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## **2014-15 Student Handbook**

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

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

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

## 2014-15 School Year Calendar Fall Semester

Faculty Returns .....	August 19
Kick-Off Monday .....	August 25
Fall Semester Classes Begin .....	August 26
Labor Day (No classes) .....	September 1
Last Day to Add a Class (by 4:00 PM) .....	September 2
Last Day to Drop a Class with a Refund (by 4:00 PM) .....	September 9
All Tuition and Fees Must Be Paid By .....	September 9
MTI Alumni Golf Classic .....	September 15
Advising Week .....	September 15-19
Refunds of Financial Aid Available on/after .....	September 16
Refunds (Dropped Classes) Available on/after .....	September 16
Native American Day (No classes) .....	October 13
Mid-Term .....	October 20
Registration Week for Spring Semester .....	October 27-31
MTI Scholarship Application Period Opens .....	November 1
Last day to Withdraw* (No Refund, No "F", Receive a "W") .....	November 3
Veteran's Day (No classes) .....	November 11
Thanksgiving Break (No classes) .....	November 27-28
MTI Scholarship Application Period Closes .....	December 15
Fall Semester Ends .....	December 17
Semester Break .....	December 18-January 6, 2015

## Spring Semester

Faculty Returns .....	January 5
Spring Semester Begins .....	January 7
Last Day to Add a Class (by 4:00 PM) .....	January 13
Martin Luther King Day (No classes) .....	January 19
Last Day to Drop a Class with a Refund (by 4:00 PM) .....	January 21
All Tuition and Fees Must Be Paid By .....	January 21
Advising Week .....	January 26-30
Refunds of Financial Aid Available on/after .....	January 30
Presidents Day (No classes) .....	February 16
Mid-Term .....	March 6
Spring Break for Students (No classes) .....	March 9-13
Last Day to Withdraw* (No Refund, No "F", Receive a "W") .....	March 24
Good Friday (No classes) .....	April 3
Spring Semester Ends .....	May 8
Graduation .....	May 8

*\*This withdrawal date is for full semester courses only. Shorter course withdraw dates vary. See the Registrar for details.*

## VISION STATEMENT

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

## MISSION STATEMENT

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

Our Primary Purposes:

- **Technical Education:** MTI provides high-quality Associate of Applied Science degree and diploma programs which prepare students for occupational success.
- **Life Skills:** MTI prepares graduates for lifelong learning through general education courses that support technical education and build skills in technology, communication, professionalism, problem-solving, teamwork, and adaptability.
- **Respect and Diversity:** MTI seeks and values a diverse student population, responds to the unique needs of individuals, and recognizes the dignity and worth of all people.
- **Excellence:** MTI commits to improve student learning and institutional effectiveness through a system of assessment and continuous review.
- **Community:** MTI builds student community through social and recreational activities, counseling support, and a student government structure administered through an organized student services office.
- **Human Capital:** MTI recruits, develops and invests in skilled, dedicated and student-oriented faculty and staff.
- **Advocacy:** MTI promotes the value of technical education through broad-based marketing and public relations activities.
- **Access:** MTI provides customized training, seminars, workshops, courses, and consulting services to business, industry, and the community.

## 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 found 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, national origin, religion, sex, age, veteran status, or disability.

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

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

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

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

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

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



- Students who publish student publications have the right to be free from censorship. However, students who publish such documents must observe the recognized canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.
- Students have the right to have access to education records maintained by MTI concerning the students. The students may review their own records and challenge the accuracy of the records. Students have the right to have the educational records maintained on a confidential basis with only those employees with a legitimate need to know having access to student educational records.

Students have the following **responsibilities**:

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

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

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

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

### **Statement on Students with Disabilities**

Disability Services at Mitchell Tech are here to ensure that students with disabilities have equal access to all programs and activities offered in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. We hope to empower students with disabilities to obtain the education and skills necessary for a fulfilling, productive career after leaving MTI.

We are committed to helping students with disabilities self-advocate and fully participate in all of the activities, programs, and services of MTI. Disability Services are available to students with qualifying and documented learning, physical, or psychological disabilities.

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

### **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.

## 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.

PAYMENT OF BILLS: Any student having unpaid bills at MTI will not be allowed to register in any new term during the period in which that bill remains unsettled. Indebtedness includes unpaid amounts for tuition, books, fees, library fines, parking tickets, shop/laboratories charges, and any other charges incurred by the student and owed to the Institute. Grades, transcripts, diplomas, degrees, and certificates will not be issued until the indebtedness is settled.

FINANCIAL AID REGULATIONS: Students should pay special attention to and accurately complete applications for student financial aid. Errors can result in long delays in receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code. Please pay particular attention to the following:

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

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

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

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

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

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

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

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

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

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

ALCOHOL AND DRUGS: Alcohol is prohibited in all campus facilities and at all MTI-sponsored events involving students. MTI is a Drug-Free Workplace. It is the policy of the Mitchell School District 17-2 that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on property of the District or

while a student of the District is engaged in an activity assigned as part of his/her involvement with the District is prohibited. A description of applicable legal sanctions is listed in Policy #1035. Financial aid may be affected if violations occur.

Students convicted of the possession of illegal drugs while receiving Title IV financial aid may have their financial aid suspended for up to 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 a year to the above suspensions.

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 experiments.

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

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

#### STUDENT LAPTOP COMPUTERS ON CAMPUS:

##### ***Required by program***

Students who purchase computers from MTI for use in their programs will have full use of the campus network services. The laptops are distributed and supported by the MTI Information Technology Office. The following programs require laptops:

Accounting/Business Management; Agricultural Technology; Architectural Design and Building Construction; Automation Controls/SCADA; Culinary Academy of South Dakota; Electrical Construction & Maintenance; Heating & Cooling Technology; Information Systems Technology; Medical Office Professional; Precision Technology Specialist; Propane & Natural Gas Technologies; Satellite Communications; Telecommunications; Utilities Technology-Heating & Cooling; Utilities Technology-Power Line; Utilities Technology-Propane & Natural Gas; Wind Turbine Technology; and Welding & Manufacturing Technology.

##### ***BYOD programs***

Students enrolled in the following programs are required to bring their own device (laptop) at their own expense: Electrical Utilities & Substation Technology; Farm Power

Technology; General Education; Human Services; Medical Assistant; Medical Laboratory Technology; Online Administrative Office Specialist; Online Industrial Controls; Online Medical Office Professional; Online Office Technology Specialist; Online Small Business Management; Online Speech-Language Pathology Assistant (TED); Power Line Construction & Maintenance; Power Sports Technology; Radiation Therapy; Radiologic Technology; South Dakota Center for Farm/Ranch Management; and Speech-Language Pathology Assistant. In addition, students in Speech-Language Pathology Assistant are required to purchase an Apple iPad. Students enrolled in ButlerEDGE will be issued a laptop by the ButlerEDGE program.

### ***Student Technical Support***

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

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

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

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

IDENTIFICATION CARDS: Each student will be issued a photo identification card. Replacement cards are issued 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 by the Student Services office prior to being posted.

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.

FOOD SERVICE: Meals are served for a charge during the hours students are in attendance at both campus locations. MTI has implemented a payment system where you can "charge" your account with a cash deposit and use your student ID card to make food purchases. More information is available from the Business office. Cash, checks, and credit and debit cards are also accepted.

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

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

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

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

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

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

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

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



# **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**

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

## **Preparatory Courses**

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

## **Independent Study**

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

## **Canceled Courses**

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

## **Course Numbering System**

The following numbering system is used for all courses:

1. The two- to four-letter prefix designates the department or program area. A department may use more than one prefix.
2. The three-digit course number generally indicates the level of instruction. Courses numbered 090-099 are developmental and do not fulfill any requirements for any degrees or diplomas offered.

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

An internship or externship credit involves a minimum of 45 hours over the course of one term at an actual job location. The student will be working for an employer under the supervision of a qualified instructor.

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

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

### Grading Scale

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

A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Unsatisfactory	None
I	Incomplete	None
P	Pass	None
N	No Credit	None

W	Withdrawal	None
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 Vice-President for Academic Affairs to carry extra credit hours.

### **Internships**

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

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

## **Terms of Payment**

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

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

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

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

## **Class Schedule Change: Adds/Drops/Withdrawals**

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.) 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. Courses scheduled in shorter modules may be added or dropped through the 3rd day of such classes. 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.

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 48th day of the semester. A student who withdraws from a course before the 49th day 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 48th day except under unusual circumstances and with the approval of the Vice-President for Academic Affairs.

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

### **Withdrawing From School Entirely**

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

The process for officially withdrawing from school is:

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

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

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

### **Unofficial Withdrawal/Inactive Students**

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

### **Academic Activity Defined**

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

The United States Department of Education defines Academic Activity as:

- Physical attendance where there is direct interaction between the instructor and student;
- Completion and submission of an academic assignment, quiz or exam;

- Participation in a study group as assigned by the instructor;
- Participation in an online discussion;
- Initiated contact with the instructor pertaining to an academic course.

Academic Activity is NOT:

- Logging into an online class or MyMTI
- Meeting with an academic advisor

### **Administrative Withdrawals for Subsequent Semesters**

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

### **Withdrawal for Military Activation**

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

### **Tuition Refunds**

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

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

Students withdrawing entirely from all coursework *during* the drop/add period (first 10 days of semester) will receive a 100% refund on tuition and fees.

Students withdrawing entirely from all coursework *after* the drop/add period has expired will have refunds of tuition and fees calculated based upon the institutional refund policy. Contact the Business office for details.

### **Attendance**

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

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

Mandatory attendance requirements may be required in specific programs.

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

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

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

### **Defining Course Types**

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

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

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

### **Satisfactory Academic Progress**

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

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

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

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

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

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

### **President’s List**

A full-time student will be named to the President’s List by achieving a term GPA of 3.5 or higher. GPA calculations are made and the President’s List is published once 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 will result in a failing grade (“F”) for the class. Incomplete forms are available from the instructor.

### **Grade Appeals**

A student who believes that he/she received an inaccurate final grade should contact the course instructor immediately and attempt to resolve the grade dispute. If the grade is found not to be a clerical error, and the student feels the grade was awarded in a manner inconsistent with the criteria stated in the course syllabus, the student may appeal the grade by submitting a statement of reason for the appeal to the Vice-



President for Academic Affairs no less than four calendar weeks into the subsequent term. The decision of the Vice President for Academic Affairs is final.

### **Academic Probation**

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

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

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

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

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

### **Suspension**

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

### **Academic Suspension**

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

Students who have been suspended must wait at least one semester of full time enrollment before applying for re-enrollment. Students who re-enroll after suspension will be automatically placed on academic probation. Students may be suspended from a program only twice. Registration will not be accepted a third time.

Students may appeal academic suspension if their cumulative GPA is 1.50 or higher. The appeal process is initiated by the student with a written request of their reasons for the appeal sent to the Vice-President of Academic Affairs by the date specified on their notification of academic suspension.

### **Non-Academic Suspension**

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

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

### **Repeating a Course**

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

### **Change of 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. Those on academic probation will remain on probation in the new program. **Financial aid restrictions may apply.**

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

### **Grade Forgiveness**

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

### **Readmission (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 Vice-President for Academic Affairs or the department head.
3. If students need financial aid, such as Veterans benefits, Pell grant, etc., they will also need approval from the Financial Aid Coordinator or the respective agency.

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

### **Receiving Transferred Credits**

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

1. Official transcripts must be submitted for use in assessing courses and credits for transfer from accredited institutions.
2. A grade of C or better (2.0 on a 4.0 scale) shall be required in each course accepted in transfer. Transfer credits do not count toward a cumulative GPA. Courses in the major area of study completed more than five years previously may not be accepted for transfer. The grade recorded on the student's academic record will be "CR" (credit).
3. Technical related and general education courses shall be reviewed by the appropriate department(s) and the Registrar to determine course equivalence and acceptance. Partial credit may be awarded for courses that do not meet all competencies of an MTI course. Students will be required to take the course, but at a reduced cost. Courses outside of MTI's areas of study will not be accepted for transfer.
4. Transfer students must complete a minimum of 50% of their coursework credits at MTI to earn a degree or diploma.
5. To transfer credit, an Application for Admission must be on file and a student must have accepted status before credits will be transcribed.

### **Transferring Credits to Other Institutions**

Students who wish to transfer to another institution should contact the Admissions office at that school for an evaluation of their MTI transcript. Whether or not to accept credits

is at the discretion of the receiving institution. MTI does not guarantee the transfer of its credits to other post-secondary institutions.

### **Transcripts**

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

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

### **Credit for Prior Learning/Work Experience**

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

### **Test for Credit Process**

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

The non-refundable testing fee is \$50 (up to 3 credits) plus \$10 for each additional credit. If the test includes lab exercises, there may be additional fees assessed.

If the test is passed with an 80% or higher score, a grade of “CR” will be transcribed to the student’s transcript. A test-for-credit may not be repeated.

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

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

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

### **Course Audits**

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

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

### **Student Academic Integrity**

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

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

### **Exceptions to Regulations**

Students who request exception to academic regulations must submit a letter to the Vice-President for Academic Affairs explaining special circumstances which might permit waiver of MTI regulations. Requests will be referred to the Vice-President for Academic Affairs for review with input from the department, the Registrar, Director of Admissions, or other interested parties.

# GRADUATION REQUIREMENTS

## Degree and Diploma Requirements

Mitchell Technical Institute awards one-year Diplomas, two-year Diplomas and Associate of Applied Science Degrees. Specific program requirements and course sequences are described by program. It is the responsibility of each student to monitor his or her academic progress. The student is expected to know the graduation requirements pertinent to his or her program, to be cognizant of his or her grade point average, to make appropriate elective course selections and to add/drop courses to best facilitate attainment of his or her educational goals. To assist in making these important decisions, students should consult with their academic advisors. To earn a 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. Diploma Requirements
    1. 3.0 credits in English
    2. 3.0 credits in computer literacy
    3. 3.0 credits in mathematics
    4. 1.0 credit in Student Success
  - B. Associate of Applied Science Degree Requirements
    1. 3.0 credits in English
    2. 3.0 credits in computer literacy
    3. 3.0 credits in mathematics
    4. 3.0 credits in behavioral science
    5. 3.0 credits in social science
    6. 1.0 credit in Student Success
6. Complete at least 50% of coursework at MTI.

Students are required to fulfill all financial obligations to MTI. 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. (Policy MTI 991)

## **Conferring of Degrees and Diplomas**

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

Students who plan to receive a diploma 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 graduation.

## **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.***

## **STUDENT RECORDS**

### **The Family Education Rights and Privacy Act of 1974 (FERPA)**

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

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

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



**Basic Policy** - No information other than Directory Information shall be released without written permission from the student. Permission is valid for one year from the date it was written. Student release forms must be signed 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. (MTI Policy 1061)

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

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

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

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

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

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

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

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

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

## STUDENT SERVICES

### Housing

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

### Food Service

Meals are served for a charge during the hours students are in attendance at both campus locations. MTI has implemented a payment system where you can deposit funds into your account with a cash or credit card deposit and use your student ID card to make food purchases. More information is available from the Business office.

### Insurance

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

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

### Bookstore

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

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

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

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

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

### **Student Computer Use**

Student access to personal computers is available in the Instructional Services Center (ISC) and at various times in other computer laboratories. All enrolled students must follow the computer and email usage policies published elsewhere in this Handbook. Violation of those policies will result in disciplinary action.

### **Instructional Services Center**

The Instructional Services Center (ISC), located in the Campus Center, is a one-stop source for print and electronic media, copies, computers, or a quiet place to study or relax with a favorite newspaper or magazine. More a resource room than a traditional library, the ISC is well-equipped to serve students. Computers are available at the ISC, allowing student access to the Internet, email, and application software. Students are also able to use printers and scanners. The ISC also offers regular tutoring in general education courses and will provide tutoring in specific content areas as requests are received.

The ISC is staffed by a full-time coordinator, and students participating in the federal work-study program are employed part-time. In addition, students are able to access research databases and the MTI library card catalog through the Internet, and thus many of our resources are available to students after hours.

### **Research**

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 ISC. There are traditional print materials as well, but most students choose to conduct their research electronically.

The ISC is equipped with computers, high-speed Internet and standard software; journal and magazine subscriptions; a variety of books with a web-based searchable card catalog; state and regional daily newspapers; and South Dakota's Internet-based library resources providing 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 ISC will also order

materials from libraries statewide through the state's interlibrary loan system at no charge to students.

### ***Tutoring***

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

Please contact the ISC Coordinator or the Learning Services Coordinator, to learn more about tutoring services.

### **Fundraising Activities**

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

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

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

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

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

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

### **Charitable Organization Fundraising Projects**

Charitable organizations often ask for the cooperation of MTI in publicizing and promoting their fundraising activities. MTI's involvement in these activities must be approved by the President or designee.

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

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

### **Student Activities**

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

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

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

### **Student Organizations**

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

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

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

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

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

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

### **Mitchell Recreation Center**

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

### **Career Services**

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

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

# FINANCIAL INFORMATION

## Tuition and Fees

The tuition is set by the South Dakota Board of Education. Tuition and fees are payable at the time of registration. There is no difference between resident and non-resident tuition. **For current tuition and fee information, request a copy of the current cost sheet from the Admissions office or see it on the MTI website.**

## Tuition Deposit

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

## Additional Expenses

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

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

## Laptop Expense

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

Whether it's Microsoft Office, or a specialty software for a technical program, a student's needs will be met by an MTI laptop. And MTI laptops are serviced for **free** by our Technology office.



## **BYOD Programs**

BYOD is an acronym for Bring Your Own Device. In a BYOD program you can purchase your own laptop or purchase one through MTI, but a laptop is required in selected programs. If you choose to purchase your own laptop or notebook computer from an outside vendor, there are minimum specifications available from the MTI Admissions office.

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

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

## **Laptop Return Policy**

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

## **Graduation Cap, Gown and Tassel**

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

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

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

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

Tuition and fees are due in the Business Office each semester by the end of the first business day following the official drop period. Adjustments to student accounts are recorded as necessary, due to schedule changes that result from the course add and drop process. At the beginning of each semester the Business office will email students regarding the availability of student statements. 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 schedule changes result in a change in tuition and fees due, or when an excess payment is made on the account. Refund checks will be issued to students after the payment due date.

Students will be notified via email or MyMTI if they have a refund check. Students must present a school or state issued form of identification that includes a photograph, prior to receiving their refund check.

### **Forms of Payment**

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

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

### **School Shop or Laboratory Payment Policy**

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

### **Returned Checks**

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

### **Payment Plan Information**

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

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

### **Past Due Accounts**

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

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

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

### **Third Party Account Payments**

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

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

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

### **Student Account Holds**

Account balances that remain after the Tuition and Fee Payment due date are

considered past due and will be placed in a “Hold” status. Business office holds will not allow students to receive transcripts, grade reports or registration material. Students should not ignore financial responsibility. If students are unable to pay account balances, discuss the reasons with the Financial Aid Office or the Business Office.

### **Administrative Withdrawal From Future Terms**

Students who register for future terms may be administratively withdrawn from a future term if student account balances remain past due at the mid-term point of the current term. Students will be notified in writing of their withdrawal and will have the ability to re-register once their account balance is paid in full.

### **Student Enrollment Status**

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

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

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

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

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

### **Return of Title IV Funds Policy**

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

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

If the amount of the Institute’s refund does not satisfy the portion of funds that must be returned, it becomes the student’s responsibility to satisfy the remaining amount. Therefore, students receiving Federal Pell Grants and Federal Supplemental Grants

may have to return a portion of these funds if that amount exceeds institutional charges. An example of how the policy works is listed below.

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

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	\$165	10%
	\$1,710	
MTI Returns to Federal Program	\$1,350	
	\$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.

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

Days 1-10 .....	100%
One week after Day 10 .....	90%
Three weeks after Day 10 .....	70%
Five weeks after Day 10 .....	50%
Seven weeks after Day 10.....	30%
Nine weeks after Day 10 .....	20%
After Last Day to Withdraw with a "W" .....	No Refund

*\*Institutional charges are tuition and fees only.*

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

### **Pell Grant Refunds**

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

### **Appeals Process**

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

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

## FINANCIAL AID INFORMATION

### Applying for Financial Aid

As soon as a student (and their parents based on federal guidelines to determine dependent status) has completed a tax return(s) for the most recent year, a Free Application for Federal Student Aid (FAFSA) can be completed at [www.fafsa.ed.gov](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 must show satisfactory academic progress to remain enrolled and to continue receiving financial aid. See Academic Information for details. Certain students funded by outside agencies (eg. Veteran's Affairs, BIA, etc.) will have their attendance monitored to assure compliance with that agency's funding regulations.

### Financial Aid Available

#### Grants

**The Federal Pell Grant Program** is a grant program funded by the federal government. The Student Aid Reports (SARs) from the processing center tell the MTI Financial Aid Office whether or not you qualify for this grant, and, if so, for how much. Award amounts are prorated based upon need calculation from the FAFSA information and enrollment status.

### ***The Federal Supplemental Educational Opportunity Grant Program***

This is also a grant program funded by the federal government. Students who receive Pell Grants have priority for receiving this grant. Funding for this program is limited. Please apply early.

### **Work Opportunities**

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

### **Loans**

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

### ***The Federal Perkins Student Loan***

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

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

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

### ***Federal Direct Parent Loans (PLUS)***

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

### **Other Off-Campus Agency and Financial Aid Sources**

***Temporary Assistance for Needy Families (TANF)*** If you are in this program, check with your TANF coordinator to see what assistance you may receive to attend MTI.

***Bureau of Indian Affairs (BIA)*** If you qualify for BIA funds, you should start by contacting your local BIA Agency. Paperwork completed early will ensure timely arrival of your funding.



**Vocational Rehabilitation** Financial aid is available for mentally or physically disabled persons. Contact your local vocational-rehabilitation office.

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

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

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

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

# STUDENT LIFE

## General Student Conduct

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

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

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

- Academic dishonesty, including plagiarism and academic cheating
- Forgery, alteration, or misuse of Institute documents, records, or identification
- Knowingly furnishing false information to the Institute
- Obstruction or disruption of Institute operations
- Obstruction or disruption of Institute-authorized activities on property owned or supervised by the Institute
- Violent physical or verbal abuse of any person on property owned by the Institute or at any functions sponsored by or supervised by the Institute
- Conduct that threatens or endangers the health or safety of any person, including oneself, on property owned by the Institute or at functions sponsored by or supervised by the Institute.
- Theft or damage to Institute property
- Unauthorized entry to Institute facilities or property
- Unauthorized use or misuse of Institute property, including attempting to leave the library with materials which have not been properly borrowed, unauthorized use of computers, equipment or tools, or misuse of Institute telephones
- Violation of Institute regulations or campus policies
- The possession, use, manufacture, or distribution of illegal drugs, alcohol, or other controlled substances (except as expressly permitted by law) on property owned by or supervised by the Institute
- Lewd, indecent, or obscene speech or conduct on property owned by the Institute, at functions sponsored by or supervised by the Institute, verbal harassment of any

MTI employee, or violation of any Institute regulation or policy pertaining to such conduct

- Intimidating behavior directed toward any student, faculty member, staff member, or administrator
- Failure to comply with the directions of an Institute official acting in the performance of his/her duties
- Unauthorized possession or use of firearms, other dangerous weapons, explosives, or fireworks on property owned by the Institute or at functions sponsored by or supervised by the Institute
- Knowingly circulating a false report or false warning that property under Institute control or supervision may be subject to a bombing, fire, crime, emergency, or other catastrophe
- Smoking or the use of any tobacco or smoking-type product inside Institute buildings
- Failure to report to the MTI Administration Office or local sheriff and/or police agencies, any knowledge of or criminal activity on campus: i.e., murder, rape, robbery, aggravated assault, burglary, or motor vehicle theft. Such a report shall be provided in a manner that is timely and that will aid in the prevention of similar occurrences.

# EMERGENCY PROCEDURES

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

## **Lockdown (Inside Threat)**

In the event of an intruder, an active shooter or threat inside the building.

### *Immediate Actions*

- Call 911
- Contact Administration
- Active notification system will be implemented

### *Protective Measures*

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

## **Lockdown (Outside Threat)**

In the event of an intruder, an active shooter or threat outside the building.

### *Immediate Actions*

- Call 911
- Contact Administration
- Active notification system will be implemented

### *Protective Measures*

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

## **Shelter in Place**

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

*Immediate Actions*

- Notification will come from an emergency responder or administrator
- Active notification system will be implemented
- Call 911

*Protective Measures*

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

**Shelter from Dangerous Summer Storms**

In the event of a tornado or significant weather event.

*Immediate Actions*

- Notification will come from an emergency responder or administrator
- Active notification system will be implemented

*Protective Measures*

- Direct students to interior hallways and designated areas away from glass
- Exit all laboratories due to debris and chemical dangers
- Ensure students and staff in safe area
- Verify attendance
- Remain in position until all clear

**Evacuation**

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

*Immediate Actions*

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

*Protective Measures*

- If evidence of danger exists, (smoke, fire, or at the direction of staff or

responding authorities) move your group to a distance of 200 to 300 feet from the building.

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

## ADMINISTRATIVE RULES

### Smoking/Tobacco Use

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

### Drug and Alcohol Conduct Guidelines for Students

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

### Reasonable Suspicion

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

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

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

### Alcohol Misuse

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

## **Drug Misuse**

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

## **Drug and Alcohol Testing Rules for Commercial Drivers/Students**

MTI will make every effort to see that all students enrolled in a program at the Mitchell Technical Institute that requires a commercial driver's license (CDL) are operating vehicles in a safe manner. (See Policy MTI 1037.)

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

## **Administrative Rules**

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

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

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

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

## **1. Period of Education Day Covered**

### **A. Education day use**



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

### **B. Education day use**

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

### **C. Use following an accident**

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

## **2. Prohibitions Based On Test Results**

### **Alcohol Concentrations**

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

## **3. Test Categories**

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

### **Pre-Screening Requirement**

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

### **Post-Accident Testing**

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

### **Random Testing**

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

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

### **Reasonable Suspicion Testing**

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

### **Return to Driver Status**

If a student has tested positive for alcohol, the student will be tested before returning to CDL class. This return test for alcohol must be considered negative under the standards in 49 CFR 382 et seq for alcohol concentration. **The student is responsible for the cost of this test.**

## **Follow-up Testing**

A student will be subject to unannounced follow-up testing if the Institute or Substance Abuse Professional determines that the student needs counseling/treatment for alcohol misuse or use of controlled substances. The student will be subject to unannounced follow-up testing after returning to work/class. Retesting of a student will occur at the discretion of the instructor. **The student is responsible for the cost of each follow-up test.**

## **4. Procedures**

### **A. Test Procedures**

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

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

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

## **5. Refusal to Submit and the Consequences**

Any student who refuses to take a required test, fails to report for a test when scheduled, or fails to successfully complete a required rehabilitation program will be

suspended from the CDL Class. **Refusal to submit to a test or an altered specimen are considered a positive test result.**

## **6. Consequences for Violations (Alcohol)**

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

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

DUI conviction with Work Permit issued:

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

DUI Conviction with Loss of License:

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

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

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

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

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

### **Drug Misuse—In the CDL Class**

#### **Drug Misuse**

MTI practices zero tolerance for drug use. Any student who tests positive for drug use while enrolled in the CDL class will be immediately suspended from school.

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

## **Introduction**

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

## **Policies**

### **Usage Consistent with Law**

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

### **Copyright Law**

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

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

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

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

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

infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

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

### **Systems Security**

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

### **User Accounts**

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

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

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

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

### **Responsibility for Security of Accounts**

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

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

### **Circumvention of Network Security**

Users shall not attempt to circumvent or subvert system or network security measures.

**Confidentiality and Privacy**

Users of MTI's electronic resources should not consider this usage to be confidential. Electronic communications are in many cases archived with federal law and are subject to review by administration or their designee. MTI does require confidentiality in regard to the public release of certain information under FERPA, HIPAA, and other legal requirements and local policy.

**Interception of Network traffic**

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

**Appropriate and Inappropriate Uses****Damage or Disruption**

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

**Personal Gain**

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

**Excessive Use**

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

**Nonessential use of Laboratory Resources**

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

**Billable services**

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

**Electronic Mail**

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

## **Acceptable Uses of Electronic Mail**

### **Uses of Electronic Mail**

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

### **System-Provided Mailing Lists**

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

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

### **User-created Mailing Lists**

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

## **Unacceptable Uses of Electronic Mail**

### **Prohibited Uses**

Electronic mail is not to be used for the following:

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

### **Harassment and Intimidation**

Users shall not use email to harass or intimidate another person. (See Policy MTI 115 in this handbook for the full harassment policy.)



## **Intellectual Freedom**

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

## **Respect for Rights of Others**

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

## **Enforcement and Penalties**

### **Enforcement**

The Vice-President of Technology & Information Systems is responsible for administering and enforcing this policy. Questions concerning this policy should be directed in writing to the Vice-President of Technology & Information Systems.

Violations of these policies shall be reported in writing to the Vice-President of Technology & Information Systems. When potential damage to Institute computing resources or data is immediate, the Vice-President of Technology & Information Systems may suspend the alleged violator's access to such resources immediately. Notice of such suspension shall be communicated to the alleged violator. Ordinarily the Vice-President of Technology & Information Systems 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 Vice-President of Technology & Information Systems may refer alleged violations of this policy to the appropriate administrator or judicial body.

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

### **Penalties**

Any violations of the policies included in this document may result in penalties as described below. Students may face review for disciplinary actions as described in the

Student Handbook. These may include, but are not limited to, the suspension of or loss of access to Institute computer resources, suspension or expulsion from the Institute, and referral to law enforcement.

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

## **Student Laptop Computers on Campus**

### Required by Program – Full Access

Students who purchase computers from MTI for use in their programs will have full use of the campus network services. This includes the Internet and storage/work folders on MTI host servers. The laptops are loaded, distributed and supported by the MTI Information Technology Office.

### Not Required by Program – Full Access

Students enrolled in programs that do not require a laptop but would like access to our network may login to our network after installing the 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 even 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 Vice-President of Technology & Information Systems.

# Mitchell School District Policies

*All policies listed herein are official Mitchell Technical Institute policies approved and adopted by the Mitchell School District. Policies pertinent to students at Mitchell Technical Institute appear in this Handbook. A full compilation of policies may be accessed by students and staff in the Instructional Services Center, MTI Campus.*

## Identity and Publications

### Policy MTI 105

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 they 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 materials. Legal action may seek legal fees and damages and may also seek to seize such materials and proceeds therefore.

Adopted: 2/22/10; Revised 6/27/11

## Nondiscrimination Statement

### Policy MTI 112

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, creed, religion, age, gender, disability, military status, national origin or ancestry, 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.

Prohibited acts of discrimination include racial, sexual, ethnic, or other types of slurs, insults, intimidation, harassment, and other conduct directed toward another person's race, color, creed, religion, age, gender, disability, military status, national origin or ancestry, or any other condition protected by applicable federal or state law.

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.

Inquiries concerning Title VI and Title IX may be referred to the following designated administrator:

Vice-President for Academic Affairs, Mitchell Technical Institute, 1800 E. Spruce St., Mitchell, SD, 57301

Inquiries can also be directed to the Regional Office of Civil Rights at the following: U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302; Tel: 816-268-0550.

Notification of this policy and applicable regulations will be posted in all Institute buildings. Notice shall also be placed in all student and employee handbooks.

### **Resolution of Discrimination Complaints**

A complaint may be filed when it is felt that a violation of the Policy on Nondiscrimination has occurred. Such action is defined as a complaint dealing with discrimination on the basis of race, color, creed, religion, age, gender, disability, military status, national origin or ancestry, or any other status or condition protected by applicable federal or state law.

A complaint relating to the Policy on Nondiscrimination may be filed by a student or parent/guardian in the event a student is not of majority age; employee; or other person with legal standing. Steps will be taken to ensure confidentiality at each level of the complaint procedure.

The complainant is encouraged to attempt to resolve the complaint informally by working with the administrator most directly involved in the situation before filing a formal complaint. However, it is understood that for some complaints this may not be appropriate and the formal procedure may be the process to follow.

### **Formal Procedures**

1. A formal complaint of discrimination may be filed with the designated administrator at Mitchell Technical Institute. The formal complaint shall be maintained in a file with the designated administrator as identified.

2. A discrimination report will be completed by the person filing the complaint or the designated administrator. Information included in the report should include, but is not limited to, the following:

- Date report filed
- Complainant's name and address
- Date(s) of the incident(s)
- Description of the incident(s)
- Name(s) of the person(s) involved in the incident(s)
- Name(s) of any witness(es) to the incident(s)
- What action, if any, has been taken
- Requested resolution of the complaint
- Signature of the complainant will be requested, but not required

3. The designated administrator will conduct an investigation to gather data regarding the alleged discrimination, take appropriate action regarding the complaint and render a decision in writing to the complainant within fourteen (14) calendar days of receipt of the formal complaint. The date of receipt of the complaint will be that date as stamped on the complaint when received in the office of the designated administrator.
4. If the complainant is not satisfied with the decision rendered by the designated administrator, s/he may appeal the decision to the President within seven (7) calendar days following receipt of the decision. The appeal must include the original complaint form, a copy of the decision from the designated administrator, and a written statement as to a reason for the appeal. The date of receipt of the appeal will be that date as stamped on the appeal when received in the office of the President.
5. The President or designee will review the materials submitted, may investigate the circumstances, and will respond in writing within fourteen (14) calendar days from the date of the appeal. The President's review of the appeal may or may not include a conference with the parties involved.
6. If the complainant is not satisfied with the decision rendered by the President, s/he may appeal the decision to the Superintendent within seven (7) calendar days following receipt of the decision. The appeal must include the original complaint form, a copy of the decisions from the designated administrator and the President, and a written statement as to a reason for the appeal. The date of receipt of the appeal will be that date as stamped on the appeal when received in the office of the Superintendent.
7. The Superintendent or designee will review the materials submitted, may investigate the circumstances, and respond in writing within fourteen (14) calendar days from the date of the appeal. At the Superintendent's level, the appeal process may or may not include a conference with the parties involved.
8. If the complainant is not satisfied with the decision rendered by the Superintendent, s/he may request a hearing in executive session with the School Board. The request for hearing must be submitted within seven (7) calendar days through the Superintendent's Office. The hearing will be scheduled within thirty (30) calendar days from the request for the hearing. The date of the request for the hearing will be that date as stamped on the request when received in the office of the Superintendent. The involved parties will be notified in writing of the date and time of the scheduled hearing.
9. The School Board will render a decision in writing within fourteen (14) calendar days of the hearing to both the complainant and the individual(s) against whom the complaint is filed.
10. Either party may have representation present at each step of the process. If either party elects to be represented at any step of the complaint procedure, the names of these representatives must be declared in writing at least five (5) calendar days prior to that step.

Legal References: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1962, as amended by the Equal  
Employment Opportunity Act of 1972.

Executive Order 11246, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Title IX, Education Amendments of 1972  
Rehabilitation Act of 1973  
Education for All Handicapped Children Act of 1975  
Age Discrimination in Employment Law, P.L. 95-256  
Constitution of the State of South Dakota, Art. VI  
SDCL 13-37; 20-12; 20-13

Adopted: 2/22/10; Revised 6/27/11

## **Drug-Free Workplace Policy**

### **Policy MTI 113**

The unlawful manufacture, distribution, dispensation, possession, use or being under the influence of a controlled substance on property of the Institute or while an employee of the Institute is engaged in an activity assigned as part of his or her employment with the Institute is prohibited. For the purpose of this Policy, an alcoholic beverage shall be deemed a controlled substance. Employees of the Institute are required to notify the Superintendent of any conviction of violating any criminal statute regulating controlled substances within five (5) days of the conviction if the violation occurred on property of the Institute or while the employee was engaged in an activity assigned to his or her employment with the Institute. Federal law requires the Superintendent to provide notice of such conviction to the United States Department of Education or other appropriate government agency within ten (10) days of receiving notification from the employee.

Compliance with this Policy is a condition of employment with the Institute.

Any disciplinary action taken by the Institute due to a violation of this policy will follow procedures and processes outlined in state or federal statute to employee rights. Within thirty (30) days of receipt of information that an employee has violated this Policy, appropriate disciplinary action will be taken by the Institute which may include termination of employment or a requirement that the employee satisfactorily participate in and complete an approved drug or alcohol abuse assistance or rehabilitation program with such participation being at the employee's expense.

The Institute recognizes that employees who are suffering from a chemical dependency or substance abuse problem should be encouraged to seek professional assistance, and any employee requesting assistance shall be referred to an appropriate agency or treatment facility. Expenses incurred are the responsibility of the employee.

### *Smoke Free Schools*

The negative effects of smoking on persons who smoke and persons occupying smoking areas are well documented. Mitchell Technical Institute is committed to encouraging healthful living styles and healthful working environments.



Mitchell Technical Institute will be tobacco/smoke free in all buildings, vehicles, and work areas. Outside designated smoking areas at each MTI building may be provided. Smoking is prohibited except for the designated smoke area.

A copy of this Policy shall be given to all present and future employees.

Legal Ref.: Public Law 100-690, Drug-Free Workplace Act of 1988, Drug-Free Schools & Communities Act.

Adopted: 2/22/10

## **Crime Awareness Act and Campus Security Act of 1990 Compliance Policies and Procedures**

### **Policy MTI 114**

#### **(1) POLICIES AND PROCEDURES FOR REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES OCCURRING ON CAMPUS OR SATELLITE FACILITIES AND THE INSTITUTION'S RESPONSE TO SUCH REPORTS.**

**POLICY:** It is the responsibility of MTI employees and students to report on-campus crimes, (murder, rape, robbery, aggravated assault, burglary, motor vehicle and other thefts or crimes) to local law enforcement and to the MTI Administration Office.

#### **PROCEDURES:**

1. **EMPLOYEE:** To report a crime in progress, or other emergencies, go to the nearest telephone and dial **911 or 995-8400 (Mitchell Police Department)**
2. **STUDENT:** To report a crime in progress, or other emergencies, contact an MTI employee or, if an employee is not readily available, go to the nearest telephone and dial **911 or 995-8400 (Mitchell Police Department)**
3. If a crime is discovered after it has occurred, report the crime to the MTI Business Office.
4. All crimes should be reported to the MTI Business Office as soon as possible.
5. Reports on all criminal activity will be kept in the MTI Business Office concerning time, place, and nature of the crime.
6. Summary data pertaining to crime activity will be compiled and made available to prospective students and employees.

**(2) STATEMENT OF CURRENT POLICIES AND PROCEDURES CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES, INCLUDING CAMPUS RESIDENCES AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES.**

**POLICY:** It is the policy of the Mitchell Technical Institute that all buildings shall be locked and unlocked by MTI employees. MTI employees must be present when the buildings are unlocked or open. Employees are responsible for the safety of others.

**PROCEDURES:**

1. Unless other arrangements have been made, buildings open at approximately 6:30 a.m. during weekdays and close Monday through Thursday at approximately 6:00 p.m. On Fridays, the buildings are locked at approximately 5:00 p.m. Summer hours are approximately 7:00 a.m. to approximately 5:00 p.m. weekdays.

The Child Development Center, located at 821 North Capital St., opens at approximately 7:00 a.m. and closes at approximately 6:00 p.m. weekdays, unless other arrangements have been made.

All buildings remain locked after hours and throughout the weekend unless arrangements have been made. During regular hours or when utilization occurs in the evenings or on weekends, MTI personnel are available.

**LOCATION OF FACILITIES:** Mitchell Technical Institute has five buildings located at two sites. Each building has adjoining parking lots.

- (1) Four buildings (Campus Center, Trades Center, Technology Center and Energy Training Center) located at 1800 E. Spruce Ave.
- (2) One building (Child Development Center) located at 821 N Capital St.

**(3) A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT, INCLUDING (1) THE ENFORCEMENT AUTHORITY OF SECURITY PERSONNEL, INCLUDING THEIR WORKING RELATIONSHIPS WITH STATE AND LOCAL POLICE AGENCIES; AND (2) POLICIES WHICH ENCOURAGE ACCURATE AND PROMPT REPORTING OF ALL CRIMES TO THE CAMPUS POLICE AND THE APPROPRIATE POLICE AGENCIES.**

**POLICY:** Although MTI does not have personnel designated for campus law enforcement, MTI employees are responsible for the safety of others. MTI employees are in the buildings during normal hours of operation.

**PROCEDURES:** Employees and students have access to telephones and are instructed to call local law enforcement in case of criminal actions or other emergencies. (See Policy & Procedures for Reporting Criminal Actions or other Emergencies.)

**(4) A DESCRIPTION OF THE TYPE AND FREQUENCY OF PROGRAMS DESIGNATED TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES AND PRACTICES AND TO ENCOURAGE STUDENTS AND EMPLOYEES TO BE RESPONSIBLE FOR THEIR OWN SECURITY AND THE SECURITY OF OTHERS**

This policy is a part of the Student Handbook and Personnel Handbook that each individual receives. An in-service workshop is held annually for staff informing them of campus security and emergency procedures.

All students and employees are issued a personal identification card.

Local law enforcement agencies hold periodic workshops in the community designed to inform local residents about the prevention of crimes. Students and staff are encouraged to attend.

Crime Stoppers is a community wide organization developed for the purpose of reporting any type of criminal activity. The reporting person can remain anonymous and a reward is given if the information results in an arrest or conviction.

**(5) A STATEMENT OF POLICY CONCERNING THE MONITORING AND RECORDING THROUGH LOCAL POLICE AGENCIES OF CRIMINAL ACTIVITY AT OFF-CAMPUS STUDENT ORGANIZATIONS WHOSE PARTICIPANTS ARE STUDENTS OF THE INSTITUTION. THE OFF-CAMPUS STUDENT ORGANIZATIONS ARE THOSE RECOGNIZED BY THE INSTITUTION, INCLUDING STUDENT ORGANIZATIONS WITH OFF-CAMPUS HOUSING FACILITIES.**

MTI has no off-campus student organizations.

Adopted: 2/22/10; Revised 6/27/11

Crime Report:

MTI reports that it had no reported crime on campus in the 2010-11 academic year.

Registered Sex Offender Information:

A list of registered sex offenders within the city of Mitchell can be found on the Internet. Contact the Mitchell Police Department for more information.

Legal Sanction:

Students whose attendance at MTI will inhibit the education of other students at MTI may be placed on probation or suspended.

Support for Crime Victims:

Victims of crime will be given supportive services in academic scheduling, housing, etc., to assist them in pursuing their education in a non-threatening environment.

Crime Prevention Programs:

MTI sponsors programs to make students aware of the procedures to follow in the event they are victims of crime. Counseling is available in the Student Services office by a licensed counselor.

#### Alcohol and Drug Abuse Prevention Programs:

MTI sponsors programs to make students aware of problems associated with drug and alcohol abuse. Students with alcohol or drug abuse concerns will be referred to a licensed counselor.

### **Harassment Policy**

#### **Policy MTI 115**

Mitchell Technical Institute is committed to providing a learning and working environment free of harassment based on an individual's race, color, creed, religion, age, gender, disability, national origin or ancestry, mental and physical attributes, or any other status or condition protected by applicable federal or state law.

It shall be a violation of this policy for any student, Institute personnel, or visitor to harass any individual through: (i) conduct or communication of a sexual nature or, (ii) communication, disparaging a person's race, color, creed, religion, age, gender, disability, military status, ancestry or national origin, mental and physical attributes, or any other status or condition protected by applicable federal or state law. For the purpose of this policy, "Institute personnel" includes school board members, all Institute employees and agents, volunteers, contractors, and persons subject to the supervision and control of the Institute. This policy applies to violations that occur at the following locations: all Institute property; all Institute-sponsored, approved or related activities at any location; and when traveling to and from school and/or the workplace.

The Institute will investigate all complaints of harassment and appropriate action will be taken against the individual(s) who is found to have violated this policy.

Notification of this policy and applicable regulations will be posted in Institute buildings. Notice will also be advertised annually and included in all personnel and student handbooks.

#### **I. DEFINITIONS:**

**A. Harassment:** Harassment consists of conduct related to a person's race, color, religion, creed, age, gender, disability, military status, national origin or ancestry, mental and physical attributes, or any other status or condition protected by applicable federal or state law, when the conduct is so severe, pervasive, and objectively offensive that it has the purpose or effect of:

1. Creating an intimidating, hostile, or offensive working or academic environment through verbal, non-verbal or electronic means of communication.
2. Substantially or unreasonably interfering with an individual's work performance, which deprives the staff member access to employment or deprives the student of academic opportunities.

3. Retaliating against any person who reports alleged harassment as set forth in Section III of this regulation.

**B. Sexual Harassment:** Sexual harassment is any unwelcome sexual advance(s), request(s) for sexual favors, or other verbal, physical, and/or visual contact(s) of a sexual nature, or communication of a sexual nature when:

1. Submission to such conduct or communication is made, either explicitly or implicitly, during a term of a person's initial employment; or
2. Submission to or rejection of such conduct or communication by an individual is used as the basis for employment or educational decisions affecting the individual; or
3. Such conduct or communication has the purpose or effect of interfering with an individual's work or education, creating an intimidating, hostile, or offensive working or educational environment; or
4. Such conduct is so severe, pervasive, and objectively offensive that such conduct or communication has the purpose or effect of depriving the employee access to employment opportunities or benefits provided by the school Institute or depriving a student of educational opportunities.

Sexual harassment may include, but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, gender-motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. Unwelcome behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning the individual's employment or educational level; or
5. Unwelcome behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational level.

## **II. Reporting Incidents of Harassment**

Any person who believes s/he has been the victim of harassment, as defined above, by a student, an employee of the Institute or a third party such as a contractor or a visitor, shall report the alleged acts immediately to the designated administrator.

### **Informal Procedures**

The Institute is committed to the prompt and equitable resolution of all reports or complaints. An individual may voluntarily choose informal measures, but will be informed of the options and time lines available in the formal complaint procedures. Early action or reporting assists in stopping the unwelcome or offensive behavior. Additionally, notes or journals including dates, times, places, witnesses, and nature of the incident help in the process. Informal steps may include: (1) advising an individual that his/her behavior is unwelcome, offensive, or inappropriate, and (2) notifying another individual of the behavior.

### **Formal Procedures**

At any time, an individual may choose to initiate a formal procedure by reporting it to the designated administrator.

**A. Harassment Report:** A harassment report will be completed by the person filing the complaint or by the designated administrator. Information included in the report should include, but is not limited to, the following:

- Date report is filed
- Complainant's name and address
- Date(s) of the incident(s)
- Description of the incident(s)
- Name(s) of the person(s) involved in the incident(s)
- Name(s) of any witness(es) to the incident(s)
- What action, if any, has been taken
- Requested resolution of the complaint
- Signature of the complainant will be requested, but not required

**B. Institute-wide:** The school board hereby designates the Vice-President for Academic Affairs as the designated administrator to receive reports or complaints of harassment from any individual, employee, or victim of harassment. If the complaint involves the designated administrator, the complaint shall be filed directly with the President of the Institute. If the complaint involves the President, the complaint shall be filed directly with the superintendent of the Mitchell School Institute 17-2 as applicable. If the complaint involves the superintendent, the complaint shall be filed with the Vice-President for Academic Affairs of Mitchell Technical Institute as appropriate. The Institute shall post on employee bulletin boards and on the respective web sites the name of the designated administrator including a mailing address and telephone number.

**C. Submission of a Complaint or Report of Harassment:** Submission of a complaint or report of harassment will not affect the individual's employment or work assignments.

**D. Confidentiality:** The Institute will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the Institute's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

**E. Procedure:** The complaining employee will be asked to put the facts surrounding the conduct in writing on a form provided by the Institute that includes, but is not limited to the following: complainant's name and address; date of the incident; type of harassment; description of the incident; name of any witness; what action, if any, has been taken; and the signature of the complainant.

**F. Required Reporting:** If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, the designated administrator shall comply with all mandatory state reporting requirements including, but not limited to, contact with the State Department of Social Services or police authorities.

### **III. Institute Investigation and Action**

**A.** The designated administrator will conduct an investigation to gather data regarding the alleged discrimination, take appropriate action regarding the complaint, and render a decision in writing to the complainant, with a copy to the President and Superintendent, within fourteen (14) calendar days of receipt of the formal complaint. The date of receipt of the complaint will be that date as stamped on the complaint when received in the office of the designated administrator.

**B.** In determining whether alleged conduct constitutes harassment, the following will be included in conducting the investigation: the surrounding circumstances, the nature of the advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

**C.** The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

**D.** In addition, immediate steps may be taken at any point in the investigation to protect the complainant, students, and employees pending completion of an investigation of alleged harassment.

**E.** During the investigation all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the designated administrator along with the filing of the complaint, notification of any investigation, or the filing of any appeal.

**F.** If the complainant is not satisfied with the decision rendered by the designated administrator, s/he may appeal the decision to the President within seven (7) calendar days following receipt of the decision. The appeal must include the original complaint form, a copy of the decision from the designated administrator, and a written statement as to a reason for the appeal. The date of receipt of the appeal will be that date as stamped on the appeal when received in the office of the President.

**G.** The President or designee will review the materials submitted, may investigate the circumstances, and respond in writing within fourteen (14) calendar days from the date of the appeal. At the President's level, the appeal process may or may not include a conference with the parties involved.

**H.** If the complainant is not satisfied with the decision rendered by the President, s/he may appeal the decision to the superintendent within seven (7) calendar days following receipt of the decision. The appeal must include the original complaint form, copies of the decisions from the designated administrator and the President, and a written statement as to a reason for the appeal. The date of receipt of the appeal will be that date as stamped on the appeal when received in the office of the superintendent.

I. The superintendent or designee will review the materials submitted, may investigate the circumstances, and respond in writing within fourteen (14) calendar days from the date of the appeal. At the superintendent's level, the appeal process may or may not include a conference with the parties involved.

J. If the complainant is not satisfied with the decision rendered by the superintendent, s/he may request a hearing in executive session with the school board. The request for hearing must be submitted within seven (7) calendar days through the superintendent's office. The hearing will be scheduled within thirty (30) calendar days from the request for the hearing. The date of the request for the hearing will be that date as stamped on the request when received in the office of the superintendent. The involved parties will be notified in writing of the date and time of the scheduled hearing.

K. The school board will render a decision in writing within fourteen (14) calendar days of the hearing to both the complainant and the individual(s) against whom the complaint is filed.

**IV. Prohibition against Retaliation:** The Institute will discipline any individual who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a harassment complaint.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against an individual. If any school personnel or student who has filed a complaint or has testified, assisted, or participated in the investigation of harassment believes that s/he has been retaliated against because of his or her participation, s/he should follow the procedures set forth above.

This applies to retaliation that occurs through verbal, non-verbal, or electronic means of communications on school grounds when engaged in school activities, or when individuals are traveling to and from school.

**V. False Charges:** False accusations can have a serious detrimental effect on innocent parties. Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action.

**VI. Uncomfortable Situations:** The Institute recognizes that not every uncomfortable situation constitutes harassment. However, all reported situations will be investigated.

**VII. Discipline:** Any Institute action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements and Institute policies. The Institute will take such disciplinary action or other legal action that it deems necessary and appropriate, including, but not limited to, warning, suspension, or immediate discharge to end harassment and prevent its recurrence.

**VIII. Personnel and Student Records:** No record of a complaint shall be placed in the personnel file of an administrator, faculty member, or staff member or in the personal file of a



student if the complaint is found to be unsubstantiated and without merit. If a complaint is substantiated, an official notation will be placed in the personnel file of the administrator, faculty member, or staff member or in the personal file of the student against whom the complaint was filed, and any official punitive action will be noted in the file.

If a complaint is found to be unsubstantiated and without merit at either the informal or formal level, the only record that will be retained will be the name of the complainant, the name of the individual against whom the complaint was made, the date the complaint was first brought to the attention of the Institute, a general statement of the nature of the complaint, a statement that the complaint was found to be unsubstantiated and without merit, and the level at which such determination was made.

If after initial counseling on options or unsuccessful mediation the complainant does not wish to pursue the complaint and the Recipient does not initiate formal procedures, the only record that will be retained will be the name of the complainant, the name of the individual against whom the complaint was made, the date the complaint was first brought to the attention of the Institute, a general statement of and the nature of the complaint, and a statement that the complainant elected not to pursue the matter.

All records generated at any level in the handling of a complaint where it is determined an individual has been guilty of sexual harassment shall be retained by the Institute.

All records maintained pursuant to RECORDS shall be retained permanently in a locked file in the office of the superintendent. A statement shall be affixed to the file indicating that the contents thereof are being privileged as confidential and that access to the records contained in the file requires the written permission of the superintendent. A record will be maintained of those obtaining access to the file, which record will contain the name of the individual obtaining access, the date, the reason, and the particular record or records reviewed.

Legal Reference: Title VII of the Civil Rights Act of 1964  
Title IX of the Education Amendments of 1972  
South Dakota Executive Order 81-08

Adopted: 2/22/10

## **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 of this policy and 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 a Student Services coordinator.

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.

### **Equal Opportunity Statement Policy MTI 116**

Mitchell Technical Institute is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, creed, religion, age, gender, disability, military status, national origin or ancestry, or any other status or condition protected by applicable federal or state statutes.

The Institute will:

- 1) recruit, hire, train and promote persons in all job titles without regard to race, color, creed, religion, age, gender, disability, military status, national origin or ancestry, or any other status protected by applicable federal or state law.
- 2) ensure that all personnel actions affecting compensation, benefits, transfers, layoffs, training, education and other programs will be administered without regard to race, color, religion, age, gender, disability, military status, national origin or ancestry, or any other status or condition protected by applicable federal or state law.

Inquiries concerning Title VI and Title IX may be referred to the following designated administrator:

For post-secondary technical education programs and services for the Mitchell Technical Institute, located in Mitchell, South Dakota, contact the Vice-President for Academic Affairs, Mitchell Technical Institute, 1800 E. Spruce St., Mitchell, SD 57301.

Inquiries can also be directed to the Regional Office of Civil Rights at the following:  
U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302; Tel: 816-268-0550.

Notification of this policy and applicable regulations will be posted in all buildings. Notice shall also be placed in all student and employee handbooks.

### **Resolution of Complaints**

A complaint may be filed when it is felt that a violation of the Policy on Equal Opportunity has occurred. Such action is defined as a complaint dealing with discrimination on the basis of race,

color, creed, religion, age, gender, disability, military status, national origin or ancestry, or any other status or condition protected by applicable federal or state law.

A complaint relating to the Policy on Equal Opportunity may be filed by a job applicant, an employee, or other citizen. Confidentiality will be maintained at each level of the complaint procedure.

### **Informal Procedure**

The complainant is encouraged to attempt to resolve the complaint informally by working with the administrator most directly involved in the situation before filing a formal complaint. However, it is understood that for some complaints this may not be appropriate.

### **Formal Procedures**

1. A formal complaint of discrimination may be filed with the designated administrator at Mitchell Technical Institute. The formal complaint shall be maintained in a file with the designated administrator as identified.
2. A discrimination report will be completed by the person filing the complaint or by the designated administrator. The report information should include, but is not limited to, the following:
  - Date report filed
  - Complainant's name and address
  - Date(s) of the incident(s)
  - Description of the incident(s)
  - Name(s) of the person(s) involved in the incident(s)
  - Name(s) of any witness(es) to the incident(s)
  - What action, if any, has been taken
  - Requested resolution of the complaint
  - Signature of the complainant will be requested, but not required
3. The designated administrator will conduct an investigation to gather data regarding the alleged discrimination, take appropriate action regarding the complaint and render a decision in writing to the complainant within fourteen (14) calendar days of receipt of the formal complaint.
4. If the complainant is not satisfied with the decision rendered by the designated administrator, s/he may appeal the decision to the President within seven (7) calendar days following receipt of the decision. The appeal must include a written account of the original complaint, a copy of the decision from the designated administrator, and a written statement as to a reason for the appeal. The date of receipt of the appeal will be that date as stamped on the appeal when received in the office of the President.
5. The President or designee will review the materials submitted, may investigate the circumstances, and will respond in writing within fourteen (14) calendar days from the

appeal. At the President's level, the appeal process may or may not include a conference with the parties involved.

6. If the complainant is not satisfied with the decision by the President, s/he may appeal the decision to the superintendent within seven (7) calendar days following receipt of the decision. The appeal must include a written account of the original complaint, copies of the decisions from the designated administrator and the President, and a written statement as to a reason for the appeal. The date of receipt of the appeal will be that date as stamped on the appeal when received in the office of the superintendent.
7. The superintendent or designee will review the materials submitted, may investigate the circumstances, and respond in writing within fourteen (14) calendar days from the appeal. At the superintendent's level, the appeal process may or may not include a conference with the parties involved.
8. If the complainant is not satisfied with the decision rendered by the superintendent, s/he may request a hearing in executive session with the school board. The request for hearing must be submitted within seven (7) calendar days through the superintendent's office. The hearing will be scheduled within thirty (30) calendar days from the requested hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing.
9. The school board will render a decision in writing within fourteen (14) calendar days of the hearing to both the complainant and the individual(s) against whom the complaint is filed.
10. Either party may have representation present at each step once the investigation is completed. If either party elects to be represented at any step of the complaint procedure, the names of these representatives must be declared in writing at least five (5) calendar days prior to that step.

Legal References:     Title IX  
                              Title VI  
                              Section 504 of the Rehabilitation Act of 1973  
                              Americans with Disabilities Act of 1990

Adopted 2/22/10; Revised 6/27/11

## **Student Communicable Diseases Policy MTI 514**

Students who are afflicted with a communicable, contagious, and/or infectious disease or who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school attendance.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the Vice-President for Academic Affairs or designee.

In situations where the decision requires additional expertise and knowledge, the Vice-President for Academic Affairs will refer the case to an advisory committee for assistance in the decision making.

The advisory committee may be composed of:

- 1) a representative from the State Health Department;
- 2) the student's physician;
- 3) the student's parents or guardian(s);
- 4) the Vice-President for Academic Affairs or designee.

In making the determination, the advisory committee shall consider:

- 1) the medical condition of the student;
- 2) the expected type(s) of interaction with others in the school setting;
- 3) the impact on both the infected student and others in that setting;
- 4) the South Dakota Department of Health guidelines and policies; and
- 5) the recommendation of the County Health Officer, which may be controlling.

The advisory committee may officially request assistance from the State Department of Health.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the Vice-President for Academic Affairs:

Information will be provided, as appropriate, to school employees who have regular contact with the student as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource.

Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a health environment.

REFERENCE: Control of Communicable Diseases, 14th Ed., 1985--Abram S. Benenson, Editor. LEGAL REF.: SDCL 13-28-7.3

Adopted: 2/22/10

## **Smoke Free School Policy MTI 518**

The negative effects of smoking on persons who smoke and persons occupying smoking areas are well documented. Mitchell Technical Institute is committed to encouraging healthful living styles and healthful working environments. Because of this commitment, the following policy will apply:

Mitchell Technical Institute will be tobacco/smoke free in all buildings and vehicles. Outside designated smoking areas at each MTI building may be provided. Smoking

is prohibited except for the designated smoke area.

Adopted: 2/22/10

## **Fair Use Guidelines (Copyright Law) Policy MTI 551**

The current copyright law is encoded in the U.S. Copyright Act of 1976 and its later amendments. Copyright is a statutory privilege extended to creators of works fixed in a tangible medium of expression. Copyright laws legally protect the potential monetary value of creative endeavors as a way of encouraging the producers of information and entertainment to publish their work, and thus to share it with others. The Copyright Act also sets forth four factors that courts are to consider in determining whether copying of someone else's work is permitted by the doctrine of fair use.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit or educational purposes,
2. the nature of the copyrighted work,
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. the effect of the use upon the potential market for or value of the copyrighted work.

## **Guidelines for Off-Air Recording and Videotapes**

Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes is a product of a congressional committee and is not a part of the law. It does serve as the authority for taping off-air for educational purposes.

The copyright owner has exclusive rights to:

1. reproduce the work,
2. prepare a derivative work,
3. distribute the work,
4. perform the work publicly, and
5. display the work publicly.

In order for a school to use a video without paying royalties for a public performance, all four of these criteria must be met:

1. the use must take place in a classroom or similar place of instruction,
2. the use must be part of the regular instructional process and not recreational,
3. the use must be in the course of face-to-face teaching activities, and
4. the video recordings must be a lawfully made or acquired copy.

There are nine basic guidelines that you need to consider when video recording.

1. Recorded shows cannot be kept for more than 45 days after the recording date.

2. Recorded shows can only be shown within the first ten days of that 45 day period.
3. Off-air recordings can only be made through a teacher request, not by someone in anticipation of a need.
4. The recorded shows can only be shown two times within any single class, with the second time being only for reinforcement.
5. After the ten days, the recordings can only be reviewed by the teacher for the possible purchase and inclusion into the curriculum.
6. If several teachers ask for the same program, duplicate copies can be made to fill the requests. These copies are subject to the same restrictions listed above.
7. The recordings are not to be altered in any way, though you don't have to show a recording in its entirety.
8. All copies must include the copyright notice as recorded on the broadcast program.
9. These guidelines apply only to non-profit education institutions, which are expected to establish control procedures to make sure these guidelines are met.

### **General Rules of the Law for Educational Photocopying**

Teachers can do the following copying for his/her own scholarly research or use in teaching or preparing to teach a class. Multiple copies (one copy per student in a course) can be made if it meets the criteria of brevity, spontaneity, and cumulative effect and if each copy contains a notice of copyright.

1. Brevity: Following are the guidelines for the amount that can be copied.
  - A complete poem printed on no more than two pages or an excerpt from a longer poem not to exceed 250 words copied in either case.
  - A complete article, story, or essay of less than 2,500 words can be copied in its entirety. For other kinds of prose, such as a play, a novel, or a letter, a copy must not be more than 100 words or ten percent of the whole, whichever is less. No matter how short the work, one may legitimately copy an excerpt of 500 words.
  - One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.
2. Spontaneity: Copying is done by the teacher when there is not a reasonable length of time to request and receive permission to copy.
3. Cumulative Effect: The copying is only for one course and only nine instances of multiple copying per course during one class term is allowed. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

Note: Short works, such as children's books (picture books) are often less than 2,500 words cannot be copied as a whole; but an excerpt of **not more than two published pages** or ten percent of the book, whichever is the less.

You do not have permission to copy if:

1. copying is done to create or replace or substitute for anthologies, compilations, or collective works,
2. the item is consumable (examples: workbooks, exercises, standardized tests, etc.),
3. you are in any way substituting for purchasing books, periodicals, etc.,
4. you intend to charge the student more than what the item actually cost to copy, and/or
5. you intend to use it term after term.

## **Library Photocopying**

### **Unsupervised Copying Equipment**

1. A library and its employees are relieved of liability for copyrighted infringement resulting from unsupervised use of copying equipment located on its premises, provided that:
  - a. The library must display on the equipment a notice that making of the copy may be subject to the copyright law.
  - b. Wording for notice recommended by the American Library Association: NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17 U.S. CODE) GOVERNS THE MAKING OF COPIES OF COPYRIGHT MATERIALS. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

## **General Guidelines for CD-ROMS's and Computer Software**

### **Software Copyright Protections**

1. Make sure you are only loading software onto as many machines as you have licenses. If you buy a "stand-alone" copy, you may only have that software on one machine. If you buy a lab pack of ten, you can load ten machines. Make sure you know the number of machines that are served with a site or network license.
2. You should not multiple load "drivers" from a stand-alone CD-ROM since those are also copyrighted.
3. If you buy an "upgrade" of a program, that then becomes your only legal copy of that program. The old copy must be archived or discarded but cannot be loaded on other machines in the Institute.
4. It is against copyright for a teacher to take home an original disk of a software program he/she is using at school and load it onto a computer at home. The reverse would also be true.
5. Make sure you are following the rules set up by the publisher if you load "shareware" or "freeware" programs.
6. Old copies of computer programs can be given away but should not be used in the building once they are designated "withdrawn" or no longer usable.
7. If you buy a hybrid or hybrid CD-ROM and pay for only a stand-alone version, you can load the drivers on the platform you choose. Once you've chosen the platform that is the only legal place the CD can be.
8. You can legally use one program with one student or group of students as long as you're only on one machine.
9. Anything a student would create and put on disk belongs to the student and not the school.



10. Make sure you know the copyright that applies when you go to download material off of the Internet. If the site asks you not to download, then don't.
11. Be aware that even if you load a program with the intent of immediately removing it and it is already loaded on another machine, that is a copyright violation. All programs that have been on a machine, even deleted ones, leave a footprint that is detectable for a considerable period of time.
12. If you are given donated software, please respect the intent of the program, i.e., stand-alone, etc. Keep all paperwork on the donation. Please realize that technical support that came with the disk when purchased will probably not transfer to you.
13. Taking parts of a program to use in separate creation can be a violation of copyright. Always give the correct credit and make sure you follow the new multi-media fair use guidelines.
14. Make sure you always have back-up and bootable disks that are updated in case of a computer crash. Make sure networks are backed-up on a regular basis. Make sure your back-up disks, tapes, etc., are kept in a fireproof area.
15. If a school consolidates or moves to a new building, the software normally can transfer with you. You might have to reregister the software to keep your technical support going if a new name is used.
16. It is best for your students in programming classes to stay away from commercial games to help them develop their own. All of the graphics, sounds, motions, coding, etc., is copyrighted and these publishers are very aggressive in prosecuting these kinds of cases.

### **The Internet and Copyright**

A new Internet Copyright Law called the Digital Millennium Copyright Act was passed in December of 1998. The Internet is a fixed medium. This includes pictures, sounds, motion media, e-mail, etc.

When in doubt, ask for permission or make sure you stay within the multi-media guidelines.

At this time, it is permissible to link to another site without permission, however, it is nice to let their web master know that you have linked.

You normally can download one copy of an article, etc., to make multiple copies you would need permission.

Intellectual property rights are a hot topic at this time. Most sites that know they could have copyright problems list very clearly what they give you as rights. If a site lists their copyright policy, please follow it. Remember, sites know who you are and when you download.

Be very careful if a web site gives you free copyright with pictures, sound, or video. They may not have the right to do so. If you do download off one of these sites, make sure you copy their permission to you to copy and use anything you would like off of their site.

### **Fair Use Guidelines for Multi-Media**

1. You may use ten percent or three minutes, whichever is less, of a motion media work.

2. You may use ten percent or 100 words, whichever is less, to incorporate into a multi-media project. An entire poem of less than 250 words can be used, but not more than three poems by the same poet or five poems by different poets from any one anthology. For poems of greater length, 250 words can still be used, however, no more than three excerpts by one poet or five excerpts by different poets from a single anthology.
3. Up to ten percent, but never, more than 30 seconds of music and lyrics of a copyrighted piece of work. You may not alter a piece of music so that it changes the basic melody or fundamental character of the work. This pertains to music and music videos.
4. Photos and illustrations: No more than five images by the same artist or photographer. No more than ten percent of 15 images, whichever is less, from a collective work.
5. Databases: Up to ten percent or 2500 fields or cells, whichever is less. Field entry is defined as a specific item of information, such as a name or Social Security Number. A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.
6. You may not have more than two usable copies made of these kinds of projects. One can be placed on reserve status. Multiple creators can each have a copy.
7. Once you do anything outside of these guidelines that apply to a classroom setting or classroom based project, you must get all permissions that are necessary. These projects cannot be placed on the Internet, particularly, without all the permissions granted.
8. Generally, a student multi-media project can be used by the student and kept in his/her portfolio for job seeking purposes.
9. Be very cautious in using any kind of media off of the Internet. Most of the material is copyrighted and enjoys the same protection as any other copyrighted work.
10. There should be a notice on the first screen of every multi-media work that certain material in the presentation was utilized under the multi-media fair use exemption.
11. If you go beyond the classroom project framework, you must seek the proper copyright permission.
12. You may make alterations in portions of a copyrighted work only if the alterations support specific instructional objectives. You need to note in your presentation that these alterations have been made.
13. Reproducing or decompilation of copyrighted computer games or code or control mechanisms of same, even for educational use, are outside the scope of these guidelines. There are actual laws covering this issue.

### **Copyright Guidelines for Music**

#### Permissible Uses:

1. Emergency copying allows copies to be made to replace purchased copies which may not be available by performance time. However, you still must purchase these copies when they arrive.
2. Copying for the Academic Use Other Than Performance
  - Only one copy per student is allowed. No more than ten percent of a work can ever be copied. Single or multiple copying of a section cannot comprise a performable unit like a section, movement, or aria.
  - Exception to the above rule can be made if:
    - a. one has confirmation from the copyright holder that the units is out of print  
or

- b. the unit is unavailable except in a larger work.
  - This copy can be made by or for a teacher for the purpose of scholarly research or preparation for a class.
3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted, or the lyrics, if any, are not distorted, and no lyrics are added.
  4. A single copy of a student's performance can be made for purposes of evaluation and rehearsal. This copy can be retained by the educational entity of the student.
  5. A single copy of a sound recording, i.e., a tape, disc, record, or cassette, may be made from the originals which are owned by the educational organization or the teacher for the purpose of constructing aural exercises or examinations and may be retained by the institution or the individual teacher.

Please note that a sound recording may involve three copyrights: one for the music itself, a second for the recording, and a third on the arrangement. If the sound recording is to be used in a public performance or a derivative work will be made, permission must be granted by all copyright owners. Even if the music is in the public domain, the arrangement of the music may not be.

### **Copyright Guidelines for Distance Learning Courses**

Guidelines for distance learning classes are being developed by the Department of Education (DE) of South Dakota. The district will follow these as they become available.

### **REPRODUCTION OF COPYRIGHT MATERIALS**

#### **Works Protected by Copyright**

Copyright protection extends to literacy works, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works including television, and sound recording.

Unpublished works by U.S. and foreign authors are protected by the new copyright statute, as are published work by U.S. authors. The published works of foreign authors are subject to copyright under certain conditions, including coverage under national treaties such as the Universal Copyright Convention.

U.S. government works are excluded. Works produced for the U.S. government by its officers and employees are not subject to copyright.

#### **District Procedure**

Copyright materials, be they print or nonprint and including computer software, will NOT be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the Districts' copyright position are in violation of Board policy and the law and assume all liability and responsibility related thereto.

Guidelines shall be developed and made available to all employees of the district to insure the fair use of copyright work.

The Vice-President for Academic Affairs is responsible for establishing practices, which will enforce this policy.

## **REGULATIONS**

### **1. Purpose**

The Board recognizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the "fair use" doctrine. P.L. 94-553 Sec. 107

### **2. Definition**

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes.

**a. THE PURPOSE OF CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship and must be nonprofit.

**b. THE NATURE OF THE COPYRIGHTED WORK.** Staff may make single copies of; book chapters for use in research, instruction or preparation for teaching; articles for periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers in accordance with these guidelines.

**c. THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.

**d. THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

### **3. Authority**

Staff may make copies of copyrighted school district materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the Vice-President for Academic Affairs. Staff members who fail to follow this policy may be held personally liable for copyright infringement.

### **Permitted copies**

1. Multiple copies, not exceeding more than one per student, may be made for classroom use or discussion if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

a. Brevity

- \* A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
- \* Complete articles, stories or essays of less than 2500 words or excerpts from prose works not more than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
- \* Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;
- \* One chart, graph, diagram, drawing, cartoon or picture book, book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose.

b. Spontaneity

- \* Should be at the "instance and inspiration" of the individual teacher.

c. Cumulative Effect

- \* Teachers are limited to using copied material for only one course in the school in which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current new periodicals, newspapers and current news sections of other periodicals.

2. A library or archive may reproduce one copy or recording of a copyrighted work and distribute it if: the reproduction or distribution is made without any purpose of direct or indirect commercial advantage; the collection of the library or archives is open to the public, or available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and if the reproduction or distribution of a work includes a notice of copyright. Libraries and their employees are not liable for unsupervised use.

3. Copies of materials for "face-to-face" teaching activities involving performances or displays made by students or instructors, religious services, live performances without commercial advantage, and the use of instructional broadcasts are permitted.

### **Prohibited Copies**

1. The act prohibits using copies to replace or substitute for anthologies, consumable works or compilations or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints nor periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a "higher authority" and students cannot be charged more than actual cost of photocopying.
2. Schools must be licensed to play copyrighted music where the performer is paid or admission is charged, even if the admission is used to cover refreshment costs.
3. Jukeboxes must be licensed and a certificate of license must be displayed on each machine.
4. Recording copyrighted audiovisual works (such as broadcasts) and using them in the classroom is not fully resolved in the new law. When such use is contemplated, a request for an approved method of such use shall be made to the superintendent's office.
5. Employees and students should be aware that copying materials through the use of camera equipment, including those in cell phones, falls under the same laws and guidelines as other forms of copying.

Adopted: 2/22/10

### **Student Publications Policy MTI 937**

Students will enjoy the constitutional rights of freedom of expression. They will have the right to express their views in speech, writing, or through any other medium or form of expression within limitations comparable to those imposed on all citizens but specifically designed for an educational setting.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

Review of content prior to publication is not censorship, but part of the educational process as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the Institute) enjoys freedom to determine what it will and will not publish.

## Distribution of Literature

Students have a right to the distribution of literature on MTI grounds and in MTI buildings, except that the Vice-President for Academic Affairs may prohibit the distribution in school buildings of a specific issue or publication if it does not comply with rules for responsible journalism. The Vice-President may require that no literature be distributed unless a copy is submitted in advance.

The time, place, and manner of distribution of literature will be reasonably regulated by the Vice-President for Academic Affairs.

Adopted: 2/22/10

## **Distance Education Policy MTI 977**

Mitchell Technical Institute believes that distance education courses can be an effective means of instruction for students. Distance learning modes, such as DDN, outreach, and online, will be part of MTI's educational program delivery system to increase accessibility and flexibility in the delivery of instruction.

All distance education programs and courses will be consistent with Mitchell Technical Institute's instructional goals, curriculum frameworks and assessments, and accredited as required by the Higher Learning Commission. The administration is directed to periodically review instructional materials of virtual/online courses to ensure they meet program standards. Further, such courses must provide the opportunity for rigor, and substantial, timely interactions among staff and students.

Additional fees, if any, related to virtual/online coursework will be established annually by the Board.

MTI will assure the integrity of its distance education coursework through the use of methods such as, but not limited to: 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.

Adopted: 2/22/10

## **Equal Educational Opportunities Policy MTI 1002**

All students attending Mitchell Technical Institute will have equal educational opportunities. The Institute will not discriminate on the basis of race, color, creed, religion, sex, handicap, economic status, national origin, or ancestry in its policies or programs.

To accomplish this policy on nondiscrimination, the Institute will make every effort to provide all students equal access with respect to admission or membership in school-sponsored organizations, clubs, or activities; access to facilities; distribution of funds; academic evaluations; or any other aspect of school-sponsored programs or activities.

The Institute recognizes, however, that in implementing this policy students vary widely in capabilities, interests, and social and economic background, and that no two students can be treated exactly alike if the fullest development of each is to be achieved.

LEGAL REFS.: Civil Rights Act of 1964, as amended in 1972, Title VI,  
Title VII Executive Order 11246, 1965, amended by Executive  
Order 11375 Education Amendments of 1972, Title IX (P.L. 92-318)  
45 CFR, Parts 81, 86 (Federal Register, June 4, 1975,  
August 11, 1975)  
The American Disabilities Act, July 26, 1990  
Education for All Handicapped Children Act (P.L. 94-142)  
Section 504 of the Vocational Rehabilitation Act of 1973  
SDCL 13-28-5; 13-28-6; 13-28-14

Adopted: 2/22/10

### **Student Handbook/Catalog Policy MTI 1003**

Many practices and procedures affecting students are found within the Mitchell Technical Institute Student Handbook and the Mitchell Technical Institute General Catalog. These documents shall be updated annually and shall be maintained and made available to students and staff on the MTI website. Students attending MTI shall be informed that they are responsible for the content of the Student Handbook and that it is their responsibility to comply with the provisions therein.

Adopted: 2/22/10

### **Weapons Possession Policy MTI 1033**

Students and nonstudents (including adults, visitors and staff) are not permitted to carry, possess, use, store, distribute, transfer or transport a weapon in or on any school property, vehicle, or premises, or in any other building or property being used for school purposes or functions. A "weapon" includes any controlled, dangerous or deadly item, destructive device or explosive, ballistic knife, stun gun, firearm or air gun, including those intended primarily for imitative or noise-making purposes. Pending revision: MTI reserves the right to inspect any person, carrying bag, and/or vehicle on campus when a violation of this policy is suspected.

This policy shall not apply to any weapon, device or other item which is being used by authorized individuals as a part of or in conjunction with school-related activities or functions.

For the purposes of this policy, the following definitions shall apply:

- (a) "Controlled weapons" shall include a firearm silencer, machine gun or short shotgun. A firearm silencer is any instrument, attachment, weapon or appliance for causing the firing of any gun, revolver, pistol or other firearm to be silent or intended to lessen or muffle the noise of the firing of any such



weapon. A machine gun is any firearm of whatever size and design that automatically discharges two or more cartridges by a single function of the firing device. A short shotgun is a shotgun with a barrel less than 18 inches long or with an overall length of less than 26 inches.

- (b) "Dangerous or deadly weapon" is any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm or which can be used or misused in a manner to cause death or serious bodily harm.
- (c) "Destructive device" is any bomb, grenade, explosive missile or similar device or any launching device therefore, or any breakable container which contains a flammable liquid with a flashpoint of 150 degrees Fahrenheit or less and has a wick or similar device capable of being ignited.
- (d) "Explosive" is any substance or combination of substances that is used for the purpose of detonation and which, upon exposure to any external or internal force or condition, is capable of a relatively instantaneous release of gas and heat.
- (e) "Ballistic knife" is a knife encased in a tubular metal sheath which when removed, uncovers a detachable blade that can be propelled by a spring mechanism operated at the push of a button.
- (f) "Stun gun" is any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system can cause temporary loss of voluntary muscle control of a person.
- (g) "Firearm" includes any weapon which is designed to expel a projectile by action of an explosive, or any other means, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas. This shall include BB guns, paint ball guns, and air guns.

If a student violates this policy, the Institute may apply sanctions in accordance to MTI's *Non-academic Probation, Suspension, and Expulsion* policy (Policy MTI 1036).

Staff who violate this policy shall be subject to personal discipline procedures and South Dakota Codified Law governing employment dismissal.

### **MTI Weapons on Campus Maintaining Compliance with MTI 1033**

Students and employees are prohibited from possessing firearms and other items defined as dangerous weapons by the SDCL on institutional premises, including both facilities and grounds, in compliance with MTI board policy 1033.

Exceptions allowed under this policy include the following:

- Any starting gun while in use at an athletic event;
- The ceremonial presence of any unloaded weapon at a color guard ceremony;
- Any weapon under the control of military personnel while carrying out official duties;
- Any otherwise lawful firearm held in a weapon storage facility operated by the Institution or while such firearm is being transported, unloaded in a firearm case, directly to or from such a storage facility; **(This exemption applies only to members of campus sponsored clubs and activities.)**
- Weapons carried by security personal on campus for special events or other duties as assigned by the President of the Institute;

### **Compliance Procedures**

1. Authorized weapons must be stored cased and unloaded when surrendered to Campus Operations for secure storage. If the weapon is surrendered for secured storage at Campus Operations, the individual will be required to sign and abide by a Weapons Storage Agreement. Weapons transported from storage must remain fully cased and unloaded until it is off campus grounds. The weapon must never be taken to campus housing or campus buildings other than the building housing weapons storage.
2. Students found to be in violation of this policy may face immediate expulsion. In the case of employee violations, the result may lead to immediate termination of employment.
3. Any employee or student who becomes aware of a violation of this policy should immediately notify one of the following individuals: the MTI Facilities Manager, Vice President of Technology, or an immediate supervisor.

### **Procedures for exceptions:**

1. If a weapon is necessary for academic purposes or for a special visiting group, a request must be provided in writing to the Facilities Manager two weeks in advance.
2. If event/activity is approved, the supervisor of the person having the weapon on campus must follow the activities of the event/activity from start to finish.
3. The Facility Manager will provide the plan for weapons storage and the resulting utilization of provided storage to the Vice President of Technology and the President for informational purposes only.
4. Any other exemption to this policy must be in writing from the President of the Institute and reported to the Facility Manager and the Vice President of Technology.

Adopted: 2/22/10; Revised: 8/22/12

## **Threats of Terrorism (South Dakota Codified Law 22-14A-24 through 22-14A-27)**

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

Any person who intentionally communicates a threat by leaving a substance or device, thereby causing either serious public inconvenience, or the evacuation or serious disruption of a building, place of assembly, facility of public school

transport, or a school related event, is guilty of communicating a terroristic threat. For the purposes of this section, a substance or device includes, but is not limited to, an actual or apparent dangerous weapon, destructive device, dangerous chemical, biological agent, poison, or harmful radioactive substance. A violation of this section is a Class 4 felony.

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

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

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

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

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

The provisions of 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, may not be construed to create any cause of action against any person based upon or arising out of any act or omission relating to any good faith response to a terrorist act or an attempted terrorist act.

**22-14A-22. FALSELY REPORTING A THREAT AS FELONY—RESTITUTION—MINOR TO PERFORM PUBLIC SERVICE.**

Any person who makes a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb,

dynamite, explosive, destructive device, dangerous chemical, biological agent, poison or harmful radioactive substance, is guilty of falsely reporting a threat. Falsely reporting a threat is a Class 6 felony. Any person found guilty of falsely reporting a threat shall pay restitution for any expense incurred as a result of the crime. The person is also civilly liable for any injury to person or property from the false report and any costs related to responding to the false report. If the person making the false report prohibited by this section is a minor, the court, in addition to such other disposition as the court may impose, shall require the minor to perform at least fifty hours of public service unless tried as an adult.

## **Drug-Free Campus**

### **Policy MTI 1035**

#### PHILOSOPHY

Student and employee safety is a paramount concern to the Mitchell Technical Institute, the Mitchell School District No. 17-2, and the Board of Education. Alcohol and drug dependency is an illness and a hazard that interferes with the ability to learn and function responsibly in the school setting and community. Persons under the influence of controlled substances, mood-altering or psycho-active chemicals are a serious risk to themselves and to others. MTI recognizes that chemical abuse (drug and alcohol) has become a serious problem in our country. Substance abuse problems are the responsibility of the individual, home, and community, with the schools sharing in that responsibility. We accept our obligation to establish a positive environment in which these problems can be addressed locally in a helpful and supportive rather than a punitive way. The intent of this policy is to promote healthy living through awareness, prevention, dependency education, and intervention.

#### LEGAL COMPLIANCE

It is the policy of Mitchell School District No. 17-2 that the unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance on property of the District or while a student of the District is engaged in an activity assigned as part of his/her involvement with the District is prohibited.

Students convicted of the possession of illegal drugs while receiving Title IV financial aid may have their financial aid suspended for up to 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 a year to the above suspensions.

#### INTERVENTION PROCEDURES

The student who violates this policy will be referred to the administration of Mitchell Technical Institute. Students of MTI must report any conviction of violating any statute regulating controlled substances within five (5) days of the conviction to the MTI administration. The student will be referred to legal officials, agents, or agencies when appropriate. Depending on the severity, the Institute may require chemical dependency evaluation and/or treatment by a trained chemical dependency counselor. Expenses incurred are the responsibility of the student.

The student may be expelled from a program in compliance with SDCL 13-32-4.

## PREVENTION

The objective of prevention is to promote the personal and social growth of individuals in order to avoid drug and alcohol related problems. Serious health risks are associated with abusers of drugs and alcohol. Heavy alcohol consumption can produce major, irreversible damage to the brain, heart, central nervous system, liver, other body systems, and may cause retardation, birth defects, and reduced weight to off-spring of pregnant women. Some of the effects of commonly abused drugs include: skin disorders, malnutrition, ulcers, brain damage, life threatening infectious and diseases, hallucinations, visual disturbances, convulsions, delirium, coma, speech and muscle impairment, violent behavior, loss of concentration and memory, nausea, constipation, increase in pulse rate, damage to liver and kidneys, blood and bone marrow, and death.

Students are encouraged to seek assistance for substance abuse problems. Students can be assured that voluntarily seeking assistance for these problems will not jeopardize the student's status in school and will be handled in a professional manner and confidentiality will be protected to the full extent permitted by law.

## STAFF DEVELOPMENT

Mitchell Technical Institute will provide and coordinate on-going training in the area of chemical health. In-service training will focus on skill development in implementation of chemical health curriculum, intervention, and facilitation of a team approach.

Legal Reference:      Public Law 100-690  
                                 SDCL 13-32-4  
                                 SDCL 34-20B-11 to 34-20B-26

Adopted: 2/22/10

## **Non-academic Probation, Suspension and Expulsion Policy MTI 1036**

The Board authorizes the President or Vice-President for Academic Affairs or their designee to place on probation, suspend or expel any student involved in any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board
- B. Conduct that substantially disrupts, impedes or interferes with the operation of any class or activity
- C. Conduct that substantially impinges upon or invades the rights of others

- D. Conduct that has resulted in conviction of the student of any criminal statute of the State of South Dakota or of the United States
- E. Disobedience of an order from a teacher, peace officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any Institute class or activity or substantial and material impingement upon or invasion of the rights of others
- F. Possession of or consumption of alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on Institute property
- G. Theft of any property belonging to MTI, faculty or staff, visitor or student
- H. Willful damage to or destruction of property belonging to the Institute, faculty or staff, visitor or student

Students will be afforded appropriate due process protections, including timely written notifications of all actions, and access to an appeal process in accordance with policies MTI 1044 and 1045.

Adopted: 2/22/10; Revised: 6/28/10

## **Student Interrogations, Searches and Arrests Policy MTI 1042**

Mitchell Technical Institute administrators are authorized to make searches of persons, personal effects, lockers and automobiles under the conditions outlined below.

### **Personal Searches**

A student's person and/or personal effects (e.g. purse, back pack, book bag, etc.) may be searched when an administrator has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or contraband items. If a pat down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school administrator or designee of the same gender with another adult of the same gender present as witness.

A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees or visitors on the school premises are threatened. Such a search may only be conducted in private by a school administrator or designee of the same gender, with an adult of the same gender present, unless the health or safety of students will be endangered by the delay caused by following these procedures.

If a personal search of a minor has been conducted, the administration will inform the parent/guardian by the end of the day. If circumstances do not allow that, a certified letter will be sent.

### **Locker Searches**

Although school lockers are temporarily assigned to individual students, they remain the property of MTI at all times. However, students are expected to assume full responsibility for

the security of their lockers. Students are not to share lockers unless thus assigned by the administration, nor should they share their locker combinations with other students.

#### Maintenance Searches

MTI has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, periodic inspection of lockers is permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by the institute's staff if so instructed by an administrator at any time without notice, without the student's consent and without a search warrant.

Any contraband discovered during such searches will be confiscated by the administration. The administration may refer a student to outside agencies for assistance depending upon the severity of the situation.

#### Non-maintenance Searches

A student's locker and its contents may be searched when an administrator has a reasonable suspicion that the locker contains illegal, unauthorized, or contraband items. Such searches should be conducted in the presence of another adult witness. Emergency situations may necessitate a search with or without the student's knowledge or consent. Two adults should be present in all cases. Whenever possible the student should be aware of and be involved in a search of such property.

#### **Vehicle Searches**

Students are permitted to park on MTI premises as a matter of privilege, not a right. The Institute retains authority to conduct routine patrols of the student parking lots and inspections of the exterior of vehicles. The interior of a student's vehicle on the school premises may be searched by an administrator if the administration has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. Such searches must always involve two adults. Whenever possible the student should be aware of and be involved in a search of the vehicle.

#### **Law Enforcement Involvement**

Any search and/or seizure by law enforcement officials will occur only when law enforcement officials properly advise school personnel that they have lawful authority to conduct the search and/or seizure.

#### **Informing Students and Parents**

Mitchell Technical Institute shall inform students and parents/guardians of minors of this policy regarding searches and provide written copies on request.

Adopted: 2/22/10

#### **Student Due Process Rights Policy MTI 1044**

All students are entitled to due process when they are subjected to disciplinary actions such as suspension or expulsion. 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;
- (2) The student is given an oral or written explanation of the facts that form the basis of the proposed suspension; and
- (3) The student is given an opportunity to present his version of the incident.

The student may appeal the imposed disciplinary action as specified in policy MTI 1045.

Adopted: 2/22/10; Revised 6/28/10

## **Student Complaints and Appeals**

### **Policy MTI 1045**

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

The Institute desires student complaints and appeals, including appeals of disciplinary consequences, to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the President in instances when this becomes necessary. Therefore:

1. Any student, or his/her parent or guardian if the student is of minority age, will be provided the opportunity to discuss with the instructor a decision or situation which he/she considers unjust or unfair.
2. If the incident remains unresolved, the student, or his/her parent or guardian if the student is of minority age, or the instructor may bring the matter to the attention of the Vice-President for Academic Affairs for his/her consideration and action.
3. If the matter is still unresolved after the procedure outlined above, it may be brought to the President for his/her consideration and action.

The President's decision will be final.

Adopted: 2/22/10; Revised 6/28/10

## **Student Grievance Policy & Procedures**

### **Policy MTI 1046**

#### **I. POLICY**



It is the policy of Mitchell Technical Institute to provide a learning and working environment free from discrimination. To that end, Mitchell Technical Institute requests students and staff to assist the Institute in identifying barriers to a discrimination-free learning and working environment. The following grievance procedure is provided as an avenue for the processing of complaints toward the prompt, equitable, and appropriate elimination of unlawful discrimination from the learning and working environment.

## II. DEFINITIONS

- A. Grievance: a complaint alleging a violation of any policy, procedure, or practice which would be prohibited by Title IX, Section 504, and other federal and state civil rights laws, rules, and regulations. Complaints of other natures should be pursued under Policy MTI 1045: Student Complaints and Appeals.
- B. Title IX: of the Education Amendments of 1972, the 1975, and 1980 implementing regulations, and any memoranda, directives, guidelines, and subsequent legislation or regulation that may be issued
- C. Section 504: of the Rehabilitation Act of 1973.
- D. Federal and State Civil Rights Laws, Rules, and Regulations: 1964 Civil Rights Act, Title VI, Title VII as amended, Title IX, Age Discrimination Act of 1967 and 1975 as amended, Equal Pay Act of 1963, Section 504, the Constitution of South Dakota, and implementing federal and state rules and regulations.
- E. Grievant(s): a student, parent, or guardian who submits a grievance
- F. Mitchell Technical Institute, 1800 E. Spruce St., Mitchell, South Dakota 57301
- G. Title IX or Title IX/Section 504 Coordinator: the employee designated to coordinate the Institute's efforts to comply with equity regulations and facilitate processing of complaints (hereafter Coordinator). NOTE: The Institute may authorize others to conduct investigations of complaints.
- H. Day: a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, and school holidays

## III. **BASIC PROCEDURAL RIGHTS:** applicable to all levels of the grievance process

- A. The Title IX (or Title IX/Section 504) Coordinator (or authorized individual) shall receive complaints, actively and independently investigate the merit of complaints and assist the parties in prompt and equitable resolution of complaints. The Coordinator may be utilized as a resource by any party at any level of this procedure.
- B. This procedure does not deny the right of the grievant to file formal complaints with other state and federal agencies (South Dakota Human Rights Commission or the

United States Department of Education Office of Civil Rights) or to seek private counsel for complaints alleging discrimination.

- C. In investigation of sexual harassment or sexual intimidation, it is recommended that the grievant be accompanied by a friend, parent, or advisor of their own choosing for support during any part of the process.
- D. Retaliation against any person filing a grievance or any person participating in the investigation or resolution of a grievance is a violation of law and constitutes the basis for filing a separate grievance.
- E. If a grievance is taken to the Board of Education for a formal contested case hearing, parties shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
- F. It is the policy of this Institute to process all grievances in a confidential manner, to the extent possible.
- G. The President, Vice-President for Academic Affairs, or School Board member of the district may request that the Title IX Coordinator or any other authorized individual conduct an investigation of suspected violations of Title IX. The investigator will prepare a report as outlined in Level 2 of the grievance process.

#### **IV. PROCESS**

##### **Level 1: Vice-President for Academic Affairs or Immediate Supervisor (informal and optional—may be bypassed by grievant)**

Many problems can be solved by an informal meeting with the parties and the Vice-President for Academic Affairs or Coordinator. An exception is that complaints of sexual harassment should be discussed with the first line supervisor or administrator that is not involved in the alleged harassment. Persons filing complaints of sexual harassment should never be forced to confront the alleged harasser. Further, handling of complaints through informal measures should not be used to impede the prompt resolution of the complaint, and the grievant may bypass informal measures at any time to file a formal complaint.

##### **Level 2: Title IX (Title IX/Section 504) or Other Authorized Grievance Coordinator**

If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) be signed and dated by the grievant. The Level 2 written grievance must be filed with the Coordinator (or designated person) within sixty (60) days of the event or incident, or from the date the grievant could reasonably have become aware of such occurrences.

The Coordinator (or designated person) has authority to investigate all written grievances. The Coordinator will submit a written report of the investigation with the President and the

Superintendent within fifteen (15) days after receipt of the written grievance. The Coordinator's report will include the following:

1. A clear statement of the allegations of the grievance and remedy sought by the grievant.
2. A statement of the facts as contended by each of the parties.
3. A statement of the facts as found by the Coordinator and identification of evidence to support each fact.
4. A list of all witnesses interviewed and documents reviewed during the investigation.
5. A narrative describing attempts to resolve the grievance.
6. The Coordinator's conclusion as to whether the allegations in the grievance are meritorious.
7. If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action to the President.

The President will publish a decision within ten (10) days of receipt of the report. Copies of the President's decision will be sent by certified mail to both parties to document receipt of the written decision. A copy will also be sent to the district superintendent.

Any recommended actions that are not under appeal will be implemented by the Institute within sixty (60) days, unless with reasonable justification communicated to all parties.

### **Level 3: Superintendent of Schools**

If either party is not satisfied with the decision at Level 2, either party may make a written appeal to the Superintendent of Schools within ten (10) days of receiving the President's decision. The Superintendent will publish a decision within ten (10) days of receipt of the appeal. Copies of the Superintendent's decision will be sent by certified mail to both parties to document receipt of the written decision.

### **Level 4: Board of Education**

If either party is not satisfied with the decision at Level 3, either party may make a written appeal seeking consideration by the Board of Education. The written appeal for board consideration must be made to the Superintendent within ten (10) days of receiving the Superintendent's decision. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Education as an executive session item for consideration at the next regular scheduled meeting, but not later than thirty (30) days from the date of the appeal. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting.

After a hearing, a decision shall be made. The decision of the Board of Education will be final.

## V. OTHER OPTIONS

At any time during this process, a grievant may file a complaint with the South Dakota Human Rights Commission (222 East Capital, Suite 11, c/o 500 Capital Avenue, Pierre, South Dakota 57501; [605] 773-4493) OR with the United States Department of Education, Office for Civil Rights, Denver Regional Office, Federal Building, 1244 Speer Boulevard, Denver, Colorado 80204-36582 OR take private legal action.

With questions or complaints CONTACT:

Title IX Coordinator:	Mitchell School District No. 17-2 Equity Coordinator	995-3023
Building Contact:	Vice-President for Academic Affairs	995-3023

TECHNICAL ASSISTANCE AVAILABLE:

Equal Education Opportunity Office  
700 Governors Drive  
Pierre, SD 57501-2291  
Phone: (605) 773-5407

South Dakota Division of Human Rights  
222 East Capital, Suite 11  
c/o 500 Capital Avenue  
Pierre, SD 57501  
Phone: (605) 773-4493

Adopted: 2/22/10

## **Participation in Student Activities Policy MTI 1086 DEFINITIONS**

1. **School Activities:** School activities include, but are not limited to, organizations and any other student activities or field trips sponsored by Mitchell Technical Institute.
2. **School Activity Event:** A public presentation, performance, competition, or trip associated with participation in a school activity.

## **ACTIVITY RULES DISCIPLINE PLAN**

Student participation in school activities is a privilege, not a right. Students who choose to participate in school activities are expected to positively represent MTI by demonstrating appropriate behavior.

Rules and regulations governing student conduct will be communicated to all students through the Mitchell Technical Institute Student Handbook. All students will follow these policies and regulations at any school activities or school events.

Any violations of the rules and regulations governing student conduct will be subject to student disciplinary procedures as outlined in Policy MTI 1036.

Adopted: 2/22/10

## **Student Travel Policy MTI 1087**

Mitchell Technical Institute's philosophy is that student travel is an integral part of the students' learning experiences. Travel, when coordinated through MTI, accomplishes the following outcomes:

- Provides students with opportunities to observe professionals in their work settings
- Creates potential opportunities for student employment through interaction with employers
- Exposes students to new technologies and processes
- Provides an opportunity for personal and professional development
- Provides students the opportunity to apply acquired skills by competing in state and national competitions
- Broadens students' perspectives and promotes civic awareness and responsibility

In order to fulfill these purposes, it is important that MTI provides the opportunity for all students to participate at reasonable costs in various student tours, trips, conferences, competitions, etc. The School Board authorizes MTI's administration to carry out regulations regarding student travel.

### **Basic Travel Guidelines**

All student travel will follow these basic guidelines:

- Student participation in travel activities is optional.
- Travel will not adversely affect or be detrimental to the student or academic program.
- All student travel will be under the direction of a Mitchell Technical Institute supervisor. An MTI employee will serve as the key supervisor and will be responsible for the overall trip. Other MTI employees, employee spouses, advisory committee members, industry representatives, MTI alumni, and/or MTI students will serve as additional supervisors as needed.

- The proposed travel itinerary will be feasible within the time allotted.
- Overall travel costs and student individual costs will be reasonable.
- Recreational travel will be confined to weekends, holidays or vacation periods.
- Mitchell Technical Institute employees may not receive compensation for school sponsored trips from sources other than MTI except for reimbursement of expenses.
- The opportunity for student participation will be in compliance with MTI's non-discrimination policies.
- The application of rules of student conduct as outlined in the MTI Student Handbook will apply to student travel.

Travel is divided into two categories:

#### 1. Day Trips

Day trips are student trips of one day or less. Plans for day trips will be presented to the Vice-President for Academic Affairs or designee for review and approval two weeks in advance of the trip to provide opportunity to review transportation, supervision arrangements, costs and budget limitations and to arrange qualified substitutes where necessary. If the travel is part of an approved course syllabi, a one-week notice is required.

#### 2. Overnight Trips

Overnight trips of any duration require the Vice-President for Academic Affairs' approval and must be submitted two weeks in advance of the trip date.

The following guidelines apply to overnight trips:

- Waiver/release forms from each student participating in the trip must be on file as a prerequisite for participation. If a student is under 18, this waiver must also be signed by a parent or guardian.
- Instructors must have a written plan in place that provides educational alternatives with adequate supervision for non-participating students.
- Trips may require a student participation fee to defray travel costs.
- Fundraising opportunities may be provided for those students wishing to help defray the costs of the trip.
- Expenses for meals or other items may be borne by the participant.
- When commercial vehicles are used, a supervisor must ride in each vehicle.

- When appropriate, a supervisor will make arrangements for meals before the trip begins.
- When private vehicles are used, the supervisor will verify that drivers have a valid driver's license and are insured motorists.
- When transportation, lodging and meal expenses are paid by the school, reimbursement to vendors will be made in accordance with District policy.

**Privately Sponsored Trips**

Except by permission of the President or designee, no promotion or enrollment of students for privately sponsored trips is permitted on school property, nor should employees of MTI promote or enroll students for non-school sponsored travel on school property.

Adopted: 2/22/10

## Faculty

(Year of Appointment in parentheses)

### **ALBERTZ, KELVIN (2000)**

Information Systems Technology  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **APPLETOFT, DONNA (2011)**

Health Sciences  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **BAUS, NICK (2014)**

Architectural Design and Building Construction  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: Dakota Wesleyan University

### **BENJAMIN, MICHAEL (2007)**

Telecommunications  
B.S., University of Management and Technology

### **BRAUN, TODD (2010)**

Electrical Construction and Maintenance  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **BRINK, BOBBI, MA, CCC-SLP (2013)**

Speech-Language Pathology Assistant  
M.A., University of South Dakota  
B.S., South Dakota State University

### **BRTNA, JOE (2012)**

Farm Power Technology  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **BUHLER, CAREY C., M.D. (2000)**

Medical Director, Radiologic Technology  
B.S., University of South Dakota  
M.D., University of South Dakota  
Residency, Pediatric Radiology, Boston Children's Hospital  
Residency, Radiologic Pathology, Armed Forces Institute of Pathology

### **CLARK, KAREN (2004)**

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

### **DARCY, JOHN (2011)**

Industrial Maintenance Technology  
A.A.S., Northeast Community College  
Undergraduate Studies: South Dakota State University

### **DEFRIES, DANNY (2010)**

Wind Turbine Technology  
M.Ed., Naval Postgraduate College  
B.S., University of South Dakota-Springfield

### **DEGEN, CHRIS (2013)**

Power Sports Technology  
Diploma, Minnesota West  
Undergraduate Studies: Dakota Wesleyan University

### **EHLKE, JERRY (2012)**

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

### **EIDEM, EVAN (2012)**

Precision Technology Specialist  
A.A.S., Colorado Technical Institute  
Undergraduate Studies: South Dakota State University

### **FERGEN, DAN (2000)**

Electronics/Automation Controls/SCADA  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **FENSKI, DEZARAE, RN, BSN (2014)**

Medical Assistant  
B.S., South Dakota State University  
Graduate Studies: 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

**GAIKOWSKI, GENE (2014)**

Power Line Construction and Maintenance  
Diploma, Mitchell Technical Institute  
Undergraduate Studies, Dakota Wesleyan University

**GIBLIN, DEBRA (2002)**

Office Technology Specialist  
M.A., University of South Dakota  
B.S., University of South Dakota

**GRABER, MICHELLE (2013)**

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

**GRACE, JIM (1991)**

Satellite Communications  
A.A.S, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**GROSS, JULIE (2011)**

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

**GUERICKE, JANELLE (2012)**

Agricultural Technology  
B.A., Dakota Wesleyan University

**HAUGE, JUSTIN (2014)**

Welding and Manufacturing Technology  
Undergraduate Studies: Dakota Wesleyan University

**HENKEL, JOHN (2013)**

Electrical Construction and Maintenance  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: Dakota Wesleyan University

**HERRMANN, LISA, M. Ed., RT (R), (T) (2006)**

Radiologic Technology  
M.Ed., South Dakota State University  
B.H.S., Washburn University  
Certificate, Sioux Valley School of Radiologic Technology

**HOFER, JARED (2013)**

SD Center for Farm/Ranch Business Management  
M.B.A., University of South Dakota  
B.A., University of South Dakota

**JACOBSON, KURT (2010)**

Power Sports Technology  
A.A., Alexandria Technical College  
Undergraduate Studies: South Dakota State University

**JOHNSON, LISA, LPN (2013)**

Medical Assistant  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: Dakota Wesleyan University

**JUHNKE, JASON (2010)**

Heating and Cooling Technology  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**KERNS-GRAMS, CONNIE (2012)**

Small Business Management  
B.S., Upper Iowa University  
A.A.S., Hawkeye Community College  
Graduate Studies: Fort Hays State University

**KOUPAL, DAVID (2010)**

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

**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

**LORENZEN, KIM, M.D./PATHOLOGIST (1988)**

Medical Director, Medical Laboratory Technology  
B.S., University of South Dakota  
M.D., University of South Dakota School of Medicine  
Residency, Pathology, University of Nebraska  
Fellowship, Forensic Pathology, Southwestern Institute of  
Forensic Sciences, Dallas, TX

**MAHONEY, JIM (2004)**

Architectural Design and Building Construction  
B.S., Dakota State University

**MALTSBERGER, DARIN (2008)**

Farm Power Technology  
A.A.S., Danville Community College  
Undergraduate Studies: South Dakota State 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

**MATHERS, TONY (2000)**

Commercial Driving  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**MCENTEE, LINDA (1992)**

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

**MELAND, KATHY (2013)**

SD Center for Farm/Ranch Management  
B.S., South Dakota State University

**MESSER, LEANNE, BSRT(R); CDT (2000)**

Radiologic Technology  
B.S., South Dakota State University  
A.A.S., Mitchell Technical Institute  
Diploma, Methodist Hospital School of Radiology Technology

**MILLER, LAURA (2004)**

Accounting/Business Management  
M.A., University of Phoenix  
B.S., Dakota State University

**MISKIMINS, JEANICE, MSW, CSW (2013)**

Human Services Technician  
M.S.W., University of Nebraska - Omaha  
B.S., University of South Dakota

**MOKE, DALE (2012)**

Industrial Controls  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**MUNSEN, MARK (1997)**

Architectural Design and Building Construction  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**MUNSEN, TAMARA (2002)**

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

**NICOLAUS, JANET (1986)**

Accounting/Business Management  
M.A., Northern State University  
B.A., University of South Dakota  
A.A., South Dakota State University

**NICOLAUS, JIMMIE (1996)**

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

**ODENS, KELLY, MS, MLT(ASCP) (2005)**

Medical Laboratory Technology  
M.S., Southwest State University  
B.S., National American University  
A.A.S., Mitchell Technical Institute

**OLNEY, KEMPTON (2012)**

Propane and Natural Gas Technologies  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**OSBORNE, TOM (2009)**

Power Line Construction and Maintenance  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**PETERSON, MICHAEL, M.D./ONCOLOGIST**

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

**PETERSON, TRAVIS (2012)**

Welding and Manufacturing Technology  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**PRITCHARD, SUSAN, MBA, RT(R)(CT) (2014)**

Advanced Medical Imaging  
M.B.A., Colorado Technical University  
B.S., Mount Marty College  
Certificate, Sanford Medical Center School of Radiologic  
Technology

**PUETZ, MICHAEL (1998)**

Power Line Construction and Maintenance  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**RAAK, NATHANIEL (2014)**

General Education (Mathematics)  
M.A., University of South Dakota  
B.A., Northwestern College

**RAYMAN, KRISTI, BS, RT(R, M, CT, MR) (2013)**

Advanced Medical Imaging  
B.S., Florida Hospital College of Health Sciences  
Certificate, Sioux Valley Hospital of Radiologic Technology

**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

**SCHREINER, STEVE (2014)**

Commercial Driving  
A.A.S., Moorhead Technical College

**SCHULTZ, JENNIFER, MA, CCC-SLP (2012)**

Speech-Language Pathology Assistant  
M.A., University of Iowa  
B.S., University of South Dakota

**SCHUMACHER, JENNIFER (2000)**

Information Systems Technology  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

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

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

**SOUKUP, PATRICK (2009)**

Electrical Construction and Maintenance  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**STARR, H. JEAN (1992)**

General Education (Math)  
M.Ed., Northern State University  
B.A., Northern State University

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