

MTECH STUDENT HANDBOOK

2019-2020

Welcome and Introduction



It is an exciting time to be a student at Mountainland Technical College. There are many opportunities available here that you can take advantage of. Our highly qualified instructors can help you reach your educational goals and find employment in the industry of your choice.

As the college continues to grow, we will strive to ensure that your experience here at the Mountainland Technical College is the best that it can be. Open-entry/open-exit, competency-based training is available in a variety of occupational areas, at no tuition for high school students and low tuition for adult students. A major factor in our success has been the close working relationship we share with business and industry in the region. The input of advisory committees has allowed us to develop industry-based, high quality curriculum. Industry trained and

respected instructors and staff will ensure the instruction you receive will prepare you for occupational placement.

I am confident your experience here at Mountainland Technical College will be time well spent. We want you to identify what success means to you, and let our staff show you how to get there. I wish you the very best in your technical education training and take pleasure in welcoming you to the Mountainland Technical College.

– Clay Christensen, College President, Mountainland Technical College

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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Contact Information

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

Board of Directors

As directed by law, Mountainland Technical College has an established Board of Directors to provide regional oversight of college operations. MTECH's College President serves as the Chief Executive Officer to the Board of Directors.

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

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

MTECH does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

MTECH no discrimina por razones de raza, color, origen nacional, sexo, discapacidad o años , en sus programas y actividades.

Inquiries regarding non-discrimination policies can be directed to:

Justin Browning

Mountainland Technical
College 2301 West Ashton
Blvd.
Lehi, UT 84043
Phone 801-753-4137
jbrowning@mtec.edu

Inquires may also be sent to:

Office for Civil Rights, Denver Office
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

Student Resources

Student Orientation

Congratulations and welcome to MTECH! We want every student to have the best experience possible while getting the best training available. We want to welcome 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 program syllabus. The instructor will explain the program details outlined in the syllabus. Students may be taken on a brief tour of the campus.

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 Office hours are Mon.– Fri. 8:00am – 5:00pm year-round, except holidays. MTECH Student Services Offices are located at the following locations:

- Lehi Main Campus: 2301 West Ashton Blvd, Lehi, Utah 84043 (801)753-6282
- Spanish Fork Extension Campus: 693 W 1210 South Spanish Fork, UT 84660 (801)753-4115
- Orem Branch Campus: 1410 West 1250 South, Orem, UT 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

In 1965, the Utah State Legislature passed a law requiring every student, teacher, and visitor in any public or private school to 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 of 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 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 hours of 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.

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

AAS Pathway with Utah Valley University or Utah State University

Interested in completing a degree? Students who complete a program of study that is at least 900 hours in length are eligible to apply for credit with Utah Valley University towards an Associate of Applied Science in Technology Management, or to Utah State University towards several different Associate degrees.

For more information, contact Carrie Peterson in the UVU Counseling Dept. at 801-863-7454 or petersca@uvu.edu; or contact Misty Balls with the AAS Department at Utah State University at 435-797-7091. Your instructor can provide additional information.

Other programs at MTECH have course to course or program to course articulation. More information can be found at mtec.edu/pathways.

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. Student ID photos will be taken at the testing center during business hours. 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 permit from any of the campus bookstores or student services. Adequate student parking is available on MTECH campuses. Students must have an MTECH parking permit displayed from the rear-view mirror.

MTECH Parking Permits 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, plus a valid MTECH parking permit, 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.

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 group photographs, quotes, and other types of media information may be taken of persons in an MTECH classroom, lab, or on the MTECH Campus grounds, as needed by the college. These forms of media may be used for public relations, marketing communications 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 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. Orientation for software or technology is provided.

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

All students desiring to participate in MTECH programs will be required to take the entrance assessment before they are allowed to register, unless their program has specific requirements for other testing. This entrance assessment measures the candidate's reading comprehension and basic math skill levels. This aids in ensuring the student is adequately prepared for the basic reading and math principles that will be used in the program they decide to enroll in. A minimum score of 4 in both reading and math is required in most programs for admission to MTECH. The entrance assessment is free to take and can be completed during normal testing hours on a walk-in basis. There is a waiting period of 24 hours for the first repeat attempt. Students requiring disability accommodations should contact the counseling office at 801-753-4109.

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 educational materials, such as reference books, periodicals, manuals, audio-visual materials, equipment; and internet access. In addition, computer labs are conveniently located 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 standard lunch items, a salad bar, and often a "special of the day." The cafeteria is generally open Monday through Friday from 8:00-9:30 a.m., 10:30am-1:30pm, and evenings from 5:30-6:30pm.

Mountainland Salon Services

The Main Campus in Lehi and the Spanish Fork extension campus have Salons run by Cosmetology students and instructors. Being busy with learning and life doesn't leave much time. Treat yourself to a 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 career 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. A student may also review progress and program issues and make modifications as needed during their MTECH program training process. 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; however, they will be welcomed on a walk-in basis, when there is availability. Walk-ins may have to wait to be served.

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 our local employers. That means our job is to get students trained so they can get a job or 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, or by phone, text, email, etc.

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

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

Students need to 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 where necessary. Reporting of placement (employment) by students is essential to track the success of the programs.

Certifications

Certificates and Licensures 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 MTECH website at <http://mtec.edu/certifications>.

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.

Open Entry / Open Exit

Programs that run on an OE/OE schedule do not have defined stop dates. Instead, students can enroll at regularly scheduled start dates, and they may exit when they have passed off all required competencies and coursework.

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 does not issue high school or college credit.

Progress

Student competency is determined by assignments, projects, demonstrations, presentations, quizzes, test scores, etc. Students must complete coursework in a timely manner to progress through required competencies. Progress must meet required College standards of 80%, but some programs have stricter requirements.

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 credit; both the grade and credit is determined by the policies and procedures of each school district.)

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, skill competency, 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.

Academic Progress

All students must maintain progress at a rate of 70% or better, evaluated quarterly. Failing to do so will result in the student being placed on probation by the instructor or school counselor. Students on probation must raise their progress to 70% by the end of the following quarterly evaluation period or may be withdrawn from their program due to lack of progress.

Some programs require a higher academic progress rate, and the student must check the information for their specific program.

All students in Open Entry/Open Exit programs are encouraged to complete their coursework in a timely manner, maintaining at least the minimum progress rate. Students should complete the competencies for their program within the established program hours.

Additional tuition and fees may be assessed if the student requires additional time to complete. This may differ for students on disability accommodations.

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 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. These rules 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.

The following attendance rules apply to all students:

When a student is below standard in attendance or progress, the instructor will meet with the student and fill out a 2-week Academic Improvement Plan. At the end of two weeks, progress on the plan will be evaluated. Students who fail to improve will be required to meet with the Academic & Career Counselor and be placed on a probationary contract. Failure to keep the commitments made on that contract may lead to dismissal.

As per the UTECH Policy 201.4.3, 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 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 UTECH 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 will occur after review by and/or demonstration to the MTECH program instructor(s).

Program/Course Transfer

Students may transfer from one section of a program to another, one program 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 at 80% 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 would require following all coursework, program or course transfer rules.

Refunds and Withdrawal

MTECH issues tuition and fee refunds on programs based on the program delivery method. Refund rules are different for Open Entry/Open Exit Programs than for Defined Entry/Defined Exit Programs, 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 course is canceled by the institution. If MTECH cancels the course, all monies collected are refunded. The \$40 application fee is not refundable. Refunds will be issued within 45 days.

Re-enrollment Procedures

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

- Physical harm or the threat of physical harm to others.
- Theft of school or personal property.
- Harassment of a physical or sexual nature.
- Using, possessing, trafficking or being under the influence of illegal or potentially harmful substances on site.
- Accessing pornography or any inappropriate usage of college computers, as described in the

Computer & Acceptable Use Policy 620 and Procedure 620.1 at mtec.edu/policies

- Cheating
- Serious violations of program or campus rules not listed above.

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

- There is “space available” at the time of their re-enrollment.
- Full payment of fees and tuition is made at the time of re-enrollment.
- 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: previous education, 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 administrative officers 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 your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, MTECH assumes no liability as a result of honoring your 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 students and adults.

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 probationary period, the following conditions apply:

Open Entry/Open Exit programs are based on skill competency for completion. Therefore, all OE/OE program students will have the opportunity to be re-evaluated and allowed to demonstrate 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 complete them.

Program hours will follow the same policy as a standard OE/OE program.

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 allotted program length required for completion, and successfully pass all required skill-based competencies needed for completion of the desired program or course. Partial credit, reduced hours, or reduced cost will not be given from a previous enrollment in which the student wasn't able to complete at that time.

Student Rights

Learning Environment Rights

- Students have a right to support and assistance from MTECH in maintaining a climate conducive to thinking and learning.
- Instruction should reflect consideration for the dignity of students and their rights as persons.
- Students are entitled to academic freedom and autonomy in their intellectual pursuits and development.
- Students have a right to be treated with courtesy and respect.

Business Procedure Rights

- Students have the right to be reasonably informed about the full cost of tuition, fees, etc., and about available financial aid programs, attendance obligations, procedures, etc.
- Students have the right of reasonable access to and the use of MTECH services and programs, such as securing financial aid, counseling, academic advisement, career planning and placement, etc.

Classroom Rights

- Students are free to take exception to the data, processes, or views offered in programs. At the same time, students are responsible for meeting standards of competency performance established for each program.
- Students have a right to 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 have a right to have their performance evaluated promptly, conscientiously, without prejudice or favoritism, and consistently with the criteria stated at the beginning of the program.
- Students have the right, as well as the responsibility, to participate in procedures for evaluating the teaching effectiveness of faculty.

Right to Freedom of Expression

Students have a right to 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.

Right to Freedom from Acts of Sexual Harassment

Students have the right to freedom against any type of sexual discrimination, sexual harassment or sexual violence, as stated in MTECH's Sexual Misconduct Policy. Please see the MTECH 600.613 Sexual Misconduct Policies and Procedures at mtec.edu/policies for more information. Any claim of sexual harassment should be directed to:

Justin Browning
Title IX Coordinator
2301 West Ashton Blvd.
Lehi, UT 84043
801•753•4137
jbrowning@mtec.edu

Right to Freedom from Discrimination

MTECH policy prohibits discrimination, harassment or prejudicial treatment of a student because of his/her race, color, national origin, sex, disability, or age in its programs and activities.

Right to Privacy and to Inspect Public Records

Students have a right to protection 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.

Right to Due Process

Students have a right to due process in any proceeding involving the possibility of substantial sanctions. This includes a right to be heard, a right to decision and review by impartial persons or bodies, and a right to adequate notice. Students have the right to be secure in their persons, papers, and effects against unreasonable searches and seizures.

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 qualifying students at MTECH. These resources include access to the Internet and other network files or accounts. Our goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no educational value. 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.

The smooth operation of the network is dependent upon the proper conduct of the users who must adhere to strict guidelines, rules, and regulations. Such are provided so that student users are aware of the responsibilities they are about to accept. In general, their responsibilities necessitate acceptable, ethical, and appropriate utilization of the electronic network resources.

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. The student signature at the end of the Acceptable Use Agreement is legally binding, and indicates that the student has carefully read and understood the terms and conditions of appropriate use and thereby agree to abide.

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.

Disciplinary Procedures

The instructor and student are encouraged to engage in a constructive problem-solving discussion to resolve any conduct or program issues. The instructor has the responsibility to advise the student that further issues may lead to disciplinary action. The student may be referred to an MTECH counselor for further discussion and may be placed on probation as a result of this conference. Terms of probation are determined by the Instructor and Counselor in accordance with MTECH and department policy.

Problems occurring while a student is under probationary status may result in dismissal. If the Program Director determines a need, an additional conference will be scheduled during the probationary period.

Instructors 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 for violating 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.

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 (Contact a Vice President at 801-753-4100).

Dress Code

As MTECH prepares students to enter the workforce, it is the College's responsibility to provide students with the necessary tools to be successful in the world of work. One of the tools every student will need, regardless of the work they do, is to understand and practice proper work attire.

MTECH students are expected to dress and behave in a professional manner. 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. Clothing should be modest, and students should maintain good personal hygiene. Students dressed inappropriately in class or labs will be asked to either cover up, or leave and return with appropriate attire. Students dressed inappropriately for an externship will be asked to leave the site. If a student fails to comply with the dress standards after being counseled by the instructor, an improvement plan will be made, and the procedure will be followed to correct the behavior.

MTECH students are in an adult environment and are charged accordingly with the responsibility of regulating their own conduct and of respecting the rights and privileges of others. Rules, policies, and regulations of the faculty and administration are to be followed.

Drug and Alcohol Free Environment

MTECH strives to provide for a safe and productive work and educational environment that is free from the effects of possession, use, or distribution of drugs and alcohol. Drug and alcohol abuse prevention and treatment information is available to all employees through Human Resources to all employees. It is also available to students through the counseling office.

Smoking Policy

Smoking is NOT permitted in any indoor area of all MTECH campuses or within 25 feet of any MTECH building and this is strictly enforced. This includes the use of electronic cigarettes, vaping, and hookah. Smoking of illegal substances is never allowed at any campus.

Sexual Misconduct Policy

MTECH will not tolerate sexual misconduct in any form. This includes sexual discrimination, sexual harassment or sexual violence. Violations of this policy by administrators, faculty, staff, and students will be regarded as unprofessional and uncivil conduct. Violators may be subject to appropriate disciplinary action ranging from written or verbal reprimand to dismissal, and possible legal action. Please see MTECH 600.613 Sexual Misconduct Policies and Procedures at <https://mtec.edu/policies/> for more information. Any claim of sexual harassment should be directed to:

Justin Browning
Title IX Coordinator
2301 West Ashton Blvd.
Lehi, UT 84043
801-753-4137
jbrowning@mtec.edu

Cheating and Plagiarism

Students are expected to maintain academic ethics and honesty for all work and interactions with the college in all forms, including but not limited to, cheating and plagiarism. Cheating is the act of using or attempting to use or providing others with unauthorized information, materials, or study aids in any form for academic work. Plagiarism is the act of appropriating another person's or group's ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as a product of one's own work in any academic exercise or activity. Cheating or Plagiarism may result in suspension or dismissal.

Violation of 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 instructor or other students.
- Rude, discourteous behavior, 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, and may lead to immediate dismissal.
- 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: (1) any form of pornography may result in immediate dismissal, (2) improper use of e-mail, (3) unauthorized chat room usage, (4) any unauthorized addition or modification of desktops, software, etc., (5) 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 and/or dismissal.

Campus Information

Crime Statistics Report

Title II 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 mtec.edu under Consumer Information, and Campus Safety and Security. <https://mtec.edu/consumer-information/>

Building Policies

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

- No food or drink is 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 pass.

Grounds and Building Safety

MTECH's Main Campus in Lehi, Orem Branch Campus, Spanish Fork Extension Campus, Provo Extension Campus, Wasatch West and Salt Lake Instructional Service Center 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:

- Main Campus in Lehi: Kirt Michaelis, Administrative Services VP 801-753-4128
- Orem Campus: Gordon Reynolds, Campus Manager 801-753-4219
- Spanish Fork Campus: Lisa Birch, Campus Manager 801-753-4116
- Salt Lake Campus: Gordon Reynolds, Program Director 801-753-4219
- Provo Campus: Joseph Demma, College Relations 801-753-4127
- Wasatch West Campus: Becky Flinders, Program Director 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:

- Main Campus in Lehi: Kirt Michaelis, Administrative Vice President 801-753-4128
- Orem Campus: Gordon Reynolds , Campus Manager 801-753-4219
- Spanish Fork Campus: Lisa Birch , Campus Manager 801-753-4116
- Salt Lake Campus: Gordon Reynolds, Program Director 801-753-4219
- Provo Campus: Joseph Demma, College Relations 801-753-4127
- Wasatch West Campus: Becky Flinders, Program Director 801-753-4129

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 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.
- Instructors must keep a current class roll available in case it should become necessary to account for students possibly trapped in the building or classroom.
- 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 Injury/Incident 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 and/or parents sign a waiver (Risks and Hazards Statement) acknowledging

understanding of 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.