
Student & Employee Right to Know

2008-2009

Mid-State Technical College is committed to maintaining an environment that supports student learning and achievement.

The use and abuse of alcohol and other drugs interferes with a person's ability to learn and grow in the college environment. The Drug Free Workplace Act requires colleges and universities to provide students and employees written, detailed information about these issues.

The intent of the law is to ensure that you have complete information about the extent of the problem, the risks involved, the legal standards that have been adopted and the offices and agencies in the community to which you can turn for help.

In order to comply with some of the requirements, MSTC provides this publication to students and employees. This material is an excellent tool to learn what is necessary to protect yourself, to assist your friends and to join us in efforts to make a difference in our campus communities.

Paper copies of the information contained in this document will be provided upon request. Please contact Student Affairs at 715.422.5445.

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ALCOHOL & DRUG POLICY

Mid-State Technical College supports the goals and policies of a drug-free educational environment and directly adheres to the following policies:

1. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances by students/employees (including, but not limited to, alcohol, prescription, and illegal drugs) on MSTC's premises, or while participating in college events off college premises is absolutely prohibited. Violations of this policy will result in disciplinary sanctions up to and including expulsion/termination in accordance with civil, state, federal laws and MSTC procedures. (See MSTC District Board Policy Bulletin J99-5 and C97-2.)
2. Individuals who abuse alcohol and/or other drugs (controlled substances) while on an MSTC campus, or while participating in any MSTC sponsored activity will be compelled to either leave campus or withdraw from the activity. Law enforcement personnel may be called if disorderly or belligerent behavior exists.
3. Students/employees who impair their ability to perform because of alcohol or controlled substance abuse, consumed off campus or during non-duty hours, are subject to this policy.
4. Limited use of wines and spirits for instructional purposes in MSTC's instructional programs may be permitted under direct supervision of school officials.
5. Drug and alcohol abusers may be required to participate in an appropriate rehabilitation program prior to returning to campus. Successful completion of an appropriate program may be a requirement for continued academic studies/employment.
6. A federal or state drug conviction can disqualify a student for Financial Aid funds. The student will be asked to self-certify when applying for Financial Aid. A period of ineligibility may be determined depending on whether the conviction was for sale or possession and if previous offenses. A student can regain eligibility for financial aid once a qualified drug rehabilitation program is successfully completed. HEA Section 484, 34 CFR 668.40.
7. The Anti-Drug Abuse Act of 1988 includes provisions that authorize federal and state judges to deny certain federal benefits, including student aid, to persons convicted of drug trafficking or possession. This is separate from the self-certification statement at the time of application discussed above.
8. Any student currently receiving a Pell Grant or other form of federal financial assistance must report to the Financial Aid Supervisor any conviction of a criminal drug offense resulting from a violation occurring during the conduct of the grant period.
9. MSTC recognizes drug and alcohol dependency or abuse as a major health problem, as well as a safety and security problem. A student/employee in need of help in dealing with such problems is encouraged to use the Student Affairs referral system, the Student Affairs office, Employee Assistance Program and other college services.
10. MSTC takes a pro-active approach to alcohol and drug dependency and abuse through education, prevention, and assistance. This is achieved through assessment and, when appropriate, referrals to outside resources for counseling and self-help groups in the community. The college is engaged in a continual effort to raise the awareness of the students, faculty/staff, and the community to the problems of alcohol and drug dependency or abuse.

A copy of the AODA Prevention Program Biennial Review is available from the Student Affairs Office.

Controlled Substance: Wisconsin, Federal and Local Legal Sanctions

Wisconsin

The laws of Wisconsin prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Stats. 961, and mandate stiff penalties that include up to 15 years of prison and fines up to \$500,000. A person with a first time conviction of possession of a controlled substance can be sentenced up to one year in prison and fined up to \$5,000. The penalties vary according to the amount of drug confiscated, the type of drug found, the number of previous offenses and whether the individual intended to manufacture, sell or use the drug (see Wis. Stat. 961.41).

Substantial restrictions against alcohol abuse also exist in Wisconsin. It is against the law to sell alcohol to anyone who has not reached the legal drinking age of 21 and there is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on his/her premises, Wis. Stats. 125.07(1)(a)(1). Violation of this statute can result in a \$500 fine. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent his/her age or enter a licensed premise. Offenders can be fined \$500, ordered to participate in a supervised work program and have their driver's license suspended, Wis. Stats. 125.07(4)(3). Harsher penalties exist for the retailers of alcoholic beverages, including up to 90 days in jail and revocation of their retail liquor permit.

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Federal

The federal government has recently revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines that reduce the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under these guidelines courts can sentence a person for up to 6 years for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams) of marijuana. A sentence of life imprisonment can result from a conviction for possession of a controlled substance that results in death or bodily injury. Possession of more than 5 grams of cocaine can trigger an intent to distribute penalty of 10-16 years in prison, U.S.S.G.s 202.1(b)(1).

21U.S.C. 844(a)

First conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment.

21U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21U.S.C. 844(a)

There are also civil fines of up to \$10,000.

21U.S.C. 853(a)

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

In addition, revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.

Local

Wood, Portage and Adams County law enforcement agencies process illicit drug and alcohol charges through the Wisconsin Court System. These courts of justice impose State of Wisconsin penalties.

HEALTH EFFECTS

Summary of the Health Effects of Drug & Alcohol Abuse

The following is a partial list of drugs and some of the consequences of their use. The abuse of alcohol and use of other illegal drugs is detrimental to the health of the user. Further, the use of drugs and alcohol is not conducive to an academic atmosphere. Drugs impede the learning process and can cause disruption for other students and disturb their academic interests. The use of alcohol or drugs in the workplace may also impede the employee's ability to perform in a safe and effective manner, and may result in injuries to others. Early diagnosis and treatment of drug and alcohol abuse is in the best interest of the student, employee and the college.

The effects of any drug depend on the amount taken at one time, the past experience of the drug user, the circumstances in which the drug is taken (place, feelings, activities of the user, presence of other people, simultaneous use of other drugs) and the manner in which the drug is taken. This list includes only some of the known health risks. All legal or illegal drugs are not covered in this brief section.

Alcohol

Alcohol is the most frequently abused drug on campus and in society. Alcohol is chemically classified as a mind-altering drug because it contains ethanol and has the chemical power to depress the action of the central nervous system. This depression affects motor coordination, speech and vision. In great amounts, it can affect respiration and heart rate control. Death can result when the level of blood alcohol exceeds 0.40%. Prolonged abuse of alcohol can lead to alcoholism, malnutrition and cirrhosis of the liver.

Cannabis-Marijuana and Hashish

Marijuana and hashish are harmful to the health and impair the short-term memory and comprehension of the user. When used, they alter the sense of time and reduce the ability of the user to perform tasks requiring concentration and coordination and they increase the heart rate and appetite. Motivation and cognition can be altered, making acquisition and retaining of new information difficult. Long-term users may develop psychological dependence that can produce paranoia and psychosis. Because this drug is inhaled as unfiltered smoke, it is damaging to the lungs and pulmonary system and has more cancer-causing agents than tobacco.

Club Drugs

"Club Drugs" is a general term for certain illicit substances, primarily synthetic, that are usually found at nightclubs, bars and raves. These substances can cause serious physical and psychological problems, even death. MDMA (ecstasy) can increase users' blood pressure and heart rate to dangerous levels and even lead to heart or kidney failure. GHB and Rohypnol can cause muscle relaxation, loss of consciousness and an inability to remember what happened during the hours after ingesting the drug. Because club drugs are often produced in makeshift laboratories, it is impossible to know exactly what chemicals were used to produce them. Potency of these substances can vary significantly from batch to batch.

Cocaine and Crack

Cocaine and crack stimulate the central nervous system and are extremely addictive. They can cause psychological and physical dependency which can lead to dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, paranoia and seizures. They can also cause death by disrupting the brain's control of the heart and respiration.

Depressants and Barbiturates

Depressants and barbiturates can cause physical and psychological dependence that can lead to respiratory depression, coma and death, especially when used in concert with alcohol. Withdrawal can lead to restlessness, insomnia, convulsions and even death.

Hallucinogens

LSD, PCP, mescaline and peyote are classified as hallucinogens. Hallucinogens interrupt brain messages that control the intellect and keep instincts in check. Large doses can produce convulsions and coma, heart and lung failure. Chronic users complain of persistent memory problems and speech difficulties for up to a year after their use. Because the drugs stop the brain's pain sensors, drug experiences may result in severe self-inflicted injuries.

Methamphetamine

An addictive stimulant commonly referred to as "meth," "crank," "crystal" and "ice." Methamphetamine is often manufactured in small home laboratories in rural communities. Methamphetamine can be taken orally, injected, snorted or smoked. Health effects include increases in heart rate and blood pressure, aggression, anxiety and paranoia. Chronic users damage nerve cells resulting in symptoms similar to Parkinson's disease.

Narcotics

Users of narcotics, such as heroin, codeine, morphine and opium develop dependence and increase the likelihood of an overdose that can lead to convulsions, coma and death.

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Nicotine

Nicotine is highly addictive, whether ingested by smoking or chewing. This drug reaches the brain in six seconds, damages the lungs, decreases heart strength and is associated with many cancers. The withdrawal symptoms include anxiety, progressive restlessness, irritability and sleep disturbance.

Stimulants and Amphetamines

Other stimulant and amphetamine use can have the same effect as cocaine and cause increased heart rates and blood pressure that can result in stroke or heart failure. Symptoms include dizziness, sleeplessness and anxiety and can also lead to psychosis, hallucinations, paranoia and even a physical collapse.

AODA Intervention & Treatment/ Rehabilitation Services

Intervention

Initial contact with the person suspected of either being affected by alcohol or other drugs, or abusing substances is made by a trained specialist. The specialist assesses the intervention service type to be used and then decides where to refer, or what additional services to recommend. Intervention can be very effective in leading someone into treatment, and stopping the enabling that is a trap for family and friends. Referral to a drug and alcohol service organization can lead to more in-depth assessment and treatment recommendations.

Treatment/Rehabilitation

Chemical dependence is a treatable disease. There is absolutely no need for anyone to remain a victim of chemical dependence. Treatment can include medical detoxification, inpatient, outpatient and day treatment to assist the chemically dependent person to achieve and maintain sobriety.

Where You Can Get Help

MSTC students may receive drug and alcohol counseling, treatment, rehabilitation or re-entry programs through the following off-campus community resources:

Adams-Friendship

Adams County Community Programs
108 East North Street • P. O. Box 295
608.339.4511 or 888.830.3454

Stevens Point

Ministry of Behavioral Health
209 Prentice Street N.
715.344.4611

Marshfield

Marshfield Clinic
1000 N Oak Avenue
715.387.5442 or 800.782.8581

Wausau

North Central Health Care Facilities
Premiere Recovery Services
1100 Lakeview Drive
715.848.4540

Wisconsin Rapids

Wood County Department of Unified Services
2611 12th Street S.
715.421.8840

24-Hour Crisis Intervention:

Adams • 800.454.8966
Marshfield • 715.384.5555
Stevens Point • 715.343.7125
Wisconsin Rapids • 715.421.2345

Note: The financial responsibility of receiving services from these community service agencies rests upon the person receiving the services. Other resources can be found in the yellow pages of the telephone book under Alcoholism Information and Treatment Centers.

Keep in Mind

If you are involved with drugs or are abusing alcohol, use the help available. If others you know are involved, encourage them to seek help. Participate in drug and alcohol education and prevention programs if you are a student. Be sure you read our written policy. Questions are encouraged. Contact the MSTC Student Affairs Office for any additional information, including addresses and telephone numbers of agencies designed to assist individuals who are encountering problems with alcohol and other drugs.

Free Screenings

Free anonymous screenings for mental health and alcohol abuse are available at:
www.mstc.edu/students/support.htm

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How Do I Know if I Have a Problem?

Warning signs of an alcohol or other drug problem are not always dramatic. They have more to do with attitude and interpersonal relations than with “passing out” or medical emergencies.

The following questions can help identify dependence. Are you:

- Steadily drinking or using more at a time or more often?
- Setting limits on how much, how often, when or where you will drink or use other drugs and repeatedly violating them?
- Keeping a large supply on hand or becoming concerned when you run low?
- Drinking or using other drugs before you go out with friends who don’t drink or before going to activities where they won’t be available (class, work, etc.)?
- Drinking or using other drugs alone?
- Drinking or using other drugs every day?
- Spending more money than you can afford on alcohol or other drugs?
- Doing or saying things when you’re under the influence that you regret later or don’t remember?
- Lying to friends and family about your drinking or other drug use?
- Becoming accident prone when you’re under the influence (spilling, dropping, breaking things)?
- Regularly hung over the morning after drinking?
- Worrying about your drinking or other drug abuse?
- Having academic problems such as missing classes, difficulty studying, showing little interest in school or declining grades?
- Reducing contact with friends or experiencing increasing problems with important relationships?

If you answered “yes” to any of these questions, you should consider consulting a counselor or health professional. While one “yes” doesn’t mean you are dependent, it suggests that your drinking or other drug use may be causing you some problems. Contact the MSTC Student Affairs Office for any additional information, including addresses and telephone numbers of agencies designed to assist individuals who are encountering problems with alcohol and other drugs.

SEXUAL ASSAULT AWARENESS

Mid-State Technical College is committed to protect and insure the rights of its students and to eliminate all forms of harassment on its campuses. This information has been prepared in compliance with Wisconsin Act 177, and provided to protect you from becoming a victim of sexual assault or harassment. Further, it is written to show potential preventative measures, services available to the victim and how the crime and the assailant are dealt with. Much encouragement is placed on reporting the crime and seeking assistance.

Sexual Assault Facts

One out of every six American women has been a victim of an attempted or completed rape in their lifetime. Annually, about 3% of all college women experience a sexual assault. The majority of sexual assaults are committed by men who are known by the victim.

- 73% of sexual assaults are committed by men known to the women they assault.
- 38% of the assailants were friends or acquaintances of the women.
- 28% of the assailants were once intimate partners of the woman.
- 7% of the assailants were relatives of the woman.
- Victims range in age from infants to the elderly: 15% are under age 12; 29% are ages 12 to 17, 44% are under age 18 and 80% are under age 30.
- About 3% of American men have experienced an attempted or completed rape in their lifetime.

National Criminal Victimization Survey, 2005. U.S. Department of Justice

Definitions of Sexual Assault and Penalties

Federal and state statutes define sexual assault differently. Instead of a legal definition of forcible rape, Wisconsin describes four degrees of "sexual assault," ranging from unwanted touching to forced intercourse under 940.225 of the Wisconsin statutes. The statutes define the act as sexual contact or sexual intercourse with another person without consent of that person. It emphasizes the degree of force used by the assailant and the amount of harm done to the victim, not the resistance offered by the victim.

First Degree Sexual Assault

Whoever does any of the following is guilty of a Class B felony:

- a. Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.

- b. Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.
- c. Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

Penalty for first degree sexual assault is imprisonment not to exceed 60 years.

Second Degree Sexual Assault

Whoever does any of the following is guilty of a Class C felony:

- a. Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- b. Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- c. Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.

(cm) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.

- d. Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
- e. Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.
- f. Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.

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- g. Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- h. Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- i. Is a licensee, employee, or non-client resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.

Penalty for second degree sexual assault is a fine not to exceed \$100,000 or imprisonment not to exceed 40 years, or both.

Third Degree Sexual Assault

Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whoever has sexual contact in the manner described in sub. (5) (b) 2. or 3. with a person without the consent of that person is guilty of a Class G felony.

Penalty for third degree sexual assault is a fine not to exceed \$25,000 or imprisonment not to exceed 10 years, or both.

Fourth Degree Sexual Assault

Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

Penalty for fourth degree sexual assault is a fine not to exceed \$10,000 or imprisonment not to exceed 9 months, or both.

Failure to Act

A person responsible for a child's welfare is guilty of a Class F felony if that person has knowledge that another person intends to cause, is causing or has intentionally or recklessly caused great bodily harm to the child and is physically and emotionally capable of taking action which will prevent the bodily harm from occurring or being repeated, fails to take that action and the failure to act exposes the child to an unreasonable risk of great bodily harm by the other person or facilitates the great bodily harm to the child that is caused by the other person.

Sexual Exploitation by Therapist

Any person who is or who holds himself or herself out to be a therapist and who intentionally has sexual contact with a patient or client during any ongoing therapist-patient or therapist-client relationship, regardless of whether it occurs during any treatment, consultation, interview or examination, is guilty of a Class F felony. Consent is not an issue in an action under this subsection.

Penalty for sexual exploitation by a therapist is a fine not to exceed \$25,000 or imprisonment not to exceed 12 years and 6 months, or both.

Sexual Assault and Your Rights

Wis.Stats.950.01 LEGISLATIVE INTENT

In recognition of the civic and moral duty of victims and witnesses of crime to fully and voluntarily cooperate with law enforcement and prosecutorial agencies, and in further recognition of the continuing importance of such citizen cooperation to state and local law enforcement efforts and the general effectiveness and well-being of the criminal justice system of this state, the legislature declares its intent, in this chapter, to ensure that all victims and witnesses of crime are treated with dignity, respect, courtesy, and sensitivity; and that the rights extended in this chapter to victims and witnesses of crime are honored and protected by law enforcement agencies, prosecutors and judges in a manner no less vigorous than the protection afforded criminal defendants.

Wis Stats. 950.03 ELIGIBILITY OF VICTIMS

A victim has the rights and is eligible for the services under this chapter only if the crime has been reported to law enforcement authorities.

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Wis. Stats. 950.04 BASIC BILL OF RIGHTS FOR VICTIMS AND WITNESSES

Victims of crimes have the following rights:

- a. To have his or her interest considered when the court is deciding whether to grant a continuance in the case, as provided under ss. 938.315 (2) and 971.10 (3) (b) 3.
- b. To attend court proceedings in the case, subject to ss. 906.15 and 938.299 (1). The court may require the victim to exercise his or her right under this paragraph using telephone or live audiovisual means, if available, if the victim is under arrest, incarcerated, imprisoned or otherwise detained by any law enforcement agency or is admitted or committed on an inpatient basis to a treatment facility under ch. 51, 971 or 980, and the victim does not have a person specified in s. 950.02 (4) (a) 3. to exercise the victim's right under this paragraph.
 - (bm) To be provided with appropriate intercession services to ensure that employers of victims will cooperate with the criminal justice process and the juvenile justice process in order to minimize an employee's loss of pay and other benefits resulting from court appearances.
- c. To be accompanied by a service representative, as provided under s. 895.45.
- d. To request an order for, and to be given the results of, testing to determine the presence of a communicable disease, as provided under ss. 938.296 or 968.38.
 - (dl) To not be the subject of a law enforcement officer's or district attorney's order, request, or suggestion that he or she submit to a test using a lie detector, as defined in s. 111.37 (1) (b), if he or she claims to have been the victim of a sexual assault under s. 940.22 (2), 940.225, 948.02 (1) or (2), or 948.085, except as permitted under s. 968.265.
- e. To be provided a waiting area under ss. 938.2965 and 967.10.
 - (em) To have his or her interests considered by the court in determining whether to exclude persons from a preliminary hearing, as provided under s. 970.03 (4).
- f. To have the parole commission make a reasonable attempt to notify the victim of applications for parole, as provided under s. 304.06 (1).
- g. To have reasonable attempts made to notify the victim of hearings or court proceedings, as provided under ss. 302.113 (9g) (g) 2., 302.114 (6), 938.27 (4m) and (6), 938.273 (2), 971.095 (3) and 972.14 (3) (b).
 - (gm) To have reasonable attempts made to notify the victim of petitions for sentence adjustment as provided under s. 973.195 (1r) (d).
- i. To have, at his or her request, the opportunity to consult with intake workers, district attorneys and corporation counsel in cases under ch. 938, as provided under ss. 938.245 (1m), 938.265 and 938.32 (1) (am).
- j. To have, at his or her request, the opportunity to consult with the prosecution in a case brought in a court of criminal jurisdiction, as provided under s. 971.095 (2).
- k. To a speedy disposition of the case in which they are involved as a victim in order to minimize the length of time they must endure the stress of their responsibilities in connection with the matter.
- l. To have the district attorney or corporation counsel, whichever is applicable, make a reasonable attempt to contact the victim concerning the victim's right to make a statement, as provided under ss. 938.32 (1) (b) 2., 938.335 (3m) (b) and 972.14 (3) (b).
- m. To provide statements concerning sentencing, disposition or parole, as provided under ss. 304.06 (1) (e), 938.32 (1) (b) 1. [s. 938.32 (1) (b) 1g.], 938.335 (3m) (a) [938.335 (3m) (ag)] and 972.14 (3) (a).
- n. To have direct input in the parole decision-making process, as provided by the rules promulgated under s. 304.06 (1) (em).
 - (nn) To attend parole interviews or hearings and make statements as provided under s. 304.06 (1) (eg).
 - (nt) To attend a hearing on a petition for modification of a bifurcated sentence and provide a statement concerning modification of the bifurcated sentence, as provided under s. 302.113 (9g) (d).
- o. To have information concerning the impact of a delinquent act on the victim included in a court report under s. 938.33 and to have the person preparing the court report attempt to contact the victim, as provided under s. 938.331.
- p. To have the person preparing a presentence investigation under s. 972.15 make a reasonable attempt to contact the victim, as provided in s. 972.15 (2m).
 - (pm) To have the court provided with information pertaining to the economic, physical and psychological effect of the crime upon the victim and have the information considered by the court.
- q. To restitution, as provided under ss. 938.245 (2) (a) 5., 938.32 (1t), 938.34 (5), 938.345, 943.212, 943.23 (6), 943.245, 943.51 and 973.20.
 - (qm) To recompense as provided under s. 969.13 (5) (a).

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- r. To a judgment for unpaid restitution, as provided under ss. 895.035 (2m) and 973.09 (3) (b). (21m) To compensation, as provided under ch. 949.
- s. To have any stolen or other personal property expeditiously returned by law enforcement agencies when no longer needed as evidence, subject to s. 968.205. If feasible, all such property, except weapons, currency, contraband, property subject to evidentiary analysis, property subject to preservation under s. 968.205, and property the ownership of which is disputed, shall be returned to the person within 10 days of being taken.
- t. To receive information from law enforcement agencies, as provided under s. 950.08 (2g).
- u. To receive information from district attorneys, as provided under s. 950.08 (2r).
(um) To have district attorneys make a reasonable attempt to notify the victim under s. 971.17 (4m) regarding conditional releases under s. 971.17.
- v. To have the department of corrections make a reasonable attempt to notify the victim under s. 301.046 (4) regarding community residential confinements, under s. 301.048 (4m) regarding participation in the intensive sanctions program, under s. 301.38 regarding escapes from a Type 1 prison, under s. 301.46 (3) regarding persons registered under s. 301.45, under s. 302.105 regarding release upon expiration of certain sentences, under s. 304.063 regarding extended supervision and parole releases, and under s. 938.51 regarding release or escape of a juvenile from correctional custody.
(vm) To have the appropriate clerk of court send the victim a copy of an inmate's petition for extended supervision and notification of the hearing on that petition under s. 302.114 (6).
- w. To have the department of corrections make a reasonable attempt to notify the victim under s. 303.068 (4m) regarding leave granted to qualified inmates under s. 303.068.
- x. To have the department of health and family services make a reasonable attempt to notify the victim under s. 971.17 (6m) regarding termination or discharge under s. 971.17 and under s. 51.37 (10) regarding home visits under s. 51.37 (10).
(xm) To have the department of health and family services make a reasonable attempt to notify the victim under s. 980.11 regarding supervised release under s. 980.08 and discharge under s. 980.09 (4).
- y. To have reasonable attempts made to notify the victim concerning actions taken in a juvenile proceeding, as provided under ss. 938.24 (5m), 938.25 (2m), 938.312 and 938.346.
(yd) To have the appropriate clerk of court make a reasonable attempt to send the victim a copy of a motion made under s. 974.07 (2) for postconviction deoxyribonucleic acid testing of certain evidence and notification of any hearing on that motion, as provided under s. 974.07 (4).
(ym) To have the governor make a reasonable attempt to notify the victim of a pardon application, as provided under s. 304.09 (2) and (3).
- z. To make a written statement concerning pardon applications, as provided under s. 304.10 (2).
(zm) To request information from a district attorney concerning the disposition of a case involving a crime of which he or she was a victim, as provided under s. 971.095 (6).
(zx) To complain to the department of justice concerning the treatment of crime victims, as provided under s. 950.08 (3), and to request review by the crime victims rights board of the complaint, as provided under s. 950.09 (2).

Rights of Witnesses

Witnesses of crimes have the following rights:

- a. To request information from the district attorney about the final disposition of the case.
- b. To be notified that a court proceeding to which they have been subpoenaed will not go on as scheduled, in order to save the person an unnecessary trip to court.
- c. To receive protection from harm and threats of harm arising out of their cooperation with law enforcement and prosecution efforts, and to be provided with information as to the level of protection available.
- d. To be informed of financial assistance and other social services available as a result of being a witness of a crime, including information on how to apply for the assistance and services.
- e. To be informed of the procedure to be followed in order to apply for and receive any witness fee to which they are entitled.

SEXUAL ASSAULT AWARENESS

- f. To be provided a waiting area under ss. 938.2965 and 967.10.

(fm) To have any stolen or other personal property expeditiously returned by law enforcement agencies when no longer needed as evidence. If feasible, all such property, except weapons, currency, contraband, property subject to evidentially analysis and property the ownership of which is disputed, shall be returned to the person within 10 days of being taken.
- g. To be provided with appropriate intercession services to ensure that employers of witnesses will cooperate with the criminal justice process and the juvenile justice process in order to minimize an employee's loss of pay and other benefits resulting from court appearances.
- h. To be entitled to a speedy disposition of the case in which they are involved as a witness in order to minimize the length of time they must endure the stress of their responsibilities in connection with the matter.

Reduce Your Risk of Sexual Assault

Look out for your friends. Share class and social schedules. Be sure your friends know how to reach your family and your family has their contact info.

Stay in a group. Don't be alone with someone you don't know or trust.

Don't leave your drink unattended—someone could put drugs in it.

Know where emergency phones are, what parts of campus are well-lit and where people hang out.

If drinking might have impaired your judgment—or your partner's judgment—say no for now; you can always reconsider tomorrow.

Communicate your limits firmly and directly. If you say no, say it like you mean it. Be loud and clear, and be firm—in body language as well as words.

Trust your instincts. Don't feel obligated to do anything you don't want to. "I don't want to" is always a good enough reason.

What to Do if You are Sexually Assaulted

Find a safe environment away from your attacker. Ask a trusted friend to stay with you. Remember, it's not your fault you were attacked.

Preserve evidence of the attack. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing. Write down as many details as you can recall.

Report the assault to police. A counselor can help you through the process.

Seek medical attention. Even if you don't think you're injured, it's important to test for STDs and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis by a lab.

Where to Find Help

Rape Crisis Centers have been formed all across the country to assist sexual assault survivors and their families in dealing with the aftermath of these crimes.

If you have been sexually assaulted, contact your local law enforcement agency at 911 and/or the following:

Adams County

Community Programs • 608.339.4505 or 888.830.3454
Hope House of South Central Wisconsin • 800.584.6790

Portage County

Human Services • 715.345.5350
Family Crisis Center • 715.343.7125 or 800.472.3377

Wood County

Crisis Intervention & Referral Service
Marshfield • 715.384.5555
Wisconsin Rapids • 715.421.2345
Family Center • 715.421.1511

If you have been a victim of sexual assault or harassment on an MSTC campus or at any MSTC event, contact the MSTC Equal Opportunity Officer or the Student Affairs Office.

SEXUAL HARASSMENT

MSTC 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.

Sexual Harassment of any kind by students or employees is entirely inconsistent with MSTC's philosophy concerning the well-being of others and is strictly prohibited and will not be tolerated.

"Harassment" means the use of insults, slurs or other verbal or physical conduct which has the purpose or effect of creating an intimidating and hostile or offensive academic or employment environment; or unreasonably interferes with an individual's academic or employment performance; or otherwise adversely affects an individual's academic or employment progress.

"Sexual Harassment" means unwelcome sexual advances, unwelcome physical contact of a sexual nature, unwelcome requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct is indicated to be a term or condition of an individual's status as a student or employee; or used as a basis for enrollment, rating or grading of a student or employee; or creates an intimidating, hostile or offensive academic or working environment.

What is MSTC Doing About Sexual Harassment?

The 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.

These activities are offensive and are inappropriate in the college environment. This is a serious issue not just for the college, but also for each individual. These and similar unacceptable activities which are a basis for personnel or student status decisions or which create a hostile, intimidating or offensive environment are specifically prohibited by MSTC. 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.

What Can You Do if You are Sexually Harassed?

Step One: Individual Level of Response

Confront the harasser. Tell the harasser that you don't like his/her behavior and that you want it to stop. Details should be given about the behavior or incidents that you object to, how you feel about them, and what changes you would like to see. If you confront the harasser directly you may want to have a witness present. If the harassment continues, keep a record of events. Write down what the harasser said or did; when and where the incident took place; and your response. Get names of any witnesses. The record of events will provide helpful evidence and credibility for you.

Step Two: Informal Discussion

Discuss the problem or your concern with a counselor, campus dean, center supervisor or with any instructor. This action will hopefully lead to a resolution of the problem. If it does not, you can file a formal complaint.

Step Three: Formal Complaint

If you believe you have been a victim of sexual harassment on an MSTC Campus or at any MSTC event, you may file a written complaint within 300 days of the alleged act(s) of harassment. Complaint report forms can be obtained from the District Office or the Human Resources Office and should be presented to the MSTC 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. There will be no retaliation against a person who files a complaint or against a person identified as a witness. A fair and thorough investigation of the complaint will be conducted and a written statement will be sent to the complainant explaining how the complaint has been resolved.

SEXUAL HARASSMENT

Examples of Sexual Harassment Behaviors

Direct or indirect threats or bribes for unwanted sexual activity

Sexual innuendoes and comments

Commenting on the clothing of an individual in a sexual way; for example, "I sure like the way those pants fit."

Sexually suggestive sounds or gestures

Ogling or leering, staring at a woman's breast or man's derriere

Repeatedly asking a person out for dates or to have sex

Rating a person's sexuality

Vulgar or obscene slogans on items of clothing

Spreading rumors about a person's sexuality or sex life

Graffiti about a person's sexuality

Name-calling, such as "bitch", "whore" or "slut"

Frequent jokes about sex for males/females

Letters, notes, telephone calls, emails or material of a sexual nature

Displays of pictures, calendars, cartoons or other materials with sexually explicit or graphic content

Disparaging remarks to a person about his/her body or gender

Talking about one's own sexual activities in front of others

Any unwanted physical contact such as patting, pinching, grabbing, backrubs, neck rubs, blocking, cornering, pinning against the wall, touches or brushes

EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY

Mid-State Technical College is in full compliance with state and federal equal opportunity and non-discrimination laws and regulations, including Title VI and Title VII of the 1964 Civil Rights Act, the Age Discrimination in Employment Act, the 1991 Civil Rights Act, the Equal Pay Act, Title IX of the 1972 Educational Amendments Act, Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act (ADA), Wisconsin Statutes 38.23, the Wisconsin Fair Employment Law (Section 111.31-111.395), applicable Executive Orders, the Carl D. Perkins Vocational Education Act, the Adult Education and Family Literacy Act, the Workforce Investment Act (WIA), the Office for Civil Rights Guidelines for the Elimination of Discrimination in Vocational Education and/or other applicable state or federal legislation.

It is MSTC's policy to not discriminate on the basis of race, color, creed, national origin, ancestry, disability, pregnancy, marital or parental status, religion, gender, age, arrest or conviction record, political affiliation, sexual orientation, limited English proficiency, and service in the armed forces. This policy applies to MSTC's services,

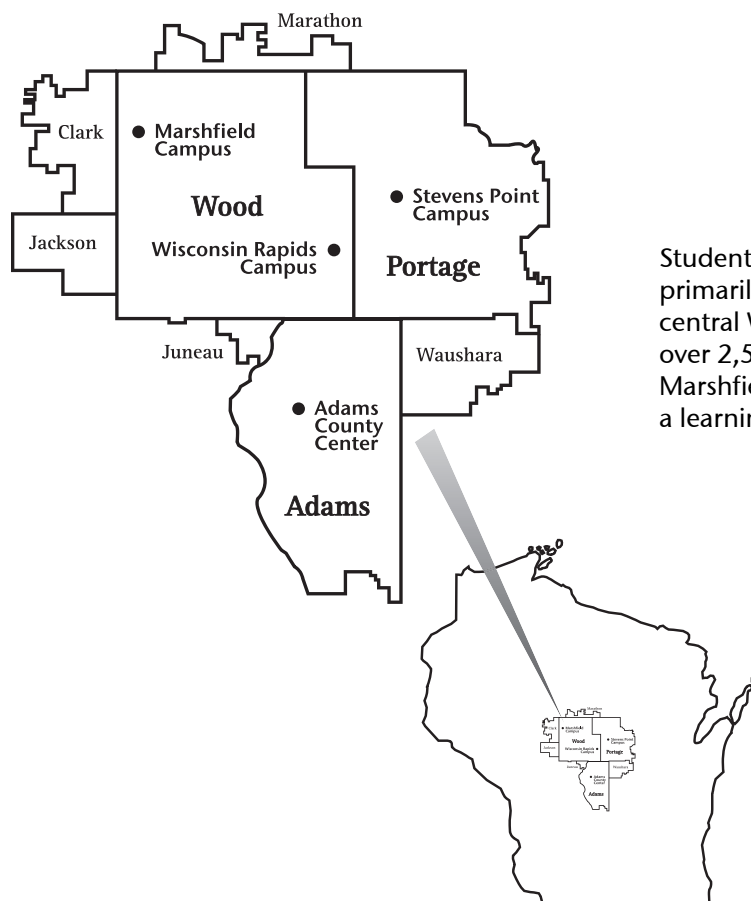
employment programs, and/or its educational programs and activities, including but not limited to admissions, treatment, and access. Inquiries regarding this equal opportunity/non-discrimination policy may be directed to:

Richard O'Sullivan • Equal Opportunity Officer
Mid-State Technical College
500 32nd Street North, Wisconsin Rapids, WI 54494

Mid-State Technical College provides reasonable accommodations to assist persons with disabilities to access or participate in its programs or activities. Persons who wish to request assistance or reasonable accommodations should contact Student Affairs at 715.422.5445 or dial our telecommunications device for individuals with hearing impairments (TTY) at 866.331.3603.

Alternative formats of the information in this publication can be obtained by contacting MSTC Disability Services Coordinator Patti Lloyd. She may be reached at 715.422.5452 or via email at patti.lloyd@mstc.edu.

MSTC District



Student-focused and community-based, MSTC primarily serves a 165,000 resident population in central Wisconsin. The college district encompasses over 2,500 square miles with campuses located in Marshfield, Stevens Point and Wisconsin Rapids and a learning center in Adams.

SECURITY INFORMATION & CRIME STATISTICS

MSTC Campus Security Information and Campus Crime Statistics

This information is being provided to you because of MSTC's commitment to safety and security at the Marshfield, Stevens Point and Wisconsin Rapids campuses and at the Adams County Center, as well as in response to Section 485 of the Higher Education Act of 1998. The act requires that colleges prepare, publish and distribute this information to all current students and employees, as well as to any applicant for enrollment or employment, upon request.

- A. Reporting of criminal actions or emergencies**
 In an emergency situation, contact the campus office at the location where the incident occurred. Appropriate action will be taken as dictated by urgency. The reporter should complete an Incident Notification Form from the campus office. Appropriate assistance will be provided in completing the form.

If an incident is discovered during non-school hours, local law enforcement authorities should be notified.

- B. Security and access to campus facilities**
 Most campus buildings and facilities are accessible to members of the campus community, including guests and visitors, during normal hours of business. During closed periods, buildings are locked and checked periodically.

- C. Statement of current policy concerning campus/center law enforcement**
 MSTC maintains a cooperative working relationship with the police departments in Marshfield, Stevens Point and the Town of Grand Rapids and with the sheriff's departments in Adams, Portage and Wood counties. MSTC stands ready to cooperate fully with all Wisconsin and local police and sheriff's department personnel. Information is exchanged with law enforcement agencies regarding incident reports relating to security or other criminal activity in order to maintain informed cooperation efforts in preventing campus crime and resolving crime-related problems. Copies of MSTC crime logs are available for public inspection during normal business hours. Logs over 60 days old will be supplied within two business days.

- D. MSTC takes a proactive position on crime prevention and responds appropriately**
 Efforts are made to minimize or eliminate criminal opportunities wherever possible and to encourage students and employees to be aware of and responsible for their own security and the security of others. This information is made available through orientation, in-service and printed materials.

- E. Statistics on crime occurrences on campuses district wide (Adams, Marshfield, Stevens Point, Wisconsin Rapids) during the most recent calendar year, and during the preceding calendar years for which data is available**

	2005	2006	2007
Aggravated assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Forcible or non-forcible sex offense	0	0	0
Hate offenses	0	0	0
Motor vehicle theft	0	0	0
Murder	0	0	0
Negligent manslaughter	0	0	0
Robbery	0	0	0

- F. Policy concerning monitoring and recording through local police agencies of criminal activity at off-campus locations of student organizations**
 MSTC currently has no off-campus student organizations which are recognized by the institution.

- G. Statistics concerning the number of arrests for the following crimes occurring on campus for the most recent year**

	2005	2006	2007
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0

- H. A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws and a statement of policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (including, but not limited to, alcohol, prescription and illegal drugs) on MSTC's premises, or while participating in college events off college premises is absolutely prohibited. Violations of this policy will result in appropriate progressive disciplinary action up to and including expulsion of students or termination of employment with MSTC.

- I. A description of drug and alcohol abuse education programs**
 Counseling and referral assistance for students are available in Student Affairs.

SECURITY INFORMATION & CRIME STATISTICS

Wisconsin Sex Offender

Registry Website:

www.offender.doc.state.wi.us/public

Information regarding registered sex offenders can be obtained from the Wisconsin Sex Offender Registry. This website is designed to enhance public safety by making the information contained in the Sex Offender Registry easily accessible to the public.

It will also serve to enhance public awareness about sexual violence in our communities and provide valuable information about the ways in which individuals and

communities can protect themselves and those they love from acts of sexual violence. The hope is that this website may also, in some meaningful way, reduce future victimization and the suffering that accompanies it.

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.

ADDITIONAL INFORMATION

Student Success: Graduation, Enrollment and Persistence Rates

MSTC is pleased to provide the following information regarding the College's graduation/completion, enrollment and persistence rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation/completion, enrollment and persistence rates of students who enrolled during the 2003-2004 academic year and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester of 2004, 514 first-time, full-time, certificate or degree-seeking undergraduate students entered Mid-State Technical College. After three years, as of August 31, 2007, 51% of these students had graduated from the college or completed their programs at other higher education institutions. The full-time and part-time enrollment for the 2007 fall term was 2,945 students. The retention rate of students who attended during the 2006-2007 academic year and who returned to the College in the fall of 2007, was 66% for full-time students and 64% for part-time students.

Questions related to this report should be directed to:
James Barrett, Director of Enrollment Management
715.422.5446. or james.barrett@mstc.edu

Student Standards of Conduct

MSTC 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. The Student Standards of Conduct are found in the College Catalog & Student Handbook:

<http://www.mstc.edu/pdf/catalog.pdf>

Complaint Procedure for Students

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 non-academic 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
715.422.5526.

STUDENT'S RECORDS & PRIVACY RIGHTS

Family Educational Rights and Privacy Act of 1974

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.

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. Official copies of students' records may not be removed from MSTC.
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's name
- Student ID number
- Student Status
- Address
- Email address
- Telephone number
- Major fields of study
- Dates of enrollment
- Degrees and awards received (including honors)
- Educational institutions attended
- Other similar information as defined by the institution.

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 do this must complete the form revoking any or all of the public information listed. Revocation remains in effect until the student notifies MSTC of a change. Forms are available at www.mstc.edu or at any Campus/Student Affairs Office.

Consent to release 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.

STUDENT'S RECORDS & PRIVACY RIGHTS

Release of Other Records

Records are not released to parents without consent of the student. Grade reports are printed at the end of each term. Parents should arrange with their children for sharing of the information. 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 Privacy Act:

- Agencies providing financial assistance to the student, such as employers, Division of Vocational Rehabilitation and the Veterans Administration;
- The Wisconsin Technical College Board as part of the process of securing state funds;
- MSTC designated school officials who have a legitimate educational need for the information. Designated school officials are defined as faculty, employees, auditors and outside service vendors, who require non-directory information to perform a task or assignment;
- 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.

Notice of Financial Privacy Rights

Mid-State Technical College (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:

- To educate users about privacy issues;
- 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/fpco/ferpa/.

MSTC complies with Gramm-Leach-Bliley Act (GLB) 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). <http://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 grant and accountability reporting purposes.

STUDENT'S RECORDS & PRIVACY RIGHTS

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, 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 unauthorized 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 non-public 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 Privacy Information

This document was last updated September 1, 2008. We will occasionally update this privacy information. When we do, we will also revise the "last updated" date.



Mid-State Technical College (MSTC) serves the diverse and changing educational needs of central Wisconsin communities.

Mission

Mid-State Technical College transforms lives through the power of teaching and learning.

Vision

Mid-State Technical College is the educational provider of first choice for its communities.

Adams County Center

401 North Main
Adams, WI 53910
608.339.3379

Marshfield Campus

2600 West 5th Street
Marshfield, WI 54449
715.387.2538

Stevens Point Campus

933 Michigan Avenue
Stevens Point, WI 54481
715.344.3063

Wisconsin Rapids Campus

500 32nd Street North
Wisconsin Rapids, WI 54494
715.422.5300

mstc.edu

888.575.MSTC

866.331.3603 (TTY)

MSTC provides quality education in over 50 programs, preparing students for success in new and exciting careers.