



2011//2012 Student Handbook

The information in this publication was available at press time. For the latest updates, go to MSTC's website at mstc.edu.

ACADEMIC SUPPORT SERVICES

ACADEMIC SUPPORT CENTER (ASC)

We're here to help! The Academic Support Center (ASC), with locations in Adams, Marshfield, Stevens Point and Wisconsin Rapids, can help you prepare for your future. The ASC provides free academic support for structured, computerized or individualized instruction. Individuals may enroll throughout the year.

GAIN SKILLS FOR SUCCESS

The Academic Support Center (ASC) is a tuition-free program designed to provide pre-college academic assistance to any student who may need help to enter or successfully complete a program. The ASC offers study skills, mathematics, social science, reading, science, career education, English and English Language courses at all grade levels. The ASC also offers study assistance to prepare for testing and other requirements of the GED (General Educational Development) or HSED (High School Equivalency Diploma).

- Prepare to enter college
- Develop reading, writing and mathematics skills
- Prepare for HSED (High School Equivalency Diploma) or GED (General Educational Development Certificate) testing
- Improve job-seeking and employability skills
- Learn the English Language (ELL)
- Learn Basic Computer Skills

ASC instructors also assist students in achieving academic success by improving skills in areas such as note taking, listening, outlining, test taking, summarizing, textbook study, reference skills, time management and memory techniques.

You decide when to begin and develop your personal attendance schedule. In ASC you work at your own pace to reach your individual goals. ASC labs are open at all campuses at a variety of convenient times including evening hours. All adults are welcome to use the ASC services. There are no admissions requirements or tuition costs for these classes.

CAREER AWARENESS AND ASSESSMENT

Career Awareness is a free class offered by MSTC that explores a wide variety of careers that match personal and professional skills, interests and values. This is an active and dynamic opportunity to participate in a class with activities designed to help students answer the following three questions:

- Who Am I?
- Where Am I Going?
- How Do I Get There?

Students in Career Awareness participate in “self-discovery” activities about their interests and aptitudes to get the answers to these questions. The course provides a framework for making decisions about your future career. In a world filled with uncertainty, it's good to know you can invest in yourself and plan your future.

There is no charge to participate in Career Awareness classes. You must be 18 years of age or older to participate unless special permission is obtained. Special accommodations can be made for students with disabilities. Classes are offered every semester at all college locations and online.

LIBRARY

Students are encouraged to investigate and use the many resources and services available in the MSTC library. The library is primarily an educational and informational facility. The varied book, periodical and audiovisual collections and networked computer access support program areas and also allow for cultural enrichment. The library hours of each campus may be found on the website at <http://mstc.edu/academics/libraryabout.htm>

SKILLS ASSISTANCE

Study Skills (835-103) is a course designed to promote student success at MSTC. Students are introduced to study skills, time management, and health and relationship skills. The instructor shares information about the various resources available at MSTC to assist students in their efforts. Intro Reading and Study Skills (838-105) is also offered.

TESTING CENTER

The Testing Center (mstc.edu/students/testingcenter.htm), located across from Student Affairs on the Wisconsin Rapids campus in room T113, provides a number of services on all campuses, including Accuplacer testing and General Educational Development (GED)/High School Equivalency Diploma (HSED) orientation and testing. Accuplacer is offered on each campus. To pay for and schedule testing, stop by an MSTC campus or call:

Adams County Center: 608.339.3379

Marshfield Campus: 715.387.2538

Stevens Point Campus: 715.344.3063

Wisconsin Rapids Campus: 715.422.5443

GED/HSED orientation and testing are available on each campus for individuals who wish to earn a General Educational Development (GED) certificate or High School Equivalency Diploma (HSED). To find out more information or to pay for and schedule for a mandatory orientation session or a test session, stop by or call:

Adams County Center: 608.339.3379

Marshfield Campus: 715.387.2538

Stevens Point Campus: 715.344.3063

Wisconsin Rapids Campus: 715.422.5443

Free preparation assistance for Accuplacer and GED/HSED testing is available in the Academic Support Center (ASC) on each campus as well as at the Adams County Center ASC.

Testing accommodation services are available on each campus for eligible students with disabilities referred by Disability Services. In Wisconsin Rapids, eligible students referred for testing with accommodations may schedule appointments in the Testing Center by stopping in or calling 715.422.5443 or may work with their instructors to set up testing appointments outside of class. Testing accommodations on campuses without a Testing Center are coordinated by the instructor, student and Disability Services staff on an individual basis.

Assistive technology services are available on each campus for students with disabilities referred by Disability Services.

ADMISSIONS

ACADEMIC INTEGRITY

The MSTC Board, administration, faculty and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work and projects. Therefore, a student who is found to have been dishonest, fraudulent or deceptive in the completion of work or willing to help others to be so or who is found to have plagiarized (presented the work of others as his or her own) is subject to disciplinary action up to and including suspension.

ADMISSIONS

Admissions refers to the process of applying for acceptance into a program at MSTC. Whether studying full time or part time, you will need to complete the admissions process if you plan to earn a degree or technical diploma from MSTC. Mid-State Technical College maintains an open-door admissions policy for all prospective students. Many programs demand that students have certain skills prior to entry to maximize their experience at the college. Therefore, high school graduation or completion of the HSED or GED, plus completion of certain related high school courses is strongly recommended. Students need to complete the application process for the Fall term no later than November 1 and for the Spring term no later than March 1. Students who fail to complete the application process for their program by the end of business day on those dates will be admitted to a program for the next available term.

AGE REQUIREMENT FOR ENROLLMENT

Under Age 18

MSTC complies with all education statutes and policies regulated and promulgated by the Department of Public Instruction. Information regarding these policies is located at <http://dpi.wi.gov/home.html>. Programs may possess age criteria for admission based on licensing/certification requirements. All students who seek to enroll at MSTC are subject to the course prerequisites and program admission requirements as outlined in the MSTC Student Handbook. Questions regarding under age 18 attendance or home-schooled students should be directed to the Student Affairs-Admissions Office at any MSTC location.

- Students age 18 and older may attend MSTC courses and programs at anytime during the day if they have met the applicable prerequisite or program admission requirements. Attendance during the school day for students enrolled in public/private schools can be done with the written permission of the school principal and the parent.
- A student between the ages of 16-18 may not attend the Academic Support Center classes without an approved contract from their school district (unless his/her high school class has already graduated).
- A high school student between the ages of 16-18 may attend undergraduate day classes with written consent from the parent/guardian and the high school principal. Financial aid cannot be awarded to high school students who have not graduated from their high school.

Under Age 16

A student under the age of 16, with the prior written consent of their parent, may attend night classes at MSTC (beginning and after 4:00 p.m.) for secondary non-required courses or post-secondary courses for which they meet the prerequisites. Students under 16 years of age may not be allowed to enroll in certain courses due to safety, certification, licensing or policy requirements. Classes involving hands-on applications for skill development in areas identified as hazardous in Chapter 70 Wisconsin Code (Ind. 70.03(3e)). Hazardous areas include use of hoisting apparatus, logging, motor vehicle drivers and outside helpers, usage of firearms, manufacturing or processing, etc. Please consult an MSTC Counselor, High School Relations Coordinator or Enrollment Advisor for information on courses for which the student under 16 may be eligible to enroll.

In order for students under the age of 16 to enroll at MSTC the following conditions must be met:

- The individual has the written permission of his/her parent or guardian. (A signed and dated letter from the parent or guardian should accompany the registration form.)
- The individual will not be attending during the hours of the normal school day established under Wisconsin Compulsory Attendance laws.

ADMISSIONS PROCESS

1. Complete an MSTC application form and return it with the \$30 non-refundable application fee made payable to MSTC. (You must have completed your junior year in high school). Visit your high school counselor or contact any MSTC campus for an application. You may also apply via the web at mstc.edu.
2. Complete the Accuplacer or ACT test.
3. Submit an official copy of all academic transcripts, including high school, college or university and HSED/GED.

Certain programs have additional admission requirements. Applicants to these programs will be advised accordingly. Once the Admissions Office receives all admission documents the application review process will be completed within 2-3 weeks.

ACCEPTANCE

An acceptance letter is sent to the applicant only after all admission requirements are complete for admission into a program at MSTC.

ADDING/DROPPING COURSES

1. Classes may be added through the first week of class meetings. Classes added after the first week require Instructor/Dean approval.
2. Classes dropped before 10% of the class meetings have occurred will not be reflected on the student's transcript.
3. A grade of W (withdrawal) is issued if the class is dropped after 10% but before 90% of the class meetings having occurred. After 90% of the class meetings have occurred, a grade of F is assigned. The effective date of a drop is determined by the date that the Office of Student Records receives the "Drop/Add Form" or phone call from the student, or, the date the student completes the drop transaction for a class online. If the instructor withdraws the student from the course, the effective date of the drop is determined by the date that the Office of Student Records receives the form. The form is then entered into the student data system based on the date of receipt. Grades and refunds will be calculated based on the effective date of the class drop. It is the student's responsibility to obtain and retain a copy of the drop form.
4. Within a semester, a student who drops one section of a course and, at the same time, enrolls in an equivalent section of the same course shall not receive a refund of course fees for the dropped section or be charged course fees for the added section. An equivalent section is defined as a course offered for the same credit value, is subject to the same dollar amount of student fees and is at substantially the same point in the course curriculum at the time of the drop/add. Section changes done after the first week of a course must be approved by a dean or associate dean and the instructor.
5. One hundred percent of the tuition and fees must be paid for added courses. If the reduction in tuition/fees for the dropped course exceeds the fees for the added class, the student will be issued a refund. If the added course exceeds the tuition/fees of the dropped class, the student will be required to pay the additional amount owed at the time of registration. If the student is enrolled in the payment plan or is receiving financial aid, adjustments will be made accordingly.
6. MSTC instructors reserve the right to withdraw a student from class for reasons related to attendance, safety concerns and academic performance.
7. Students who do not attend their first week of class, without notifying an instructor or academic dean as to their reason for non-attendance in a class will be automatically dropped from the class without prior notification. The vacancy created by their enrollment drop may be filled by other students seeking to enroll in the class.

ADVISING

All program students have a faculty advisor available from their academic division. Faculty advisors help students to register and assist students in accomplishing their career goals. Faculty advisors are available during office hours for questions and special help.

ATTENDANCE

Class attendance is considered essential to the learning process. Therefore, regular, punctual attendance is expected of all students. Students are responsible for discussing absences with their instructors and when permitted by instructors, responsible for making up work that is missed. Any student deciding that he or she no longer wishes to attend class must officially withdraw from the course. Students failing to withdraw remain responsible for class costs and will be issued a failing grade.

Students are expected to attend the first class period or notify the class instructor. Students that do not attend the first class period or provide appropriate notification may lose their seat in the class. The college will inactivate a student's enrollment and program status after a period of two consecutive semesters of non-attendance.

CHANGE OF NAME/ADDRESS/PHONE NUMBER/SOCIAL SECURITY NUMBER

To make a name change, students need to complete the Biographical Data Change form which can be obtained at mstc.edu or at any Campus Office. In addition to completing the form, official documentation proving a change in name is required. Students are requested to report any change in address or telephone number to the Student Affairs Office to maintain an accurate and current record. Legal proof of identity (i.e., social security card, driver's license, birth certificate) and address change (proof for new address may include a utility bill, rental agreement, mortgage documents) will be required at the time of processing.

CREDIT FOR PRIOR LEARNING

Mid-State Technical College's Credit for Prior Learning Policy enables students to receive credit for their knowledge and skills gained from experience other than through the course offerings at MSTC and accelerate the completion of their educational goals. Credit for Prior Learning credits may include: transfer of credits from approved, post-secondary institutions; credit by examination; high school, military or occupational experiences/training; and articulated high school credit. MSTC has agreements with many area high schools to grant advanced standing for selected high school courses.

Students are required to complete 25% of the technical studies, (Associate Degree Programs) or occupational-specific (Technical Diploma Programs), at MSTC. The remaining 75% of coursework may be completed with the various types of credit for prior learning.

Students must meet the requirements of the specific course in which they enroll to obtain credit. All students seeking any form of credit for prior learning will begin the process with the Student Affairs Office. Student Affairs will refer the student's request to the appropriate Division Dean. After the evaluation is completed, Student Affairs will notify the student in writing regarding the result of the evaluation. If the credits are granted, they will be entered on the student's permanent transcript record. An appeal of the final decision may be made through the Academic Appeals process.

CREDIT FOR PRIOR LEARNING DESCRIPTIONS

Articulated Course—Advanced Placement for Courses Taken in High School (AC) Through a cooperative program between area high schools and Mid-State Technical College, qualified students can receive credit at MSTC for selected high school courses. Students must have completed specific requirements in high school and have obtained a 3.0 out of a 4.0 grade in the articulated coursework to receive technical college credit. For more information, contact your high school counselor, the MSTC High School Relations Coordinator or MSTC Student Affairs.

Credit by MSTC Examination (CE)

- **Challenge Exams:** This is a performance assessment in which a student demonstrates proficiency in the competencies of the course. A challenge exam is an option available to students for select courses. The challenge exam is taken after the start date of a course and before 50% of the course meetings have occurred. This option allows a student to take the

final exam for the course. The letter grade earned on the examination is recorded as the final grade for the course and is calculated into the GPA. Course tuition and fees are not refundable. Please contact your counselor for more information about challenge exams.

- **Proficiency Exams:** A student is considered proficient in a given area when she/he has achieved a high level of competency in a specific skill or field of knowledge. Occasionally, students may already possess the knowledge and skills that are the intended outcomes of a particular course. For these individuals, MSTC offers proficiency exams in select courses. A student may take a proficiency exam if they are not enrolled in the course or are enrolled but the course has not yet started. Successful completion of such exams results in the granting of credit for the course and a grade of CE (Credit by Examination). A proficiency exam may only be taken prior to the start of a course. A non-refundable fee of 25% of the tuition for the course is assessed for each proficiency exam taken. Please contact your counselor for more information about proficiency exams.

Credit by National Examination (CE)

MSTC staff will review test results from the College-Level Examination Program (CLEP), subject examinations, the American College Testing Proficiency Examination Program (ACT PEP) and Advanced Placement (AP) exams for possible credit toward the completion of an associate degree or a technical diploma. Credit toward a degree or diploma completion will be awarded only for courses that fulfill a published MSTC graduation requirement or that are an acceptable degree elective at Mid-State Technical College.

College staff will use the guidelines published by the testing agencies to identify appropriate test scores for credit recognition. Students must provide MSTC with an official, sealed transcript of test results from the testing agency for a review to occur. Credit awarded for successful performance on a CLEP, AP or ACT PEP test will appear on an MSTC transcript as “CE” for “Credit by Examination.” This credit will not be part of a student’s grade point average calculation. The appropriate academic Division Dean is responsible for the final decision on the recognition of credit based on CLEP or ACT PEP scores.

Military or Occupational Experiences/Training (EX)

Students initiate the process of applying for Credit for Prior Experience (Military or Occupational) with Student Affairs. Students are then referred to the dean/associate dean in the appropriate department for the assessment of prior learning. Students must demonstrate proficiency in the course competencies by a method of evaluation that will be identified by the dean/associate dean. A nonrefundable fee of \$30 per credit for each course related to the evaluation request is required. This fee is due from the student prior to determining the award of credit and is due regardless of whether credit is or is not awarded.

Transfer of Credits from Approved, Postsecondary Institutions (TR)

- Credit for courses may be accepted from accredited institutions of higher education provided the student has received a letter grade of C (2.0 on a 4.0 scale) and the course credit and content are similar to the course content at MSTC.
- Students who plan to take courses at another institution and transfer them to MSTC toward program requirements are strongly encouraged to meet with their program counselor to review how the coursework from the other college/university would be applied to their MSTC program.
- The student must provide Student Affairs with an official transcript of credits and an official description of the courses for which the credit is requested.
- The grade from the transferred course will not show on the MSTC transcript. Courses that do not meet program requirements may still be accepted by the MSTC for elective credit pending the permission of the Division Dean.

CLASS CANCELLATION

On occasion a class will be cancelled. Students will be contacted by the college to consider placement into another class. MSTC reserves the right to cancel courses due to low enrollment.

CLASS WAITLIST PROCESS

Students who sign up for a class waitlist are at the time of doing so granting the college their consent to enroll in the actual course should an enrollment become available. If a vacancy occurs, a student is automatically enrolled from the class waitlist and then notified by phone or mail of the class addition.

COMPUTERS AND INSTRUCTION AT MSTC

In an effort to prepare our graduates for today's workplace, MSTC integrates computers and other technology into many of its courses. Students should expect to use a computer for a variety of tasks in classes and for homework assignments including but not limited to word processing, presentation and web-based instruction as well as to receive important college communications via college-assigned email.

DISMISSAL/SUSPENSION

If there is reasonable cause to believe a student has pursued a course of conduct requiring suspension or dismissal, the student may be suspended or dismissed by the class instructor, Director of Student Support, Campus Dean or Division Dean. The student will be informed of the specific charges in writing without unreasonable delay. A student may be withdrawn from a class or a program under the following circumstances: failure to succeed or to progress in a class or program; excessive or continuous absences; disciplinary reasons; past due financial obligations; failure or refusal to obtain professional help and/or to accept professional advice.

EARLY RELEASE FOR EMPLOYMENT

"Student early release" is a procedure whereby a potential graduate of one of MSTC's programs may be permitted to terminate his/her attendance at MSTC for employment, subject to the following conditions:

- Early release will be granted only if the employer requires the potential graduate to begin employment immediately. Students will be given early release only for full-time employment related to their training received at MSTC.
- Early release, if granted, cannot exceed two weeks prior to the last day of the semester. Such time will not be counted as absences. For additional policy information and procedures for receiving the early release, please contact your Division Dean or the Student Records Manager.

ELECTIVES

Electives may be selected from any MSTC associate degree program or course. Credit for elective courses may be accepted from accredited institutions of higher education provided the student has received a letter grade in the "C" range. Also, see Transfer of Credits.

FOLLOW-UP STUDIES OF GRADUATES

MSTC is required by the Wisconsin Technical College System (WTCS) to perform graduate follow-up studies at intervals of one year and five years. Every four years the WTCS performs an employer follow-up survey to measure the employer satisfaction with WTCS graduates. This allows WTCS and MSTC to maintain important statistics regarding graduate employment and placement. Data is collected to provide information to prospective students, high school counselors, special interest groups and the general public. In the six months following graduation from MSTC, an employment survey will be mailed to each graduate to complete and to return to the college for the graduate follow-up study. Phone calls are placed to graduates who do not return the surveys. This is done in an effort to obtain the most accurate information possible. The Graduate Success information can be found at mstc.edu/business/postingjobs.htm.

GED/HSED TRANSCRIPTS

If you earned a Certificate of General Educational Development (GED) or a High School Equivalency Diploma (HSED) at MSTC and need an official transcript of your scores, you must provide the following information to the MSTC Testing Center:

- Your name at the time of testing
- Your date of birth
- Your social security number
- Your telephone number, with area code
- The address to which you want your document sent
- Your signature

There is no cost to obtain a GED/HSED transcript from MSTC. Fax or mail your information to:
MSTC Testing Center
500 32nd Street North
Wisconsin Rapids, WI 54494
Fax: 715.422.5440

If you completed your GED or HSED elsewhere in Wisconsin, you must provide the following information to the Department of Public Instruction:

- Your name at the time of testing
- Your date of birth
- Your social security number
- Your telephone number, with area code
- The address to which you want your document sent
- Your signature

Order form and payment information is available at: http://dpi.wi.gov/ged_hsed/trnscript.html.
Mail the completed form, along with your payment, to:

DPI/GED Program
Department of Public Instruction
PO Box 7841
Madison, WI 53707-7841

If you completed your GED or HSED in a state other than Wisconsin, please contact the MSTC Testing Center if you need assistance requesting a transcript.

GROUP TOURS & PERSONALIZED VISITS

MSTC offers individual and group tours upon request. Group tours are available September through April and may be general or tailored to meet specific group needs. Individual personalized visits provide prospective students an opportunity to tour campus, meet with our enrollment advisors or observe a class. A personalized visit is the best way for individuals to learn about MSTC programs and student activities. To arrange a group tour or personalized visit, please call toll free 1.888.575.MSTC or 715.422.5300.

HOME SCHOOL ATTENDANCE AT MSTC

MSTC complies with all education statutes and policies as regulated and promulgated by the Department of Public Instruction. Students under 18 years of age will not be able to participate in the following courses: nursing core, licensed practical nursing, fire training or police academy training.

- A home-schooled child age 15 or younger may attend night classes (beginning and after 4:00 p.m.) at MSTC for secondary non-required courses or post-secondary courses for which they meet the prerequisites.
- A home-schooled child age 16-17 may attend MSTC during the school day (with the prior written consent of their parent) or in the evenings for secondary non-required courses or post-secondary courses for which they meet the prerequisites.
- A home-schooled child age 17 or younger may not attend the Academic Support Center during the day, but may do so beginning and after 4:00 p.m., for secondary non-required academic support.
- A home-schooled child age 18 or older who has completed high school may attend any MSTC classes at any point during the school day.
- Home-schooled students are not eligible for federal financial aid until completion of their high school degree.

Questions regarding home-schooled students should be directed to the Admissions Office at any MSTC location.

INTERNATIONAL STUDENT ADMISSION

The United States Department of Homeland Security has approved Mid-State Technical College for acceptance of non-immigrant students for F-1 or M-1 visas. International students seeking an I-20 for full-time attendance as a non-immigrant student need to comply with the International Student Application procedures outlined on mstc.edu at mstc.edu/admissions/foreignstudent.htm.

MIDWEST STUDENT EXCHANGE PROGRAM

Students who enroll at MSTC in associate degree programs, who are from states that are members of the Midwestern Higher Education Compact (MHEC) may be eligible for a program and fee rate that is 150% of the in-state tuition rates. Students whose permanent addresses are located in the following states: Illinois, Kansas, Michigan, Missouri, Nebraska and North Dakota are eligible for this discount and are automatically coded for this discount upon admission to MSTC.

MINNESOTA RECIPROCITY FOR TUITION AND FEES

Students whose permanent address is located in Minnesota are eligible under the Wisconsin–Minnesota Tuition Reciprocity agreement to pay in-state tuition rates and fees as long as they are enrolled.

NONTRADITIONAL PROGRAM SUPPORT

Students in occupational programs which are not traditional for their gender may gain financial and personal support to help them complete their programs. For more information call 715.422.5450 or inquire at your campus Student Affairs Office.

ALTERNATIVE DELIVERY INSTRUCTION

MSTC provides alternative delivery instruction in online, hybrid, telepresence, computer aided-based and independent study formats. These courses are identified as such in MSTC's online and printed class schedules. Two and three credit independent study courses must be completed within 17 weeks of the time of enrollment. Independent study courses begin on the first day of the term; or if enrolling after the start of the term on the day the student enrolls in the course. Student refunds are calculated based on this enrollment date and in accordance with the WTCS refund policy.

PREREQUISITE

Courses requiring prerequisites are designated in the College Catalog. Registration in a course requiring a prerequisite is permitted by meeting the requirements or with permission of the course instructor or Division Dean.

PROGRAM LOAD

A full-time student who plans to graduate in four semesters will normally carry between 15 and 18 semester credits. For financial aid, insurance and veterans' benefits purposes, 12 credits are considered full-time. Many students take longer than four semesters to complete their programs. Students may only be enrolled and active in no more than two programs/waitlists at any given time.

PROGRAM CHANGE/LIMITATION ON NUMBER OF ACTIVE PROGRAMS

Students may elect to change the program in which they are currently enrolled. To do so they should meet with a program counselor to complete a Program Change card. The student must identify programs they want to remain active in (graduate from) and programs they are no longer interested in graduating from. Each student is allowed a maximum of two active programs. The student's record will then be reviewed against the admissions requirement for the new program they have chosen.

Program changes can be submitted at anytime during a semester, but they are only processed for the next available term. Program changes during a semester are not possible unless a student meets with a counselor to review the need for a change. Transcripts and transfer credit for the new program will only be reviewed upon student request.

RE-ADMISSION TO MSTC

A student who was previously admitted and enrolled in a program and does not enroll in classes for at least two semesters is withdrawn from the college. The student may reapply to a program at MSTC. The student will then be subject to the program requirements published in the College Catalog for the semester they are re-admitted to the college.

SECTION CHANGE

Within a semester, students may change from one section of a course to another section of the same course (except Independent Study). Section changes made after the first week require the approval of the Instructor or the Division Dean. Students changing from a classroom section to an Independent Study section of a course must follow the procedure for dropping a course and adding another.

- Student-Initiated Change: Obtain a “Drop/Add Form” from Student Affairs or the Campus Office. Return the completed form to the Campus Office for processing. The effective date is the date the form is received in the Campus Office.
- Instructor-Initiated Change: Instructor completes conference with student (if not available, conference with a counselor). Obtain “Drop/Add Form” from Student Records Manager and obtain supervisor and instructor signatures. Submit form to the Campus Office.

STANDARDS OF PROGRESS

Students not maintaining a minimum 2.0 GPA are requested to see a counselor to review their career plans and alternatives. Students attending MSTC through assistance from an agency (i.e., DVR, VA) are required to adhere to specific guidelines dictated by the agency. See the Financial Aid Supervisor or a Counselor for specific details.

STUDENT CLASSIFICATION

- Full-Time Student: A student who is enrolled in 12 or more undergraduate semester credits.
- Part-Time Student: A student who is enrolled in 11 or fewer undergraduate semester credits.
- Unassigned Student: A student who is not a candidate for a degree, diploma or certificate, but is taking individual classes at MSTC.

TRANSFERRING TO FOUR-YEAR COLLEGES

Articulation agreements with four-year private colleges and universities in the University of Wisconsin System exist. Articulation agreements may contain course-to-course equivalencies while others provide for a total program transfer. The Transfer Information System (TIS) is a website www.uwsa.edu/tis developed by the University of Wisconsin System in cooperation with the Wisconsin Technical College System. The purpose of TIS is to help students understand their options and provide information about transferring credits and programs between the two systems.

If you are already planning to attend a four-year college or university after attending one of Wisconsin’s technical colleges, it is highly recommended that you talk to an enrollment advisor or program counselor. Requirements vary from institution to institution and a program counselor can help you plan your coursework to optimize your transfer of credit into your major. They can also help you choose an appropriate college or university to meet your career goals.

TRANSFERRING CREDITS INTO WISCONSIN TECHNICAL COLLEGES

Students who have attended another postsecondary institution may be able to transfer credits into MSTC. Be sure to check with your program counselor or division dean to obtain approval for courses that may fulfill your MSTC program requirements. Please see an MSTC counselor if you have questions about transferring credits.

WITHDRAWAL FROM COLLEGE

It is highly recommended that students wishing to withdraw from school meet with a counselor to discuss personal, financial and grading implications of this decision. The effective date of the withdrawal from college is determined by the date that the Student Records Office receives the Drop/Add Form or the date the student completes the drop transaction online. Grades and refunds will be calculated based on the effective date of the withdrawal from college. The student will receive a copy of the completed, date stamped Drop/Add Form; it is the student's responsibility to retain a copy of the form.

YOUTH OPTIONS PROGRAM

Mid-State Technical College supports an educational environment which makes the transition between the K-12 system, the Wisconsin Technical College system and the University system seamless. Through the Youth Options Program, public high school juniors and seniors in good academic standing may enroll at MSTC for courses approved by their local school district. Students should contact their high school for application procedures and forms. The local school board must be contacted by March 1 to enroll in fall courses or by October 1 to enroll in spring courses.

APPEAL PROCESS • GRADING SYSTEM • GRADUATION

APPEAL PROCESS

MSTC seeks to ensure fair and just treatment of students. The opportunity to appeal either academic or nonacademic decisions can be exercised by an individual student or a candidate for graduation. Opportunities for appeal are detailed in the following policy and procedure:

ACADEMIC APPEAL

Students may appeal a variety of decisions made by the institution that directly impact their academic standing or progress including but not limited to:

- Advanced Standing/Transfer Credit award
- Final grade
- Graduation requirements
- Sanctions for classroom misconduct (examples include dismissal, suspension, etc.)

Before any academic appeal is filed, it is required that the student contact the instructor or other staff member directly involved with the decision to clarify the issue(s). Every effort to resolve the issue(s) should be made at this level.

ADVANCED STANDING/TRANSFER CREDIT/CREDIT FOR PRIOR LEARNING AWARD

If you are not satisfied with the decision regarding advanced standing/transfer credit award, you may submit a formal written appeal to the division/department supervisor who issued the decision. The written request must be made no later than five school days after receiving the decision from the division/department supervisor and should contain your rationale for reconsideration of the decision. A meeting with the division/department supervisor will be held within five school days of receipt of your request.

If you and the division/department supervisor are unable to reach an agreement, you may appeal in writing to the Vice President of Academic Affairs within five school days after meeting with the division/department supervisor.

An Ad Hoc Appeals Committee consisting of the Vice President of Academic Affairs, the division/department supervisor and a faculty member will meet with you. The Vice President of Academic Affairs will inform you in writing of the decision of the Ad Hoc Appeals Committee within five school days of the meeting.

FINAL GRADE

If a student believes that the final grade in a course is inaccurate or unjustified, make an appointment with your instructor to present your appeal in writing and discuss the reason for your belief. Every effort to resolve the issue should be made at this level. The final grade appeal process must occur within 90 days of the issuance of the grade.

If the student and instructor are not able to reach an agreement, you may request in writing, no later than five school days after the meeting with your instructor, that the division/department supervisor arrange a meeting. The division/department supervisor, the instructor and you will meet within five school days of your request to attempt to resolve the issue. You will receive written notice of the decision within five school days of the meeting.

If the issue is still unresolved, you may appeal in writing to the Vice President of Academic Affairs within five school days of receipt of the decision. Your written appeal should describe the event(s) leading up to the appeal.

An Ad Hoc Appeals Committee consisting of the Vice President of Academic Affairs, the division/department supervisor and a faculty member will meet with you to attempt to resolve the issue. The Vice President of Academic Affairs will inform you in writing of the decision within five school days of the meeting.

GRADUATION REQUIREMENTS

Students who wish to appeal a decision pertaining to graduation requirements may use the appeal process outlined in the advanced standing/transfer credit award section.

Classroom Misconduct (examples include dismissal, suspension, etc.): Students who wish to appeal a decision pertaining to sanctions for classroom misconduct may use the appeal process outlined in the Final Grade section.

STUDENT ACCOUNT APPEAL

Students are responsible for charges and payments to their account. In extenuating circumstances a student may be eligible for a refund of tuition and fees paid to MSTC or a reduction in outstanding charges outside of the refund schedule determined by the Wisconsin Technical College System. Before a student account appeal is filed, the student should seek assistance from the Campus Office regarding charges and payments on their account.

STUDENT ACCOUNT APPEAL PROCEDURE

The student account appeals process must be initiated within 90 days of the charge being posted to the student's account or within 90 days of the official semester start date; whichever is later. To file an appeal, the Student Account Appeals Form must be completed by the student with all supporting documentation attached and then submitted:

- In person: Any MSTC Campus Office
- Mail: Student Records Office, Mid-State Technical College, 500 32nd Street North, Wisconsin Rapids, WI 54494
- Fax: 715.422.5561 – Attention: Student Records

The appeal will be reviewed by the Student Account Appeals Committee. Appeals are reviewed bi-weekly. The student will receive written notification within two weeks following the appeals meeting.

STUDENT CONDUCT APPEAL

Whenever possible, alleged misconduct issues should be resolved informally through a conference with the complainant and the alleged student. The parties may ask a neutral party (dean, director of student support, etc.) to act as a mediator.

In the event alleged misconduct cannot be resolved informally, faculty/staff/administrator/student may initiate action by filing an incident report. Any faculty/staff/administrator/student of the college community may charge a student with alleged acts of misconduct. The faculty/staff/administrator/student will submit the incident report to the Director of Student Support or Campus Dean and forward a copy to his/her dean/supervisor.

Students accused of conduct violations are entitled to the following protections:

- To be informed of the charge and relevant evidence.
- To respond to the charge.
- To request that the Director of Student Support or Campus Dean resolve the case in an informal disciplinary meeting.
- To be assured confidentiality, in accordance with the federal Family Education Rights and Privacy Act.

The review process outlined in the Student Code of Conduct will be followed. Once completed, the outcome will be communicated in writing to both parties involved within five school days. Any disciplinary action will take effect on the date of notification.

STUDENT CONDUCT APPEALS PROCEDURE

Either party may appeal the decision.

- The burden of proof is on the party submitting the appeal.
- Appeals must be submitted in writing to the Director of Student Support within five days of the notice/receipt of the decision.
- Disciplinary decisions can be appealed only under the following conditions:
 - To determine if there was significant error in the process that impaired either party, including failure to follow appropriate procedures either prior to or during the initial review.
 - To consider significant new evidence or material that was not known, not available or could not be discovered at the time of the review.
- In the event of an appeal, the initial decision shall be upheld until a final decision is made by the Student Conduct Committee regarding the appeal.
- The appealing party will be notified within ten days of a decision.
- The decision of the Student Conduct Committee is final, and no further appeals can be submitted.

For specific information on the appeal process, please consult the Student Code of Conduct: <http://www.mstc.edu/pdf/StudentCodeofConduct.pdf>

GRADING PROCEDURES

Semester grades will be entered on the student's final record and used in the semester computation of a grade point average (GPA). A final grade reported at the end of a course is a permanent grade and is entered on the student's permanent academic record. Grades are posted on MyMSTC for the student to review and print.

GPA

Grade point averages (GPA) are figured on a 4.0 scale. When calculating the GPA, the sum of all points awarded is divided by the total credits attempted. Grade point averages are calculated on a cumulative basis as well as for the individual semester. A letter grading scale is used at MSTC as follows:

Grade Point	Value
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

No credits or grade points are awarded for the following grades:

AC	Articulated Course – Advanced placement for courses taken in high school
AU	Audit
CE	Credit by Examination
IC	Incomplete
IP	In Progress
R	Repeated Course
S	Satisfactory (non-credit course)
SP	Satisfactory Progress
TC	Transfer Credit
U	Unsatisfactory (non-credit course)
UP	Unsatisfactory Progress
W	Withdraw from Classes

AUDIT STATUS (AU)

Audit (AU) status means the student attends class but does not receive a grade for the course. Only during the first ten academic days of a semester for seventeen-week courses (or within the first ten percent of the class if it starts later in the semester) may a student change from credit to audit or audit to credit status. Audit students are required to pay the same tuition and fees as credit students and a permanent record is maintained. Students are required to process any change through the Campus Office. Courses taken for audit are not applied toward full-time status and/or financial aid eligibility.

INCOMPLETE (IC)

An incomplete grade may be awarded when a student is unable to complete the course due to extenuating circumstances. Incomplete grades (IC) must be made up before the end of the ninth week of the succeeding semester for 17 week courses. For less than 17 week courses, an IC must be made up within fifty percent of the course length. Failure to do so will convert the IC grade to “F”. Students are not allowed to register for advanced sequential courses until incompletes are made up in preceding prerequisite courses.

IN-PROGRESS (IP)

An in-progress grade (IP) is awarded only in open-entry (video/independent study) courses and may be awarded only to a student entering the course at a time other than the beginning of the semester. It is not used as an incomplete (IC) grade. Students need to complete the course within the designated time of the class schedule. After 17 weeks from the date of enrollment, an outstanding IP grade is converted to an “F” on the student’s transcript.

REPEATING A COURSE (R)

Students may retake a course to improve a grade. The most recent grade a student has earned in a course is the grade that is used to calculate a student’s semester and cumulative grade point averages. Students are required to request a recalculation of their GPA to include the new grade from the repeated course. The student’s most recent course grade will appear on the transcripts. Previous enrollments in the same course would be listed with a grade of “R” (indicating repeat of course). This policy is effective for all undergraduate courses completed at MSTC regardless of date of enrollment.

SATISFACTORY PROGRESS (SP) OR UNSATISFACTORY PROGRESS (UP) GRADES

Grades depicting satisfactory progress or unsatisfactory progress will be used in the Academic Support Center for progress in ASC classes only. Grades in this classification are not to be used to compute grade point averages, valid attempt or earned credit.

WITHDRAWAL (W)

When a student drops a course(s), he/ she must complete the Drop/Add form. The “W” grade will be applied to a dropped course as follows:

- 0-10% (No record of the course will appear on the transcript.)
- 11-89% (“W” grade appears on transcript.)
- 90-100% (“F” grade appears on transcript.)

DEAN’S LIST

Dean’s List recognition is reserved for part-time (6-11 credits) program students and full-time (12+ credits) program students who have earned a grade point average (GPA) of at least 3.75 during a given semester. Students named to the Dean’s List receive a congratulatory letter from MSTC’s President.

HOLD STATUS

A Hold Status will be placed on a student’s account for any amount of tuition, fees, library fines, bookstore charges, financial aid repayment or any other outstanding balance due MSTC until such charges have been satisfied. This status prevents the student from registering for classes, and prevents the release of, and/or access to, transcripts/grades, and diplomas/degrees.

TRANSCRIPT REQUESTS

Academic records are kept on permanent file in the Student Records Office on the Wisconsin Rapids campus. All requests for official transcripts must be submitted either online at mstc.edu/mymstc, in writing, in person, by fax or by mail. Telephone or email requests will not be accepted. Mail a letter requesting the release of your transcripts to:

Student Records Office
ATTN: Transcripts
Mid-State Technical College
500 32nd Street North
Wisconsin Rapids, WI 54494
Fax: 715.422.5561

Include the following information to expedite the processing of your transcript:

- Name and complete mailing address to whom you want the transcript released
- Complete name and any name used while you were in attendance at MSTC
- Social security number or MSTC student ID number
- Current mailing address
- Telephone number
- Signature and date accompanied by a statement authorizing MSTC to release records to a third party

Your letter must include your signature or your request will not be honored. Per the Family Education Rights and Privacy Act, 1974, your signature is required for release of education records to a third party.

There is a \$6 charge for on-demand processing of official transcripts. All other transcript requests are free of charge. Official transcript fee and any outstanding financial obligations to the college must be paid before a transcript will be issued.

Unofficial transcripts are available to students and graduates. There is no charge for unofficial copies of student transcripts.

In accordance with the Family Educational Rights and Privacy Act (FERPA), MSTC does not fax transcripts.

GRADUATION

MSTC is authorized by the Wisconsin Technical College System to grant Associate Degrees and Technical Diplomas. The graduation date is determined for an individual student by the completion date of all program requirements and the requirements listed below. To be eligible for a diploma or degree from MSTC, a student must fulfill the following requirements to graduate:

1. Applied and accepted into the program from which the student intends to graduate
2. Satisfactorily complete all curriculum requirements with a program GPA of 2.0 or above. (Effective for the Fall 2007 term graduating class, program GPA will be utilized to determine graduation requirement.)
3. Technical Diploma students must complete a minimum of 25% of the occupational specific courses at MSTC. Associate Degree students must complete 25% of the Technical Studies courses at MSTC.
4. Division deans may exercise flexibility to credit transfer and course substitutions
5. Students enrolled in Service & Health Division credit courses have specific graduation requirements. Please see the Division Dean, appropriate Associate Dean or program counselor for additional information.
6. Petition to graduate by using the graduation card or MyMSTC student online services prior to the graduation date on which the student intends to graduate
7. Pay the graduation fee of \$25. Each additional diploma is \$5.
8. To receive any form of certificate, degree or diploma, a student must fulfill all financial obligations to MSTC.
9. Diplomas will be mailed to students approximately six weeks after the semester's commencement date. Commencement exercises are held in December and May.
10. If you are scheduled to complete coursework by the end of the summer session, you may participate in the May commencement ceremony. If your coursework goes beyond summer, you will be eligible to participate in the December commencement ceremony.

Students with a substantiated Code of Conduct violation will not be allowed to walk through the graduation ceremony.

GRADUATION FROM AN MSTC COLLABORATIVE PROGRAM

Students who are participants in an MSTC collaborative program with another technical college, where MSTC is the primary owner of the program will be allowed to transfer credits from the designated collaborating college and have those transfer credits and grades posted to their MSTC transcript for calculation into their program GPA. Students participating in such a program and completing all program requirements toward graduation will be listed as an MSTC graduate.

GRADUATING WITH HONORS

Honor lists include all graduating students with high academic levels as outlined below. Students graduating with honors are recognized with honor cords and will be based on program GPA through the semester preceding the final semester. Those students whose academic history with MSTC is limited to the current semester will not be eligible for honor cords.

The Student Records Office will determine program GPA for all MSTC graduates. Honor cords may be purchased at campus bookstores. A nominal fee is charged for students wishing to receive honor cords based on the following:

Description	GPA	
Graduation with Distinction	3.75-4.00	Gold Cord
Graduation with High Honors	3.50-3.74	Silver Cord
Graduation with Honors	3.25-3.49	Bronze Cord

FINANCIAL RESOURCES

FINANCIAL AID

A comprehensive financial assistance program is provided for MSTC students. Financial aid is designed to supplement the resources of the student and/or family to help students achieve their educational and career goals. Every student in an approved program is eligible to apply for financial aid. All student financial aid is based on financial need. This need is established by an analysis of the financial status of the student and/or parent(s) application. Students should complete the FAFSA every year to determine eligibility.

Financial aid will be offered to students only after they have been accepted for admission into an eligible program of study. Completing prerequisites for acceptance to the program are not fundable. Department of Education regulations require courses funded by Financial Aid be required toward graduation for that program of study. Every year funds are provided from federal, state, local and private sources.

TYPES OF FINANCIAL AID AVAILABLE AT MSTC

Agency Support: Financial assistance may be available through the Division of Vocational Rehabilitation (DVR), Department of Workforce Development, Americorps, TAA, state-funded programs. These programs may assist economically disadvantaged persons with tuition, books, fees, childcare or transportation expenses. Eligibility will be determined and services will vary based on individual need and availability of funds. Contact the appropriate agency for information about eligibility and benefits available.

College Work-Study (CWS): Part-time jobs are provided on campus with faculty and staff or off campus at community service sites such as public libraries, Boys and Girls Clubs, Parents Place, Head Start, etc. Work sites are also established through elementary and secondary schools for tutors in math and reading as part of the America Reads Program. Students are paid wages bi-weekly.

Federal Direct Subsidized Stafford Loan: A student must complete the Free Application for Federal Student Aid (FAFSA) and may borrow up to \$3500 for first-year students and \$4500 for second-year students per year depending on need. The Federal Government pays the interest.

Federal Direct Unsubsidized Stafford Loan: This loan is to assist students with their education if they are ineligible for a Subsidized Stafford Loan. Conditions are the same with one exception, interest starts accruing immediately. The student has the choice to pay the interest monthly while in college or it can be deferred and added to the principal of the loan. A student must complete the Free Application for Federal Student Aid and be considered for all types of financial aid prior to receiving a Federal Unsubsidized Loan.

Native American: Tribal Grants and Wisconsin Indian Grants (for Wisconsin residents only) are programs specifically for American Indian students who demonstrate financial need and possess at least one-quarter or more Indian blood. Contact your tribe to apply for tribal funds. Contact the Financial Aid Office for state grants.

Pell Grant: Federal grant based on financial need. Grants range from \$555 to \$5550 per academic year.

Private-Alternative Loans for Education: All student loans, even private loans for education, must be calculated as a resource towards meeting the student cost of attendance according to federal regulations. Students are encouraged to apply for federal and state grant aid and the federal loan program prior to considering private-alternative loans due to the repayment provisions and interest rates offered. Private education loans must be processed directly with a lender of choice. MSTC District Board Policy Bulletin D08-17 outlines the Financial Aid Lender Policy and Code of Conduct on Lender Relations on the MSTC website.

Scholarships: Various scholarship opportunities through the MSTC Foundation are posted online at mstc.edu/about/foundation.htm as they become available throughout the year. For further information, contact the Foundation Office at 715.422.5322 or email foundation@mstc.edu.

Student Loans: Effective July 1, 2010 MSTC started participating in the William D. Ford Direct Loan Program which means all student loans will be processed by the federal government as the lender. MSTC will no longer use private lenders to process Stafford loans.

Supplemental Education Opportunity Grant (SEOG): Grants range from \$100 to \$300 per year at MSTC.

Veterans' Benefits: Financial assistance is available to qualified Veterans, National Guard members and Reservists. Benefits are also available to widows and dependents of deceased or service-connected disabled veterans. In addition, WI GI Bill and Veteran's Tuition Reimbursement are available for Wisconsin Veterans. Further information is available from the County Veterans Service Office or the MSTC Financial Aid Office. Forms and procedures are outlined at mstc.edu/finaid/veterans.htm.

Wisconsin Higher Education Grant (WHEG): State grants range from \$529 to \$1205. Eligibility is limited to ten semesters.

HOW DO I APPLY?

To apply for federal aid, you must complete a Free Application for Federal Student Aid (FAFSA). You can apply online at mstc.edu/finaid or fafsa.gov. Paper FAFSA applications are available by calling 1.800.4FED.AID or print a PDF copy at: http://federalstudentaid.ed.gov/fafsa_options.html

FINANCIAL AID APPEAL

If a student believes a financial aid action is inaccurate or has not met the Satisfactory Progress requirements due to extenuating circumstances, he or she may appeal in writing to the Financial Aid Supervisor. Include complete detailed information on the inaccuracy or extenuating circumstances with documentation to appeal the decision and to request re-evaluation of the facts.

If a student is unable to reach an agreement, he or she may appeal in writing within five school days of the meeting to the Director of Enrollment Management. The Director of Enrollment Management will meet with the student and the Financial Aid Supervisor within five school days of receipt of his/her appeal to resolve the issue. The student will be notified in writing of the decision within five school days of the meeting.

FINANCIAL AID CONTINUED ASSISTANCE - NEW FEDERAL POLICY EFFECTIVE FALL 2011

Federal regulations require that schools monitor the academic progress of students. This policy applies to all students accepted into undergraduate programs pursuing an associate degree or technical diploma. It includes all periods of enrollment even if the student did not receive financial aid. [Students can receive aid only for classes that are required for their program.](#)

• **To continue to receive financial assistance for each term, a student must progress toward the attainment of a degree or diploma in an approved program by meeting the following standards:**

- GPA: Cumulative 2.0 or higher
- Pace: Must complete 67% of all classes attempted. [Example: Term 1 – start with 12 credits, withdraw from 3 credits, complete 9 credits; pace is 75% (9/12). Term 2 – start with 12 credits, withdraw from 6 credits, complete 6 credits; pace is 63% (15/24).]

Attempted Credits: Must include withdrawals (W), incompletes (IC), in-progress (IP) repetitions (R) and transfer credits (TR). Due to the cumulative nature of these requirements, it is very important that students take adding and dropping of classes under careful consideration.

Financial Aid Repeating a Course: Any course in which a “C” or better grade was received may not be repeated to qualify for financial aid unless a higher grade is required by the individual academic program, in which only one repeat is allowable.

Maximum Timeframe: Successfully complete the program before attempting more than 150% of the credits required for graduation. Example: A program that requires 68 credits for graduation. $68 \text{ credits} \times 150\% = 102$. Students are not eligible for aid at the point when they cannot mathematically complete their program within the 150% timeframe.

Financial Aid Warning

If the student does not meet the above standards, they will be placed on Financial Aid Warning for one semester to allow them to get back in good standing. During that warning semester, students are still eligible for financial aid but must meet the standards at the end of the term or face suspension. Students on warning are strongly encouraged to utilize the services provided by MSTC such as the Academic Support Center, tutoring and counseling to be successful.

Financial Aid Suspension

Students who do not meet the above standards after the warning term, will be suspended from receiving future financial aid. If there are extenuating circumstances, students have the right to submit an appeal for reinstatement for one semester. See below for the appeal process.

Appeal Process

Students who believe their circumstances merit reconsideration, may appeal their suspension by submitting an Appeal for Reinstatement. This form can be found at <http://www.mstc.edu/finaid/forms.htm> or by contacting the Financial Aid Office. The appeal requires students to explain why they failed to meet the standards and what has changed that will allow them to meet the standards during the next term.

An appeal cannot be based on need for aid or lack of knowledge of the warning status. An appeal must be based on an unusual situation or condition which prevented the student from being successful. Examples include illness, injury or death of a family member. Documentation may be required. Students whose appeal is approved will be placed on financial aid probation. A student on probation may receive funds for one payment period. While the student is on probation, the college may require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. At the end of one payment period on probation, the student must meet the satisfactory academic progress standards or meet the requirements of the academic plan developed by the college to qualify for further aid.

Students whose appeals are approved but will not be able to meet the Satisfactory Academic Progress Standards by the end of the probationary term, will be required to meet with a counselor to determine an academic plan. This plan must ensure that the student will be able to meet the standards within a specific timeframe.

Students who have not met the satisfactory progress standards may continue enrollment but not receive aid. If an appeal is denied or if a student chooses not to appeal, eligibility for aid can be regained by meeting with a counselor to develop an academic plan. The student may need to self-pay for the courses based on an approved academic plan until they can meet the standards of academic progress for further financial aid eligibility.

Students will not be considered for financial aid nor will any additional disbursements for any future enrollment period of financial aid be authorized unless the requirements for satisfactory progress have been met or a formal appeal has been approved.

FINANCIAL AID EMERGENCY FINANCIAL SITUATIONS

If the student has an emergency situation that could jeopardize his or her education at MSTC, the student should contact the Financial Aid Office to discuss resource options.

FINANCIAL AID ENROLLMENT CHANGES

Audit Credits/100% refunds/No-Shows In accordance with 34 CFR 690.80 and the Department of Education Federal Student Aid Handbook, the following policies have been established: The Financial Aid Office will verify enrollment as of the financial aid census date which is defined as the 14th calendar day of the semester. Eligibility must be determined on the student's enrollment level (full-time, half-time, three-quarter time, or less-than half-time); therefore, changes in enrollment may affect how much money the student receives.

The Financial Aid Office must recalculate a student's award if a change of enrollment occurs before the 14th day or the student's initial disbursement date. Audit credits do not count in the calculation of credit load for Financial Aid. If a class is taken off the student's schedule and is refunded 100%, the financial aid must be recalculated and a repayment may be required.

If the Financial Aid Office is notified that the student does not attend classes registered for (no-show), the student is not eligible to receive financial aid for that class and is required to repay 100% of any financial aid received for those classes.

If a class is taken off the student's schedule and is refunded at either 100% or 80%, the financial aid must be recalculated and a repayment may be required. It is important to notify the Financial Aid Office any time a student decides to change enrollment to determine what impact that may have on financial aid eligibility.

FINANCIAL AID ENROLLMENT DEFINITIONS

- Full-time = 12 or more credits
- Three-quarter time = 9 to 11 credits
- Half-time = 6 to 8 credits
- Less than half-time = 5 or less credits

FINANCIAL AID ONLINE COURSES AT OTHER COLLEGES

These are online courses offered through the Wisconsin Technical College System. The student provides proof of registration in credits and also documentation from their Division Dean or Counselor that the credits will be accepted toward his/her degree at MSTC. The student must be accepted in a program of study at MSTC and pursuing the degree through MSTC. These credits are considered "remote credits" and used to determine eligibility along with classroom courses. The student provides proof of successful completion at the end of each semester to be counted toward satisfactory progress standards.

MSTC cannot defer student tuition for courses at other colleges. The student must pay the tuition at the other college at time of registration. Those credits may be determined in their aid eligibility at MSTC and paid accordingly if submitted proof of enrollment is prior to the 14th day of the semester.

FINANCIAL AID PAYMENT PROCEDURES

All Financial Aid funds are generated electronically through an individual student account. Students must use their financial aid funds to satisfy MSTC financial obligations of tuition and fees. Students should prepare to purchase their books independent of financial aid. Students whose aid exceeds the amount owed MSTC will be mailed a difference check from MSTC for the balance. All checks will be mailed to the student's address on file. Checks are valid for 180 days. If the check is not cashed within that time, the student must contact the Business Office on the Wisconsin Rapids campus. After 180 days, the funds will be returned to the appropriate fund or source if not cashed.

FINANCIAL AID RE-EVALUATION DUE TO CHANGE IN FAMILY OR PERSONAL FINANCIAL SITUATION

If a student or family member has a significant change in income caused by unemployment, death, divorce, separation, etc., he or she should contact the Financial Aid Office to determine if their eligibility may be reviewed.

FINANCIAL AID REFUNDS & REPAYMENTS

Refunds: Each financial aid recipient will be assessed refund eligibility under the Wisconsin Technical College System policy.

Return of Federal Funds: Federal law states that if a student receives federal financial aid and withdraws, quits attending or drops out of all of his or her classes before completing at least 60% of the semester, the student will have to return a portion of the federal aid that was received. Withdrawal date is defined as the date on which the student officially notifies the school of withdrawal from the courses, the last date of class attendance or academically-related activity, or the midpoint of the semester if the student leaves without officially withdrawing. Students who receive all "F" grades at the end of the semester will be subject to review for return of federal funds. As a result, students may owe a repayment of a portion of their financial aid. The college will consider only amounts received during the semester or payment period. Students are encouraged to discuss withdrawal with the financial aid staff to determine how they

will be impacted. Federal funds included in this policy are Direct Stafford Loan (unsubsidized and subsidized), PLUS Loans, Pell Grant, SEOG Grant and Academic Competitiveness Grant. Students will be billed by MSTC for any repayment that is due.

Students will not be able to receive further financial aid at this or any other institution until the repayment is made in full. Academic transcripts will also be held and a student will not be able to register for the next semester. It is important that repayment is made in the Financial Aid Office as promptly as possible. A student is not eligible to receive Federal Financial Aid at any college until repayment is paid.

FINANCIAL AID REMEDIAL EDUCATION

Students enrolled in remedial courses must be accepted into an academic program of study in order to receive financial aid. Undergraduate level college prep courses are eligible for financial aid as prerequisites to core program courses. A maximum of 30 credits in remedial education and college prep is fundable by Financial Aid while enrolled at MSTC.

Students must meet all other eligibility requirements for state and federal student financial aid. Examples include program enrollment, need, satisfactory academic progress and citizenship. Remedial courses are calculated in the satisfactory progress requirements.

FINANCIAL AID SHARED PROGRAMS

Shared programs are technical college programs that may be delivered at multiple locations based on an agreement between or among districts. The “home” college disburses the aid to the student; therefore, MSTC has no way to defer the student’s tuition until the aid is received. Students must apply for financial aid at the college granting the degree/diploma. The “home” college submits a list of students in the shared program that are attending MSTC. We identify the number of credits the student is attending at MSTC so their aid can be based on the total credits at both colleges. At the end of the term, MSTC will verify grades received at the home college for satisfactory progress standards.

Consortium Agreements with Other Colleges: Consortium agreements are used for students who are enrolled at more than one college and not considered a shared program. It may also be used for students who are accepted in a program at one college but are not enrolled in any courses at that college. Students can legally only get paid from one college for the same semester.

If the student applies for financial aid at MSTC, we may accept the role of the “home” college. The student needs to be admitted to a program at MSTC. MSTC initiates the agreement and forwards it to the “visiting” college. We must have documentation from a Counselor or Division Dean verifying that these courses will be applied to the student’s program requirements. The “visiting” college verifies the number of credits the student is enrolled in. Their aid is then based on the total credits at both colleges. At the end of the semester, MSTC needs to receive final grades for the student to determine satisfactory progress.

If accepted at the visiting college, that college must award the student’s financial aid. MSTC and the other college will determine the appropriate agreement of “home” and “visitor” roles based on the student’s academic plan.

If MSTC is considered the “home” campus and is disbursing the Financial Aid, a student can defer their tuition until the Financial Aid funds are processed. If the “visiting” college disburses the funds, MSTC has no way of deferring payment based on financial aid.

It is the student’s responsibility to pay the secondary college unless arrangements have been made for direct billing.

FINANCIAL AID SUMMER SCHOOL

Financial aid may be available for the summer session if a student received financial aid the previous award year and has a complete file for the new year. Eligibility is determined by the results of the FAFSA, what aid has been received thus far, overall need, and enrollment. Awards are based on credit load.

FINANCIAL AID TRANSFERRING TO ANOTHER COLLEGE AT SEMESTER

If a student plans to transfer to another college or university and plans to receive financial aid through that college or university, the student must notify the MSTC Financial Aid Office so funds can be cancelled for the next term, if necessary, to expedite transfer of funds. Financial aid staff can also discuss the steps a student needs to complete for transferring financial aid eligibility.

STUDENTS CALLED TO ACTIVE MILITARY

Students who are ordered or inducted into active service in the armed forces of the United States, requested to work for the federal government during a national emergency or a limited national emergency, shall be afforded one of the options below:

- The student may withdraw from college receiving a 100 percent refund of tuition and fees upon presentation of a document demonstrating a call to active duty to the Student Records Manager. The refund will not include books, and no grades will be assigned to the classes. Students choosing this option may be readmitted to MSTC at the start of the next term and will be placed in the first spot of any programs with waiting lists.
- The student may receive a grade of IC (Incomplete) which will allow the student to complete the coursework with instructional support upon return from active military duty. There is no refund with this option. The student needs to contact the Financial Aid Office for advisement regarding the handling of financial aid processing and awards.

VETERANS' BENEFITS

Veterans who have earned eligibility for benefits through active military service, Selective Reserve, or National Guard may be certified to receive them through the Wisconsin Rapids Campus Office or County Veterans Service Office. State and Federal benefits include Post 911 G.I. Bill, Montgomery G.I. Bill, Dependents, Selective Reserve, National Guard, Disabled Veterans and State of Wisconsin GI Bill Remission and Tuition Reimbursement. Most MSTC programs are approved for benefits from state or federal programs.

Credit for Previous Training

All students who request veterans' benefits when enrolling at MSTC will be given credit for previous training, where appropriate. The total length of the training program will be reduced proportionately. The student and the United States Department of Veterans Affairs (USDVA) will be advised in writing of the credit given to the student and the appropriate deduction in the total reduction in the total length of the program. All students receiving veterans' benefits must have transcripts and other documents showing credit for previous training reviewed through the Admissions Office by the end of the first semester or term. Failure to do so will result in no further certification for veterans' benefits until those transcripts have been provided.

Failing Grade and Last Date of Attendance

A student receiving Federal Veterans' benefits and given a failing grade or grades must inform the MSTC Veterans Representative in writing of the last date of attendance in that class or classes. Failure to notify the MSTC Veterans Certification Office will result in the Veterans Certification Office informing the USDVA that the last date of attendance in that class(es) was the first day of class.

Satisfactory Progress

Students applying for Federal Veterans' benefits must be accepted in a VA-approved academic program of study and progressing toward graduation. All courses taken must be related to that program of study and cannot be certified for payment if not required for graduation.

All students receiving veterans' benefits must maintain a semester grade point average (GPA) of 2.0. If a student does not meet these standards, they will be placed on probation for one term. At the end of that semester the student must complete satisfactory progress or will be required to write a letter of appeal to the VA Certifying Office demonstrating mitigating circumstances (defined by the VA as unanticipated and unavoidable events beyond a student's control with supporting evidence or documentation) to receive further Federal Veterans benefits.

A student may be asked to submit an educational plan approved by his or her program counselor as a condition for reinstatement or appeal.

Students will not be certified for federal Veterans benefits for any future enrollment period unless the requirements for satisfactory progress have been met or a formal appeal has been approved. If the student fails to come off probation, the USDVA will be notified of suspension which may result in repayment to the Veterans Administration.

Summer School–Continuous Payment

Veterans enrolling in summer school courses should be aware that the VA will consider start and end dates of each course to determine benefit calculation. Break or interval pay is no longer payable under any VA education benefit program unless under an Executive Order of the President or due to an emergency, such as a natural disaster or strike. This means that when your semester ends, (e.g. December 15th), your housing allowance is paid for the first 15 days of December only and begins again when your next semester begins (e.g. January 10th) and is paid for the remaining days of January. If you need to request summer certification, be sure to notify your campus Veterans/Financial Aid Supervisor.

Withdrawal and Last Date of Attendance

A student receiving veterans' benefits who withdraws from a class or classes officially must inform the MSTC Veterans Certification Office. Contact the MSTC Veterans Representative to report the withdrawal from classes. A student who is receiving veterans' benefits and fails to withdraw officially or who walks away from a class or classes without informing the MSTC Veterans Certification Office in writing will cause the Veterans Certification Office to inform the USDVA that the last date of attendance in the classes was the first day of the class. The Veterans Administration may require repayment of benefits for classes due to withdrawal or non-attendance.

Wisconsin GI Bill Tuition Remission Veterans: Under the Wisconsin GI Bill, eligible Wisconsin veterans who entered active military duty as a Wisconsin resident receive 100% remission of the program fees (tuition) and material fees at a Wisconsin Technical College System college. The Wisconsin GI Bill sets no income limits, ending periods following military service during which the benefit must be used, or limits on the level of study. There are, however, some limitations to the total number of credits and semesters covered. If Veteran is receiving Chapter 33 Post-911 benefits, waiver amounts may be affected.

Non-Veterans: Qualifying spouses and children of eligible Wisconsin veterans receive a waiver of 100% of the program fees (tuition) and material fees at a Wisconsin Technical College System college. To be eligible, the spouse or child of the eligible veteran must be a Wisconsin resident. Spouses are only eligible for a set time period following the death or disability (30% or greater) of the veteran, and children must be between 18 and 26 years old. There are some limitations to the total number of credits and semesters covered. All veteran eligibility determinations are made by the Wisconsin Department of Veterans Affairs. For more information, you can contact your local County Veterans Service Officer.

Post 911/Chapter 33 Federal benefits may be able to be transferred to qualifying spouses and children by the qualifying Veteran. Contact your County Veterans Service Office for more details. Forms and procedures are outlined at mstc.edu/finaid/veterans.htm.

MSTC FOUNDATION

The MSTC Foundation is a not-for-profit, tax-exempt organization that supports the students, staff and educational programs of the college. As financial need is a primary concern for students, the most important role played by the Foundation has been in helping students through scholarships. An average 200 scholarships ranging from \$200 to \$2,000 are accessible to students through the MSTC Foundation during the year. These opportunities are posted online at mstc.edu/about/foundation.htm.

Thanks to the generosity of area businesses, organizations and individuals, the Foundation has assisted over 3,000 students with nearly \$2 million in scholarships during the past 29 years. Gifts of any size are appreciated by MSTC and the students we serve.

Contributions to the Foundation may be made by sending a tax-deductible donation to:

Mid-State Technical College
Foundation Office
500 32nd Street North
Wisconsin Rapids, WI 54494

Contact Chris Maguire, Foundation & Alumni Director, to learn of the variety of gift-giving options and how you can make a difference in the life of a student and our communities.

- Call 715.422.5322
- Visit the website at mstc.edu/about/foundation.htm
- Send an email to foundation@mstc.edu



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REGISTRATION • TUITION • FEES

REGISTRATION

Registration is the process of enrolling for classes. You must register for any and all classes you choose to participate in at MSTC. Students may enroll in person or online at MyMSTC beginning on specific dates as determined by the college.

All students who have been accepted by MSTC are provided with specific registration information such as date, time, estimated cost and registration procedures, prior to the beginning of each semester. Late registration students may register after the official registration period when openings are available within five school days after the beginning of classes each semester. All MSTC outstanding balances must be paid in full to be eligible to register.

BOOKS & SUPPLIES

Students must purchase their own textbooks and supplies. Students can rent textbooks for many General Education classes. The cost varies by program. Textbooks and materials are available through the bookstore at Wisconsin Rapids campus and from Campus Offices at the Marshfield and Stevens Point campuses and Adams County Center. Hours of operation vary. All purchases are by cash, check, Discover, MasterCard or VISA unless authorized by a sponsoring agency.

FEES AND OTHER EXPENSES

Mid-State Technical College has established a fee structure in accordance with the Wisconsin Technical College System and state statutes. Fees may vary annually and are subject to change. Payment of fees is required to complete the admission and registration process.

- Application fee (\$30–required to be submitted with the application form). The application fee is non-refundable and does not apply toward other fees. Application fee is only applicable to those applying to a program and not just taking a class.
- District tuition (\$111.85 per credit subject to change annually). Tuition is charged for all associate, technical, and apprenticeship credits.
- Out-of-State Tuition (\$167.80 per credit–subject to change annually).
- Incidental fee (5% per credit)–charged each semester to help cover student activities, such as student government, and to help support various clubs and social events.
- Online fees (\$10 per credit). Charged for classes taught over the Internet.
- Criminal History Record check—a non-refundable \$15.00 fee required for some Service & Health programs.
- Graduation fee (\$25)–helps defray the expenses of graduation and placement assistance for graduates.
- Malpractice insurance (\$13.50)–required of students enrolled in many of the Service & Health programs. There are also program specific fees such as the Caregiver Background Check fee and the Nursing testing fees.
- Material fee–varies with each course, and covers the cost of materials used by a student in each course.
- Textbooks and supplies. Students are required to purchase their own textbooks and supplies. The cost varies by program. In accordance with the Higher Education Opportunity Act (HEOA), students have access to the cost and when applicable the ISBN number for required textbooks and supplemental materials. This information is available on the MSTC website and the students online Class Schedule.
- Student ID – the first student ID is issued at no charge. Should a replacement ID card be required there is a \$5 fee for each additional card. ID's are available in campus libraries.

REFUNDS APPEAL PROCEDURE

All student refunds are made in compliance with the Wisconsin Technical College System refund policy and the policies of MSTC. Students who dispute refund decisions may submit a Student Account Appeals Form available at any MSTC Campus Office. Refer to MSTC's Appeal Process section of this handbook for more information.

TUITION REFUND POLICY-MSTC

Refunds are issued per the official refund schedule available at any campus office. Refund amounts are determined by the Wisconsin Technical College System (WTCS) Refund Policy and Federal financial aid regulations. Refunds will be issued to the student unless a documented third party sponsorship or contract exists. In such cases the refund will be returned to the sponsor or contracting party.

REFUND POLICY-WTCS

- 100% Refunds: If the college cancels a course, 100% of student fees shall be refunded. If a student applies for a refund before the first class meeting which the student is scheduled to attend, 100% of student fees shall be refunded.
- 80% Refunds: 80% of all applicable student fees are to be refunded if application for refund is made before or at the time 10% of the course's potential class meetings of instruction have been completed.
- 60% Refunds: 60% of all applicable student fees are to be refunded if the application for refund is made after 10% but before more than 20% of the course's potential class meetings of instruction have been completed.
- 0% Refunds: No refund is to be made if the application for refund is made after 20% of the course's potential class meetings of instruction have been completed.

TAX CREDITS & FORM 1098-T

The current tax law provides a tuition and fees deduction or education credit that for which some students may be eligible. A Form 1098-T will be mailed before February 1 to students taking associate degree or technical diploma classes in the preceding year. Students who were billed for any part of their tuition and fees at MSTC for associate degree or technical diploma classes during that year will be included in this mailing. Students whose entire tuition and fees were paid for by a third party (grant, scholarship, agency or employer) will not receive a 1098-T. The Form 1098-T will list the amount charged to a student's account during the calendar year. This amount may not be the same amount that the student has paid to MSTC during the year. MSTC recommends that students keep copies of their tuition bills and accompanying receipts in order to accurately report the amount paid to the college in a given tax year. Students should keep their bills, receipts, cancelled checks, credit card statements and financial aid award letters to determine the amount of payment. MSTC cannot determine a student's eligibility for any tax benefits. Consult your tax advisor or IRS Publication 970, Tax Benefits for Higher Education, for more information.

TUITION & FEE PAYMENT OPTIONS

Students are responsible for payment of their tuition and fees on or before the due dates established by the college. Students who fail to pay tuition in full using one of the following options may be subject to late fees, a records and enrollment hold, withdrawal from classes and collection efforts.

1. **Payment Method:** Students attending MSTC can make payment in full with cash, personal check, echeck or debit/credit card. MSTC's preferred method of payment is online via echeck or debit card. Please note that MSTC is charged an additional fee when a credit card is used for payment.
2. **MSTC Payment Plan:** Students enrolled in three or more credits may participate in an MSTC payment plan. There is an administrative fee due at the time of enrollment in the plan. For information regarding the payment plan, please contact your local Campus Office or go online to mstc.edu>Current Students>Financial Aid>Student Accounts.
3. **Financial Aid:** Students who have a completed FA application and a valid Student Aid Report (SAR) on file with MSTC by the tuition due date for the term may defer payment of tuition until all of their financial aid has been credited to their account. The student will receive periodic statements until their tuition is paid in full. If financial aid does not cover the entire tuition amount, the student is liable for immediate payment of any outstanding balance. Federal and State regulations apply.
4. **Agency/Employee Sponsorship:** Financial assistance may be provided on behalf of a student by an agency or an employer. If written authorization from the sponsor is on file, the student will be able to defer payment of tuition, fees, and books (as per the sponsor authorization). The sponsor will be billed for the authorized costs. Only the cost of books covered by the sponsorship may be charged to the student's account. The student is responsible for any amount not covered by the sponsorship.

NOTICE OF FINANCIAL PRIVACY RIGHTS

MSTC is committed to ensuring the privacy and accuracy of all confidential information. As part of the College's commitment to maintaining the privacy of students, MSTC has developed this privacy statement. The statement has two purposes:

1. To educate users about privacy issues
2. To inform users about specific privacy policies and guidelines employed at MSTC. MSTC complies with the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of education records other than public directory information, without student permission. For additional details on FERPA, the document is available for review at www.ed.gov/offices/OI/fpc/ferpa/. MSTC complies with the Gramm-Leach-Bliley Act (GLB) of 1999 which requires institutions of higher education that disburse federal aid to maintain student (customer) privacy through FERPA and to maintain safeguards for protecting private financial information of students (customers). www.ftc.gov/privacy/glbact/index/html (customer information)

For purposes of FERPA and GLB, MSTC considers students, employees, and alumni or any other third party engaged in a financial transaction with MSTC as "customers." Customer information that must be safeguarded is "any record containing nonpublic personal information about a customer, whether in paper, electronic, or other form." It includes financial information, academic and employment information and other private paper and electronic records.

SHARING OF CUSTOMER INFORMATION

MSTC will only collect personal information which is knowingly and voluntarily provided by customers, for example, sending emails, completing forms, registering for classes, events, or other programs, responding to surveys or ordering merchandise. If personal information is provided to MSTC, the college will use this information to respond to the customers' needs. MSTC may also contact customers to provide information about college activities, programs, membership and development opportunities and special events that may be of interest. MSTC will only share information with other parties when one or more of the following conditions apply:

- MSTC requested your consent to share the information
- MSTC needs to share personal information to provide the service or product requested by the customer
- MSTC needs to send information to companies who work on behalf of the College to provide a service or product to customers
- MSTC is responding to subpoenas, court orders, or any other legal process
- MSTC finds it necessary to protect and defend the legal rights and/or property of MSTC

MSTC does not actively share personal information about students gathered through web servers or via forms. Because MSTC is a public institution, some information collected from MyMSTC and student data forms may be subject to the Open Records Law. This means that while information is not actively shared, in some cases the college may be compelled by law to release directory information regarding students. The college collects student social security numbers, to provide student financial aid and to provide data to the State of Wisconsin for state purposes. MSTC is also required to share student information, including social security numbers, with the State of Wisconsin and the United States Government for purposes of receiving aid for programs and funding for the college or for the purposes of federal student aid. Sharing of this information is permitted under state and federal statute. MSTC will also share directory information regarding students with educational partners for purposes of promoting educational programs.

OPT OUT FROM SHARING OF INFORMATION

MSTC does, upon explicit request of users, share directory information with other parties to provide services or information to students. Consistent with FERPA, the college does not release personal student information, other than public directory information, to other parties unless an explicit written authorization is submitted requesting the institution to do so. Students who wish to have their information removed from the campus directory should visit their local Campus Office or contact MSTC at 800.575.MSTC, 500 32nd Street North, Wisconsin Rapids, WI 54494.

PRIVACY PROVISIONS

MSTC is in compliance with FERPA. Directory information (for example, name, address, enrollment at the college and degree information), the list of which is published yearly in the Student Handbook, is considered public (unless a student has requested otherwise in writing). All non-directory information is restricted or confidential, what GLB calls "non-public." Under FERPA, restricted information (for example, academic or financial records) is released outside the college only with the student's written consent. Designated school officials, including faculty, key employees and outside service vendors, have access to restricted, "non-public" information on a need-to-know basis only. In compliance with GLB and long standing good practice, the college extends FERPA privacy protections to all customers of the college. The Student Records Office will provide guidance in complying with all FERPA privacy regulations. Each department is responsible for securing customer information in accordance with all privacy guidelines.

SECURITY PROVISIONS

With respect to the safeguarding provisions of the GLB Act, Mid-State Technical College GLB Information Security Plan herein is designed to ensure the security, integrity, and confidentiality of non-public customer information, protecting it against anticipated threats, and guarding it against un-authorized access or use. Covered under the Plan are administrative, technical, and physical safeguards used in the collection, distribution, processing, protection, storage, use, transmission, handling, or disposal of nonpublic customer information. The Plan covers actions by both employees of the college and vendors that the college partners with to provide services to students. MSTC does its best to ensure that the personal information retained about individuals is accurate. Every faculty member, staff member and student has the ability to check personal information such as his or her name, address, phone, etc. through MyMSTC and to update it at any campus office. MSTC has deployed extensive security measures to protect against the loss, misuse or alteration of the information under college control.

Changes to this Privacy Statement

This document was last updated August 29, 2005. We will occasionally update this privacy statement. When we do, we will also revise the “last updated” date.

STUDENT LIFE & STUDENT SUPPORT

Student Affairs provides assistance in counseling, college orientation, financial aid, admissions, records, evaluation and assessment, career planning, student life & career services and disability services.

ACCIDENT REPORTING

In the event that you experience an injury or illness on MSTC property, it is necessary for you to complete a First Report of Injury form. This form can be obtained from your instructor or from personnel in the Campus Offices.

ALCOHOL & OTHER DRUG POLICY AND PROCEDURES

MSTC is committed to maintaining a drug-free learning environment. The MSTC Board, administration and staff recognize that the abuse of alcohol and other drugs interferes with a person’s ability to learn and retain new information and increases the risk of accidents and serious health problems. All drugs chemically influence a person’s motor skills, body functions and brain processes, interfering with judgment, perception, reaction time and other skills necessary to produce a safe and effective learning climate.

Any use of intoxicants or other substances which might impair a student’s performance or safety, or which might interfere with the student’s proper functioning or behavior on campus or in class, is prohibited and may lead to immediate dismissal from school. The unauthorized use, possession, manufacture, sale or delivery of illegal drugs and alcohol on district property or at any gathering of students or employees that is sponsored by the district is prohibited. Anyone participating in these activities will be reported to local law enforcement officials and to any federal granting or contracting agency as required by law. For additional information, please refer to the publication, Students’ & Employees’ Right to Know. Additional copies are available in Student Affairs Offices.

AMBASSADOR AWARD

The Student Ambassador Award recognizes and rewards outstanding student achievement in technical education. Student nominations come from college faculty and staff who evaluate students on such traits as character, attitude, attendance, leadership, and extracurricular activities. The Ambassador enjoys the prestige and year-long visibility as an ambassador for technical education while promoting the system throughout the state. Contact the Student Life & Career Services Coordinator for more information on the Ambassador Award.

BARBERING & COSMETOLOGY CLINIC/THE SALON @ MSTC

Wisconsin Rapids Campus: Students, staff and the public can take advantage of the beauty and hair care services offered by the Barbering & Cosmetology Clinic/The Salon @ MSTC on the Wisconsin Rapids campus for minimal fees. Services offered include hair cutting, styling, tinting and permanent waving, manicuring, scalp treatments, facials, and artificial nails. The Barbering & Cosmetology Clinic is located in Room 113 in the E-Building. Students receive a 10% discount on all cosmetology and barbering services, plus reduced prices on name-brand professional hair and skin-care products. Call 715.422.5531 for an appointment or walk in.

Clinic School Year Hours

Monday, Wednesday, Thursday and Friday, 8:15 a.m.–4:00 p.m.

Tuesday–closed.

The clinic is closed noon–2 p.m. daily, all holidays and weekends.

Clinic Summer Hours

Monday-Thursday, 7:45 a.m.–4:40 p.m.

Closed 11:30–noon daily. Fridays and holidays.

BOOKSTORE

Textbooks and materials may be purchased through the bookstore in Wisconsin Rapids and from the Campus Office at the Marshfield and Stevens Point campuses. Students may rent textbooks for many General Education classes. Hours of operation may vary. All purchases are by cash, check or charge unless authorized by a sponsoring agency. The bookstore will grant refunds on purchases only under the following conditions:

- The returned item must be new and intact or faulty due to poor construction. An item damaged by abuse or misuse may not be returned for a refund.
- A sales receipt for the item must accompany all refund requests.
- Refund requests for textbooks must be made within the first two weeks of a semester or within two weeks of the starting date of a course.
- Non-book, supply and merchandise returns must be made within two weeks of the purchase of the product.

CAREER SERVICES

The Career Services Office seeks to support and empower MSTC students and alumni by providing guidance, resources and opportunities to job seekers. The MSTC Career Services Office provides more than just information about job openings. The office actively markets MSTC and its students with potential employers and assists employers by connecting students through job fairs, on campus interviews and the TechConnect job posting system. The office further strives to promote faculty involvement in the career development process through collaborative relationships and classroom presentations, and by providing resources and support to connect employers with qualified applicants. You may contact the career services office at careerservices@mstc.edu

COMPLAINT PROCEDURE

MSTC is committed to providing a positive environment and educational experience for students. Should you have a concern or problem, please discuss it with your instructor, counselor or campus dean to attempt to resolve the matter. If this action does not resolve the problem, a formal complaint can be presented. Typically, a formal complaint is a written allegation of an inequity. An inequity may involve either the academic or the nonacademic function of MSTC. Students who believe that they have cause to make a formal complaint should send a letter to the Director of Student Support. The Office of the Director of Student Support is located at MSTC, 500 32nd Street North, Wisconsin Rapids, WI 54494. Questions about the complaint policy may also be directed to the Director of Student Support.

Students who attend a college that is part of the Wisconsin Technical College System (WTCS) can file complaints at the state level in three categories defined by U.S. Department of Education:

- Complaints that allege violations of Wisconsin consumer protection laws, including but not limited to false advertising
- Complaints that allege violations of Wisconsin laws related to the licensure of postsecondary institutions; or
- Complaints relating to the quality of education or other State or accreditation requirements.

A student who reasonably believes that a violation has occurred in one or more of these categories may file a written complaint. Complaints must be signed by the student and submitted on the official student complaint form. Complaints must be filed within one year from the date of the alleged violation or the last recorded date of attendance, whichever is later. The WTCS will review complaints only after students attempt to resolve the matter through applicable college appeals or complaint processes.

The student complaint form can be found at:
http://www.wtcsystem.edu/student_complaints.htm.

COUNSELING

College students face important and often difficult decisions. Counselors are available to help. Students are assured of a confidential setting in which to explore their aspirations, abilities, interests, educational issues and other concerns.

MSTC provides a professional counseling service which consists of experienced and certified staff available to assist students applying for admissions and to support students during their academic program. Students are encouraged to work with their counselors for academic, career, employment or personal issues.

Each program has an assigned counselor who has in-depth knowledge about the demands and requirements of a student's specific instructional area. Academic counseling is provided for students who need assistance in educational planning. Career counseling is offered for those undecided about their career or are considering a career change. Personal counseling is available for those faced with managing and dealing with personal problems.

CLUBS & ORGANIZATIONS

The student organization concept fosters self-improvement by providing students opportunities to develop leadership qualities, social awareness, occupational understanding and civic consciousness. The development of these skills enhances students' opportunities for job placement. Participation in most clubs is limited to students in specific programs. For additional information on student clubs and organizations contact the Student Life & Career Services Coordinator.

Association for Information Technology Professionals (AITP): Program students are eligible for membership in this nationally affiliated student organization.

Automotive and Diesel Technology Club: This club is designed to complement the Automotive or Diesel Technology programs by organizing events suited to their students, encouraging friendship among members and to demonstrate the importance of a socially structured atmosphere to share ideas and promote the education and enjoyment of the programs.

Campus Crusade for Christ (CRU–MSTC): Campus Crusade for Christ is an interdenominational, student-led, Christian organization seeking to provide a spiritual environment for students. Membership is open to anyone and includes weekly meetings for Bible study, discussion and prayer.

Civil Technology Club: The club's purpose is to strengthen the confidence of students in themselves and in their work; to promote citizenship, leadership, and a school spirit among students; to plan to encourage the development of professional, social and recreational activities; and encourage a high standard of scholastic achievement. Membership is open to students in the Civil Engineering Technology–Highway Technician program.

Corrections Student Organization (CSO): Open to any student in either the Criminal Justice–Corrections or the Criminal Justice–Law Enforcement programs. The purpose is to provide a forum for current, future and past employees of this field to share opportunities.

Early Childhood Education Club: Early Childhood Education program students are eligible to become members. Club members work collaboratively with community organizations to raise funds and promote activities that benefit children and families.

Electronics Club: This club is designed as an opportunity for students enrolled in technical programs to enrich their education via hands-on electrical experience, pertinent facility tours and exposure to peer knowledge.

Law Enforcement Organization (LEO): This organization works in partnership with various civic groups and other organizations to promote the delivery of services needed. Membership is open to Criminal Justice–Law Enforcement program students and those students currently on the waiting list.

Mid-State Renewable Energy Society (MSRES): The goal is to educate students and the community on the wide spectrum of energy options that are available and to address our energy needs by working towards a more intelligent and responsible use of energy. Society members will also attend conferences and workshops to advance professional development and connect with the industry. Membership is open to all students.

Mid-State Student Nurses' Association (MSNA): MSNA is open to students taking nursing courses and conditionally accepted students in the nursing program. MSNA is associated with the National Student Nurses' Association and the Wisconsin Student Nurses' Association. The organization provides learning beyond the nursing curriculum and offers health-related community services. Participation in MSNA prepares students for eventual participation in professional nursing organizations.

Students Environmentally United for a Sustainable Society (S.E.U.S.S.): S.E.U.S.S. promotes environmental sustainability by engaging students, faculty and community in activities, education, and a proactive lifestyle, with the ultimate goal being the improvement of the biosphere for all.

Student Society of Arboriculture (SSA): MSTC's SSA is a branch of the International Society of Arboriculture. SSA gets students involved through weekly meetings, guest speakers from industry (private companies, municipalities, DNR) and community and high school visits to share information on the MSTC Urban Forestry Technician program. SSA holds an annual Arbor Day event each spring.

Veterans' Club: The club's purpose is to provide support to veterans who are integrating back into college and the workforce. One goal is to raise local awareness of veterans attending MSTC and bring to light the challenges within MSTC and the surrounding communities. Activities will be developed and implemented that promote the awareness and purpose of the club.

CRISIS INTERVENTION

Crisis Intervention Policy: MSTC is committed to providing a safe working and learning environment for students, employees, guests, and visitors. MSTC will not tolerate any form of threats, threatening behavior, verbal abuse or violence by anyone at any MSTC owned or leased facility or any MSTC sponsored activity. Violence/threats include, but are not limited to: striking another, pushing, kicking, throwing things, abusing/destroying property, physical threats of violence, stalking or harassment. In addition MSTC follows the guidelines of the Students' & Employees' Right to Know publication, the College Catalog, the Student Code of Conduct and the MSTC Personnel and Procedures Manual.

Threats, Threatening/Violent Behavior: Any person who makes substantial threats, exhibits threatening behavior or engages in violent acts at any MSTC facility shall be removed from the premises by law enforcement as quickly as safety permits and shall remain off MSTC premises pending the outcome of an investigation. An Incident Report will be completed and submitted. Should an investigation following the process in the Code of Conduct substantiate that violation of this policy has occurred, MSTC will initiate a decisive and appropriate response, including termination/expulsion.

Weapons Policy: No MSTC employee, student, visitor, guest, vendor or anyone else MSTC deals with in the course of business may possess, transport or use a weapon of any kind while on MSTC property, conducting MSTC business or attending an MSTC sponsored event. In addition, the weapons that employees or others legally have in their vehicles while on MSTC property, conducting MSTC business or attending an MSTC sponsored event, must remain in the vehicle and in their proper carrying case. Weapons may not be transported in MSTC owned vehicles. Examples of weapons include: all firearms, compressed gas operated weapons, any electric weapons as defined in Section 941-295(4) of the Wisconsin Statutes, bows of legal hunting strength, knives (other than small pocket knives), explosives or any other device which in the manner it is used or intended to be used is calculated or likely to produce bodily harm, or any device which MSTC, in its sole discretion, shall deem dangerous.

In the event of the above, an incident report will be filed and the process will be followed as outlined in the Student Code of Conduct. Students with weapons will be disciplined immediately, and may be expelled from the college.

In the case of an attempted or threatened suicide/homicide on MSTC premises, the immediate responsibility of all MSTC personnel is to contact law enforcement (911), notify the Campus Office, evacuate and secure the area, utilize MSTC Emergency Care Procedures if the individual is not a danger to others, complete the First Report of Injury and Incident Notification forms and request assistance from MSTC's Director of Communications to respond to the release of information to the media.

DISABILITIES SERVICES

It is the policy of MSTC to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Individuals with disabilities are provided with reasonable and effective accommodations, when requested, to afford equal access to educational opportunity at MSTC. Services are provided to prospective and enrolled students who are otherwise qualified with or without accommodations for admission and participation in postsecondary education.

MSTC campuses are physically accessible under ADA guidelines. For issues related to ADA/504 contact: Patti Lloyd, Disabilities Services Coordinator, 715.422.5452.

To access reasonable and effective accommodations, students can self identify their disability and can directly contact the Disabilities Services staff for assistance. These personnel are available on each campus and have offices in Student Affairs. In addition to self-identification, an instructor can make referrals to the Disabilities Services staff after a student has begun classes.

The Disabilities Services staff, the student and individual instructors together determine what services and accommodations are needed and how they are to be provided. Although students can self refer or be referred at any time, adequate and reasonable time will be required to develop and provide appropriate accommodations, which are provided at no cost to the student. When possible, accommodations should be requested a semester before they are to be put in place. However, Disabilities Services staff will assist students at any time to provide services in a timely manner. Students may use accommodations starting the date they are approved. Coursework and exams that have occurred prior to approval are considered completed and are not eligible for accommodations. MSTC does not provide attendant care services. Students in need of personal care are expected to make their own arrangements for these needs.

To be eligible for accommodations, students are required to provide documentation of a disability which substantially limits one or more major life activities, show a history of such impairment or be regarded as having such an impairment. Reports from medical doctors, licensed psychologists, the Division of Vocational Rehabilitation, a licensed social service agency, or high school exceptional education needs (EEN) staff are examples of acceptable documentation. When requested, MSTC Disabilities Services staff works in collaboration with community agencies in coordinating services for students with disabilities.

Students with questions about availability of disability support services or establishing eligibility for services should contact the Disabilities Services staff at the campus the student attends. MSTC does not provide testing to diagnose disability, but can refer students to appropriate agencies for testing.

MSTC does, however, provide evaluation and testing to assist students with a disabilities plan and develop educational and vocational goals.

Reasonable and effective accommodations are individually determined and based on disability. Disabilities Services staff work with students, faculty and staff to provide adjustments and modifications within our educational environment that provide students with disabilities an equal access to education and the ability to participate. They are not designed to give students with disabilities an unfair advantage over other students. Accommodations provide students with disabilities an equal opportunity to demonstrate their abilities.

Appeal Procedure: If you are denied accommodations or disagree with decisions about services or accommodations, there is a process to resolve your issues under the college's "Reasonable Accommodations for People with Disabilities" policy (C 04- 12). A copy of this policy is available from Student Affairs Office or through the Campus or Division Deans.

EMAIL

As a student you are granted an email address to use while enrolled at MSTC. All important information including registration, financial aid, grades and scheduling information will be distributed to students via their MSTC email account. It is the student's responsibility to open and read their email regularly.

Your MSTC email account is the college's primary means of communicating with you. Instructors may utilize the email system to mail student academic progress information that is private. It is the student's responsibility to ensure that their email and network account password is not shared with other persons.

The Information Technology department will retain the email account for 180 days after the last date of the semester the student was enrolled in. Please see "Network Policies—Data Retention" at mstc.edu/students/policies/dataretention.htm for additional information. Problems or questions may be directed to the Information Technology Support Desk at 877.469.6782.

EMERGENCY PROCEDURES

In case of fire, sound nearest fire alarm and call 911. For any other emergency, 911 should be called from any campus or center phones.

Emergency Procedures for Individuals with Disabilities (Wisconsin Rapids Campus): In the event of any emergency requiring evacuation from the (A) Administration Building second floor, a special procedure has been mandated by the Grand Rapids Fire Department with regard to individuals with disabilities.

Room A-224 has been designated as the location in which to place a person with a disability in the case of emergency evacuation, so that he/she can be quickly and safely rescued out the window by the fire department in the event he/she cannot be safely evacuated down the stairwells or elevator.

Obviously, an exception to this procedure would be if Room A-224 was an immediate area of danger. Then a safe room farthest from the source of danger should be chosen and the fire department notified of the individual's location. White and blue handicap symbol signs have been placed on the outside window and on the sidelight of the hallway door of Room A-224 to easily identify the room.

In addition, two orange chair stretchers are located in the northwest corner of Room A-224. They are stored inside a large cabinet marked with a handicap symbol. Instructions for the use of the chair are posted inside the cabinet and are attached to each chair stretcher for your reference. The chair stretcher is available to: transport an individual with a handicap to a safe area in time of emergency; transport injured/ill individuals to a safe area or out of the building as the situation and safe practices dictate.

FITNESS CENTER

Wisconsin Rapids Campus E-Building, near the Gymnasium. The Fitness Center has a variety of equipment, including cardio-vascular machines and free-weights, and is open to all MSTC students. Please see posted signage regarding appropriate usage and hours. Please be prepared to show your MSTC student ID to utilize the center. Stevens Point campus students and staff are eligible to use the UWSP Fitness Center at discounted rates. Please inquire at the Stevens Point Campus Office for more information.

FOOD SERVICE

Wisconsin Rapids Campus: The Cougar Cafe is open during the regular school year, Monday–Friday, 7:30 a.m.–1:30 p.m. Food service is not available at the Marshfield and Stevens Point campuses. However, vending machines on all campuses provide various beverages and snacks.

HEALTH INSURANCE

An Accident and Sickness Insurance Plan is available for all students and their dependents through a commercial insurance agency. The student pays this cost. Information and applications can be obtained from the Student Affairs Office.

HOUSING

Students are solely responsible for housing arrangements. Services may vary with each campus. Please check with the Student Affairs Office. Residence hall housing is available on a limited basis at UW–Stevens Point for MSTC students planning to transfer to UWSP. Participants must be approved by the UWSP Admissions Office and will be required to take a 1-credit course at UWSP and 12 credits of transferable coursework at MSTC. Please be aware that the school calendars for UWSP and MSTC do not coincide. During times when UWSP classes are not in session interim housing is offered at an additional per night fee. For further information contact the UWSP Residential Living Office at 715.346.3511.

LOCKERS

Lockers are available for rent to students on all campuses. Contact the Campus Office to obtain a locker. All students using a locker must agree to treat the locker with respect, keep the locker clean and not possess any weapons or illegal items within the locker. If a student does have anything illegal in their locker, an incident report will be filed, and discipline will follow the Student Code of Conduct. This may involve suspension, or expulsion from MSTC. The local Police Department will also be contacted. MSTC lockers are subject to inspection by authorized personnel.

MULTIPURPOSE CENTER/GYMNASIUM

The Wisconsin Rapids Campus E-Building multipurpose room/gym offers opportunities for social and athletic activities to all MSTC students. This multipurpose facility is home to graduation and many community and college events. When college or community events are not scheduled, athletic equipment is available for student use. Signage is posted specifying gym regulations.

ONLINE SERVICES (MYMSTC)

Student online services are available to all enrolled students at MSTC. Services that are provided online include: accept/decline financial aid awards, add/drop classes, enrollment verification, grades, official transcript request, pay by check or credit card, apply to graduate, payment plan enrollment, review financial aid awards, review holds, search for classes, student schedules, transfer credit summary and unofficial transcripts.

Admitted students can gain access to MyMSTC by navigating to mstc.edu/mymstc and selecting “Click Here for Assistance” to obtain a password. Students are strongly encouraged to change their password upon logging into the system. Passwords should be kept confidential and not shared with other persons for any reason. Parents will not be issued login information for their children.

Students who have questions about gaining access to MyMSTC or who have a question about how to use the online services can contact the MSTC Helpdesk at 877.469.6782. All student online services and MSTC helpdesk services will be available 24 hours a day, seven days a week, including holidays.

PARKING POLICY & REGULATIONS

Adams County Center: Parking for persons with disabilities is available near the east and north entrances of the building.

Marshfield Campus: Unlimited parking is available in the large parking lot between 7 a.m. and 11 p.m. There is a fifteen-minute visitor parking near the front door of the building. Offenders will be issued a parking ticket. Parking for the disabled is available both near the front of the building and in the parking lot nearest the student entrance. Special parking permits for use in unreserved areas may be obtained from the Campus Dean.

Stevens Point Campus: Unrestricted parking privileges in campus lots are granted to all students and staff between 7 a.m. and 11 p.m. Special parking permits for use in unreserved areas may be obtained from the Campus Dean. Disabled parking is available near the east entrance of the building.

Wisconsin Rapids Campus: The Grand Rapids Police Department will enforce MSTC Parking Policy/Regulations and violators will be ticketed. The Parking Policy/Regulations are as follows:

- Authorization to park in the “Permit Only” parking area will be granted for the following reasons: health concerns, local law enforcement personnel utilizing the Technical Support Center and guests needing to load and unload materials for meetings. Individuals needing to park in the “Permit Only” parking area must register at the Campus Office immediately after parking their vehicle. Information required at the time of registration: individual’s name, vehicle license number, vehicle make and model, reason why “Permit Only” parking is desired, and date(s) and time(s) requested.
- Individuals needing to park in the “Permit Only” parking area as a result of health concerns must contact Student Affairs. Additional parking violations include:
 - Parking in the 15-minute parking areas longer than the allowed 15 minutes
 - Parking in a Fire Lane
 - Parking in the Clinic Patron parking areas if not a Cosmetology & Barbering clinic customer
 - Parking outside of the yellow lines at the ends of the designated parking rows or in the corners of the lots
 - Parking in areas that are not designated parking lots, such as, the fenced-in area between the I and the I/T buildings
 - Parking in areas that are otherwise posted as No Parking areas
 - Parking in the Disabled Parking Only parking areas without displaying either a disabled license plate or a temporary permit

PHOTOGRAPHIC IMAGES (CONSENT OF)

Registration as a student and attendance at or participation in classes and other campus and MSTC activities constitutes an agreement by the student to MSTC’s use and distribution (both now and in the future) of the student’s image or voice in photographs, videotapes, electronic reproductions, or audiotapes of such classes and other campus and MSTC activities. Students who wish to opt out of this consent should address this in writing to the Director of Communications.

REGISTERED SEX OFFENDERS

Information regarding registered sex offenders can be obtained from the Wisconsin Sex Offender Registry at offender.doc.state.wi.us/public. Information that is provided to MSTC regarding a student who is a registered sex offender, under the auspices of the Wetterling Act is releasable without the consent of the student.

RELIGIOUS BELIEFS ACCOMMODATIONS

MSTC acknowledges the diverse populations served within the central Wisconsin region and understands that it has the potential of serving students who believe and follow a number of different religious convictions. As a public institution, MSTC will work to alter classroom schedules affecting academic studies so that students may participate in legitimate holy days, festivities and/or holidays. Students seeking special consideration for religious purposes will observe the following procedures:

- A student will provide a written request to instructors for release time due to religious reasons. This written request must be submitted five working days prior to the anticipated absence.
- All make-up work or tests will be scheduled in a “timely” manner so that the student has adequate time and opportunity to prepare the assignments or study for the test.
- If a student has a complaint regarding religious accommodations, the student will file a written complaint to the Equal Opportunity Officer.
- The written complaint will be forwarded to the President who will, after an investigation, render a written decision within 30 days after receipt of the formal complaint. The date may be extended beyond the 30 days with the agreement of the student.

- If the student does not agree with the President’s decision, he or she may appeal the decision, in writing, to the District Board. This appeal must be filed within 30 days.
- The District Board will cause an investigation to take place and will attempt to determine facts that are associated with the case. Members of the board will respond to the appeal, in writing, within 45 days after the receipt of the appeal.
- If the student does not agree with the District Board’s decision, the student has the right to appeal the decision in accordance with state and federal statutes.

RETRAINING GUARANTEE

MSTC guarantees up to six free credits of additional instruction to graduates of programs of at least one year in length who do not obtain or maintain employment in their program or related area within six months after graduation. The following two scenarios apply to the retraining guarantee:

1. To be eligible, graduates must certify, in writing, to the Vice President of Academic Affairs:
 - They have not secured employment in the occupational field in which they received the degree or diploma.
 - They have actively pursued employment in their occupational field.
 - They have not refused employment in their occupational field or in a related field.
 - They have actively sought the assistance of the Career Services Office.

~ or ~
2. Within 90 days after their initial employment, the graduate’s employer certifies to the Vice President of Academic Affairs that the graduate lacks entry-level job skills and specifies in writing the specific areas in which the graduate’s skills are deficient.

Per Section 38.24 (4), Wisconsin Statute

The graduate is responsible for all expenses other than tuition (i.e. textbooks, supplies, and the incidental fees). The courses must be within the same occupational program that the graduates degree or diploma was received. The credits must be courses offered by Mid-State Technical College and be currently scheduled for the general public. Once a graduate accepts a position in their program or related area, they are no longer eligible for this guarantee.

SAFETY & SECURITY

The safety and security of MSTC students, staff, visitors and property are highly important to the college. Any student who is the victim of a crime or who witnesses a crime on MSTC property should immediately report it to the Campus Office on the Marshfield campus, Student Affairs Office on the Stevens Point or Wisconsin Rapids campuses, or to the Campus Supervisor at the Adams County Center. Statistics concerning campus crime are available in Student Affairs upon request and through the Students’ & Employees’ Right to Know publication at [mstc.edu/pdf/ StudentRts.pdf](http://mstc.edu/pdf/StudentRts.pdf).

SMART START ORIENTATION

New students are requested to attend a Smart Start orientation program scheduled prior to the beginning of their first semester at MSTC. Smart Start provides information about various aspects of the college including educational opportunities, student services, student activities, procedures, financial aid and academic support services. Registration is usually conducted in conjunction with a Smart Start.

SMOKE & TOBACCO FREE BUILDINGS

All MSTC buildings are free from the use of tobacco products. No person shall be allowed to smoke tobacco or use any type of tobacco product in any facility. MSTC has designated specific exits/entrances for the use of tobacco products.

SOLOMON AMENDMENT

The Solomon Amendment, a federal law, mandates that institutions receiving certain federal agency funding must fulfill military recruitment request for access to campus and for lists containing student recruiting information. Recruiters may receive recruiting information for either the immediately previous, current, or future term for all students age 17 and older, who are/were registered for at least one credit hour in the requested semester/term. MSTC complies with the regulations of the Solomon Amendment.

STANDARD PRECAUTIONS

In order to comply with state and federal regulations with regard to blood-borne pathogens, MSTC has adopted a district-wide Standard Precautions Policy. Standard Precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV (Human Immunodeficiency Virus), HBV (Hepatitis B Virus), or other bloodborne pathogens. Anyone who may have been exposed to another person's blood and/or body fluids through accident/injury/illness on MSTC property must report the incident as soon as possible to an MSTC staff member so that the proper paperwork and follow-up procedures can be initiated.

STUDENT ACTIVITIES

Students at each campus are encouraged to participate in the many activities that occur on all campuses. Events such as Fall Kickoff, Destination Success Skills Seminars and speakers are open to all MSTC students. Please watch your student email, MyMSTC, or campus postings for the Calendar of Events and upcoming activities.

In addition, MSTC students may participate in activities at UW-Stevens Point at the same rates paid by university students. It is necessary to present proof of MSTC enrollment to be eligible for discount student rates. Activities include athletic events, plays, musical performances, speakers, fitness center and other activities at the Health Enhancement Center.

STUDENT CODE OF CONDUCT

Mid-State Technical College believes that all members of the college community have the responsibility to contribute to a positive learning environment. Every student has the right to be educated under the conditions of respect, dignity, and safety. Students are expected to conduct themselves in a manner that does not interfere with the educational process, endanger the safety or welfare of others, or represent a violation of established statutes, ordinances, or public laws.

Standards of conduct are enforced on all MSTC property; any facility used by the college for educational purposes, and at college sponsored events. The following student conduct regulations are intended to give students general notice of prohibited conduct. However, they are not meant to define misconduct in every circumstance. Standards violations include (but are not limited to) the following:

1. Non compliance with all MSTC policies – including, but not limited to: <http://www.mstc.edu/students/policies.htm>
2. Non compliance with civil and criminal laws
3. All forms of dishonesty including knowingly furnishing false information to MSTC, or the alteration or use of MSTC documents or instruments of identification with intent to defraud.
4. Conduct which disrupts the normal operations of MSTC and/or classroom instruction
5. Conduct which is disorderly, lewd or indecent including physical abuse, verbal abuse, threats, intimidation, harassment, sexual offenses, coercion and/or any conduct which threatens or endangers any person
6. Theft of, or damage to, MSTC or personal property
7. Failure to comply with a reasonable request or directive of an MSTC staff member
8. Use, possession, or distribution of illegal drugs or alcohol
9. Possession of firearms, explosives, dangerous articles, and/or incendiary devices
10. Abuse or misuse of computers, per Network Policies

Incident reports should be completed and filed with the Director of Student Support or Campus Deans. Students found in violation of the Student Code of Conduct may be subject to disciplinary sanctions. Sanctions may include (but are not limited to): verbal and/or written warning, probation, suspension, expulsion, restitution or other discipline deemed appropriate. The appeal process (academic and nonacademic) is outlined in the Student Code of Conduct. Sanctions may be imposed for violations of these rules whether or not criminal or civil sanctions are pursued. Apparent or alleged violation of local ordinances, federal or state law on college premises or at college sponsored or supervised activities will be forwarded to local law enforcement authorities. The current Student Code of Conduct can be found at: <http://www.mstc.edu/pdf/StudentCodeofConduct.pdf>.

STUDENT DISCRIMINATION/SEXUAL HARASSMENT & ASSAULT COMPLAINTS

The MSTC District Board, through its commitment to equal opportunity and nondiscrimination, will affirmatively provide that all employees and students can work or study in an environment free of sexual harassment and/or assault in accordance with the laws of the United States and the State of Wisconsin.

Sexual harassment of students and employees of MSTC is unacceptable and impermissible conduct which will not be tolerated. Whenever knowledge is received that a sex-based condition is being imposed, prompt and remedial action will be taken. This action may include discharge from employment or suspension from classes, if the individual is a student. No permanent action will be taken without due process. Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.” Sexual assault is defined as “any sexual contact by a person(s) without the consent of the other person by use or threat of force or violence.”

MSTC complies with state and federal equal opportunity laws and regulations, and does not discriminate in its services, employment programs and/or its educational programs and activities. “Discrimination” shall mean a difference in treatment in any service, program, course, or facility of MSTC on the basis of race, color, creed, national origin or ancestry, religion, sex, age, disability, arrest or conviction record, political affiliation, pregnancy, marital or parental status, sexual orientation and membership in any reserve component of the military forces of the United States or this state. A person who believes he/she may have been the victim of discrimination, sexual harassment or assault should follow these procedures:

- Discuss the problem or concern with the Campus Dean or counselor on the Stevens Point or Marshfield campuses; with the Disabilities Services Coordinator or a counselor on the Wisconsin Rapids campus; with the Center Supervisor at the Adams County Center; or with any instructor. If this action does not resolve the problem, a formal complaint can be presented.
- A formal complaint must be presented, preferably in writing, within 300 days of the alleged act(s) of discrimination or sexual harassment. However, a more immediate reporting of the incident will facilitate a prompt and thorough investigation of the facts and circumstances involved. Complaint report forms can be obtained from the District Office or Human Resources Office. Complaints should be presented to Richard O’Sullivan, Equal Opportunity Officer. In the event that the Equal Opportunity Officer is a party to the action, a complaint can instead be presented to the College President. Retaliatory action against a person who files a complaint or against any person identified as a witness is prohibited. Students discriminating against or harassing other students or employees of the college will be subject to discipline. Employees discriminating against or harassing students or other employees will be subject to discipline under appropriate MSTC employment policies and, as applicable, collective bargaining agreements. The college will take other necessary corrective action to remedy any instances where discrimination or harassment is determined to have occurred. No action relating to enrollment and/or employment will be taken for or against a person until the complaint of discrimination or harassment has been resolved, unless such action is deemed necessary to the well being of the person(s) involved in the action or to the function of the college.

- Within ten working days of receipt of the complaint, the Equal Opportunity Officer, in an attempt to resolve the problem, shall: Notify the President that a complaint has been filed and is pending review. Investigate the complaint by conducting meetings with the complainant, respondent, and any witnesses to the alleged act(s) of discrimination or harassment.
- If the complaint is resolved as a result of the above meetings, a written statement will be forwarded to both the complainant and respondent. The President will be notified that the complaint has been resolved.
- If either the complainant or respondent is in disagreement with the written statement, a request for an impartial review by the Executive Committee must be made within three working/academic days. The committee will convene within ten working days of the notice, to review preliminary testimony, study the evidence, and conduct further interviews and deliberations as necessary. The President shall issue a written decision to the principal parties involved within ten working/academic days of the conclusion of the review process.
- Within five working/academic days following the notification of the action taken by the President, either of the principal parties involved may file and appeal to the District Board Chairperson. The appeal must be made in writing and include a brief statement of the reasons why the decision should be reviewed. The board will review the complaint at the next regularly scheduled board meeting, providing the appeal is received prior to the establishment of the agenda. The Board Chairperson shall issue a written decision to the complainant and respondent in a timely manner. Nothing in this procedure shall preclude a student's or employee's right to seek other avenues of redress outside of the district.

STUDENT GOVERNMENT

MSTC students are encouraged to participate in student governance. The Student Senate and Student Activities Board promotes leadership and school spirit, plans organized events and activities and determines use of student activity fee on each campus. The groups also provide an important liaison between school administrators and the student body. Both organizations offer a voice for students.

STUDENT HEALTHCARE RECORDS (CONFIDENTIALITY)

In accordance with Wisconsin State Statute 146.82, all student healthcare records shall remain confidential, released only to the persons designated in the statute, provided that informed consent of the student is obtained prior to the release of information. Exceptions to the above reside within Wisconsin Statutes 48.981, 48.90, 146.995, 69.14, 979.01, 146.025, 143.04, 143.07, and 143.12, which required mandatory reporting of specific circumstances to public authorities regardless of whether the individual involved has consented to the release of such information.

Upon review by, or shared with an MSTC educational professional, medical and counseling records become part of the student's educational records and will be treated in accordance with FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) recordkeeping requirements.

TECHNOLOGY – MSTC COMPUTER NETWORK

All users of MSTC information technology resources are required to abide by the acceptable use agreement terms and agree to all terms in the Acceptable Use Policy found at mstc.edu/technology/policiesusage.htm. These terms govern the access to and use of the information technology applications, services and resources of MSTC and the information they generate. This access is considered a necessary privilege in order to perform authorized functions. Users shall not knowingly permit use of their entrusted access control mechanism for any purposes other than those required to perform authorized functions. The college reserves the right, without notice, to limit or restrict access and to inspect, remove or otherwise alter any data, file or system resource that may undermine the authorized use of any MSTC IT resources. Violations of the Acceptable Use Policy are subject to disciplinary action.

TURNAROUND PROGRAM/DISPLACED HOMEMAKER

This program offers services to Displaced Homemakers who have worked in the home for a substantial number of years providing unpaid household services and desire to return to school. Some of the services available include job networking, referral source, and limited financial assistance. Services are available on all campuses. Please call 715.422.5450.

TUTORING

Peer tutoring is available for MSTC students who are not achieving grades at a “C” level and/or are classified as disadvantaged for academic, economic, physical and/or language reasons. Some students need out-of-classroom support to enhance their learning process. Peer tutoring has a proven track record for helping students successfully complete their learning experience. In addition, tutors gain valuable educational experiences and, in some cases, helpful financial support. The Academic Support Center (ASC) provides excellent tutoring for basic skills and entry-level courses. If you are interested in becoming a tutor, talk to your program counselor.

Tutor/Tutee Responsibilities

1. Fill out appropriate paperwork with the tutoring counselor. The tutor cannot be paid without both the tutor and the tutee completing mandatory paperwork. The Tutor gives the completed paperwork to the Counselor involved. The tutor then puts the time worked into the electronic timesheet. The Counselor is then the first line of approval—the Supervisor, and the Director of Student Support is the second line of approval—the Manager.
2. Meet on a regular basis to ensure class progress.
3. Report any problems to your program counselor.

Tutors and tutees must be recertified by the counselor each semester. Every effort will be made to find a tutor, but there is no guarantee that a tutor will be found for the student.

UNSUPERVISED CHILDREN

Children of students and employees should not be on campus unsupervised while parents are attending classes or engaged in school functions. Under no circumstances will children be allowed in classrooms, labs (i.e. computer, shops) or libraries while classes are being conducted.

WEATHER (SEVERE/SNOW)

Except in cases of the most severe weather conditions, MSTC does not close its facilities. Public school and UW closings do not mean MSTC has closed. Listen to area radio stations for college closing information. Cancellation of day classes will be aired by 6:00 a.m. and evening classes by 4:00 p.m. Students are asked to use the following radio stations as the primary source of information: WDLB–1450 AM, WLJY–96.7, WAXX–104.5, WSPT–97.9, WIFC–95.5, WIZD–94.7 & 99.9, WYTE–106.5, WFHR–1320 AM, WGLX–103.3, and WDKM–106.1. Closures are also announced on television channels 7 (CBS) and 9 (ABC).

- In addition, college/campus closings will be posted on MSTC’s website and Facebook page.

WEATHER (SEVERE/TORNADO)

Tornado Watch means tornadoes are expected to develop based on weather conditions. Tornado Warning means a tornado has actually been sighted. Campus Offices have an Emergency Government severe weather monitor. When a Tornado Warning is in effect, an alarm will be sounded. Proceed to the following shelter areas:

- Adams County Center—central corridor
- Marshfield—center corridor in west wing
- Stevens Point—basement or center corridor
- Wisconsin Rapids—shelter area locations are posted in all classrooms and offices

Stay inside. Do not go out to watch. Stay in shelter area until the all clear signal is given.

STUDENTS RIGHTS TO RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

MSTC annually informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974 in the Student Handbook. This act protects the privacy of educational records, establishes the rights of students to inspect and review their educational records and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. FERPA rights begin once a student is enrolled at MSTC.

EDUCATION RECORDS

Education Records are defined as “records, files, communications and other materials in any recorded medium that relate directly to a student and are maintained by MSTC.” These records include but are not limited to: academic records, financial records, disabilities information, counseling documentation and instructional progress. Health records that are shared with counselors or staff of MSTC for instructional or counseling purposes are classified as student records by FERPA.

RIGHT TO REVIEW AND INSPECT EDUCATION RECORDS

Students have the right to the following:

1. Inspect and review information contained in educational records. (All requests to review educational records must be made in writing to the Student Records Manager.) Students are provided this opportunity for review within 45 days from the date of receipt of the request. Students may be provided with copies of their education records with appropriate written consent should they be unable to come to the appropriate campus location for review of their records.
2. Challenge the contents of their educational record in writing to the Student Records Manager.
3. Request a hearing in writing if the outcome of the challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
5. Prevent disclosure with certain exceptions of personally identifiable information.
6. Secure a copy of the institutional policy, which includes the location of all educational records. (Copies of the policy can be obtained from the Student Records Manager.)
7. File complaints regarding alleged violations of FERPA with the Family Policy and Compliance Office.

DIRECTORY INFORMATION

In complying with FERPA guidelines, MSTC will release the following directory information without the consent of the student:

- Student Name
- Student ID Number
- Date of Birth
- Address
- Email Address
- Telephone Number
- Programs of Study
- Student Status
- Dates of Enrollment
- Degrees and Awards Received (including honors)
- Past and Present Sports and Student Activities

Students have the right to inform MSTC that any or all of the above information should not be released without their prior consent. Students who wish to restrict directory information from being shared should complete the Request to Prevent Disclosure of Directory information located at mstc.edu/pdf/RequestToPreventDisclosure.pdf. Forms are available at mstc.edu or at any Campus/Student Affairs Office.

Requests to prevent disclosure of directory information does not apply to registered sex offenders whose information has been provided to MSTC under the Wetterling Act, including information made available by the Wisconsin sex offender registry and community notification program.

Records are not released to parents without consent of the student. Grade reports are available on MyMSTC at the end of each term. Parents should arrange with their children for sharing of the information. Authorization by a parent to a student's records does not authorize the parent to obtain the student's MyMSTC password. Non-directory information is not released to anyone without written permission from the student, except for the following agencies which can receive this data without the student's permission as provided by the Family Education Rights and Privacy Act:

- Agencies providing financial assistance to the student such as employers, Division of Vocational Rehabilitation and the Veterans Administration
- MSTC designated school officials who have a legitimate educational need for the information include: designated school officials are defined as faculty, employees, auditors, collection agents and outside service vendors, who require non-directory information to perform a task or assignment. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.
- The Wisconsin Technical College Board as part of the process of securing state funds
- Faculty and staff members of MSTC who have a legitimate educational interest in the information
- Auditors with approved access
- Courts or legal officers on the basis of a subpoena
- Properly authorized educational authorities for the purpose of research, provided that the information is not given in personally identifiable format
- State and local officials to whom disclosure is required by state statute adopted prior to November 19, 1974

PRIOR CONSENT NOT REQUIRED FOR RECORDS RELEASE—RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION TO OTHER COLLEGES

Should an MSTC student seek to enroll in another college or university to complete a course or degree, MSTC may share personally identifiable data with that college or university's education officials without the student's prior approval. MSTC maintains a record of all releases of student records. A student may request to view a copy of what was shared with the other college by contacting the Student Records Manager at 715.422.5502.