



**Be The Best!**

# **2017-18 Student Handbook**

**MITCHELL TECHNICAL INSTITUTE  
1800 E. Spruce Street  
Mitchell, SD 57301**

**(605) 995-3025**

**(800) 684-1969**

**Fax: (605) 995-3083**

**e-mail: [questions@mitchelltech.edu](mailto:questions@mitchelltech.edu)**

**[www.mitchelltech.edu](http://www.mitchelltech.edu)**

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.

## 2017-18 School Year Calendar Fall Semester

Faculty returns.....	August 14
New student orientation.....	August 21
Fall semester classes begin.....	August 22
Last day to add a class (by 4:00 PM).....	August 29
Labor Day (no classes).....	September 4
Last day to drop a class with a full refund (by 4:00 PM).....	September 5
All tuition and fees must be paid by.....	September 6
MTI Foundation Golf Tournament.....	September 18
Refunds of financial aid available on/after.....	September 22
Advising Week (advisors meet with advisees during this week).....	September 25-29
MyMTI access suspended for non-payment of bill or approved payment plan.....	September 29
Native American Day (no classes).....	October 9
MTI scholarship application period opens.....	October 15
Midterm.....	October 20
Class attendance prohibited for non-payment of bill or approved payment plan.....	October 20
Registration begins for spring semester.....	October 25
Last day to withdraw* (no refund, no 'F's, receive 'W' grades).....	October 27
Veteran's Day (no classes).....	November 10
MTI scholarship application period closes.....	November 15
Thanksgiving break (no classes).....	November 23-24
Fall semester ends.....	December 15
Semester break (no classes).....	December 16-January 7, 2018

## Spring Semester

Faculty returns.....	January 3
Spring semester begins.....	January 8
Last day to add a class (by 4:00 PM).....	January 12
Last day to drop a class with a refund (by 4:00 PM).....	January 19
All tuition and fees due the first day of classes and must be paid by.....	January 22
Advising Week (advisors meet with advisees during this week).....	February 5-9
Refunds of financial aid available on/after.....	February 6
MyMTI access suspended for non-payment of bill or approved payment plan.....	February 16
Presidents' Day (no classes).....	February 19
Midterm.....	March 2
Class attendance prohibited for non-payment of bill or approved payment plan.....	March 2
Spring break for students (no classes).....	March 5-9
Registration begins for summer semester.....	March 12
Registration begins for fall semester.....	March 19
Last day to withdraw* (no refunds, no 'F's, receive 'W' grades).....	March 21
Good Friday (no classes).....	March 30
Easter Monday (no classes).....	April 2
Spring semester ends.....	May 4
Graduation.....	May 4

*\*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 a 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 a Student Success Coach 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 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. MTI 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. Students may lose access to their classwork in the MyMTI student portal and prohibited from attending class until either their bill is paid or a payment plan has been established with the MTI business office.

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 Center for Student Success. A Change of Address form is in The Center located in 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 Technical Institute that the unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance on property of MTI or while a student of MTI is engaged in an activity assigned as part of his/her involvement with MTI is prohibited unless said controlled substance is used as prescribed by a doctor. 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 Financial Comptroller. 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 Technology Office.

***BYOD programs***

Students enrolled in some 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. 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 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 Office of Technology 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. Items are preapproved for display for up to one month. Any item left after that date may be destroyed. All boards will be cleared at the end of each semester.

FOOD SERVICE: Meals are served for a charge during the hours students are in attendance. MTI has implemented a payment system called Café Cash. You can put money into your Café Cash account and use your student ID card to make food purchases. More information is available from the Center for Student Success or from the Business Office.

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 15 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 92.1 KORN Country, 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. (See 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 under the *About MTI* tab and *Complaints* link 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](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://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**

Academic advising helps students choose courses and fulfill graduation requirements. Academic Advisors are assigned to each student. Advising dates are scheduled each semester.

## **Registration**

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 Dean of Academics. 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.

## **Cancellation of 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.

090-099	Preparatory/Review Level
100-199	First Year
200-299	Second Year

### **Course Sequence**

Unless otherwise noted, courses in this 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 credit hour on the basis of the Carnegie unit. This defines a semester unit of credit as equal to a minimum of three hours of work per week for a semester. Thus, a unit of credit at MTI equates to three hours of student work per week for a minimum 15 weeks.

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

### **Lecture Courses**

For a lecture course, one credit is considered to be one 50-minute period of lecture class time and two hours of outside of class work per week.

### **Lab Courses**

For a lab course, one credit is considered to be a minimum of 150 minutes of lab time per week. The 150 minutes may be a combination of time in the lab with faculty supervision and time the student spends on projects or activities on his or her own.

### **Internships**

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

### **Distance Education Courses**

Courses that do not have the required face-to-face contact time (for example, hybrid, online, or correspondence) must also meet the credit hour standard of three hours of work per week for 15 weeks. A distance education course meets this standard if the course covers the same material in the same depth as a face-to-face version of the same course. If no face-to-face version exists at MTI, the course credit hour assignment is based on the total learning time the instructor developing or teaching a course would expect for a student to satisfactorily complete the work of the course.

## Grading Scale

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

A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Unsatisfactory	0.0
I	Incomplete	None
P	Pass	None
N	No Credit	None
W	Withdrawal	None
WP	Withdraw Passing	None
WF	Withdraw Failing	0.0
CR	Credit	None

## 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 Dean of Academics 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.

### **Course Schedule Changes Adds/Drops/Withdrawals**

#### **Course Add/Drop Period**

Until the drop period ends, MTI may determine a student is not active and may be dropped from classes. After the drop period ends, 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 the 60% day except under unusual circumstances and with approval.

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 Center for Student Success. On rare occasions, when completing the form is not possible for the student, then a formal notification to 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.

The process for officially withdrawing from school is:

1. Complete a withdraw form available in the Center for Student Success
2. Complete an exit interview with Student Success Center staff
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.

### **Administrative Withdrawal/Inactive Students**

Students who have not demonstrated academic activity in all courses for a minimum of 10 consecutive days are considered "Administrative Withdrawals". Students who are considered Administrative Withdrawals will receive all failing grades marked as a "WF" on the transcript for any classes in which they are registered and their withdrawal date will be considered the last date of attendance.

A Return of Title IV funds will be calculated and federal funds will be returned to the Department of Education. Please note: When an Administrative Withdrawal is applied, MTI has the right and will bill the student for any federal funds that are returned to the

Department of Education. MTI will not issue a refund for tuition and fees charged by MTI.

### **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. After 10 consecutive school days of inactivity, a student may be administratively withdrawn from all courses.

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

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

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.

### **Late Withdrawals**

Because of the generous time normally allowed to withdraw from a class, a late withdrawal is reserved for a compelling, extraordinary situation. A late withdrawal does not refund tuition/fees. If a late withdrawal is approved by the Center for Student Success, then a grade of “Withdraw Passing” (WP) or “Withdraw Failing” (WF) will be assigned by the instructor according to the student’s academic performance. A WP has no effect on a GPA while a WF is calculated as a failing grade in the GPA. A WP and a WF will be counted as a withdrawal for Federal Financial Aid eligibility.

The Dean of Student Success will provide students with information on how to file a petition for a Late Withdrawal and the appropriate form. The student will complete the form and write a separate statement explaining why he or she was not able to withdraw from the class by the “Last Day to Withdraw” deadline. If the student is only late withdrawing out of some of their classes, they will need to explain why they are only withdrawing out of selected classes and why they are able to complete other classes. The request should include dates, details and any documentation that supports the

explanation. The student's instructor will need to sign the Late Withdrawal Petition and assign a WP or WF grade to each course.

### **Medical Withdrawal**

A Medical Withdrawal is requested when a student is suffering from a medical condition that prevents the completion of the semester. If a student is approved for Medical Withdrawal, a refund of tuition and fees is also approved. The student receives a “W” which indicates on the academic record that the student was withdrawn from classes. If the student was aware of the medical condition at the time of registration, the petition will be denied. Medical Withdrawals are for all courses that the student is registered in for the semester.

Only illness or injuries, as related to the student, of extended duration are normally considered for a Medical Withdrawal. Consideration will be given only when an illness or injury makes it impossible to complete a term. A Medical Withdrawal requires withdrawal from all classes for that term. Medical Withdrawals will not be approved if the difficulty resulting from the injury or illness was present when the student enrolled for the term.

The following forms will be required to file for a Medical Withdrawal and should be returned to the Dean of Student Success:

1. Medical Withdrawal Request—The Medical Withdrawal Request is a request to be medically withdrawn from MTI and should be returned to the Center for Student Success. If the student has any type of financial assistance from the Office of Financial Aid, they must have Financial Aid staff sign the form before turning it in.
2. Medical Release—The Medical Release form is to be signed, witnessed and returned, along with the Medical Withdrawal Request form by the student.
3. Health/Medical Provider Report—The Health/Medical Provider Report is a form which must be completed by the student and the student’s physician(s) and must be returned directly to the Center for Student Success by the health/medical provider(s).
4. Letter of Explanation—The Letter of Explanation is a statement from the student regarding the severity of his/her medical condition, explaining why he/she is unable to complete the semester due to the medical condition.

### **Administrative Removal for Subsequent Semesters**

A student registered for a subsequent (future) semester may be administratively removed from the future semester if the student has an outstanding account balance from the current semester or if the student is serving an academic or financial aid 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 an Enrollment Termination Form and submit it to the Center for Student Success 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.

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.

## **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.

### **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 mid-term grades. Mid-term grades are available to students through MyMTI and will be shared with Student Services 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 Appeal**

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 Dean of Academics no less than four calendar weeks into the subsequent term. The decision of

the Dean of Academics is final.

### **Academic Warning**

All students accepted into a program of study and who have not maintained a cumulative 2.0 grade point average (GPA), will be placed on academic warning.

Students may attend MTI for one semester on academic warning. While on academic warning, the student will be required to meet with student success staff on a regular basis. If the student fails to achieve a cumulative 2.0 GPA during the warning semester, the student will be placed on academic suspension. During a warning semester, students may continue to receive financial aid as long as all financial aid requirements have been met.

In order to assure satisfactory progress, students on academic warning should carefully monitor their GPAs. Any student whose GPA drops below 2.0 should meet with 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 academic warning will be notified in writing. A copy of that correspondence will be placed in the student's permanent file.

### **Suspension**

There are three types of suspension: Academic, Non-Academic and Financial Aid.

#### **Academic Suspension**

All students accepted into a program of study who fail to achieve a cumulative GPA of 1.0 during their first semester of enrollment will be suspended with no academic warning. 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 warning. Students may be suspended from a program 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 who must complete a Suspension Appeal Form available from the Dean of Student Success by the date specified on their notification of academic suspension. If the suspended student's appeal is successful, the student will be placed on academic warning and will remain enrolled at MTI for the following semester. The student on appeal will be required to meet with student success staff on a regular basis.

### **Non-Academic Suspension**

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

### **Financial Aid Suspension**

A student will be placed on Financial Aid Suspension who does not satisfactorily remove himself/herself from Financial Aid Warning and does not complete a term of acceptable academic work. See Page 15 for further details or contact the Financial Aid office.

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 also 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 may be transferred. Students changing programs will have the normal time frame to complete the new program. Program requirements follow the catalog requirements of current academic year. 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 has no impact on financial aid eligibility.

### **Readmission (Reinstatement)**

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 Dean of Student Success.
3. If students need financial aid, such as Veterans benefits, Pell grant, etc., they will also need approval from the Director of Financial Aid or the respective agency.

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

### **Receiving Transferred Credits**

Transfer credits from other post-secondary institutions will be individually evaluated to determine courses needed to ensure students complete all requirements to earn a Mitchell Technical Institute certificate, 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 shall be submitted for use in assessing courses and credits for transfer from accredited institutions. It is the student's responsibility to have his or her transcript validated by the Registrar.
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. The grade recorded on the student's academic record will be "CR" (credit). Courses in the major area of study completed more than five years previously may not be accepted for transfer.
3. Technical 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. Courses outside of MTI's requirements will not be accepted for transfer.
4. The Registrar will determine course equivalencies to meet MTI's general education requirements in communications, mathematics, social sciences, behavioral sciences, and computer literacy.
  5. Transfer students must complete a minimum of 25% of their coursework credits at MTI to earn a degree, diploma, or certificate.
  6. To transfer credit, a student must be accepted 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 are made through the National Student Clearinghouse.
3. Official transcripts include academic information of all completed and in-progress courses to date, grade point average, and degree(s) earned. Official transcripts are mailed in a sealed, labeled envelope upon request.
  - a. Grade reports (unofficial transcripts), labeled as "Issued to Student," are available at no cost.
4. Walk-in transcript requests will be accepted during regular office hours. A photo ID is required.
5. Students can obtain an unofficial transcript by logging into their MyMTI account.

### **Credit for Prior Learning**

Prior learning, sometimes called experiential learning, is knowledge that is obtained outside the college setting prior to entering or returning to college.

This nontraditional learning is generally acquired through work experience, travel, workshop or conference participation, advanced high school courses, volunteer work, in-service training, military training, adult or continuing education, recreational activities or hobbies, self-initiated reading and study, and involvement in professional

organizations. In other words, prior learning describes the skills and knowledge you've acquired while living your life that may earn you credits towards your degree or diploma at MTI.

Mitchell Technical Institute does not award credit for experience alone. Credit for prior learning is awarded for verifiable skills and learning gained through the experience. Achievements can be evaluated by completing standardized tests, challenging courses or completing a prior learning portfolio with accompanying documentation. Fees may apply as described in the following list of policies:

### **Credit for Prior Learning Policies**

- Students must complete a minimum of 25% of their coursework credits at MTI to earn a degree, diploma, or certificate. Credits earned through any combination of transfer college credit or any type of prior learning may not exceed 75% of the program's total requirements.
- Academic credit may only be awarded for those courses directly applicable to curriculum requirements in the student's declared certificate, diploma, or degree program as outlined in the MTI catalog and website.
- All credit awarded for prior learning will be given a grade of CR on the student's academic record (transcript). Prior learning credits do not count toward a cumulative GPA at MTI.
- Academic credit may only be awarded for learning directly related to the course identified and publicized learning outcomes.
- All work assessed for prior learning credit must meet a minimum proficiency for all of the course competencies.
- Credits awarded for prior learning satisfy prerequisite requirements in the same manner that their course equivalencies do.
- Students requesting credit for prior learning must be enrolled in a specific degree, diploma, or certificate program at MTI.
- All documentation, including portfolio materials, challenge examinations, or other materials utilized in the credit for prior learning process become property of, and are maintained, by Mitchell Technical Institute. The documentation will become part of the student's academic record.
- The credit for prior learning process must be initiated by the student requesting credit.
- A student may not request credit for prior learning past the add/drop date for a course in which they are currently enrolled.
- A student may not request credit for prior learning for a course that they have audited.
- Partial credit may be awarded if prior learning meets some, but not all, of the course learning outcomes. In such cases, students will be required to enroll in and complete the full course. However, tuition and fees will only be charged for the remaining credits not awarded through the credit for prior learning process.

- Students may appeal the decision on awarding credit for prior learning. To appeal a decision regarding credit for prior learning, students should follow MTI's standard formal appeal process as outlined in MTI Policy 1045 and Policy 1046.

### **Advanced Placement (AP) Examination**

Advanced Placement Exams are administered primarily in the high schools. Mitchell Technical Institute does not administer AP exams. However, credit may be awarded to students who achieve a minimum score on an AP exam. A credit type of PL will be used to transcribe credit earned through AP exams.

- Students must provide proof of a minimum score on the AP test in the form of an official AP score report or ACE transcript.
- To have an AP score sent to MTI, designate MTI to receive the scores when registering for an AP test. MTI's school code is 7038.
- If students have taken an AP exam but did not designate MTI as a recipient, an AP transcript may be requested by contacting:  
 Phone: (212) 632-1780  
 Email: [apstudents@info.collegeboard](mailto:apstudents@info.collegeboard)  
 College Board website: <https://apscore.collegeboard.org/scores/#/>
- To order an ACE transcript, see <https://www2.acenet.edu/credit/?fuseaction=transcripts.main>.

MTI does not charge fees to students for the credits they earn through AP exams.

### **College-Level Examination Program (CLEP)**

Mitchell Technical Institute does not administer the College Level Examination Program (CLEP). However, CLEP credits earned for courses may be accepted by MTI. Before taking any CLEP examination, students should consult with their academic advisor and the registrar to assure transfer of the CLEP credit. A credit type of PL will be used to transcribe credit earned through CLEP exams.

Students must provide proof of a minimum score on the CLEP test in the form of an official CLEP score report or ACE transcript.

- To have a CLEP score sent to MTI, designate MTI to receive the scores when registering for a CLEP test. MTI's school code is 7038.
- If students have taken a CLEP exam but did not designate MTI as a recipient, a CLEP transcript may be requested by contacting:  
 Phone: (212) 237-1337 or (800) 257-9558  
 Email: [clep@info.collegeboard](mailto:clep@info.collegeboard)  
 College Board website: <https://secure-media.collegeboard.org/digitalServices/pdf/lep/lep-transcript-request-form.pdf>
- To order an ACE transcript, see

<https://www2.acenet.edu/credit/?fuseaction=transcripts.main>

MTI does not charge fees to students for the credits they earn through CLEP exams.

### **DSST/Prometric Exam**

The nationally recognized DSST Program allows students to receive college credits for learning acquired outside the traditional classroom. Information on taking DSST tests is available at [http://getcollegecredit.com/test\\_takers/](http://getcollegecredit.com/test_takers/)

A credit type of PL will be used to transcribe credit earned through DSST exams.

A DSST transcript may be requested online at [www.getcollegecredit.com](http://www.getcollegecredit.com). Transcripts should be sent to Mitchell Technical Institute Registrar's Office, 1800 E Spruce Street, Mitchell, SD 57301. MTI does not charge fees to students for the credits they earn through DSST exams.

### **Professional Certifications**

Mitchell Technical Institute awards credit for professional certifications on a case-by-case basis. A credit type of PL will be used to transcribe credit earned for certifications. The registrar and department will determine specific credit awards. MTI awards credit for prior learning if:

- There is adequate proof of the certification and its currency.
- The certification is equivalent to the learning outcomes in the appropriate MTI course(s).

There is no fee to the student to receive credit for applicable certifications earned prior to attending MTI.

### **Military Experience**

You may receive credit for selected military training or experience. To do so, you must furnish MTI with a copy of your Joint Services transcript or similar official documents. ACE has evaluated many courses and schools completed within military service. MTI follows the credit recommendation of ACE found in the Guide to the Evaluation of Educational Experiences in the Armed Services to award academic credit for these courses and schools. A credit type of PL will be used to transcribe credit earned for military training.

For Army, Navy, Marines, and Coast Guard military experience, students should submit an online request at <https://jst.doded.mil/smart/signIn.do> to send Mitchell Technical Institute a Joint Services transcript.

For Air Force experience, students should order an official transcript from the Community College of the Air Force to be sent to MTI. Order transcripts online at <http://www.au.af.mil/au/ccaf/transcripts.asp#trans> or call (334) 649-5000.

MTI does not charge fees to students for the credits they earn through military experience.

### **American Council on Education (ACE)**

Courses and programs offered through many organizations (AT&T, GE, AIB, Police Academy, etc.), including CLEP, AP, DSST, and military training, have been evaluated for credit by the American Council on Education (ACE). Mitchell Technical Institute accepts the recommended ACE credits when applicable to general education and technical courses offered at MTI. A credit type of PL will be used to transcribe all credit transcribed from an ACE transcript.

If you have more than one type of prior learning (CLEP, AP, and military, for example), you may be able to save money by ordering a consolidated ACE transcript with all of your test scores.

To order an ACE transcript, see

<https://www2.acenet.edu/credit/?fuseaction=transcripts.main>

MTI does not charge fees to students for the credits they earn through ACE transcripts.

### **Established MTI Tests for Credit**

Students may be allowed to receive credit by taking an exam (“test out”) for specifically identified courses. Within the first ten days of class, an instructor will notify students if a test out option 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 to the Business Office prior to the student taking the test.

The non-refundable testing fee is \$50 for up to three credits, plus \$10 for each additional credit. If the test includes lab exercises, there may be additional fees assessed.

Students must achieve an 80% or higher score on the exam to receive credit for the course. A credit type of EX will be used to transcribe the credit earned from a test out. A test out may not be repeated.

Students considering testing out of a class should check with Financial Aid to determine how the test out might affect financial aid or scholarship status.

### **Challenge Tests for Credit**

On a case by case basis, a student with an adequate level of learning may be allowed to take a comprehensive exam (challenge test) to prove mastery of learning outcomes in a program-specific course.

If a student feels s/he has sufficient knowledge in a subject area, s/he may ask the instructor regarding the possibility of taking a challenge test to receive credit for the

course. The instructor will determine whether the student should be given this opportunity based on the student's background, the nature of the course, and the capacity to adequately test the student.

Students may not challenge a course to improve a previous grade earned in that 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 to the Business Office prior to the student taking the test.

The non-refundable testing fee is \$50 for up to three credits, plus \$10 for each additional credit. If the test includes lab exercises, there may be additional fees assessed.

Students must achieve an 80% or higher score on the exam to receive credit for the course. A credit type of EX will be used to transcribe the credit earned from a challenge test. A challenge test may not be repeated.

Students considering challenging a class should check with Financial Aid to determine how the test out might affect financial aid or scholarship status.

### **Prerequisite Waiver**

Depending on background or experience, you may be allowed to take some courses without first taking a prerequisite course. To take a course without first taking the prerequisite, you must obtain the approval of the head of the appropriate academic department.

Complete the Prerequisite Waiver Request Form and submit it to the Registrar's Office. A \$20 per course fee will be charged to apply for waiver of prerequisites not taken.

### **Individualized Prior Learning Portfolios**

Credit for prior learning experience may also be awarded in some cases to students with verifiable work experience, including military experience and training, when no formal transcript, certification, or exam score is available. A portfolio may be submitted to demonstrate that your knowledge is equivalent to what you would have learned in a comparable MTI course. The written component of the portfolio provides an opportunity for you to highlight your personal experience and to affirm that your skills and learning equate to the course you are challenging.

A prior learning portfolio is a detailed narrative and documentation illustrating college-level learning. The documentation provided will vary by course and may include samples of your work; awards and honors; employer letters of endorsement; certificates showing completion of workshops or seminars offered by business and industry; and any other relevant evidence of what you have learned. Preparation and content of the portfolio are the responsibility of the student and must be of sufficient breadth and depth

to validate the student's stated learning.

The portfolio must include the following sections:

1. Course syllabus (available from the instructor or the registrar), including course description and learning objectives
2. Credit for Prior Learning Portfolio Form signed by student and business office staff
3. Academic Honesty Statement signed by student
4. Current resumé
5. Course specific prior learning narrative detailing your personal experience and learning that equates to the course learning objectives
6. Documentation to demonstrate learning of course objectives (work samples, awards, employer letters, etc.)

Once the portfolio is submitted, it is evaluated to determine if the student has submitted sufficient documentation to demonstrate attainment and mastery of the specific course learning outcomes and/or technical competencies. A personal interview or hands-on demonstration of skills may be requested by the instructor as part of the evaluation.

More than one prior learning portfolio may be submitted by the student if more than one course is appropriate to their knowledge and skills.

A credit type of PL will be used to transcribe credit earned through submitted portfolios.

A non-refundable evaluation fee of \$50 (up to three credits, \$10 for each additional credit) per portfolio is required at the time the student submits a portfolio for evaluation.

### **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.

### **Exceptions to Regulations**

Students who request exception to academic regulations must submit a letter to the

Dean of Academics explaining special circumstances which might permit waiver of MTI regulations. Requests will be referred to the Dean of Academics for review with input from the department, the Registrar, Director of Admissions, or other interested parties.

### **Student Right to Know and Completion Rates**

Federal law requires MTI to disclose information on its graduation or completion rates for students who enroll at MTI. Student Right to Know and Completion Rates are posted on the MTI website.

### **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, 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 communications
    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 communications
    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 25% 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 certificate, diploma or degree 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.

AAS degree students who earn High Honors or Honors will be provided with a gold or silver cord to wear with their graduation gown at the commencement 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**

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.

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, Dean 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 Director of Student Services 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**

## **The 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. The Center serves as a beginning resource for students with questions or concerns about their coursework, degree completion, and overall success at MTI. Staff members 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, Career Services, Scholarships, etc.
- Information about off-campus resources, such as housing, counseling, transportation, financial sources, student discounts and available memberships, childcare and other support services.

## **Student Activities**

MTI offers a wide variety of organized student activities including intercollegiate-sanctioned college rodeo. Other on-campus activities are sponsored by the Student Rep Board in cooperation with Student Services. Activities include intramural sports, social events, picnics, musical events, entertainment, etc. Additionally, each MTI student has access to the DWU/Avera Sports & Wellness Complex.

## **Diversity Services**

MTI has a dedicated staff member who conducts outreach, advising, student services and career coaching to students who belong to underrepresented groups. Students who need assistance are encouraged to contact The Center for Student Success.

## **Nontraditional Student Services**

Mitchell Technical Institute provides assistance to prospective and enrolled nontraditional MTI students, particularly single parents and displaced homemakers. These services include:

- Career assessment
- Childcare providers listing
- Social service assistance
- Community resources information and referrals

## **Tutoring**

Tutoring in various areas and subjects is available at no cost to MTI students in The Center for Student Success. 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.

Contact The Center for Student Success to learn more about tutoring services.

## **Career Services**

MTI's Career Services & Advising Director 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 and employers. For more information or job search assistance, contact the Career Services & Advising Director in The Center.

## **Student Printing**

You will need to have your student ID card any time you wish to print to an MTI campus printer. When you are ready to print, simply print the document and then go to ANY print station on campus. Tap your tag on the card reader. Once the screen comes up, you can choose to print, view jobs in the queue or cancel the job. There are printers in every building on campus. Color printers are located in the Campus Center and in the Technology Center. All other printers are black and white.

Print costs are going up. To keep costs down, students and staff are encouraged to print all draft copies and those which do not require color in black and white. Only when you are ready to print your final document should you use the color printer.

Your job will remain in the queue for 60 minutes. If you forget, it will simply time out and delete. You will not be charged for jobs that do not actually print on paper.

Your account provides you with print security. No prints can be made from your account without your card.

Each semester MTI will allow you to print a predetermined number of copies. When you have reached your allotment, you must deposit money into your print account through the MTI Business office. Minimum deposit is \$5.00. At the beginning of the subsequent semester, you will receive another allotment of copies.

Like any campus technology issue, if you cannot retrieve your printed document, send a message to the MTI Help Desk and someone will work to help you resolve your issue.

### **Research and Library Resources**

Students at MTI need current information in all academic and technical disciplines. In today's rapidly changing information-based society, MTI has found that a traditional "library" is not the best use of our resources. Instead, we have focused on providing electronic access to information. All students have Internet access in The Center. South Dakota's Internet-based library resources provide access to academic research databases.

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.

### **Student Computer & Laptop Use**

Students who purchase computers from MTI for use in their programs have access to service and support through the MTI Information Technology office. Laptops are distributed and supported by the MTI Information Technology Office.

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.

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

### **Food Service/Café Cash**

Meals are served for a charge during the hours students are in attendance. MTI has implemented a payment system called Café Cash. You can put money into your Café Cash account and use your student ID card to make food purchases. More information is available from the Center for Student Success or from the Business Office.

### **Housing**

Although MTI does not own any student housing, the Campus Tech apartments, adjacent to the MTI Technology Center on the campus, are available to MTI students. The Admissions Office also maintains a list of available housing in the Mitchell area. Students are urged to be aware of their tenant rights and responsibilities.

### **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.

### **Bookstore**

Students may purchase required books and supplies in the MTI Bookstore located in 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 provides an online portal for students to determine which books they need for the courses in which they are enrolled. You will find the portal at <http://bookstore.mitchelltech.edu/>. New and used books may be purchased from the MTI Bookstore, or from any online vendor.

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.

# **PAYING FOR SCHOOL**

## **Tuition and Fees**

The tuition is set by the South Dakota Board of Technical Education. 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 the event 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 does not allow advances or charging of items from the Bookstore (except with a credit card), or with approval of special circumstances from the Financial Comptroller 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 \$1,000 including tax. 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.

## **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. Any laptop returned must include all original materials including boxes, packing materials, software, and accessories. No laptop will be accepted for return until its condition is approved by the MTI Technology Office.

## **Tuition & Fee Payment Due Dates**

The tuition and fee payment due date is the first business day following the end of the drop period. The actual fee payment date 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. This agreement between MTI and the student means that failure to make the required payment by the due date may result in additional late and installment fees, inability to register for classes, loss of access to the MyMTI educational portal and withholding of transcripts and/or diploma.

Adjustments to student accounts are updated as necessary, due to schedule changes that result from the course add and drop process. Student account information is available online in their 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 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.

### **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 may be 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 Business Office. 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 Center for Student Success. 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 may lose access to their classwork in the MyMTI student portal and prohibited from attending class until either their bill is paid or a payment plan has been established with the MTI business office. 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 may lose access to their classwork in the MyMTI student portal and prohibited from attending class until either their bill is paid or a payment plan has been established with the MTI business office. 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.

### **Registration Cancellation**

Students who register for future terms will have their registration cancelled if the student's account balance remains past due at the mid-term point of the current term. Students will have the ability to re-register once their account balance is paid in full.

## MTI Refund Policy

Refunds on tuition and fees charged by MTI for students who voluntarily withdraw from all classes will be made according to the schedule listed below. Students must notify the Center for Student Success to initiate the withdrawal process. The percentage listed below indicates the amount of the refund for tuition and fees charged by MTI excluding laptop, tools, uniforms, and bookstore charges.

Students receiving Title IV Financial Aid must complete their exit counseling to ensure receipt of this refund discount. Students may appeal their refund discount percentage to a committee consisting of the Registrar, Dean of Academics, Comptroller, and the Financial Aid Director, if extenuating circumstances forced the student to withdraw from Mitchell Technical Institute.

Administrative withdraws or unofficial withdraws do not fall under this refund policy. Administrative withdrawals are initiated by MTI personnel due to a student's lack of attendance for on-campus courses and non-activity for online courses. Students receive all failing grades from administrative withdrawals and no refund.

<b>Refund Schedule</b>	<b>% Refund</b>
First day of semester	100%
Day 1 through Day 10	100%
Within 1 week after day 10	90%
Within 2 weeks after day 10	80%
Within 3 weeks after day 10	70%
Within 4 weeks after day 10	60%
Within 5 weeks after day 10	50%
Within 6 weeks after day 10	40%
Within 7 weeks after day 10	30%
Final day to withdraw with "W"	30%
After final day to withdraw with a "W"	0%

## **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), if filing, a Free Application for Federal Student Aid (FAFSA) can be completed at [www.fafsa.ed.gov](http://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](http://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](http://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 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.

Failure of a pre-requisite course may have an impact on a student’s ability to continue in a subsequent semester.

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.

### **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 who withdraw, stop attending all classes, or for online students have stopped completing academic-related activities 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:

Number of Days in the Semester	120	100%
Number of Days Student Attends	12	10%
Student's Total Institutional Cost	\$1,500	
MTI Retains	\$150	10%
MTI Returns to Federal Program	\$1,350	90%

Student Federal Aid Originally Received

Federal Pell Grant	\$1,650
Federal Supplemental Grant	\$225
Total Aid	\$1,875

Student Federal Aid Returned

Total Aid	\$1,875	
Minus Pell Returned	<u>\$165</u>	10%
	\$1,710	
MTI Returns to Federal Program	<u>\$1,350</u>	
	\$360	
Student Must Return 50%	\$180	50%
Student Owes MTI	\$180	

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.

### **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 Director of Student Services, the Director of Financial Aid, the Director of Enrollment and the Student Success Coaches 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 Warning**

A student will be placed on Financial Aid Warning who:

- Fails to maintain acceptable standards of completion at the end of the review period by achieving a 2.0 GPA and 67.0% completion
- Fails to remove himself/herself from Financial Aid Warning, but does complete a term of acceptable academic work.

Note: You must have a cumulative GPA of 2.0 or higher to graduate.

### **Financial Aid Suspension**

A student will be placed on Financial Aid Suspension who does not satisfactorily remove himself/herself from Financial Aid Warning and does not complete a term of acceptable academic work.

A student is eligible for Reinstatement of Aid (only one semester) after suspension who has satisfactorily completed acceptable academic work (2.0 GPA and 67.0% completion) in a minimum of 6 credit hours taken in the same semester and at the same institute.

All coursework must apply towards the student's program and be at least 100 level (preparatory coursework and remedial classes are excluded). This student cannot receive financial aid for the period during which eligibility is being reinstated.

All federal financial aid students must complete their MTI degree program with credits attempted that are no greater than 150% of the degree requirements. For example, a degree program requiring 64 degree credits completed has a maximum of 96 credit hours attempted for the degree program.

### **Appeal of Financial Aid Suspension**

Appeal of Financial Aid Suspension can be granted only in instances in which extenuating circumstances (i.e., medical) can be clearly documented. When a student desires to appeal the Financial Aid Suspension due to extenuating circumstances, he/she must submit a formal appeal to the Dean of Student Success prior to the established deadline. It is the student's responsibility to set up an appointment and meet with the Dean prior to the deadline; failure to do so will result in the appeal not being heard. The meeting of the Appeals Committee for the purpose of hearing appeals will be held on an as-needed basis.

The student will be notified immediately of the decision of the Committee, including any stipulations or recommendations accompanying the reinstatement of aid.

Reinstatement of financial aid does not imply waiver of any other school policy, rule, regulation, procedure, etc. be used in determining the amount of financial aid awarded. See the Financial Aid office for details.

### **Financial Aid Available**

#### **Grants**

##### ***Pell 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.

Repayments begin typically six months after you leave MTI.

#### ***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.

#### ***The Federal Direct Student Loan Program***

This low-interest loan program allows dependent students to borrow up to \$5,500 for their first year and \$6,500 for their second year. Independent students may borrow up to \$9,500 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 persons with disabilities. 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.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

***National Guard Benefits***

Members of the National Guard may qualify for up to 100% tuition benefits and monthly stipends under the Chapter 1606 program, Federal Tuition Assistance Program, and State Tuition Assistance. Contact your commanding officer, Financial Aid, or the Business Office for more information. Please note that the application and approval need to be done prior to the first day of classes.

***Workforce Investment Act (WIA)***

A program funded by the South Dakota Department of Labor and Regulations. Economically disadvantaged students may qualify for grants in certain educational programs. Contact your local DOL 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 during an emergency situations and students should follow their guidance and directions. The Emergency Procedures flier reprinted on the following page is posted in each classroom, shop, or lab and provides brief instructions for a variety of emergency situations.



# EMERGENCY

You are in:

# PROCEDURES

Room \_\_\_\_\_

## IMPORTANT NUMBERS

Call **911** for Fire, Police and all life-threatening emergencies  
Call 995-3023 for Campus Administration



### FIRE

- Pull nearest fire alarm if it hasn't already been activated
- Turn off any lights and close the doors to your room
- Find the nearest exit. Do not use the elevator.
- Provide assistance to others leaving the building if necessary
- Do not re-enter the building until directed by emergency personnel or administration
- Move to the Rally Point.
- Call 995-3023



### ACTIVE SHOOTER

- An MTECH Alert will be sent as soon as the alert system is activated
- Hide – Go to an area that can be locked or secured. Stay low, hidden and spread out. The doors to the building will be locked automatically.
- Lock inside doors, turn off lights, close blinds and stay away from outside windows
- Call 911 or 995-3023
- Fight – As a last resort and only when your life is in imminent danger
- Law enforcement will go room to room to issue an All Clear
- If you encounter police:
  - Show your hands
  - Don't make sudden movements
  - Follow their commands



### TORNADO WARNING

- An MTECH Alert will be sent as soon as the alert system is activated
- Seek shelter in a designated Tornado Shelter:  
**ETC:** East Hall  
**NTRC:** Lower Northwest Hall, Lower South Hall  
**CC:** Main Floor stairwells, CC 144, CC 190  
**TC:** TC 132, TC 144, TC 146  
If a designated Tornado Shelter is not available
- Seek a small interior room or hallway on the lowest floor possible
- Stay away from doors, windows, and outside walls
- Stay in the center of the room, and avoid corners because they attract debris
- Avoid auditoriums, cafeterias, and rooms that have flat, wide-span roofs



### MEDICAL EMERGENCY

- Assess environment for safety for victim and yourself
- Avoid leaving injured/ill person
- Do not move the injured person unless necessary
- Render first aid or CPR if necessary and you are trained and feel comfortable performing the procedure
- Call 911 if necessary
- Call MTI Administration: 995-3023



### ACT OF TERRORISM VIA PHONE

- Don't hang up
- Stay calm
- Attempt to find reason for the threat
- Identify type of threat
- Identify who/what is being threatened
- Give written note to someone to call 911 and 995-3023



### RALLY POINTS

- **Campus Center** – Southern edge of the parking lot by Spruce Street
- **Energy Training Center** – Southern edge of the parking lot by Spruce Street
- **Nordby Trades Center, West Wing** – Northwest corner of the west parking lot
- **Nordby Trades Center, East Wing** – Southern edge of the parking lot by Spruce Street.
- **Tech Center** – Southern edge of the parking lot by Spruce Street



### MENTAL HEALTH CRISIS

- Assess for risk of suicide or harm
- Listen non-judgmentally and de-escalate the situation, if necessary
- Contact appropriate personnel
  - Center for Student Success: 995-3097
  - Administration: 995-3023
- Offer reassurance and support until help arrives



### CAMPUS CLOSURE

- Official notification will be through M-Tech Alert and local media
- Prior to school day
  - Don't come to campus
- During the school day
  - Leave as soon as it is safe



### AED LOCATIONS

- **ETC:** Pole Lab, North Hall, East Hall
- **NTRC:** Lower Commons, Lower North Hall, Lower South Hall, Main Commons, Upper North Hall, Upper South Hall
- **CC:** Main Floor Hall, 2nd Floor Hall, 3rd Floor Hall
- **TC:** East Hall, West Hall

## MTECH Alerts

In the event of an emergency or severe weather conditions, MTI will use the MTECH Alert system to send a text message to the cell number that you specify and/or your email address. Sign up to receive campus emergency alerts.

Visit: <https://www.mitchelltech.edu/life-at-mti/mti-toolbox>

For questions about these and other safety procedures, contact the Vice-President at 995-7204.

## 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 All MTI 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.)

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

#### *Reasonable Suspicion*

MTI practices zero tolerance for drug or alcohol use by students while in classrooms, labs, or safety-sensitive areas. When an instructor, supervisor or administrator observes a student with behavior or an appearance that is characteristic of alcohol or drug use, the student will be required to submit to drug or alcohol testing. The student will be immediately suspended from school until test results are received. ***The Institute is responsible for the cost of this test.***

#### *Positive Test Results*

A student with a positive test result will meet with the Director of Student Services or designee to determine disciplinary and treatment options that the student must follow in order to be reinstated into school. MTI's intent is to establish a positive environment in which these problems can be addressed locally in a helpful and supportive rather than a punitive way.

If a student tests positive for alcohol (0.02 or higher), the student will be removed from classes and taken home. A breath alcohol test administered the following day must be considered negative for alcohol concentration before the student may return to classes. If a student tests positive for alcohol in a subsequent follow-up test, the student will be referred to a substance abuse professional (SAP) and must complete a prescribed treatment plan and follow-up testing in order to remain enrolled at MTI. The student can continue to attend classes until such time as they can meet with the SAP as long as they test negative on alcohol tests that will be administered daily. ***The student is responsible for the cost of the initial referral to a SAP. The student will be responsible for the cost of any follow-up counseling or treatment and any follow-up drug testing.***

If a student tests positive for drug use, the student will be immediately suspended from school while the results are reviewed. All positive tests for drug use (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. MTI will also be contacted by the medical review officer.

Based on the medical review officer's review of a positive drug test, the student will be required to meet with a substance abuse professional (SAP) to determine the counseling or treatment plan the student must follow to remain enrolled at MTI. The student would also be subject to unannounced follow-up testing as determined by the SAP in order to remain in classes. ***The student is responsible for the cost of the initial referral to a SAP. The student will be responsible for the cost of any follow-up counseling or treatment and any follow-up drug testing.***

### **Rules for Programs with Required Drug and Alcohol Testing**

Students who are enrolled in programs with required drug and alcohol testing will be subject to pre-screen and random drug testing according to MTI administrative rules herein described. These rules will be interpreted, administered, and amended by MTI as necessary within its discretion.

#### ***Pre-Screening Requirement***

MTI requires that a pre-screening for controlled substances be administered to all students who are enrolled in programs with required drug and alcohol testing. MTI will make arrangements for all students enrolled in these programs to be pre-screened using a urine test during the first ten days of school. ***The cost of the pre-screen test is included in the students' fees.***

Any student who refuses to submit to the pre-screening test will be dismissed from the program.

#### *Random Testing*

Students enrolled in programs with required drug and alcohol testing will be subjected to random urine drug testing and breath alcohol testing throughout their enrollment in the program. After the pre-screen is conducted, the students' names will be entered into a selection pool for random testing; the students' names will remain in the pool while enrolled in the program. Random selection is done without bias and includes all persons whether previously tested or not. All students in the selection pool are subject to repeat testing.

MTI has presently contracted with a private entity for random selection and testing. Random selections will be completed each quarter, 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.

#### *Test Procedures*

Urine specimens will be used to test for drugs using a standard 10 panel drug test. The drug test will look for amphetamines, barbiturates, benzodiazepines, cocaine metabolite, opiates, phencyclidine, methadone, methaqualone, propoxyphene, marijuana metabolite, and creatinine. 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 a third party laboratory that conforms to DHHS and NIDA guidelines. A breath alcohol test will be used to test for alcohol use.

#### *Positive Test Results*

If a student tests positive for alcohol (0.02 or higher), the student will be removed from classes and taken home. A breath alcohol test administered the following day must be considered negative for alcohol concentration before the student may return to classes. If a student tests positive for alcohol in a subsequent follow-up test, the student will be referred to a substance abuse professional (SAP) and must complete a prescribed treatment plan and follow-up testing in order to remain enrolled in the program at MTI. The student can continue to attend classes until such time as they can meet with the SAP as long as they test negative on alcohol tests that will be administered daily. ***The student is responsible for the cost of the initial referral to a SAP. The student will be responsible for the cost of any follow-up counseling or treatment and any follow-up drug testing.***

All positive tests for drug use (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. MTI will also be notified of a positive test result.

If a student tests positive for drug use, the student will be immediately suspended from school until MTI receives results from the review by the medical review officer. Based on the medical review officer's report of a positive drug test, the student will be required to meet with a substance abuse professional (SAP) to determine the counseling or treatment plan the student must follow to remain enrolled at MTI. The student would also be subject to unannounced follow-up testing as determined by the SAP in order to remain in classes. ***The student is responsible for the cost of the initial referral to a SAP. The student will be responsible for the cost of any follow-up counseling or treatment and any follow-up drug testing.***

When the student has completed the treatment plan as outlined by the substance abuse professional, the student's name will be returned to the selection pool for random drug testing as long as the student remains enrolled in the program.

## **Threats of Terrorism (South Dakota Codified Law)**

### **22-8-12. ACT OF TERRORISM—FELONY.**

Any person who commits a crime of violence, as defined by subdivision 22-1-2(9), or an act dangerous to human life involving any use of chemical, biological, or radioactive material, or any explosive or destructive device, with the intent to do any of the following:

1. Intimidate or coerce a civilian population;
2. Influence the policy or conduct of any government or nation;
3. Affect the conduct of any government or nation by assassination or kidnapping;  
or
4. Substantially impair or interrupt public communications, public transportation, common carriers, public utilities, or other public services; is guilty of an act of terrorism. A violation of this section is a Class C felony.

### **22-8-13. TERRORIST THREAT—FELONY.**

Any person who threatens to commit a crime of violence, as defined by subdivision 22-1-2(9), or an act dangerous to human life involving any use of chemical, biological, or radioactive material, or any explosive or destructive device, with the intent to:

1. Intimidate or coerce a civilian population;
2. Influence the policy or conduct of any government or nation;
3. Affect the conduct of any government or nation; Or
4. Substantially impair or interrupt public communications, public transportation, common carriers, public utilities, or other public services; is guilty of making a terrorist threat. A violation of this section is a Class 5 felony.

### **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 § 22-11-9.2, 22-14A-24, or 22-14A-25, 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 § 22-11-9.2, 22-14A-24, or 22-14A-25, 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 § 22-11-9.2, 22-14A-24, or 22-14A-25 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 felonious threat or an attempted felonious threat.

# **MTI Policies and Administrative Rules on the Appropriate Use of Information Technology Resources**

## **Policies (See MTI Policy 976)**

### **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](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **User Accounts**

The Institute owns the computer facilities, resources, accounts, and all data accessible by these 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 are eligible to receive a computer system account.

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 are 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. Attempts to do so will be considered a violation whether these attempts are successful or unsuccessful.

### **Confidentiality and Privacy**

Usage of MTI's electronic resources should not be considered confidential. Electronic communications may be archived 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 by performing work for profit with Institute resources in a manner not authorized by the Institute.

**Institute Computer Systems**

Computing systems issued to a student may be recalled by the Office of Technology at any time.

Destruction or removal of operating systems or data contained on the operating system with malicious intent will be viewed as destruction of Institute property and will be referred to the appropriate administrator or judicial body.

**Excessive Use**

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

**E-mail**

E-mail is a service provided by the Institute to users.

**Acceptable Uses of E-mail****Uses of E-mail**

E-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. MTI Faculty, MTI Staff, MTI Employees, MTI Students, etc. Such mailing lists are for notification of Institute events and communication of official Institute messages. 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 the permission of the Chief Communication Officer.

### **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 and users shall be removed from the list by request.

### **Unacceptable Uses of E-mail**

#### **Prohibited Uses**

E-mail is not to be used for solicitations or contributions for non-Institute sponsored entities. Furthermore, e-mail is not to be used for the following:

- Commercial ventures
- Personal profit
- Chain letters
- "pyramid schemes"
- Any activity inconsistent with MTI policies
- Any illegal activity or unlawful purpose

#### **Harassment and Intimidation**

Users shall not use e-mail to harass or intimidate another person. (See Mitchell Technical Institute Policy MTI 115.)

#### **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. MTI does provide a content filtering system that prevents the viewing of pornographic material and blocks network connections or applications that are not 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 MTI Office 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 an internet resource accessed using Institute computing resources, in the opinion of the Director of Technology, violates this Appropriate Use 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.

## 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

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

BRAUN, TODD (2010)  
Electrical Construction and Maintenance  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: 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

CAREY, BLAINE (2017)  
SD Center for Farm/Ranch Management  
B.S., South Dakota State University

CARPENTIER, MIKE (2017)  
Commercial Truck Driving (CDL)  
Diploma, Mitchell Technical Institute

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

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

ELLIS, SARAH (2017)  
General Education (Communications)  
M.S., South Dakota State University  
B.S., South Dakota State University  
A.A., Dakota State University

FENSKI, DEZARAE, BSN, RN (2017)  
Licensed Practical Nursing (LPN)  
B.S.N., South Dakota State University

FLYNN, DEBORAH, MA, CCC-SLP (2010)  
Speech-Language Pathology Assistant  
M.A., University of South Dakota  
B.S., 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

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

GOLDAMMER, TIM (2017)  
Culinary Academy of South Dakota  
B.S., South Dakota State University

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

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

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

HART SCHUTTE, JULIE (2015)  
 Human Services Technician  
 M.S., South Dakota State University  
 B.A., Dakota Wesleyan University

HENKEL, JOHN (2013)  
 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

JARDING, CARENA, DPN, RN (2016)  
 LPN Nursing  
 D.N.P., American Sentinel University  
 M.S.N., Grand Canyon University  
 B.S.N., South Dakota State University  
 A.A., Dakota Wesleyan University

JOHNSON, LISA, LPN (2013)  
 Medical Assistant  
 A.A.S., 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)  
 ButlerEDGE  
 A.A.S., Lake Area Technical Institute  
 Undergraduate Studies: Dakota Wesleyan University

KRANZ, 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

LEISETH, DIRK (2017)  
 Natural Gas Technology  
 A.A.S., Mitchell Technical Institute  
 A.S., Eastern Wyoming College

LORENZEN, KIM, M.D./PATHOLOGIST (1988)  
 Medical Advisor, 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

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

MAREK, KASSIE, BSN, RN (2017)  
 Licensed Practical Nursing (LPN)  
 B.S.N., Dakota Wesleyan University  
 A.S., Dakota Wesleyan University

MARGALLO II, LUCIO, M.D., F.A.C.I.P. (1999)  
 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

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

MULLOY, SHANE (2017)  
 Power Line Construction & Maintenance  
 Diploma, Mitchell Technical Institute  
 Undergraduate Studies: Dakota Wesleyan 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

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

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

PRITCHARD, SUSAN, MBA, RT(R)(CT) (2014)  
Radiologic Technology  
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

REIMNITZ, TRAVIS (2017)  
Professional Truck Driving  
B.S., Black Hills State University  
A.A., Grace University

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

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

SCHNEIDER, BETH (2015)  
Commercial Driving  
M.A., University of South Dakota  
B.A., Chadron State College

SCHOENFELDER, JED (2017)  
Welding & Manufacturing Technology  
Undergraduate Studies: Dakota Wesleyan University

SCHRAMM, ERIC (2017)  
Architectural Design & Building Construction  
B.S., South Dakota State University

SCHROEDER, CONNIE (2017)  
South Dakota Leadership Academy  
B.A., South Dakota State University  
Graduate Studies: Dakota Wesleyan University

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

SMITH, LYNNE, M.Ed., MT(ASCP) (2002)  
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

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

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

WEBER, 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

WEEMAN, SETH (2016)  
Ag and Transportation Technologies  
A.A.S., Mitchell 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

**JOHN HEEMSTRA**  
Vice-President

**JULIE BROOKBANK**  
Associate to the President

## STAFF

**JODEL BATTERMAN**  
Administrative Specialist

**MATEYA BERG**  
Student Success Coach

**BRENT BOLLINGER**  
Communications Network Technician

**DAVID BOOS**  
Director of Technology

**BLAIR BORTNEM**  
Systems Administrator

**CHRISTINE BOSMA**  
Career Coach

**PATTI BREWSTER**  
Administrative Specialist

**JEFF BRUNTZ**  
Maintenance Manager

**VICKY CROMWELL**  
Food Service

**CLAYTON DEUTER**  
Dean of Enrollment Services

**ANDREW ERICKSON**  
Network Systems Technician

**MELISSA ETTSWOLD**  
SIM Lab Technician

**SCOTT FOSSUM**  
Dean of Student Success

**STEPHANIE FRIESEN**  
Corporate Education Coordinator

**AMY GOUGH**  
Instructional Technologist

**DOUG GREENWAY**  
Director of Advanced Technical Education

**JANET GREENWAY**  
Director of Career Services & Advising

**JILL GREENWAY**  
Financial Aid Specialist

**CAROL GRODE-HANKS**  
Dean of Academics

**PATTI HENDRIX**  
Food Service

**MORGAN HUBER**  
Director of Financial Aid

**ROBIN JACOBSEN**  
Admissions Representative

**LAURIE KENWORTHY**  
Bookstore Manager

**DONENE KIRKEGAARD**  
Custodian

**LIZ KITCHENS**  
Human Resources Manager

**BOB KOBERNUSZ**  
Director of Marketing

**DARLA KOTRBA**  
Registrar

**DUSTIN KUBIK**  
Network Systems Specialist

**HEATHER LENTZ**  
Director, MTI Foundation

**DANITA LUCAS**  
Student Success Coach

**PAULA MORGAN**  
Staff Accountant

**CARMEN NEUGEBAUER**  
Financial Aid Specialist

**JIMMIE NICOLAUS**  
Maintenance Technician

**KELLIE NIELSEN**  
Student Success Coach

**DONNA PETERSON**  
Food Service

**SHERYL PLAGMANN**  
Alumni & Donor Relations Specialist

**BOB POLLARD**  
Custodian

**JENNA REIS**  
Senior Admissions Representative

**PATRICIA SAYLES**  
Custodian

**JOHN SIEVERDING**

Director of Buildings and Grounds

**MARLA SMITH**

Director of Accreditation & Institutional Effectiveness

**JILL SNYDER**

Food Service

**JOYCE STAR**

Bookstore Assistant

**KELLY STERK**

Custodian

**HILLARY VINING**

Admissions Coordinator

**JIM WESTBERG**

Maintenance Technician

**RILEY ZOSS**

Admissions Representative