Testing Rules for Commercial Drivers/Students**
MTI will make every effort to see that all students enrolled in a program at the Mitchell
Technical Institute that requires a commercial driver’s license (CDL) are operating
vehicles in a safe manner. (See Policy MTI 1037.)

A driver is defined as a Mitchell Technical Institute student who is preparing to
obtain a commercial driver's license necessary for the completion of program
requirements or who is operating an MTI vehicle requiring a CDL.

**Administrative Rules**
MTI’s current administrative rules and practices are outlined in this document. These
rules will be interpreted, administered, and amended by MTI as necessary within its
discretion. The rules cover all prospective and current students who need a commercial
driver’s license as a condition of program completion and obtain that license from the
Mitchell Technical Institute or who operate an MTI vehicle which requires a CDL.

In accordance with SDCL 32-12-80, any driver who holds a commercial driver’s license
issued by the State of South Dakota, who is convicted of violating any state law or local
ordinance of any other state, or federal, provincial, territorial, or municipal law of
Canada, relating to motor vehicle traffic control other than parking violations, shall notify
the department (of transportation) in the manner specified by the department within
thirty days of the date of conviction.

Any driver holding a commercial driver’s license issued by the state, who is convicted of
violating any state law or local ordinance of any other state, or federal, provincial,
territorial, or municipal law of Canada, relating to motor vehicle traffic control other than
parking violations, shall notify his instructor in writing of the conviction within thirty days
of the date of convictions.

Any driver whose commercial driver’s license is suspended, revoked, or canceled by
any state, or who loses the privilege to drive a commercial motor vehicle in any state for
any period, including being disqualified from driving a commercial motor vehicle, or who
is subject to an out-of-service order, shall notify his instructor of such fact before the end
of the business day following the day the driver received notice of that fact.
1. Period of Education Day Covered

A. Education day use
No individual may operate a commercial motor vehicle within four hours after using alcohol. No supervisor having actual knowledge that a driver has used alcohol within four hours shall permit the driver to perform or continue to perform safety-sensitive functions.

B. Education day use
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol or a controlled substance. No driver may use alcohol or a controlled substance while on duty. No supervisor having actual knowledge that a driver possesses or is using alcohol or a controlled substance while on duty shall permit the driver to perform or continue to perform safety-sensitive functions.

C. Use following an accident
No driver required to take an alcohol or drug test following an accident may use alcohol for eight hours following the accident or until the driver has undergone the post-accident test.

2. Prohibitions Based On Test Results

Alcohol Concentrations
A driver with a measurable and detectable breath alcohol concentration that is prohibited under 49 CFR, part 382.505 but less than 0.04, shall not perform safety-sensitive functions for a minimum of twenty-four hours. No driver shall report to CDL Class or remain in CDL Class while having an alcohol concentration of 0.04 or greater. No supervisor having actual knowledge that a driver has a prohibited level of breath alcohol concentration shall permit the driver to remain in CDL Class. Alcohol test results of 0.04 and above will require that the student be suspended from CDL Class and be referred to a Substance Abuse Professional for evaluation. Return to CDL Class will be subject to compliance with the recommendations of the Substance Abuse Professional for evaluation. The Institute is responsible for the cost of the initial referral to a substance abuse professional. The student will be responsible for the cost of any follow-up counseling or treatment.

3. Test Categories

Beginning on January 1, 1996, and each year after, the following tests will be given to students who must have a commercial driver’s license to complete their program of study.

Pre-Screening Requirement
The United States Department of Transportation requires that a pre-screening for controlled substances be administered to all students who are involved in the commercial driver training or who operate a vehicle that requires a CDL. MTI will make arrangements for all students enrolled in programs that require CDL training or for those students who will be operating vehicles that require a CDL to be pre-screened using a urine test during the first week of school. The student is responsible for the cost of this test.

**Post-Accident Testing**
As soon as possible after an accident involving the loss of life or the issuance of a moving traffic violation, the driver of the commercial motor vehicle will be tested for use of alcohol and controlled substances. The driver must remain available for the test. If the driver is not available for the testing, the Institute will consider the student to have refused to submit to the test. The Institute is responsible for the cost of this test.

**Random Testing**
Under Section 382.05 all safety-sensitive CDL holders will be subjected to random urine drug testing and breath alcohol testing. The students’ names will be entered into the pool upon enrollment in a program where operation of a vehicle requires a CDL. Random selection is required to be done without bias and must include all persons whether previously tested or not. All students in the section pool are subject to repeat testing.

MTI has presently contracted with a private entity for their random selection and testing. All random selections will be completed and an appointed Contact Person within the Institute will be notified of the date for random testing. All random testing will be unannounced and reasonably spread throughout the year. Testing will be completed as soon as possible after the student is notified of a pending test. A student will never receive prior notice of the testing date and time. Any medical condition restricting the student’s ability to perform a urine drug test or breath alcohol test must be documented by a medical physician and recorded in that student’s file. The Institute is responsible for the cost of this test.

**Reasonable Suspicion Testing**
Drug or alcohol testing will be conducted when a trained supervisor or administrator observes behavior or appearance that is characteristic of alcohol or drug misuse. The Institute is responsible for the cost of this test.

**Return to Driver Status**
If a student has tested positive for alcohol, the student will be tested before returning to CDL class. This return test for alcohol must be considered negative under the standards in 49 CFR 382 et seq for alcohol concentration. The student is responsible for the cost of this test.
Follow-up Testing
A student will be subject to unannounced follow-up testing if the Institute or Substance Abuse Professional determines that the student needs counseling/treatment for alcohol misuse or use of controlled substances. The student will be subject to unannounced follow-up testing after returning to work/class. Retesting of a student will occur at the discretion of the instructor. **The student is responsible for the cost of each follow-up test.**

4. Procedures

A. Test Procedures

Drugs for which tests will be conducted are marijuana, cocaine, amphetamines, opiates, and phencyclidine (PCP). Urine specimens will be used to test for these drugs. Specimen collection, handling, and testing procedures will be conducted according to the U.S. Department of Health and Human Services (DHHS) and the National Institute for Drug Abuse (NIDA) guidelines. To ensure the accuracy of drug test results, the Institute will utilize independent laboratories that conform to DHHS and NIDA guidelines.

To ensure accuracy of alcohol test results, tests will be conducted using testing devices approved by the National Highway Traffic Safety Association (NHTSA). The tests will be performed by a trained and certified breath alcohol technician. If the alcohol concentration is positive under 49 CFR 382 et seq, a second confirmation test will be conducted. The confirmation test results determine any actions to be taken.

All positive tests (refusal to submit to a test or an altered specimen are considered a positive test result) will be reviewed by a medical review officer who is a licensed physician with knowledge of substance abuse disorders. The medical review officer will interpret and evaluate the results of each test, along with relevant medical information about each student, to determine whether or not a positive test resulted from illegal drug use. The medical review officer will contact the student whose test is positive or whose test has been altered or refused.

5. Refusal to Submit and the Consequences

Any student who refuses to take a required test, fails to report for a test when scheduled, or fails to successfully complete a required rehabilitation program will be suspended from the CDL Class. **Refusal to submit to a test or an altered specimen are considered a positive test result.**

6. Consequences for Violations (Alcohol)
The following will be used as a guideline for disciplinary actions resulting from alcohol use by students in safety sensitive positions as defined by USDOT and FHWA Regulations.

**Alcohol Misuse—While Enrolled in the CDL Class**

DUI conviction with Work Permit issued:

1. Must complete Institute imposed or Court recommendations prior to return to the CDL class.

DUI Conviction with Loss of License:

1. Less than 45 days - Refer to Substance Abuse Professional.
2. More than 45 days – Refer to Substance Abuse Professional and Suspension from CDL Class.

**Students who test below .04 will be subject to the following:**

A driver with a measurable and detectable breath alcohol concentration that is prohibited under 49 CFR, part 382.505 but less than 0.04, shall not perform safety-sensitive functions for a minimum of twenty-four hours.

**Students who test between .04 and .079 will be subject to the following:**

1. 1st offense - Suspension from CDL Class for 24 hours.
2. 2nd Offense - Suspension from CDL Class for a period of 2 to 5 days plus referral to a Substance Abuse Professional. Students will be required to pay any costs associated with makeup work courses or labs.
3. 3rd Offense - Suspension from CDL Class.

**Drug Misuse—in the CDL Class**

MTI practices zero tolerance for drug use. Any student who tests positive for drug use while enrolled in the CDL class will be immediately suspended from school.
Threats of Terrorism (South Dakota Codified Law 22-14A-24 through 22-14A-27)

22-14A-24. USE OF SUBSTANCE OR DEVICE TO COMMUNICATE TERRORISTIC THREAT AS FELONY.

Any person who intentionally communicates a threat by leaving a substance or device, thereby causing either serious public inconvenience, or the evacuation or serious disruption of a building, place of assembly, facility of public school transport, or a school related event, is guilty of communicating a terroristic threat. For the purposes of this section, a substance or device includes, but is not limited to, an actual or apparent dangerous weapon, destructive device, dangerous chemical, biological agent, poison, or harmful radioactive substance. A violation of this section is a Class 4 felony.

22-14A-25. USE OF HOAX SUBSTANCE OR DEVICE TO CAUSE FEAR AS FELONY.

Any person who intentionally possesses, transports, uses, or places any hoax substance or hoax destructive device with the intent of causing anxiety, unrest, fear, or personal discomfort is guilty of a Class 5 felony. A hoax substance is any substance that would cause a person to reasonably believe that it is a dangerous chemical or biological agent, a poison, a harmful radioactive substance, or a similar substance. A hoax destructive device is any device that would cause a person to reasonably believe that it is a dangerous explosive or incendiary device or a similar destructive device.

22-14A-26. PERSONS CONVICTED OF CERTAIN CRIMES MAY BE ORDERED TO MAKE RESTITUTION.

The court may, after conviction or adjudication of any violation of 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, conduct a hearing to ascertain the extent of costs incurred, damages, and financial loss suffered by local, county, or state public safety agencies, and the amount of property damage caused as a result of the crime. A person found guilty of violating 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, may upon conviction, be ordered to make restitution to the local, county, or state public service agency for any cost incurred, damages and financial loss or property damage sustained as a result of the commission of the crime.

22-14A-27. NO CAUSE OF ACTION AGAINST GOOD FAITH RESPONSE TO TERRORIST ACT.

The provisions of 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, may not be construed to create any cause of action against any person based upon or arising out of any act or omission relating to any good faith response to a terrorist act or an attempted terrorist act.
22-14A-22. FALSELY REPORTING A THREAT AS FELONY—RESTITUTION—MINOR TO PERFORM PUBLIC SERVICE.

Any person who makes a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, explosive, destructive device, dangerous chemical, biological agent, poison or harmful radioactive substance, is guilty of falsely reporting a threat. Falsely reporting a threat is a Class 6 felony. Any person found guilty of falsely reporting a threat shall pay restitution for any expense incurred as a result of the crime. The person is also civilly liable for any injury to person or property from the false report and any costs related to responding to the false report. If the person making the false report prohibited by this section is a minor, the court, in addition to such other disposition as the court may impose, shall require the minor to perform at least fifty hours of public service unless tried as an adult.
MTI Policies and Administrative Rules on the Appropriate Use of Information Technology Resources

Introduction
The MTI community understands that information technology has become an integral resource in fulfilling our mission of teaching, learning, research, public service, and administrative responsibilities. The Institute therefore encourages students, faculty, and staff to acquire computer literacy and technological skill. Computers and networks empower us openly to find, consider, and disseminate information developed at MTI and elsewhere; to communicate and collaborate with others near and far; and to build the technological skills base on which the twenty-first century depends. With this empowerment, however, comes commensurate responsibility. Each of us is obliged to support and abide by the ethical and legal standards that apply to information technology, including rights of authorship, confidentiality, privacy, and dissemination. In doing so, we respect the codes of honesty, integrity, and intellectual freedom upon which institutions of higher learning rely.

Policies

Usage Consistent with Law
Usage of MTI computing resources shall be consistent with local, state, and federal law.

Copyright Law
It is the policy of MTI to respect the ownership of all intellectual material protected by copyright laws.

Users shall not make or use illegal copies of copyrighted materials, store such copies on Institute systems, or transmit them over Institute networks.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright
infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

**Systems Security**
Compliance with policies that ensure the security and integrity of all campus information systems is mandatory and critical to ensure continuing provision of computer resources to the entire MTI community.

**User Accounts**
The Institute owns the computer facilities, resources, and accounts. The Office of Technology must approve all access to central computer systems, including the issuing of passwords. Access to administrative systems is limited.

All MTI students and employees are eligible to receive a computer system account. Members of employees' families, who are not members of one of the above categories, are not eligible for computer system accounts.

Only the Director of Technology may grant others access to MTI electronic resources and then only in those cases where the activity will significantly benefit the Institute as a whole.

Users shall not provide false or misleading information to obtain access to computing resources or facilities.

**Responsibility for Security of Accounts**
An account is given to an individual for the exclusive use by that individual. It is against Institute policy for a user to give someone his or her password or allow others to use his or her account. However, this is not to preclude others temporarily assisting a user in the performance of his or her Institute functions (for example faculty helping a student with a computer project; associates showing a new feature of the computer system) while supervised by the user. **Users are responsible for all activity on their accounts.**

Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. The only exception will be when authorized technology personnel are working on the security of the computer system.

**Circumvention of Network Security**
Users shall not attempt to circumvent or subvert system or network security measures.
Confidentiality and Privacy
Users of MTI’s electronic resources should not consider this usage to be confidential. Electronic communications are in many cases archived with federal law and are subject to review by administration or their designee. MTI does require confidentiality in regard to the public release of certain information under FERPA, HIPAA, and other legal requirements and local policy.

Interception of Network traffic
Users shall not intercept network traffic for any purpose unless engaged in authorized network administrative duties.

Appropriate and Inappropriate Uses

Damage or Disruption
Users may not damage computer systems or knowingly cause disruptions in its operations or use. Users shall not use the network to disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unapproved advertising, propagation of computer "worms" and viruses, and sustained high volume network traffic that substantially hinders others in their use of the network.

Personal Gain
Users shall not use the computer systems for personal gain such as selling access to a USER ID or by performing work for profit with Institute resources in a manner not authorized by the Institute.

Excessive Use
Users shall refrain from monopolizing systems, overloading networks with excessive data or wasting computer time, connect time, disk space, printer paper, manuals or other resources.

Nonessential use of Laboratory Resources
Because public Institute computer laboratory resources are limited, nonessential use of these resources is discouraged. When others are waiting for computer laboratory resources to complete class assignments, they may preempt people using resources for nonessential purposes.

Billable services
Users shall assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

Electronic Mail
Electronic mail is a service provided by the Institute to users as an aid to communication.
Acceptable Uses of Electronic Mail

Uses of Electronic Mail
Electronic mail may be used for a wide variety of on- and off-campus communication. Examples include professional communications, notices of Institute activities, personal correspondence, actions and scheduling of Institute and faculty committees, administration and board activities, announcement of Institute policies and schedules, and Institute announcements.

System-Provided Mailing Lists
Only messages relating to Institute activities should be sent to the system-provided mailing lists, e.g., All Users, All Faculty, All Staff, etc. Such mailing lists are for notification of Institute events, communication of official Institute messages, and notification of bulletin board discussions. System-provided mailing lists shall not be used for "classified ads" (e.g., "For Sale," "For Lease," etc.) or "free items" (e.g., free kittens, free books, etc.). Users shall not use the system-provided mailing lists for commercial or partisan political purposes.

Students are not allowed access to Institute distribution lists without permission of the Vice-President for Academic Affairs.

User-created Mailing Lists
Users may also create their own mailing lists. When creating and using a mailing list, users shall ensure that everyone on the list agrees to be included on the list.

Unacceptable Uses of Electronic Mail

Prohibited Uses
Electronic mail is not to be used for the following:

* commercial ventures
* personal profit
* solicitations for contributions for non-Institute sponsored entities
* chain letters
* "pyramid schemes"
* any activity inconsistent with MTI policies
* or any illegal activity or unlawful purpose.

Harassment and Intimidation
Users shall not use email to harass or intimidate another person. (See Policy MTI 115 for the full harassment policy.)

Cyber Bullying
Cyber bullying is a form of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or Mitchell Technical Institute property to harass or stalk one another. Mitchell Technical Institute’s computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation Mitchell Technical Institute’s acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of the MTI Title IX Coordinator in the MTI Administrative office.

Malicious use of Mitchell Technical Institute’s computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited.

**Intellectual Freedom**

MTI recognizes the right of all users to use resources of their choosing. Computer resources are available for the interest, information, and enlightenment of the MTI community. Information will not be proscribed, censored, or removed by the Institute because of partisan or doctrinal disapproval. In compliance with Child Internet Protection Act, MTI does provide a content filtering system that prevents the viewing of pornographic material and reserves the right to block peer to peer file sharing that consumes bandwidth required for instructional purposes.

**Respect for Rights of Others**

Computer users at MTI have a responsibility to be aware of materials that may be objectionable to others when using computer facilities in public areas. Monitors and printers in public areas, such as open access computer labs and offices that more than one person may share, should not be used to display or print materials that might be defined as harassing or disruptive. Users are reminded that any state and federal laws
dealing with these or related matters apply to MTI facilities and are encouraged to use good judgment.

**Enforcement and Penalties**

**Enforcement**
The Director of Technology is responsible for administering and enforcing this policy. Questions concerning this policy should be directed in writing to the Director of Technology.

Violations of these policies shall be reported in writing to the Director of Technology. When potential damage to Institute computing resources or data is immediate, the Director of Technology may suspend the alleged violator's access to such resources immediately. Notice of such suspension shall be communicated to the alleged violator. Ordinarily the Director of Technology will discuss the alleged violation with parties involved and/or the individual's supervisor, instructor, or dean, as appropriate. If the problem cannot be resolved, the Director of Technology may refer alleged violations of this policy to the appropriate administrator or judicial body.

If a Web page mounted on an Institute computing resource, in the opinion of the Director of Technology, violates this Appropriate Use Policy or the Web Page Policy, access to that Web page may be temporarily suspended pending prompt adjudication of the matter as described in the paragraph above.

**Penalties**
Any violations of the policies included in this document may result in penalties as described below. Students may face review for disciplinary actions as described in the Student Handbook. These may include, but are not limited to, the suspension of or loss of access to Institute computer resources, suspension or expulsion from the Institute, and referral to law enforcement.

Faculty and staff may face review for disciplinary action as described in the MTI Personnel Handbook. These may include, but are not limited to, the suspension of or loss of access to Institute computer resources, and other penalties listed in the Handbook or Manual including possible termination of employment by the Institute. Appeals from penalties assessed under this policy will follow the appropriate grievance procedure as stated in the Faculty Handbook.

**Student Laptop Computers on Campus**

**Required by Program – Full Access**
Students who purchase computers from MTI for use in their programs will have full use of the campus network services. This includes, but is not limited to, wireless network
connectivity, printing, and other services provided by MTI. The laptops are distributed and supported by the MTI Information Technology Office.

Bring your own Device – Full Access
Students enrolled in programs that require a laptop but are not provided by MTI gain access to our network through our Cisco Network Access Control (NAC) client. The client is self-service and can be installed at your leisure. Current system updates and current anti-virus definitions are required to have full network access. Systems that do not meet these requirements will not be accepted onto the network until those conditions are met.

The MTI Acceptable Computer Use policy applies to all laptop computers used on the MTI network.

**MTI Student E-mail Policy**

E-mail is considered an official method for communication at MTI because it delivers information in a convenient, timely, cost effective, and environmentally aware manner.

For the majority of the student population, this *MTI Student E-mail Policy* does not represent a change from current practice. However, the policy does ensure that all students have access to this important form of communication. Furthermore, it ensures that students can be accessed through a standardized channel by faculty and other staff of the Institute as needed.

**Policies**

**Institute Use of E-mail**
E-mail is an official method for communication at MTI. The Institute may send communications to students via e-mail. Students are responsible for the consequences of not reading in a timely fashion Institute-related communications sent to their official MTI student e-mail account.

**Application for Student E-mail Accounts**
All students taking classes that meet on the MTI campus are required to obtain an official MTI student e-mail account. A student e-mail account created by the Office of Technology is the official e-mail address to which the Institute will send e-mail communications. This official address will be recorded in the Institute’s electronic directories and records for that student.
**Expectations Regarding Student Use of E-mail**

Students are expected to check their MTI official e-mail on a frequent and consistent basis in order to remain informed of Institute-related communications. The Institute recommends checking e-mail **at least** twice per week.

**Responsibility for Security of Accounts**

An account is given to an individual for the exclusive use by that individual. It is against Institute policy for a user to give someone his or her password or allow others to use his or her account. However, this is not to preclude others temporarily assisting a user in the performance of his or her Institute functions (for example faculty helping a student with a computer project; associates showing a new feature of the computer system) while supervised by the user. Users are responsible for all activity on their accounts.

Attempting to discover another user’s password or attempts to gain unauthorized access to another person’s files or mail is prohibited. The only exception will be when technology personnel are working on the security of the computer system.

In the event a student loses or forgets a password, there will be a $5.00 charge to change a password. All password changes will be made by the Office of Technology.

**Faculty Expectations and Educational Uses of E-mail**

Since faculty members determine how e-mail is used in their classes, faculty can require students to check their e-mail on a specific or more frequent basis. Messages sent to Institute-provided aliases of official MTI student e-mail addresses are also considered official communication.

**Appropriate Use of Student E-mail**

In general, e-mail is not appropriate for transmitting sensitive or confidential information.

All use of e-mail will be consistent with other Institute policies, including the MTI Policy on the Appropriate Use of Information Technology Resources.

All use of e-mail will be consistent with local, state, and federal law, including provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and all subsequent amendments to the original act.

Communications sent to a student’s official MTI e-mail address may include notification of Institute-related actions.

**Redirecting E-mail**

Students may elect to redirect (autoforward) messages sent to their MTI official student e-mail address. Students who redirect e-mail from their official address to another address (such as AOL, Yahoo, Hotmail, or any e-mail server other than the official MTI
servers) do so at their own risk. Having e-mail lost as a result of redirection does not absolve a student from the responsibilities associated with communication sent to his or her official e-mail address. The Institute is not responsible for the handling of e-mail by outside vendors or unofficial servers.

**Procedures**
Changes to this policy will be authorized by approval of the administrators of the Institute. Questions or comments about this policy should be directed to the Director of Technology.
Faculty
(Year of Appointment in parentheses)

ALBERTZ, KELVIN (2000)
Information Systems Technology
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

APPLETOFT, DONNA (2011)
Health Sciences
A.A.S, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

BAUS, NICK (2014)
Architectural Design and Building Construction
A.A.S., Mitchell Technical Institute
Undergraduate Studies: Dakota Wesleyan University

BENJAMIN, MICHAEL (2007)
Telecommunications
B.S., University of Management and Technology

BRAUN, TODD (2010)
Electrical Construction and Maintenance
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

BRINK, BOBBI, MA, CCC-SLP (2013)
Speech-Language Pathology Assistant
M.A., University of South Dakota
B.S., South Dakota State University

BRTNA, JOE (2012)
Farm Power Technology
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

BUHLER, CAREY C., M.D. (2000)
Medical Director, Radiologic Technology
B.S., University of South Dakota
M.D., University of South Dakota
Residency, Pediatric Radiology, Boston Children’s Hospital
Residency, Radiologic Pathology, Armed Forces Institute of Pathology

CLARK, KAREN (2004)
General Education (Communications)
M.A., Northern State University
M.Ed., South Dakota State University
B.A., Dakota Wesleyan University

DARCY, JOHN (2011)
Industrial Maintenance Technology
A.A.S., Northeast Community College
Undergraduate Studies: South Dakota State University

DEGEN, CHRIS (2013)
Power Sports Technology
Diploma, Minnesota West
Undergraduate Studies: Dakota Wesleyan University

DOHERTY, FRANK (2015)
Power Line Construction & Maintenance
Diploma, Northwest Iowa Technical College
Undergraduate Studies: Dakota Wesleyan University

EHLKE, JERRY (2012)
Electrical Utilities and Substation Technology/
Power Line Construction and Maintenance
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

EIDEM, EVAN (2012)
Precision Technology Specialist
A.A.S., Colorado Technical Institute
Undergraduate Studies: South Dakota State University

FENS, DEZARAE, RN, BSN (2014)
Medical Assistant
B.S., South Dakota State University
Graduate Studies: South Dakota State University

FREEMAN, PAULA, RT (R), (T) (2005)
Radiation Therapy
Certificate, University of Minnesota School of Radiation Therapy
Certificate, Sioux Valley School of Radiologic Technology
Undergraduate Studies: South Dakota State University

FREY, SHAWN (2010)
Culinary Academy of South Dakota
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

FUERST, DOUGLAS (1998)
Electrical Construction and Maintenance
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University
GAIKOWSKI, GENE (2014)
Power Line Construction and Maintenance
Diploma, Mitchell Technical Institute
Undergraduate Studies, Dakota Wesleyan University

GARTON, DAVID JR. (1978)
Accounting/Business Management
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

GIBLIN, DEBRA (2002)
Office Technology Specialist
M.A., University of South Dakota
B.S., University of South Dakota

GRABER, MICHELLE (2013)
General Education (Communications)
M.A., Minnesota State University, Mankato
B.A., University of Sioux Falls
A.A.S., Southeast Technical Institute

GRACE, JIM (1991)
Satellite Communications
A.A.S, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

GROSS, JULIE (2011)
General Education (Communications)
M.A., University of South Dakota
B.A., University of South Dakota

GUERICKE, JANELLE (2012)
Agricultural Technology
B.A., Dakota Wesleyan University

GUINDON, RAYNE (2015)
Power Sports Technology
Diploma, M-State Detroit Lakes
Undergraduate Studies: Dakota Wesleyan University

HANTKE, LAYNE (2015)
Electrical Construction & Maintenance
A.A.S., Mitchell Technical Institute

HAUGE, JUSTIN (2014)
Welding and Manufacturing Technology
Undergraduate Studies: Dakota Wesleyan University

HENDRICKS, JOHN (2015)
Electrical Construction and Maintenance
A.A.S., Mitchell Technical Institute
Undergraduate Studies: Dakota Wesleyan University

HERLL, DIXIE (2015)
Human Services Technology
B.A., Dakota Wesleyan University

HERRMANN, LISA, M. Ed., RT (R), (T) (2006)
Radiologic Technology
M.Ed., South Dakota State University
B.H.S., Washburn University
Certificate, Sioux Valley School of Radiologic Technology

HOFER, JARED (2013)
SD Center for Farm/Ranch Business Management
M.B.A., University of South Dakota
B.A., University of South Dakota

JOHNSON, LISA, LPN (2013)
Medical Assistant
Diploma, Mitchell Technical Institute
Undergraduate Studies: Dakota Wesleyan University

JUHNKE, JASON (2010)
Heating and Cooling Technology
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

KOCK, GREGORY (2015)
Butler Edge Ag Technician
A.A.S., Lake Area Technical Institute
Undergraduate Studies: Dakota Wesleyan University

KOUPAL, DAVID (2010)
SD Center for Farm/Ranch Business Management
B.S., South Dakota State University
A.A.S., Mitchell Technical Institute

KRAIJSLE, JOSH (2012)
Culinary Academy
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

KRIESE, RICK (2011)
Agricultural Technology
A.A.S., Lake Area Technical Institute
Undergraduate Studies: South Dakota State University
LORENZEN, KIM, M.D./PATHOLOGIST (1988)
Medical Director, Medical Laboratory Technology
B.S., University of South Dakota
M.D., University of South Dakota School of Medicine
Residency, Pathology, University of Nebraska
Fellowship, Forensic Pathology, Southwestern Institute of Forensic Sciences, Dallas, TX

MAESCHEN, CHRIS (2015)
Wind Turbine Technology
Diploma, Mitchell Technical Institute
Undergraduate Studies: Dakota Wesleyan University

MAHONEY, JIM (2004)
Architectural Design and Building Construction
B.S., Dakota State University

Medical Director, Medical Assistant
Pre-Med, University of St. Thomas, Manila, Philippines
M.D., University of St. Thomas, Manila, Philippines
Residency, General and Surgical Medicine, Iriga City, Philippines; Clinical Assistant Professor, University of South Dakota; Assistant Professor, University of St. Anthony, Iriga City, Philippines

MCENTEE, LINDA (1992)
General Education (Computers)
M.S., University of South Dakota
B.A., Augustana College

MELAND, KATHY (2013)
SD Center for Farm/Ranch Management
B.S., South Dakota State University

MESSER, LEANNE, BSRT(R); CDT (2000)
Radiologic Technology
B.S., South Dakota State University
A.A.S., Mitchell Technical Institute
Diploma, Methodist Hospital School of Radiology Technology

MILLER, LAURA (2004)
Accounting/Business Management
M.A., University of Phoenix
B.S., Dakota State University

MOKE, DALE (2012)
Industrial Controls
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

MUNSEN, MARK (1997)
Architectural Design and Building Construction
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

MUNSEN, TAMARA (2002)
Engineering Division (Computers)
M.S., Dakota State University
B.A., Dakota Wesleyan University

NICOLAUS, JANET (1986)
Accounting/Business Management
M.A., Northern State University
B.A., University of South Dakota
A.A., South Dakota State University

NICOLAUS, JIMMIE (1996)
Outreach Trainer
A.A.S., National College of Business
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

OLNEY, KEMPTON (2012)
Propane and Natural Gas Technologies
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

OSBORNE, TOM (2009)
Power Line Construction and Maintenance
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

PETERSON, MICHAEL, M.D./ONCOLOGIST
Medical Director, Radiation Therapy
B.S., Cornell University
M.D., Cornell University Medical College
Residency, Northwestern Memorial Hospital, Chicago Radiation Oncology, University of Pennsylvania Health System

PETERSON, TRAVIS (2012)
Welding and Manufacturing Technology
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

PRITCHARD, SUSAN, MBA, RT(R)(CT) (2014)
Advanced Medical Imaging
M.B.A., Colorado Technical University
B.S., Mount Marty College
Certificate, Sanford Medical Center School of Radiologic Technology

PUETZ, MICHAEL (1998)
Power Line Construction and Maintenance
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University
RAAK, NATHANIEL (2014)
General Education (Mathematics)
M.A., University of South Dakota
B.A., Northwestern College

RASSEL, JOEL (2015)
Farm Power Technology
Certificate, Allied Business
Undergraduate Studies: Dakota Wesleyan University

RAYMAN, KRISTI, BS, RT(R, M, CT, MR) (2013)
Advanced Medical Imaging
B.S., Florida Hospital College of Health Sciences
Certificate, Sioux Valley Hospital of Radiologic Technology

REECY, JENNIFER (2015)
South Dakota Leadership Academy
B.S., Dakota State University
M.Ed., University of Sioux Falls
Graduate Studies: University of South Dakota

RENKEN, JOSH (2013)
Automation Controls/SCADA
A.A.S., Mitchell Technical Institute
Undergraduate Studies: Dakota Wesleyan University

REPENNING, LORI, DVM (2012)
Agricultural Technology
D.V.M, Kansas State University
B.S., University of Nebraska

ROBERTS, BRIAN (2014)
Wind Turbine Technology
Diploma, Mitchell Technical Institute
Undergraduate Studies: Dakota Wesleyan University

ROGERS, CHAD (2015)
Commercial Driver’s License
B.A., Dakota State University

RUSSELL, ANNIKA (2008)
Accounting/Business Management
M.A., University of Nebraska-Lincoln
B.A., Dakota Wesleyan University

RUSSELL, DEVON (2014)
Precision Technology Specialist
B.S., South Dakota State University

SCHAFFER, ERIC, MSRT(R), (CT) (2000)
Radiologic Technology
M.S., University of South Dakota
B.S., University of South Dakota

SCHMIDT, PAULA, CMA (2012)
Medical Office Professional
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

SCHNIDER, BETH (2015)
Commercial Driver’s License
M.A., University of South Dakota
B.A., Chadron State College

SCHULTZ, JENNIFER, MA, CCC-SLP (2012)
Speech-Language Pathology Assistant
M.A., University of Iowa
B.S., University of South Dakota

SCHUMACHER, JENNIFER (2000)
Information Systems Technology
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

Medical Laboratory Technology
M.Ed., South Dakota State University
B.S., South Dakota State University

STARR, H. JEAN (1992)
General Education (Math)
M.Ed., Northern State University
B.A., Northern State University

SWANSON, JASON (2015)
Propane & Natural Gas Technologies
Diploma, Mitchell Technical Institute
Undergraduate Studies: Dakota Wesleyan University

SWARTOUT, RUTHIE WILSON (2004)
General Education (Psychology/Sociology)
M.S., South Dakota State University
B.S., State University of New York - Buffalo

THIBODEAU, GREGG (2013)
Welding and Manufacturing Technology
A.A.S., Community College of the Air Force
Undergraduate Studies: Dakota Wesleyan University

THURY, RON (2002)
Heating and Cooling Technology
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

TONAK, LORI (2013)
SD Center for Farm/Ranch Management
B.S., South Dakota State University
TRISCO, GARY (2013)
Power Line Construction and Maintenance
Diploma, Mitchell Technical Institute
Undergraduate Studies: Dakota Wesleyan University

VERSTEEG, DAVID (1985)
Satellite Communications/Telecommunications
B.A., University of Sioux Falls
A.A.S., Mitchell Technical Institute

WAGNER, JIM (1998)
Culinary Academy of South Dakota
B.F.A., University of South Dakota
A.A.S., Mitchell Technical Institute

WALTER, WILL (2011)
SD Center for Farm/Ranch Business Management
A.A.S., Lake Area Technical Institute

WEISSER, SHIRLYCE, MLT (ASCP) (2009)
Medical Office Professional
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University
ADMINISTRATORS

MARK WILSON
President

MARK GERHARDT
Vice-President for Development & Industry Relations

STEPHANIE KAUL
Vice-President for Administrative Services/CFO

DAN MUCK
Vice-President for Operations

VICKI WIESE
Executive Vice-President for Academic Affairs/CAO

STAFF

MATEYA BERG
Student Success Coach

BRENT BOLLINGER
Telecommunications Technician

DAVID BOOS
Director of Information Technology

BLAIR BORTNEM
Systems Administrator

CHRISTINE BOSMA
Career Coach

NATHAN BOWMAN
Instructional Media Developer

PATTI BREWSTER
Administrative Specialist

JULIE BROOKBANK
Director of Marketing & Public Information

JEFF BRUNTZ
Administrative Property Control/Maintenance

TERRY BUSH
Information Systems Technician

CLAYTON DEUTER
Director of Admissions

JODEL DIERKS
Administrative Specialist

SARAH DUFF
Student Success Coach

ANDREW ERICKSON
Information Systems Technician

MELISSA ETTSWOLD
SIM Lab Technician

SCOTT FOSSUM
Director of Secondary Pathways

STEPHANIE FRIESEN
Facilities Specialist

DOUG GREENWAY
Director of Corporate Education

JANET GREENWAY
Registrar

JILL GREENWAY
Academic Data & Financial Aid Specialist

CAROL GRODE-HANKS
Dean of Curriculum & Instructional Design

DEANNA HATCH
Grants Administrator

JOHN HEEMSTRA
Outreach Coordinator & Grant Manager

PATTY HENDRIX
Food Service

MORGAN HUBER
Director of Financial Aid

ROBIN JACOBSEN
Admissions Representative

KATHERINE KEEGAN
Food Service

LAURIE KENWORTHY
Bookstore Manager

DONENE KIRKEGAARD
Custodian

LIZ KITCHENS
Employment Coordinator