MTECH STUDENT HANDBOOK
2022-2023

A Message from the President

On behalf of the Mountainland Technical College Board of Trustees I want to welcome you to another exciting year. Our employees and students are the most important assets that we have at MTECH.

The legacy of the college and its continued success make us the most recognized name in technical education training. For years we have made decisions necessary to ensure the success of our students.

As an MTECH student, you are a critical part of Utah's largest and fastest-growing technical college. With over 40 programs across the Technology, Trades, Apprenticeship, Health, and Service areas, our students depend on each one of us to help deliver a first-class experience.
The college, and many of the programs, are ranked nationally among the very best. That success doesn't happen by accident; it's the result of the hard work and dedication of everyone who wears an MTECH badge.

Once again, it's great to have you as part of the MTECH family, and best wishes of success for the school year.

Clay Christensen, President
Mountainland Technical College

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Mission Statement
To enhance the employability of individuals through market-driven career and technical education.

Vision Statement
Affordably prepare the workforce in the three county service region and implement the Mission Statement of the Mountainland Technical College through the five core areas of: Program Development, Student Achievement, Faculty and Staff Support, Physical Resources, and Community Outreach.

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Welcome and Introductions

Contact Information

Any of our campuses or administrative offices can be reached by calling 801-753-6282 or visiting mtec.edu.

Board of Trustees

As directed by law, Mountainland Technical College has an established Board of Trustees to provide regional oversight of college operations. MTECH's College President serves as the Chief Executive Officer to the Board of Trustees.For more information, please see MTECH's website at mtec.edu/board.

Accreditation

Mountainland Technical College (MTECH), is accredited by the Commission of the Council on Occupational Education. Information regarding accreditation may be obtained at:

Council on Occupational Education
7840 Roswell Road Building 300 Suite 325
Atlanta, GA 30350
Telephone (Local): 770-396-3898 (Toll-Free): 800-917-2081
website: www.council.org

Non-Discrimination Statement

It is the policy of MTECH not to discriminate on the basis of race, color, national origin, sex, disabilities in its CTE Programs, Services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and the Section of 504 of the Rehabilitation Act of 1973, as amended.

MTECH works with Adult Education in the local school districts to assure the lack of English skills is not a barrier to admission and participation in all educational and CTE programs.

For more information about your rights or grievance procedures contact:

Lynn Adams
Mountainland Technical College

Inquiries may also be sent to:

Office for Civil Rights, Denver Office

2301 West Ashton Blvd.
Lehi, UT 84043
Phone 801-753-4245
ladams@mtec.edu

U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Phone: 303-844-5695 (TDD: 800-877-8339)
Fax: 303-844-4303
Email: OCR.Denver@ed.gov

MTECH está totalmente comprometido con las políticas de no discriminación e igualdad de oportunidades. MTECH ofrece programas de Educación Técnica y Profesional (CTE) en las siguientes áreas.

Las admisiones a estos programas se basan en la siguiente política de admisiones.

Es política de MTECH no discriminar por motivos de raza, color, nacionalidad, sexo, discapacidades en sus Programas, Servicios o actividades CTE según lo requiere el Título VI de la Ley de Derechos Civiles de 1964, según enmendada; Título IX de las Enmiendas a la Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmendada.

MTECH trabaja con Educación para Adultos en los distritos escolares locales para asegurar que la falta de habilidades en inglés no sea una barrera para la admisión y participación en todos los programas educativos y CTE.

Para obtener más información sobre sus derechos o los procedimientos de quejas, comuníquese con:

Lynn Adams
Mountainland Technical
College 2301 West Ashton
Blvd.
Lehi, UT 84043
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Student Resources

Student Orientation

Congratulations and welcome to MTECH! We want every student to have the best experience possible while getting the finest training available. We want to help you become familiar with campus resources, and connect you with other students, faculty, and campus personnel.

Students receive an orientation the first day of each program by their instructor. The instructor will welcome students to MTECH and check the class roll for accuracy. MTECH's online Student Orientation will be reviewed. This includes policies of attendance, progress, participation, and behavior. Students will be given the course syllabus. The instructor will explain the course details outlined in the syllabus. Students may be taken on a brief tour of the campus.

Students should become familiar with the [Student Resources](#) available on the MTECH Website.

Student Services

Student Services is the information access center for courses and programs, and is the records center for MTECH students. Student Services is considered the hub of student academic activity. Students can obtain information about the following areas:

Admission & registration	Payment of tuition and fees
Financial Aid assistance	Transcripts
Student transfer	Withdrawals
Academic & Career counseling	Parking
Placement assistance	Student records
Disability accommodations	Student ID Cards

Student Services is generally open year round, except on holidays., with offices at the following locations:

● Lehi Main Campus: 2301 West Ashton Blvd, Lehi, Utah 84043 (801) 753-6282
● Spanish Fork Ext. Campus: 693 W 1210 South Spanish Fork, Utah 84660 (801) 753-4115

- Orem Branch Campus: 1410 West 1250 South, Orem, Utah 84058 (801) 753-4200

Americans with Disabilities (ADA)

The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) provide comprehensive civil rights and protections for persons with disabilities. MTECH does not discriminate in the recruitment, admission, educational process, or treatment of students with disabilities. Students must voluntarily disclose that they have a disability, request accommodation, and provide documentation of the substantial limitations caused by their disability. For more information, contact the MTECH Counseling Office at 801-753-4109.

Utah Eye Safety Law

Utah law states that every student, teacher, and visitor in any public or private school must wear industrial quality eye protection devices while participating in or observing the following: industrial educational activities involving hot or molten metals; operation of machinery or equipment that may throw particles of foreign matter into the eyes; and heating, treating, tempering, or high firing or industrial materials and chemistry projects, when using caustic, explosive, or hot chemicals, liquids or solids. MTECH students are required to adhere to that law.

Residency Classification

All students are charged in-state tuition. MTECH does not require residency classification for students enrolled in programs or courses; however, students without a valid Social Security Card may not be eligible for certification/licensure exams or employment.

International Students

Students must be eligible to work in the United States as either a U.S. Citizen or Resident Alien. MTECH programs and courses do not qualify for USCIS Student Visa requirements. Students may not be eligible for certification/licensure exams without a valid social security card.

High School Students

High school students are welcome at MTECH. Students should consult with their high school counselor regarding their plans to attend the College. Charter school

and home-schooled students are welcome as well.

MTECH is a college. High school students must adhere to the same rules as adult students. Parents of high school students must have a signed FERPA release from their student before they can access attendance, progress or grading information.

High school students do not pay tuition, but are responsible to pay any fees associated with the program. Some of these fees can be substantial because they provide students with tools and supplies of the industry they are entering. In addition, programs may require the student to purchase textbooks, uniforms, kits, etc. High school students should be prepared to pay for these.

If a high school student continues at MTECH after their high school class graduation (whether or not the student graduated), tuition will be charged for any coursework remaining. As graduation approaches, students with remaining hours to complete will be given a balance of tuition due that they must pay in order to remain in the program and complete their certificate.

Students should check the scholarship pages of the MTECH website for scholarships that can help pay any tuition or fees required to continue after high school.

If a high school student chooses not to pay the tuition for their remaining courses, they will be withdrawn from the program, but will still be awarded any high school credit they earned prior to the graduation date.

Higher Education Pathways

After you have completed your MTECH program, you have the opportunity to transfer to a local college or university to continue your education.

Your completed MTECH certificate may allow you to receive college credit at participating institutions. Knowing about these pathways can help you save time and money as you complete your educational journey.

[Find your program on our website](#) to learn more about the pathway opportunities available for you.

For more information please schedule a virtual meeting with the Manager of Pathway Engagement [here](#)**.**

Bookstore

Students may be required to purchase textbooks, packets, and/or other materials for

their respective programs. Verify the required books, supplies, and optional items for your program by visiting your specific program page at mtec.edu/programs. Most of these items and other school supplies are available in the MTECH bookstores located at the Main Campus in Lehi, the Orem Branch Campus or Spanish Fork Extension Campus.

Student ID Cards

MTECH provides an identification card to each student. These ID cards are necessary for any programs requiring externships or clinicals and also serve as the student's transit (UTA) pass. Access to UTA will expire upon end of enrollment. Student ID photos will be taken at the testing center during business hours. A photo must be taken in order to print an ID card. Replacement ID Cards are $5.

Parking

Students, employees, and visitors operating vehicles on College properties must adhere to all state, local, and College traffic/parking regulations. To park on campus, students and employees must obtain a valid parking sticker from any of the campus bookstores or Student Services. Adequate student parking is available on MTECH campuses. Students must have an MTECH parking sticker in the front windshield of their car.

MTECH parking stickers are available at no additional charge after the student has registered and paid their fees. Only those vehicles with distinctive (logo) license plates for people with disabilities or temporary/permanent permits obtained from the Utah State Division of Motor Vehicles will be allowed to park in stalls for the disabled on MTECH campuses. To learn about the current locations and requirements of on-campus parking, please visit mtec.edu/parking.

Students who would like to rent a key fob to park on the Provo parking structure, can do so for $25. A $5 refund will be given when the key fob is returned at the end of their MTECH program. To obtain the key fob, students will complete the same parking permit request form, pay student services, and contact Mark Middlebrook mmiddlebrook@mtec.edu. He will issue the key fob to the student.

Student Calendar

Campus events, dates that campuses are open and closed, holidays, etc. can all be found on MTECH's website here.

Media Consent

Student photographs, quotes, and other types of media information may be taken of

groups of people in MTECH classrooms, labs, or on the MTECH Campus grounds, as needed by the College. They may be used for public relations, marketing and MTECH publications without the expressed consent of the individuals.

Should specific photos or quotes of a single student be used, a student must sign a consent form. This releases the information for Mountainland Technical College to use in any type of media. No release is required for use in internal data and reports.

Technology & Software

MTECH students are provided access to computer labs and software required for completion of the program requirements. Students are generally not required to purchase outside hardware or software to enroll at MTECH. However, some programs may list these items as part of the required supplies for a specific program. Students may need access to a computer and internet connectivity for at home assignments or hybrid hours. Please check with your instructor or Program Coordinator to understand the requirements of any specific program. Orientation for Canvas, and any software or technology is provided in each program.

Testing Center

The Testing Center offers testing and assessment services for students and members of the community. Testing Center services, locations and hours of operation can be found at mtec.edu/testing.

Entrance Assessment

MTECH programs require meeting Math and English skill levels prior to registration. The requirements reflect skill levels needed to be successful in each program. Program admission may be met by taking MTECH's entrance exam in the Testing Center OR by bringing a copy of external testing or alternative documentation to the testing center for approval. More information can be found at mtec.edu/testing.

Counselors, Student Services, and Testing Proctors can help determine if the external testing or alternative documentation meets the specific program admission requirements. Prospective students with a university degree do not need to take the entrance assessment. If applicable, please bring proof of degree to any MTECH Testing Center. Program application is still required for certain programs. Please contact the Testing Center at 801-753-4110 or testingcenter@mtec.edu with any questions.

For more information, please visit mtec.edu/testing.

Additional Learning Resources

MTECH provides and maintains learning resources on all campuses. The majority of learning resources are located in the classrooms and labs of the respective programs, including a variety of current and relevant reference books, periodicals, manuals, audio-visual materials, and equipment. In addition, computer labs are available at each MTECH campus. These labs have internet access, allowing students to use Utah State Virtual Library databases, encyclopedias, and periodical indexes. MTECH actively seeks to ensure that students have access to resources that are current, safe, and adequate to meet their program needs.

Mountainland Grill

MTECH's Main Campus in Lehi has a cafeteria that is connected to the Culinary Arts Program. Instructors and students in the program offer breakfast, lunch, and dinner to the general public at a reasonable price. The menu includes a variety of meal options including a salad bar, and often a daily special. The cafeteria is generally open Monday through Friday from 8:30-9:30 a.m., 10:30am-1:30pm, and evenings Monday through Thursday from 5:00-7:30pm.

Mountainland Salon Services

The Main Campus in Lehi and the Spanish Fork extension campus have salons staffed with Cosmetology students and instructors. Being busy with learning doesn't leave much time. Treat yourself to a low cost cut and style, manicure, pedicure, or even a facial massage.

For more information, please visit mtec.edu/salon.

Academic and Career Counseling

Advisement and counseling are provided through licensed MTECH Academic & Career Counselors who are available to students and college applicants interested in career exploration and decision making. Students are encouraged to meet with a counselor prior to enrollment to get program specific information and have their questions answered.

Counselors can help prospective students assess occupational interests and employment goals to determine the best program placement. To inquire about career guidance and counseling services, please visit mtec.edu/counseling or visit any Student

Services office.

Students are encouraged to make an appointment with the counselor, but they will also be welcomed on a walk-in basis, when there is availability.

Every effort is made to assist students in securing meaningful, related employment at the conclusion of their training. Primary responsibility for placement rests with the individual student, with first line assistance from their instructor and counselor. The Academic and Career Counselors endeavor to find a match between job openings in the Mountainland Region and qualified students.

Students may access the job boards located at each of the campuses and on mtec.edu/jobs. MTECH values education that leads to work, and is dedicated to providing students with multiple resources to obtain employment.

Responsibility to Report Placement

MTECH's primary mission is to train the workforce for local employers. That means our job is to get students trained so they can start a career. Part of this effort includes following up with the student after they have completed their training at MTECH. Students should let their instructor know when they have obtained employment. They can do this in person, by phone, text, email, etc.

Within the first six (6) months after completing training, students should report whether they:

o   Have found employment in a related or unrelated field
o   Are continuing their education and not seeking employment
o   Have become unavailable for work due to military, pregnancy, health concerns, religious missions, or are not currently seeking employment

Students should provide current contact information, including a permanent phone number, cell phone number, mailing address, email, social media contact, etc.

MTECH is invested in student success and will provide placement assistance when possible. Reporting of placement (employment) by students is essential to track the success of the programs.

Certifications

Certificates and Licenses are needed for careers that require proof of skills and knowledge without a degree. They show employers the student has met all

industry, state, and/or national requirements for employment.

For more information on the types of certifications and licenses students earn, please visit the individual program pages on the MTECH website, and http://mtec.edu/certifications.

Password Reset

Students who are having trouble logging into their student account in Northstar/Student Portal should email studentservices@mtec.edu for a password reset. They should not go straight to the student services office for help.

Academic Standards

Academic Year

Semesters
MTECH's academic year consists of Fall Semester, Spring Semester, and Summer Term. The Fall and Spring semesters are generally made up of 90 days of class and lab work, and are divided into two 45-day terms. The Summer term is 45 days of class and lab work.

Non-Term Programs (Open Entry / Defined Exit)
Programs and courses that run on a non-term schedule have multiple entry dates, with defined stop dates. Students can enroll at regularly scheduled start dates, and they may exit when they have passed off all required competencies and coursework.

Term Programs (Defined Entry/ Defined Exit)
Programs and courses that run on fixed start dates, where the whole cohort of students moves through the program on the same schedule. Students can enroll at specific dates, and may exit on the program end date.

Clinicals/Externships
Clinical/Externship hours may not be incorporated into regularly scheduled class and lab hours; therefore, completion times may vary, and students do not always finish at the end of a term, semester, or MTECH's academic year.

Certificate Programs

MTECH is a certificate granting institution with clock hour-based licensure programs. MTECH currently does not issue credit, but will begin doing so on July 1, 2023.

High School Grading

Grading procedures are provided by each instructor in the Program Syllabus. MTECH instructors recommend grades for high school students enrolled in their program, based on student performance. A high school student's actual credit for an MTECH program is determined by the high school. MTECH does not award high school credit.

Completion Requirements

Program completion is determined by instructors, based upon measures dictated by

any licensure requirements and by an industry advisory committee. It may include factors such as: assignments, skills competencies, and exams.

Program or course completion requirements for graduation, including length of time required to reach the hours needed for completion, will vary per program/course. To reference each individual program's requirements, please see the individual program page at mtec.edu/programs/.

Academic Progress

Progress and attendance standards are determined by program requirements, based on input from industry, faculty, coordinators, program directors, with approval of the Associate Vice President and the Vice President of Instruction. Students must meet the performance standards of their program, which are communicated through the course syllabi. Financial sponsors may hold students to a higher performance standard than defined by this policy.. Continued lack of progress may lead to the student being placed on a probationary contract. If the contract is not kept, the student may be withdrawn from the program.

Non-Term Programs - Students in non-term (open entry-defined exit) programs are required to complete their coursework according to their personalized Canvas Pace Plan. They must make satisfactory progress in order to complete each course by the scheduled end date. Students who do not pass a course by the scheduled end date may re-enroll in the course until the maximum number of retakes, for each individual course, have been met. Students will be required to pay full tuition and fees for each retake of individual courses at the time of registration.

Term Programs - Students in term programs (defined entry-defined exit) who are unable to complete a course by the end date, must meet with their instructor for remediation to finish course work. Students who fail a course must register to retake the entire program, paying the full tuition and fees, if they wish to earn a certificate.

Completing Competency Requirements - Students must complete all competency requirements to qualify as a program graduate and receive an MTECH certificate.

Attendance

Due to the hands-on nature of the training received, attendance is critical in all MTECH programs. It is very difficult to make up for missed training., and as a result, 85% attendance is the College standard. However, due to state licensure requirements, some programs have more strict attendance rules that must be met in order to receive the license or make them eligible for employment in industry. These requirements will be explained by the instructors of those programs. It is the

responsibility of the students to notify the instructor, as soon as possible, of upcoming planned absences, or emergencies that arise. See Progress and Attendance Policy & Procedure 600.611

As per the USHE Policy 201.4, if a student accumulates 10 consecutive absences from the scheduled class time they must be dropped from their program.

Leave of Absence

Students requiring extended absences due to maternity leave, serious illness, death of an immediate family member, etc., must contact the counselor at the campus where they attend. The counselor can help the student understand their options. Students receiving Pell Grants must also contact the Financial Aid Office to determine how leaving school will affect their student aid award.

Transfer of Coursework

A student transferring from another Utah System of Higher Education Technical College regional campus, the military, or another institution of higher education must meet the admission requirements of the MTECH program. Students who transfer and request recognition of outside coursework must provide official transcripts and any other records and/or reports for evaluation. Transfer of acquired competencies and skills may occur after review by and/or demonstration to the MTECH program instructor(s). A nominal fee may be charged for the assessment of prior skills.

Program/Course Transfer

Students may transfer from one section of a program or course to another, or transfer from one MTECH campus to another, while maintaining their enrollment. This is on a space available basis and must be approved by the involved instructors and the Program Director. The student's progress and attendance must be above the program's minimum requirements to transfer. Transfer paperwork is available at Student Services, and there is a fee.

Course Work for Veterans

With MTECH's competency-based programs, Veterans may accelerate through some programs using the skills and knowledge gained from military service. Transfer of any skills or knowledge requires following all coursework, program or course transfer rules.

Refunds and Withdrawal

MTECH issues tuition and fee refunds for programs and courses based on the delivery method. Refund rules are different for Term Programs (Open Entry/Defined Exit) than for Non-Term Programs (Defined Entry/Defined Exit), in an effort to maintain a level of equity for all students. Students desiring to withdraw should fill out a withdrawal form in Student Services.

The complete refund policy can be found in Policy 600.615 at mtec.edu/policies.

A $5 refund processing fee will be applied to all refunds, unless the program is canceled by the institution. If MTECH cancels the program, all monies collected are refunded. Refunds will be issued within 45 days The $40 application fee is not refundable.

Re-enrollment Procedures

Students dismissed due to any of the following violations may not be allowed to re-enroll:

o   Physical harm or the threat of physical harm to others.
o   Theft of school or personal property.
o   Harassment of a physical or sexual nature.
o   Using, possessing, trafficking or being under the influence of illegal or potentially harmful substances on site.
o   Accessing pornography or any inappropriate usage of college computers, as described in the Computer & Acceptable Use Policy 600.620 and Procedure 600.620.1 at mtec.edu/policies
o   Cheating, plagiarism, falsification
o   Serious violations of program or campus rules not listed above.

Adult students dismissed from MTECH for other minor violations may be allowed to re-enroll under the following conditions:

o   There is space available at the time of their re-enrollment
o   Full payment of fees and tuition is made at the time of re-enrollment and their account is current
o   There has been a period of at least 6 months from their dismissal date

High school students dismissed for any reason are not eligible to re-enroll as a high school student. They may be allowed to return as an adult. Students formerly dismissed should meet with an Academic & Career Counselor to learn the steps needed to return to the College.

Transcripts and Records

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on MTECH's Student Information System at the Main Campus in Lehi. MTECH maintains records for each student, which may include: attendance, progress, tuition and fees, demographics, training outcome, competencies obtained, and certificates awarded. Unofficial student transcripts are available through the Student Portal of the MTECH website. An official transcript may be obtained through Student Services, for a fee.

Student records may only be released to the student or his /her designee as directed by the Family Educational Rights and Privacy Act of 1974 (FERPA). This includes transcripts for high school students. Official transcripts will be released to students who are current with their financial obligation. A picture ID must be provided at time of request. There is a fee for each official transcript requested. Normal processing time for transcript preparation is approximately five to ten business days.

Confidentiality of Records – FERPA

MTECH adheres to the Family Education Rights and Privacy Act of 1974 (FERPA). Upon presentation of appropriate identification, and under circumstances which preclude alteration or mutilation of records, a student will be able to inspect all records relating to him / herself which are not considered by MTECH to be private records of MTECH personnel. A student is entitled to an explanation of any recorded data and may initiate action leading to a hearing if necessary, to correct or expunge information he or she considers inaccurate or misleading.

Faculty and administration who have a legitimate need to use student records will be allowed access to such records without prior permission from the student. A request from an educational institution to which the student has applied for admission, or from an institution or agency from which the student is seeking financial assistance, will be granted with the student's permission. Records will be furnished to college accrediting bodies and government officials without permission

of the student.

Mountainland Technical College's policy regarding the confidentiality of student records is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). It is institutional policy to maintain as confidential all personally identifiable information in education records except those considered to be "directory information". Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy.

Designated directory information at MTECH includes: student name, program of study, dates of attendance, certificates, degrees and awards received, enrollment status, and photographs for school use only.

Students have the right to request that directory information not be disclosed to third parties and may do so by submitting their request in writing to the Student Services office. Directory information will be withheld indefinitely until the request to withhold disclosure is revoked in writing and submitted to the Student Services Office.

The non-disclosure of directory information will call for MTECH not to release any directory information; thus, any future requests for such information from non-institutional persons or organizations will be refused. The institution will honor a student's request to withhold directory information but cannot assume responsibility to contact them for subsequent permission to release this information. Regardless of the effect upon the student, MTECH assumes no liability as a result of honoring instructions that such information be withheld. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

FERPA requirements apply to both high school and adult students.

Repeating Programs or Courses

MTECH enrollment and programs are based on hours of completion and/or skill competencies. Should a student have to drop/withdraw from any MTECH program or course and wish to re-enroll after the waiting period, the following conditions apply:

NON TERM (Open Entry/Defined Exit) programs or courses are based on skill competency for completion. Therefore, all NON TERM students will have the opportunity to be re-evaluated by demonstrating skill at required levels of competency.

Should a student not be able to prove competency for any of the required skills needed for completion, they will be required to redo them.

TERM (Defined Entry / Defined Exit,Lock-step or cohort-based) programs are based on the required program hours and competency pass offs. Therefore, students will have to re-enroll for the full program and successfully pass all skill competencies required for completion. Partial credit, reduced hours, or reduced cost will not be given from a previous enrollment in which the student did not complete.

Student Code of Conduct

MTECH students are responsible to regulate their own conduct and respect the rights of others. Rules, policies, and regulations of the College are to be respected. The conduct of a student attending MTECH should be in compliance with what will be expected in the workplace. Not complying with such conduct will lead to disciplinary procedures which may include dismissal from MTECH.

Each student is responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body. Students are expected to maintain absolute integrity and high standards of individual honesty in their work, and to observe a high standard of conduct within the academic environment. In short, a student enrolled in the institution accepts the obligation to conduct themselves in an appropriate manner acceptable at an institution of higher learning. Students should exercise their freedoms with personal responsibility.

Should violations of the Student Code of Conduct occur, sanctions may be enforced for the protection of the institution and its members. Behavior which violates the Student Code of Conduct should be reported to the Program Instructor or the College Administration at the Main Campus.

Student Interests

Admissions

- Students should be reasonably informed about the full cost of tuition, fees, etc., and about available financial aid programs, attendance obligations, and access to College policy and procedures.
- Students should be given reasonable access to the use of MTECH services, such as financial aid, counseling, academic advisement, career placement, and planning.
- Students should be protected against unauthorized disclosures of confidential information contained in their student records. Students have a right to examine and challenge information contained in their student records.

Classroom

- Students are free to take reasonable exception to the data, processes, or views offered in programs. At the same time, students are responsible for meeting standards of competence performance established for each program.
- Students should be given reasonable notice of the general content of the program, what will be required of them, and the criteria upon which their performance will

be evaluated.This is available in the program syllabus.
- Students should have their performance evaluated promptly, conscientiously, without prejudice or favoritism, and consistently with the criteria stated at the beginning of the program or course.
- Students have the opportunity, as well as the responsibility, to participate in evaluating the teaching effectiveness of faculty.

    1. Current students will be provided the opportunity to complete an anonymous evaluation about their instructor(s) using an electronic evaluation tool. This opportunity will be provided at least once throughout enrollment in a program.
    2. Program Graduates will be given the opportunity to complete a Student Follow Up Survey to evaluate their educational experience after being employed in a related field.
    3. Program Directors review results of both surveys with faculty members during the semi-annual employee evaluations and goals are made for improvement.

- Students may examine and communicate ideas by any courteous and lawful means. Students will not be subject to academic or behavioral sanctions because of their constitutionally protected exercise of freedom of association, assembly, expression and the press.
- Students shall be allowed due process in any proceeding involving the possibility of substantial sanctions.
- Students may appeal discipline or dismissal, using the Student Grievance Procedures.

Learning Environment

- Students should receive support and assistance from MTECH in maintaining a climate conducive to thinking and learning.
- Students are allowed academic freedom and autonomy in their intellectual pursuits and development.
- Students should be treated with courtesy and respect.

Students with Disabilities

Students with disabilities may request reasonable accommodations

    1. As stated in the Students with Disabilities Policy, students with qualifying disabilities should submit a completed Request for Accommodation Application, along with supporting documentation, to the Academic and Career Counselor.
    2. Unless specifically stated otherwise in accommodation documentation, students with disabilities are expected to meet the same performance standards as all students.
    3. Students may contact MTECH's ADA Student Coordinator, Nicole Heslington, at nicole.heslington@mtec.edu for assistance.

Non-Discrimination

- MTECH is fully committed to policies of non-discrimination and equal opportunity.

- MTECH does not discriminate on the basis of race, sex, age, color, religion, national origin, sexual orientation, gender identity, pregnancy, childbirth, disability, or veteran's status in its programs and activities.

  MTECH no discrimina por razones de raza, sexo, edad, color, religión, origen nacional, orientación sexual, identidad de género, el embarazo, el parto, discapacidad o estado de veterano, en sus programas y actividades

- Inquiries regarding non-discrimination policies can be directed to:

Lynn Adams Director of Diversity, Equity & Inclusion-MTECH 2301 West Ashton Blvd Lehi UT 84043 Phone 801-753-4245 ladams@mtec.edu	Office for Civil Rights, Denver Office Cesar E Chavez Memorial Building 1244 Speer Blvd. Suite 310 Denver, CO 80204-3582 Phone: 303-844-5695 Fax: 303-844-4303 TDD: 800-877-8339 OCR.Denver@ed.gov

Sexual Misconduct (Title IX)

- Students should report any type of harassment, sexual discrimination, sexual harassment or sexual violence, as stated in MTECH's Title IX Policy. Please refer to this policy for any additional information.
- Any claim of sexual misconduct should be directed to:

  Lynn Adams

  Director of Diversity, Equity, & Inclusion
  2301 West Ashton Blvd.
  Lehi, UT 84043
  801-753-4245
  ladams@mtec.edu

Student Responsibilities

Students must comply with the Student Code of Conduct, found here, and in Student Code of Conduct Policy and Procedure. Sanctions may be applied for violation.

Academic Standards

Progress & Attendance

Students must comply with the [Progress and Attendance Policy and Procedures.](#) Sanctions may be applied for violation of these procedures.

Professionalism

Students are expected to conduct themselves in a manner consistent with workplace requirements.

Dress

MTECH students are expected to dress and behave in a professional manner in the classroom, externship, clinicals, and off-campus activities.field trips. This includes wearing clothing appropriate for the industry the student is training to work in.

- Instructors will provide information on the specific professional attire expected for each program. Students dressed inappropriately will be asked to correct their attire before they are allowed in the lab. Students on industry externships must dress appropriately, or they will be asked to leave the site.

- If a student fails to comply with the dress standards after being counseled by the instructor and Program Director, the student may be dismissed.

Drug and Alcohol Free Environment

MTECH shall provide for a safe and productive work and educational environment that is free from the effects of possession, use, or distribution of controlled substance illicit drugs and alcohol. Drug and alcohol abuse prevention information is disseminated to all employees. It is available to current and prospective students through the counseling office.

Smoking

Smoking, including the use of e-cigarettes, is NOT permitted in any indoor area of all MTECH campuses or within 25 feet of any MTECH building.

Cheating, Plagiarism and Falsification

Students are expected to maintain academic ethics and honesty for all work and interaction with the college in all forms. Cheating, plagiarism, and/or falsification may result in suspension or dismissal.

Copyright

Students are required to comply with all local, state, federal, and international copyright laws, and with College policies regarding the use of copyright-protected materials. Whenever copyright-protected works are used and fair use does not clearly apply, MTECH requires students to obtain written permission from the copyright owner. Downloading, uploading or transmitting files containing copyright-protected works without the permission of the copyright owner is prohibited. The violator may be subject to disciplinary and/or legal action.

MTECH will cooperate fully with any investigation by public authorities related to illegally downloaded and/or copyrighted information. Members of the MTECH community, including students, faculty, and staff, who are found to have been using the College's information technology system to download or upload works protected by copyright, will be subject to the full extent of fines and penalties imposed, disciplinary action, and possible termination.

Acceptable Use of Electronic Resources

Electronic information resources are available to students at MTECH. These resources include access to the Internet and other network files or accounts.

On a global network it is virtually impossible to control all materials; however, through a filtering and monitoring system, MTECH has taken precautions to restrict access to inappropriate materials. Users who access, publish, or attempt to access or publish inappropriate material or illegal internet sites will be subject to discipline, which may include the possibility of suspension or expulsion.

Terms and Conditions of Acceptable Use Agreement: Each student accessing MTECH electronics will participate in a discussion with his or her instructor regarding proper behavior and use of the network, and sign an Acceptable Use Agreement. It is legally binding, and indicates that the student has carefully read and understood the terms and conditions of appropriate use and thereby agreed to abide by.

Acceptable Use: Acceptable use means that a student uses the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this agreement. Students who "publish" on the Internet must abide by the approved procedures and guidelines set by their instructor.

Privileges: The use of MTECH electronics is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion) and/or referral to legal authorities. The instructors or

administrators may limit, suspend, or revoke access to MTECH electronics at any time.

Network Etiquette: Each student is expected to abide by the generally accepted rules of use etiquette. These rules include, but are not limited to, the following: Be polite. Never send or encourage others to send abusive messages. Use appropriate language. Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally. Use electronic mail appropriately; it is not for sales, advertisements, solicitations, etc.

Email and other forms of messaging are not guaranteed to be private. Everyone on the system has potential access to them. Messages relating to or in support of illegal activities or inappropriate activities, as pertaining to this Acceptable Use Policy, must be reported to an instructor or administrator.

Unacceptable Network Use: Transmission or intentional receipt of any inappropriate material, or material in violation of law or MTECH policy, is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, material protected by trade secrets, commercial activities by for-profit institutions, use of product advertisement or political lobbying, the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts, sexism or sexual harassment, pornography, gambling, illegal solicitation, racism, and obscene language. Illegal or inappropriate activities, including unauthorized use of games, use of the network in any way that would disrupt network use by others, or activities of any kind that do not conform to the rules, regulations, and policies of MTECH are forbidden.

Vandalism: Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network or the Internet. Vandalism also includes, but is not limited to, abusive overloading of data on the server or the uploading, downloading, or creation of computer viruses. Any engagement in network vandalism constitutes unacceptable use and will subject the student to appropriate disciplinary action.

Security: Security on any computer system is a high priority because of multiple users. Do not use another individual's account or attempt to log onto the system as the system's administrator. Any security concern must be reported to an instructor or administrator.

Privacy: It is advised that students not reveal personal information such as: home

address, phone numbers, passwords, credit card information, social security numbers, etc. This also applies to others' personal information or that of an organization.

Service Disclaimer: MTECH makes no warranties of any kind, whether expressed or implied, for the service it is providing. MTECH will not be responsible for any damages the student may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, mis-directed deliveries, or service interruptions caused by the system or by student error or omission. Use of any information obtained via the information system is at the student's own risk. MTECH specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

Violations of the Student Code of Conduct

May include:

- Excessive tardiness or absences.
- Any form of academic dishonesty including cheating on tests, quizzes, assignments, or skill pass-offs.
- Annoying, clowning around, or disturbing other students or the instructor including use of cell phones or other unauthorized electronic devices.
- Lack of cooperation with the instructor or other students.
- Rude, discourteous behavior, including profanity or inappropriate gestures.
- Horseplay or any safety violation in class.
- Gross untidiness and neglect of personal hygiene.
- Smoking or vaping in unauthorized locations on campus in violation of state law, MTECH, or public health regulations.
- Dangerous or abusive use of tools, equipment, or materials.
- Illegal possession or use of firearms, explosives, or other dangerous substances.
- Discrimination, harassment or abuse against members of a particular gender, race, ethnic, cultural or religious group. This includes sexual discrimination, harassment, or sexual violence.
- Physical harm or threat of physical harm to others or to property.
- Vandalism or destruction of school property.
- Theft of school or personal property including equipment, materials, services, data, or other information.
- Using, possessing, trafficking, or being under the influence of illegal or potentially harmful substances (such as drugs or alcohol) in class or on campus.
- Disorderly, lewd, indecent, defamatory, or obscene conduct or expression.
- Failing a drug screening or receiving a negative background check.

- The improper use of computers, including:
  -any form of pornography
  -improper use of e-mail,
  -unauthorized chat room usage
  -unauthorized addition or modification of desktops, software, etc.
  -reckless or intentional use of invasive software such as viruses and WORMS
   destructive to hardware, software, or datafiles.
- Initiation or involvement in any false report or warning.
- Leaving children unattended on MTECH property or allowing them to create a disruption on College property.
- Failing to meet contractual obligations with MTECH.
- Knowingly violating terms of any disciplinary action.
- Intentionally furnishing false information, including false identification.
- Forging, altering, misusing, or mutilating MTECH documents, records, identification, educational materials, or other MTECH property.
- Influencing or attempting to influence the academic or any administrative process through explicit or implied bribery, threats, sexual behavior, etc.
- Unauthorized entry upon or use of MTECH facilities, equipment, materials, data, properties, or services.
- Violation of parking regulations or any other misuse of a vehicle on MTECH property which violates the law or College policy.
- Refusing to respond to reasonable requests and directions from MTECH or local government officials while in the performance of their duties.

Please Note: Violation of Student Code of Conduct may lead to disciplinary procedures, legal action, and/or dismissal.

Disciplinary Procedures

MTECH students are responsible to regulate their own conduct and respect the rights of others. Rules and policies of the faculty and administration are to be respected. The conduct of a student attending MTECH should be in compliance with what will be expected in the workplace.

Problems that develop between an instructor and a student often result from simple misunderstandings or lack of communication. The instructor and student are encouraged to engage in a constructive problem-solving discussion to resolve progress, attendance, conduct, or other issues. The instructor has the responsibility to advise the student that further issues may lead to disciplinary action.
Students may be placed on an academic improvement plan by an instructor, and in accordance with MTECH and department policy. The student may contact an academic and career counselor for help,, if they so desire.Continued problems, occuring while a

student is under the plan, may result in dismissal.

Instructors and Program Directors can recommend probation or suspension, and may remove any student who is a clear and present danger to himself/herself or others. This action must be documented fully and immediately.

Appeals and Grievance

If a student desires to appeal administrative decisions made pertaining to any of the above policies or procedures, he/she may do so by submitting a Request for Policy Variance to the Vice President of Administrative Services. This form can be obtained at the Counseling Office. The appeal will be heard by the Appeals Committee and a decision made.

Any student who believes actions taken are unfair or otherwise prejudicial may also appeal under the 600.608 Student Grievance Policy & Procedure, which can be found at [mtec.edu/ policies.](mtec.edu/policies)

Campus Information

Crime Statistics Report

Title ll of the Crime Awareness and Campus Security Act of 1990 requires that MTECH annually issue a Crime Statistics report. This report is disseminated to MTECH employees annually and is available to students and the public on MTECH's website under Consumer Information, and Campus Safety and Security. https://mtec.edu/compliance/

Building Policies

In order to maintain clean and professional buildings and to maximize tax dollars at use, please be mindful of the following:

- Food and drink is not permitted in classrooms or computer labs.
- Only registered students are permitted in classrooms or labs.
- Children may not be left unattended in the buildings.
- Students may park only in designated parking and must have a valid parking sticker.

Grounds and Building Safety

MTECH's Main Campus is in Lehi. There are also campuses in Orem, Provo, Spanish Fork, Heber and Salt Lake City. They are observed on a daily basis by instructors and administrators. An on-site employee has been assigned the specific responsibility as a security assistance monitor for the facility. To report any hazards on campus, please contact the following individual at your campus:

- Lehi Main Campus: Kirt Michaelis, VP of Administrative Services 801-753-4128
- Orem Campus: Gordon Reynolds, Senior Program Director 801-753-4219
- Spanish Fork Campus: Justin Browning, Human Resource Director 801-753-4227
- Salt Lake Campus: Cliff Carron-Campbell, Senior Program Director 801-753-4214
- Provo Campus: Mark Middlebrook, Manager, Community Affairs 801-753-4125
- Wasatch West Campus: Becky Fenton, AVP of Instruction 801-753-4129

In an emergency situation, please contact the local authorities by dialing 911 from a nearby phone. Please remember to stay calm and provide clear and accurate information to local dispatch. Campuses are observed by a 24-hour monitoring

system.

Campus Security

The safety and well-being of students, faculty, and staff are the highest priority at MTECH campuses. MTECH would like to remind you that although the College has a low crime rate, thefts do occur. Please do not leave valuables unattended at any time while on campus. In an emergency situation, please contact the local authorities by dialing 911 from a nearby phone. Please remember to stay calm and provide clear and accurate information to local dispatch. In a non-emergency situation, but still a security risk, please contact one of the following individuals at your campus:

- Lehi Main Campus: Kirt Michaelis, VP of Administrative Services 801-753-4128
- Orem Campus: Gordon Reynolds, Senior Program Director 801-753-4219
- Spanish Fork Campus: Justin Browning, Human Resource Director 801-753-4227
- Salt Lake Campus: Cliff Carron-Campbell, Senior Program Director 801-753-4214
- Provo Campus: Mark Middlebrook, Director of Marketing 801-753-4125
- Wasatch West Campus: Becky Fenton, AVP of Instruction, 801-753-4129

Campus Emergency Plan

In case of an emergency: avoid panic, remain calm, use common sense, and render assistance. Evacuate buildings immediately upon request by authorities, upon an audible alarm, or when remaining in any building becomes life threatening.

- Know the location of at least two emergency exits in your immediate area.
- Keep a flashlight handy if you are in an area without natural lighting.
- The appointed Campus Coordinator/ Manager is the assigned and designated building marshal during emergencies.
- Do not use the campus phones for reasons other than emergency purposes.
- Do not use the elevator during an emergency, and do not attempt to exit stalled elevators.
- Do not jeopardize your life or the lives of others to save personal or college property.
- Do not cross police barriers without authorization.

Student Injury or Accident

If a student is injured while participating in MTECH classes or activities, 911 will be called if the student is in a possible life-threatening situation. If less serious, the

campus First Responder will be called, who will evaluate the situation and perform any necessary first aid, or call an ambulance if they determine it's needed.

The student is typically advised to see his/her personal physician to follow up. The first responder or instructor will complete an [Incident Management Report](#) and submit it to Human Resources. Human Resources will investigate the accident, and any needed changes to facilities, equipment, training, procedures, etc. will be made to help prevent further accidents.

Student Insurance

Every student is responsible to carry personal health and accident insurance. Because of the short-term nature of MTECH training, the College does not provide insurance coverage for students. Students receive a Risks and Hazards Statement and acknowledge they understand the school's policy on health insurance. All medical expenses, including ambulance charges are the responsibility of the student.

Questions???
If you have any questions, or need any information not found in this MTECH Student Handbook, please call MTECH Student Services at 801-753-6282. Our staff will be happy to assist you