



**2018-2019**  
**student**  
**handbook**

**mstc.edu**  
**888.575.6782**

## CORE VALUES

The College and all of our employees are guided by a set of core values that have been part of Mid-State's past and will continue to be part of its future. We are convinced that the key to creating a truly great organization is an intense focus on the values that guide our actions.

As members of the Mid-State Technical College community, we work diligently to weave our core values into the fabric of everything we do to positively impact those who seek our services. Mid-State Technical College and its employees operate with allegiance to the following core values.

### STUDENT CENTEREDNESS

We value and respect all students as unique individuals. We assist students in identifying and realizing their educational goals and work hard to create an accessible and dynamic learning environment. Providing students with a positive educational experience is of vital interest to each of us.

### COMMITMENT

Our actions reflect our dedication to the people we serve and to the College. The success of Mid-State depends upon our skills and abilities to communicate, promote, and support our educational offerings, and to meet the current and emerging needs of our students and other stakeholders. We invest the time and energy necessary to fulfill the mission of the College and to provide a healthy and safe environment.

### ACCOUNTABILITY

We understand and value our individual roles in the College. We take responsibility for processes, decisions, and outcomes within our scope of influence. We work hard to communicate effectively and apply our expertise to continuously improve our systems and strengthen organizational performance.

### RESPECT

We embrace individual differences and diverse opinions and work together to create a mutually supportive environment. We treat each other with dignity and appreciate the contributions of all employees.

### INTEGRITY

Our actions and words signal the institutional integrity of our college. We embrace honesty and base our decision making on a combination of high ethical standards and practical considerations.

### EXCEPTIONAL SERVICE

We create and improve relationships through positive interactions with others. United by a common purpose to support and improve learning, we collaborate to provide lifelong learning opportunities that enhance the well-being of individuals, businesses, and 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.

## NEW EMPLOYABILITY SKILLS

In addition to specific job-related training, Mid-State has identified a set of employability skills that are transferable and go beyond the content of a specific course. The College supports the following skills for all graduates of Mid-State:

- Act with Integrity
- Communicate Effectively
- Demonstrate Effective Critical and Creative Thinking
- Demonstrate Global Social Awareness

## ACCREDITATION

Mid-State Technical College is accredited by the Higher Learning Commission under the Academic Quality Improvement Program (AQIP). Under AQIP, colleges maintain accreditation by building a culture of continuous improvement. Mid-State was first accredited by the Higher Learning Commission in 1979 and has been continually accredited since that time. Mid-State was accepted into the AQIP process in 2002.

You may contact our accreditor at the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411 (Phone: 800.621.7440 / 312.263.0456, Fax: 312.263.7462, Website: <https://www.hlcommission.org>).

Accreditation means that Mid-State has been found to meet the Commission's requirements and criteria and that there are reasonable grounds for believing that it will continue to do so. Accreditation provides public certification of acceptable institutional quality and an opportunity and incentive for Mid-State to continuously improve.

# college overview

## EQUAL OPPORTUNITY, HARASSMENT, AND AFFIRMATIVE ACTION

Mid-State Technical College is committed to complying 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 and harassment by supervisors, co-workers, students, non-employees on the basis of race, sex, national origin, sexual orientation, age, religion, disability, or other protected class is prohibited by the College. This policy is intended to comply with all applicable state and federal laws, as well as express the College's commitment to the principles of equal opportunity for all.

The College will seek continuous compliance with the following laws: Titles VI and VII of the Civil Rights Act of 1964 as amended; Equal Pay Act of 1963 as amended; Age Discrimination in Employment Act of 1967 and 1975; Title IX of Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Vocational Education Amendments of 1976; Civil Rights Restoration Act of 1987; Civil Rights Act of 1991; Carl D. Perkins Vocational Career and Technical Education Act; Americans With Disabilities Act of 1990 as amended; Wisconsin Fair Employment Law; Chapter 38.23 of the Wisconsin State Statutes; and the Office for Civil Rights Guidelines for the Elimination of Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Programs (34 CFR, Part 100, Appendix B).

### **Inquiries regarding this equal opportunity/non-discrimination policy may be directed to:**

Karen Brzezinski, Equal Opportunity Officer  
Mid-State Technical College • 500 32nd Street North, Wisconsin Rapids, WI 54494 • 715.422.5325

A copy of this policy is available online at [mstc.edu/about/administrative-policies](http://mstc.edu/about/administrative-policies) or by contacting Human Resources.

# academic support services

## ADVISING

Academic advising at Mid-State Technical College is required for all students. It provides academic, enrollment, and career advising from application through graduation. It is a partnership—intentional and collaborative—between student and advisor that empowers you to meet your educational and career goals. Your academic advisor will work with you to develop an academic plan with specific goals and proactively support you in following it and staying on track to graduation.

See your academic advisor for:

- Career and program planning
- Class scheduling
- Program changes or additions
- Dropping a class
- Academic struggles

Students who receive more individual academic advising are more likely to graduate on time with less college debt.

Your academic advisor is determined by your degree program. To schedule an appointment, call 888.575.6782. Visit [mstc.edu/student-resources/academic-advising](http://mstc.edu/student-resources/academic-advising) for more information.

## THE LINK

**We're here to help!** LiNK services are available at all Mid-State locations and can help you prepare for your future. Each location offers day and evening hours. Hours of operation vary by location. LiNK services are tuition-free to individuals 18 and over. There are no admission requirements or tuition costs for LiNK services. You decide when to begin, develop your own attendance schedule, and work at your own pace to reach your goals.

### **Pre-Program Preparation**

If your goal is to enter a program at Mid-State, LiNK instructors can help you develop your academic skills to meet program and entrance requirements.

- Enroll in preparatory classes to improve math, communication, and reading skills.
- Improve study skills, time management, and test-taking skills.
- Use free materials and resources in the LiNK labs.
- Continue to receive assistance with coursework in the LiNK after you have enrolled in Mid-State courses.

# academic support services

## GED/HSED Preparation

LiNK instructors help you prepare for GED/HSED testing.

- Use free study materials and computer resources to prepare for the General Education Development (GED<sup>®</sup>) Certificate or High School Equivalency Diploma (HSED).
- Get help from instructors who guide you through the testing process.
- Learn job-seeking skills.

## English Language Learner Classes

English language learner (ELL) classes help individuals learn English and how to navigate in American society.

- Develop reading, writing, speaking, and listening skills.
- Gain skills to enter the workforce.
- Receive assistance in preparing for the US citizenship exam.
- Get help entering college or a program.

## Program Student Support

Have a problem with a paper for class? Don't understand the assignment? Need some additional help with math? The LiNK is here for you.

- Assistance with general academic tasks
- Instruction in note-taking, summarizing, reference skills, and time management
- Help with résumés and job-seeking/employability skills
- Building basic computer skills

## CAREER AWARENESS AND ASSESSMENT

Career Awareness is a tuition-free, non-credit class that allows adults the chance to explore a wide variety of careers that match their personal and professional skills, interests, and values. This is an active and dynamic opportunity to participate in activities designed to help answer the questions:

- Who am I?
- Where am I going?
- How do I get there?

Individual student results are matched with occupations and labor market research to assist the student in determining a career path that is right for them. Career Awareness is offered online continuously. To enroll, please contact the LiNK. 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.

## LIBRARY SERVICES

Students are encouraged to investigate and use the many resources and services available in the Mid-State LiNK. Library services are available in the LiNK at each campus location. Services include a book collection, periodicals, online resources, and assistance from LiNK staff. Library resources support all program areas and other community interests.

## TUTORING

Mid-State offers several approaches to tutoring to ensure that students have options that fit their learning needs. We offer tutor labs, peer tutoring, and small tutor groups. Tutoring services are no cost to currently registered students. To arrange tutoring, visit the LiNK at your location.

## TESTING CENTER

The Testing Center, located in Room A109 on the Wisconsin Rapids Campus, provides a number of services on all campuses, including Accuplacer and General Educational Development (GED<sup>®</sup>)/High School Equivalency Diploma (HSED) testing.

Accuplacer is offered at each location. To schedule, stop by any Mid-State location or call 888.575.6782.

GED/HSED testing is available at each campus for individuals who wish to earn a General Educational Development (GED) certificate or High School Equivalency Diploma (HSED). To learn more about GED and HSED options, visit the LiNK for the mandatory orientation session. Once orientation is complete, testing is scheduled at [ged.com](http://ged.com).

Free preparation assistance for Accuplacer and GED/HSED testing is available in the LiNK at each location.

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 they may work with their instructors to set up testing appointments outside of class. Testing accommodations at locations without a Testing Center are coordinated by the instructor, student, and Disability Services on an individual basis.

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

## ACADEMIC INTEGRITY

The Mid-State 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, is willing to help others to be so, or 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 and enrollment

### ADDING/DROPPING COURSES

- Classes may be added through the first week of class meetings. (Exceptions include summer and winterim sessions.) Classes added after the first week require instructor/dean approval.
- Classes dropped before 10 percent of the class meetings have occurred will not appear on the student's transcript.
- A grade of "W" (withdrawal) is issued if the class is dropped after 10 percent but before 90 percent of the class meetings have occurred. The effective date of a drop is determined by the date the registrar's office receives the Drop/Add Form or phone call from the student, or the date the student completes the drop transaction for a class online. Grades and refunds are 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.
- 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.

- One hundred percent of tuition and fees must be paid. If the reduction in tuition/fees for the dropped course exceeds the fees for the added class, the student is issued a refund. If the added course exceeds the tuition/fees of the dropped class, the student is required to pay the additional amount owed at the time of registration. If the student is enrolled in a payment plan or is receiving financial aid, adjustments are made accordingly.
- Students who do not attend the first class period without notifying the instructor or academic dean of their reason for non-attendance may be dropped from the class without prior notification. The vacancy created by their drop may be filled by other students seeking to enroll in the class.

### ADMISSION TO THE COLLEGE

Admission refers to the process of applying for acceptance at Mid-State. Whether studying full-time or part-time, you need to complete the admissions process if you plan to earn a degree or technical diploma or enroll in undergraduate classes as a non-program student. Mid-State maintains an open-door admissions policy for all prospective students. High school graduation or completion of the HSED or GED is required.

#### Re-Admission to Mid-State

The College will inactivate a student's enrollment and program status after a period of three consecutive semesters of nonattendance. The student may reapply at any time.

#### Program Change/Limitation on Number of Active Programs

Students may elect to change the

program in which they are currently admitted. To do so they must meet with an academic advisor to complete a Program Change Form. The student must identify programs they want to remain active in and programs they are no longer interested in. Each student is allowed a maximum of two active programs.

Program changes can be submitted at any time during a semester, but they are only processed for the next available term.

### AGE REQUIREMENT FOR ENROLLMENT

Mid-State complies with all education statutes and policies regulated and promulgated by the Department of Public Instruction. Programs may possess age criteria for admission based on licensing/certification requirements. All students who seek to enroll at Mid-State are subject to the course prerequisites and program admission requirements as outlined in the program information guides.

#### Under Age 18

Questions regarding under-age-18 attendance or home-schooled students should be directed to the Student Services & Information Center at any Mid-State location.

- High school students age 18 and older may attend Mid-State courses and programs at any time 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 must be done with the written permission of the school principal and the parent/legal guardian.
- High school students ages 16-18 cannot attend adult basic education classes without an approved contract from their school district (unless his/her high school class has already graduated).
- High school students ages 16-18 may attend undergraduate day classes with written consent

from their parent/guardian and high school principal. Financial aid cannot be awarded to high school students who have not graduated from 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 Mid-State (after 4:00 p.m.) for secondary non-required courses or postsecondary courses for which they meet the prerequisites. Students under 16 years of age are not allowed to enroll in certain courses due to safety, certification, licensing, or policy requirements. Hazardous areas include use of hoisting apparatus, logging, motor vehicle drivers and outside helpers, usage of firearms, manufacturing or processing, and classes involving hands-on applications for skill development in areas identified as hazardous in DWD 270.14 (3) Student Learner. Consult a Mid-State academic advisor or college outreach coordinator for information on courses for which the student under 16 may be eligible to enroll. The following conditions must be met for students under the age of 16 to enroll at Mid-State:

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

## **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 class work that is missed. Any student deciding that he or she no longer wishes to attend class must officially drop the class. Students failing to drop a class remain

responsible for class costs and are issued a failing grade.

Students are expected to attend the first class period or notify the class instructor. Students who do not attend the first class period or provide appropriate notification may be administratively dropped from the class.

## **CLASS CANCELLATION**

On occasion a class will be canceled. Students will be contacted by the College to consider placement into another class. Mid-State reserves the right to cancel classes due to low enrollment. Mid-State cannot guarantee the refund of books purchased through a third-party for canceled classes.

## **COURSE NUMBERING SYSTEM**

The first two digits of the course number identify the degree level of the coursework.

- 10 – Associate degree level (e.g., 10809198)  
Exception: catalog numbers with the 3rd and 4th digit equal to 83 are developmental courses (e.g., 10835103)
- 30, 31, 32 – Technical diploma level (e.g., 30543300, 31509309, 32404307)

## **CREDIT FOR PRIOR LEARNING**

Mid-State's Credit for Prior Learning Policy provides an opportunity for students to receive credit for their knowledge and skills gained from experience other than through course offerings at Mid-State in order to accelerate the completion of their degree, diploma, or certificate. Credit for Prior Learning credits may include transfer of credits from regionally accredited, postsecondary institutions; credit by standardized examination; military occupational experiences/training; or other life experience and articulated high school credit. Mid-State has agreements with many area high schools to grant

advanced standing for select high school courses.

Students are required to complete a minimum of 25 percent of the technical studies (associate degree programs) or occupational-specific studies (technical diploma programs) at Mid-State. The remaining 75 percent of coursework may be completed with the various types of credit for prior learning.

Students must meet the competencies of the specific course for which they request credit for prior learning. All students seeking any form of credit for prior learning will begin the process with the Student Services & Information Center. Student Services will then refer the request to the Credit for Prior Learning coordinator. After the evaluation is completed, the Credit for Prior Learning coordinator will notify the student in writing regarding the result of the evaluation. If 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 Definitions**

### ***Articulated Credit-Advanced placement for courses taken in high school (AC)***

Through a cooperative program between area high schools and Mid-State, qualified students can receive credit at Mid-State 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 GPA in the articulated coursework to receive technical college credit. For more information, contact the Mid-State Credit for Prior Learning coordinator.

### ***Credit by Standardized Examination (CE)***

Mid-State staff will review test results from the College-Level Examination Program (CLEP), subject examinations, Advanced Placement (AP) exams, and other third-party administrators for possible credit toward completion

of a degree, diploma, or certificate. Credit toward a credential will be awarded only for courses that fulfill a published Mid-State graduation requirement or that are an acceptable degree elective at Mid-State. College staff will use the guidelines published by the testing agencies to identify appropriate test scores for credit recognition. Students must provide Mid-State with an official, sealed transcript of test results from the testing agency for a review to occur. Credit awarded for successful performance will appear on a Mid-State transcript as "CE" for "Credit by Examination." This credit will not be part of a student's grade point average calculation. The appropriate academic dean is responsible for the final decision on the recognition of credit.

For specific scores related to Mid-State courses, go to [mstc.edu/sites/default/files/files/Admissions/CPLExaminationCredit.pdf](http://mstc.edu/sites/default/files/files/Admissions/CPLExaminationCredit.pdf).

### **Credit for Life Experience (EX)**

Students initiate the process of applying for credit for life experience (military, occupational, or other life experience) with the Credit for Prior Learning coordinator. Students are then referred to the dean/associate dean for the evaluation of prior learning. Students must demonstrate proficiency in the course competencies by methods of evaluation that will be identified by the dean/associate dean. A prior learning assessment fee is required. This fee is due from the student prior to determining the award of credit and is due regardless of whether credit is awarded.

### **Transfer of Credits from Regionally Accredited, Postsecondary Institutions (TR)**

- Credit for courses may be accepted from regionally accredited institutions of higher education, provided the student has received a letter grade of "C" (2.0 on a 4.0 scale) recorded on an official transcript and the course credit and content are similar to the course content at Mid-State.

- Students who plan to take courses at another institution and transfer them to Mid-State toward program requirements are strongly encouraged to meet with their academic advisor to review how the coursework from the other college/university would be applied to their Mid-State program.
- The student must provide an official transcript in a sealed envelope or request that the credit-awarding school send it electronically to the Credit for Prior Learning coordinator. Transcripts must include the credits earned as well as an official description of the course(s) for which the credit is requested.
- The grade from the transferred course will not show on the Mid-State transcript. Courses that do not meet program requirements may be accepted by Mid-State for elective credit.
- For credits earned at nationally accredited institutions, please see guidelines for credit for life experience.

### **CREDIT HOURS**

Classroom presentations are specifically planned learning experiences based on identified objectives, direct instructor involvement, and instructional delivery through physical or electronic learning environments. Instructor-to-student contact including presentations, labs, demonstrations, and discussion is the equivalent of eighteen 50-minute periods (or 900 minutes) of instruction for each credit hour. Student outside effort is two hours for each period of instruction, (or 1,800 minutes) for each credit hour.

The unique environment in online/hybrid classes combines the instructor-to-student contact with the outside effort, so for each credit hour of a class, you can expect to spend three hours of learning per week\* in the online environment.

- 1 Credit = approximately 3 hours per week\*
- 2 Credits = approximately 6 hours per week\*
- 3 Credits = approximately 9 hours per week\*

*\*These numbers are based on a normal semester. Accelerated and summer courses will be adjusted accordingly.*

### **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, dean of student support, campus dean, or school 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: disciplinary reasons, code of conduct violation, past-due financial obligations, and failure or refusal to obtain professional help and/or to accept professional advice.

### **ELECTIVES**

Program electives may be fulfilled by successfully completing a Mid-State associate degree-level course or through various credit for prior learning options. See Credit for Prior Learning for additional information. Pre-college courses may not be used to satisfy electives. Pre-college courses are those courses with an eight-digit catalog number beginning with 1083 (example: Intro to Writing 10831103).

### **ENROLLMENT STATUS 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 less than 12 undergraduate semester credits.
- Undeclared: A student who is not admitted into a degree, diploma, or certificate program but is taking undergraduate classes.

Although a student is considered full-time by carrying 12 semester credits, a semester course load of 15-18 credits is typically needed to complete a one-year program within one year, or a two-year program within two years. Students may choose to extend the length of their program by taking a lighter course load.

## FEES AND OTHER EXPENSES

Mid-State's fee structure was established 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. Refer to [mstc.edu/paying-for-college/tuition-and-fees](http://mstc.edu/paying-for-college/tuition-and-fees) for more information.

- **Tuition:** Per credit is subject to change annually and is charged for all associate, technical, and apprenticeship credits. Visit [mstc.edu](http://mstc.edu) for more information on tuition and fees.
- **Activity fee:** Five percent per credit. Charged each semester to help cover student activities, such as student government, and to help support various clubs and student activities.
- **Online fees:** \$10 per credit. Charged for classes delivered online or in a hybrid model.
- **Criminal History Record check:** For some programs, students need to pay for a criminal background check and provide documentation of required health work to Certified Background, a private vendor. Fees may vary.
- **Material fee:** Varies with each course and covers the cost of materials used by a student in each course.
- **Textbooks and supplies:** Textbook costs vary by book. Visit the Mid-State Bookstore website for up-to-date information about books and costs. Students are required to purchase their own textbooks and supplies. 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 students' online Class Schedule.

- **Student ID:** The first student ID card is issued at no charge. Should a replacement ID card be required, there is a \$5 fee for each additional card. IDs are available in campus LiNKs.

## GRADING

### Grade Point Average

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. Upon graduation from an associate degree program or technical diploma program, the program-specific GPA is indicated on the student's official transcript. The letter grading scale used at Mid-State is as follows:

| Grade    | GPA  |
|----------|------|
| 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<br>Advanced placement for courses taken in high school |
| AU ..... | Audit Status  |
| CE ..... | Credit by Examination   |
| EX ..... | Life Experience   |
| IC ..... | Incomplete  |
| IP ..... | In-Progress   |
| R .....  | Repeated Course   |
| S .....  | Satisfactory (non-credit course)  |
| SP ..... | Satisfactory Progress   |
| TR ..... | Transfer Credit   |
| U .....  | Unsatisfactory (non-credit course)  |
| UP ..... | Unsatisfactory Progress   |
| W .....  | Withdrawn from Class  |

### Audit Status (AU)

Audit (AU) status means the student attends class but does not receive a grade for the class. Only during the first 10 academic days for 17-week courses (or within the first 10 percent of the class) 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 Student Services & Information Center. Audit status is dependent upon instructor approval. Classes taken for audit are not applied toward enrollment status, graduation, and/or financial aid eligibility.

### Incomplete (IC)

An incomplete grade may be awarded when a student is unable to complete a course due to extenuating circumstances. Incomplete grades must be made up before the end of the eighth week following the course end date for 16-week courses. For less than 16-week courses, an IC must be made up within 50 percent of the course length. Failure to do so will convert the IC grade to "F." Students are not allowed to register for advance sequential courses until incompletes are made up in preceding prerequisite.

## ***In-Progress (IP)***

An in-progress grade is awarded in cases where the end-date of the course follows the official end-date of the semester in which it was offered (e.g., independent study, flexible online learning courses). If the student fails to complete the class, the IP grade is converted to “F.”

## ***Repeated 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 must request a grade replacement through the Office of the Registrar for the original grade and a recalculation of their GPA. Course catalog numbers for the original and repeated courses must match in order for a grade replacement to occur (exceptions: some Microsoft Office and math courses). The student’s most recent course grade will appear on transcripts. Previous enrollments in the same course are listed with a grade of “R,” indicating repeat of course.

## ***Withdrawal (W)***

The “W” grade will be applied to a dropped class according to the percent of class contact hours having met at the time the class is dropped, as follows:

- 0-10 percent — No record of the class will appear on the transcript.
- 11-89 percent — “W” grade appears on transcript.
- 90-100 percent — Grade of “F” appears on transcript.

See [mstc.edu/student-resources/registration](https://mstc.edu/student-resources/registration).

## **HOLD**

A hold is 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 Mid-State until such charges have been satisfied. This status prevents the student from registering for classes and prevents the release of, and online access to, transcripts/grades and diplomas/degrees.

## **HOME-SCHOOL ATTENDANCE**

Mid-State complies with all education statutes and policies as regulated and promulgated by the Department of Public Instruction. Students under 18 years of age are not 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 (after 4:00 p.m.) at Mid-State for secondary non-required courses or postsecondary courses for which they meet the prerequisites.
- A home-schooled child age 16-17 may attend Mid-State during the school day (with the prior written consent of their parent) or in the evenings for secondary non-required courses or postsecondary courses for which they meet the prerequisites.
- A home-schooled child age 17 or younger may not attend adult basic education during the day, but may do so 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 Mid-State 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 admissions at any Mid-State location.

## **NO-SHOW POLICY**

The No-Show Policy is instituted during the first week of classes each semester. Faculty identify students who are appearing on their class rosters but not attending or logging in (online). These students are referred to as No Show students. An attempt will be made to contact No Show students to determine if they will be attending classes. Classes will be dropped with all tuition charges

removed for those students who will not be attending or who were unable to be contacted. Students who have received financial aid and failed to attend classes have not established eligibility to receive financial aid. Therefore, No Show students must repay in full any funds received. Besides complying with federal financial aid regulation, the No Show Policy also helps prevent students from accruing unwanted balances and possible collection activity as well as receiving final grades of “F” on their permanent records.

## **SERVICE MEMBER PRIORITY REGISTRATION**

### **Wisconsin Act AB201**

Priority registration allows eligible service members to register for Mid-State classes one day ahead of the official open registration date for any given semester. Eligible service members are those who have served, or are serving, on active duty under honorable conditions in the US Armed Forces. Service members do not need to be using veteran benefits in order to be eligible for priority registration. Priority registration is extended to service members only and not their spouses or dependents. To learn more about receiving service member priority registration, visit [mstc.edu/student-resources/service-member-priority-registration](https://mstc.edu/student-resources/service-member-priority-registration) or call 888.575.6782.

## **STUDENTS CALLED TO ACTIVE MILITARY**

Students who are ordered or inducted into active service in the Armed Forces of the United States, or 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 registrar. The refund will not include books. No grades will be assigned to the classes.

Students choosing this option may be readmitted to Mid-State 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 must contact the Financial Aid Office for advisement regarding the handling of financial aid processing and awards.

## TUITION REFUND POLICY

Refunds are issued per the official refund schedule available at any Student Services & Information Center. 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.

The refund policy can be found at [mstc.edu/student-resources/registration/payment-refund](http://mstc.edu/student-resources/registration/payment-refund).

- 100 percent 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.
- 80 percent of all applicable student fees are to be refunded if application for refund is made before or at the time 10 percent of the course's potential class meetings of instruction have been completed.
- 60 percent of all applicable student fees are to be refunded if the application for refund is made after 10 percent but before more than 20 percent of the course's potential class meetings of instruction have been completed.
- No refund is to be made if the application for refund is made after 20 percent of the course's

potential class meetings of instruction have been completed.

## WITHDRAWAL FROM COLLEGE

It is highly recommended that students wishing to withdraw from the College meet with an academic advisor 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 registrar's office receives the Drop/Add Form or the date the student completes the drop transaction online. Grades and refunds are calculated based on the effective date of 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.

## appeals

### APPEALS PROCESS

Mid-State seeks to ensure fair and just treatment of students. Opportunities are available to appeal academic and non-academic decisions. Before an academic appeal is filed, the student is required to 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. Opportunities for appeal are detailed in the following policies and procedures.

#### Misconduct

Students who wish to appeal a decision pertaining to sanctions for classroom misconduct (e.g., dismissal, suspension) may use the appeal process outlined in the Student Code of Conduct.

#### Credit for Prior Learning Appeal

Students not satisfied with the decision regarding transfer credit, life experience credit, military or occupational experience credit, or other credit for prior learning awarded may submit a formal written appeal to the dean of the area where the decision was issued.

The written request must be made no later than 10 school days after receiving the decision and should contain rationale for reconsideration of the decision. A meeting with the school dean and student will be held within five school days of receipt of the request.

If the student and the division dean are unable to reach an agreement, the student may appeal in writing to the vice president of Academics within five school days after meeting with the dean.

An Ad Hoc Appeals Committee convened by the vice president of Academics will meet with the student. The vice president of Academics will inform the student 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, an appointment should be made with the instructor to present the appeal in writing and discuss the reason(s) for the appeal. 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, the student may request in writing, no later than five school days after the meeting with the instructor, that the school dean arrange a meeting. The school dean, the instructor, and the student will meet within five school days of this request to attempt to resolve the issue. The student will receive written notice of the decision within five school days of the meeting.

If the issue is still unresolved, the student may appeal in writing to the vice president of Academics within five school days of receipt of the decision. The written appeal should describe in detail the events leading up to the appeal.

An Ad Hoc Appeals Committee consisting of the vice president of Academics, an academic dean, and

a faculty member will meet with the student to attempt to resolve the issue. The vice president of Academics will inform the student in writing of the decision within seven to ten school days of the meeting.

## Financial Aid Appeal

If a student believes a financial aid action is inaccurate, he or she may file a written appeal to the Financial Aid manager. The appeal should include detailed information on the inaccuracy or extenuating circumstances along with supporting documentation.

If a student and the financial aid manager are unable to reach an agreement, the student may appeal in writing within five school days of receiving notification to the dean of Student Support. The dean of Student Support will meet with the student and the financial aid manager within five school days of receipt of the appeal. The student will be notified 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 Credit for Prior Learning Appeal 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 or a reduction in outstanding charges outside of the general tuition refund policy determined by the Wisconsin Technical College System. Before a student account appeal is filed, the student should seek assistance from the Student Services & Information Center regarding charges and payments on their account.

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

Appeal Form must be completed by the student with all supporting documentation attached and submitted:

- **In person**  
Any Mid-State Student Services & Information Center
- **Mail**  
Office of the Registrar  
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 an Ad Hoc Student Account Appeals Committee. Appeals are reviewed biweekly. The student will receive written notification within two weeks following the appeals meeting.

## Student Conduct Appeal (non-academic)

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 (e.g., campus dean, dean of Student Support) to act as a mediator.

In the event that 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 dean 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 dean 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.

For specific information on the appeal process, please consult the Student Code of Conduct at [mstc.edu/sites/default/files/files/StudentResources/StudentCodeofConduct.pdf](http://mstc.edu/sites/default/files/files/StudentResources/StudentCodeofConduct.pdf).

## Complaint Procedure-Mid-State Technical College (Mid-State)

Mid-State 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, advisor, 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 Mid-State. Students who believe that they have cause to make a formal complaint should send a letter to:

Dean of Student Support  
Mid-State Technical College  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## Complaint Procedure-Wisconsin Technical College System (WTCS)

Students who attend a college that is part of the WTCS can file complaints at the state level in three categories defined by US 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

- 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 [www.wtcsystem.edu/about-us/governance/system-office/educational-services/student-complaints](http://www.wtcsystem.edu/about-us/governance/system-office/educational-services/student-complaints).

## Complaint Procedure-Distance Education Conducted Across State Lines

Mid-State Technical College participates in the State Authorization Reciprocity Agreement (SARA). As a member of SARA, any current or former student of a distance education program offered by Mid-State may file a complaint with Wisconsin's Distance Learning Authorization Board (DLAB) for Mid-State distance education activity conducted across state lines under specific and limited circumstances. For more information on the types of complaints handled by DLAB, steps to be taken before filing a complaint with DLAB, and the process to file a complaint with DLAB, see DLAB's student complaint process at <http://www.heab.state.wi.us/dlab/students.html>.

## disability services

It is the policy of Mid-State 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 Mid-State. Services are provided to prospective and enrolled students who are otherwise qualified with or without accommodations for admission and participation in postsecondary education.

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

Disability 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 is 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, Disability Services 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. Mid-State 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 that 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,

Mid-State Disability Services 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 Disability Services at the campus the student attends. Mid-State does not provide testing to diagnose disability but can refer students to appropriate agencies for testing. If a student suspects they have a disability, staff will discuss procedures for getting evaluated. Provisional accommodations may be provided pending evaluation results.

Reasonable and effective accommodations are individually determined and based on disability. Disability Services works 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:** Please see the Student Discrimination Policy. A copy of this policy is available online at [mstc.edu/student-resources/policies](http://mstc.edu/student-resources/policies).

## financial aid

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. Student financial aid is based on financial need. This need is established by an analysis of the Free Application for Federal Student Aid (FAFSA). Students complete the FAFSA every year to determine eligibility.

Financial aid is offered to students only after they have been accepted for admission into an eligible program of study. Department of Education regulations require courses funded by financial aid be required toward graduation for that program of study.

## **Application for Financial Aid**

To apply for federal aid, you must complete a Free Application for Federal Student Aid (FAFSA). You can apply online at [www.fafsa.gov](http://www.fafsa.gov). Paper FAFSA applications are available by calling 1.800.4FED.AID or by printing a PDF copy at [www.fafsa.ed.gov/options.htm](http://www.fafsa.ed.gov/options.htm). Students must have a high school diploma, HSED, GED, or home school completion to be eligible for federal and state financial aid.

## **Types of Financial Aid Available at Mid-State**

### **Pell Grant**

Federal grant based on financial need. Grants are a form of “gift aid” that are not paid back. Eligibility is based on a student’s Expected Family Contribution (obtained by completing the FAFSA) and the student’s enrollment status. A student can receive Pell Grants up to a 12-semester lifetime limit (or its equivalent).

### **Wisconsin Grant**

State grant based on multiple criteria including state of Wisconsin residency, a student’s Expected Family Contribution, availability of state funding, and the date of FAFSA completion. Eligibility is limited to 10 semesters.

### **Supplemental Education Opportunity Grant (SEOG)**

Federal need-based grant awarded to students with the highest financial need. Funds are limited and awarded based on a random selection of students who have completed a FAFSA file, are enrolled, are eligible for a Pell Grant, and have a zero Expected Family Contribution. Students are randomly awarded until funds are depleted.

## **College Work-Study (CWS)**

Part-time jobs provided on campus with faculty and staff or off campus at community service sites, such as public libraries, Boys & Girls Clubs, and Head Start. Worksites are also established through elementary and secondary schools for tutors in math and reading as part of the America Reads Program. Students are paid biweekly. Job postings and information on how to apply can be found at [mstc.edu/paying-for-college/work-study](http://mstc.edu/paying-for-college/work-study).

## **Student Loans**

- **Federal Direct Subsidized Stafford Loan:** A student may borrow up to \$3,500 for the first year and \$4,500 for the second year if working towards an associate degree, depending on need. The federal government pays the interest while the student is enrolled at least half time. In addition, effective July 1, 2013, the Department of Education is monitoring all new borrowers or first-time borrowers’ loan periods. If the borrower exceeds 150 percent of the published length of their academic program, the borrower becomes ineligible to receive additional Direct Subsidized Loans and becomes responsible for accruing interest during all periods as of the date the borrower exceeds the 150 percent limit.
- **Federal Direct Unsubsidized Stafford Loan:** This loan assists students with their education if they are ineligible for a Subsidized Stafford Loan or in addition to the Subsidized 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 FAFSA and be considered for all types of financial aid prior to receiving a Federal Unsubsidized Loan.
- **30-Day Delay in Disbursement for First-time Borrowers:** If a student is a first-time borrower,

Mid-State cannot disburse the first payment until 30 days after the first day of the semester. This practice ensures that students won’t have a loan to repay if they don’t begin classes or if they withdraw during the first 30 days of classes.

- **Double-Disbursement of Loans:** If a student is only enrolled for the spring semester (for example, the student did not attend fall semester and is enrolled for spring semester only in the aid year), loans must be double disbursed. The first disbursement would have the 30-day delay applied and would be disbursed in February and the second half at the mid-point of the semester. If tuition is still owed, it will be deferred until loan funds are disbursed as long as the student completes the Master Promissory Note and Entrance Loan Counseling and is enrolled and attending classes.
- **Private-Alternative Loans for Education:** All 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 grants 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. Mid-State District Board Policy Bulletin D08-17 on the Mid-State website outlines the Financial Aid Lender Policy and Code of Conduct on Lender Relations.
- **PLUS Loans (Parent Loan for Undergraduate Students):** A loan parents of “dependent” students may apply for to assist their son or daughter with educational expenses. Detailed information is available at [mstc.edu/paying-for-college/loans](http://mstc.edu/paying-for-college/loans).

## **Scholarships**

Various scholarship opportunities through the Mid-State Foundation

are available online at [mstc.edu/scholarships](http://mstc.edu/scholarships) as they become available throughout the year. For further information, contact the Foundation & Alumni Office at 715.422.5322 or [foundation@mstc.edu](mailto:foundation@mstc.edu).

For information on other financial resources, visit [mstc.edu/paying-for-college](http://mstc.edu/paying-for-college).

### **Financial Aid Continued Assistance**

Federal regulations require that schools monitor the academic progress of students. 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 their degree/diploma by meeting the following standards:

- GPA: Cumulative 2.0 or higher.
- Pace: Must complete 67 percent of all classes attempted. 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.
- Maximum Timeframe: Successfully complete the program before attempting more than 150 percent 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 complete their program within 102 credits.

### **Financial Aid Warning/Suspension**

If students do 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 eligible for financial aid but must meet the standards at the end of the term or face suspension. If there are extenuating circumstances,

students have the right to submit a Petition for Reinstatement for one semester. Students are strongly encouraged to utilize the services provided by Mid-State, such as the LiNK, tutoring, and counseling.

### **Appeal Process**

Students who believe their circumstances merit reconsideration may appeal their suspension by submitting a Petition for Reinstatement. This form can be found at [mstc.edu/paying-for-college/financial-aid-forms](http://mstc.edu/paying-for-college/financial-aid-forms). A petition 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 (e.g., illness, injury, death of a family member) that prevented the student from being successful. Documentation may be required. Students whose petitions 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 an academic advisor to develop a Financial Aid Career Plan. This plan must ensure that the student will be able to meet the standards within a specific time frame. Students must follow this plan and successfully complete all courses to remain eligible for financial aid.

### **Financial Aid Emergency Financial Situations**

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

### **Financial Aid Enrollment Changes**

The Financial Aid Office will verify enrollment as of the financial aid recalculation date, which is 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.

If a class is refunded at 100 percent, 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 they registered for (no-show), the student is not eligible to receive financial aid and is required to repay 100 percent of any financial aid received. 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 undergraduate credits
- Three-quarter-time = 9 to 11 undergraduate credits
- Half-time = 6 to 8 undergraduate credits
- Less-than-half-time = 5 or less undergraduate credits

### **Disbursement of Aid**

Financial aid will be applied to student accounts after the recalculation date of each semester (14th day of fall/spring; 7th day of summer). Tuition can be deferred until financial aid is released. Financial aid will be applied to outstanding tuition, fees, and book charges. Any remaining funds will be refunded to the student by check or direct deposit. E-refunds can be set up on the student center under e-account management. For information on book charges, go to [mstc.edu/paying-for-college/financial-aid](http://mstc.edu/paying-for-college/financial-aid).

### **Financial Aid Reevaluation Income**

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

### **Financial Aid Refunds & Repayments**

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 percent 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. If courses are offered as modules and the student withdraws before the end of the term, return of Title IV repayment calculations must be applied. 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 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, and SEOG. Students are billed by Mid-State for any repayment that is due.

Students are not able to receive further financial aid at this or any other institution until the repayment is made in full. Academic transcripts will be held, and a student will not be able to register for the next semester. It is important that repayment is made at the Student Services & Information Center as promptly as possible. A student is not eligible to receive federal financial aid at any college until repayment is made.

### **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 Mid-State.

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 Repeating Course**

Any course in which a grade of “D” 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 case only one repeat is allowable.

### **Shared Programs/Consortium Agreements**

Shared programs are technical college programs that may be delivered at multiple locations based on an agreement between districts. The “home” college disburses the aid to the student; therefore, Mid-State has no way to defer the student’s tuition until the aid is received. It is the student’s responsibility to pay the visiting college. 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 Mid-State. We identify the number of credits the student is attending at Mid-State so their aid can be based on the total credits at both colleges. At the end of the term, Mid-State will verify grades received at the “home” college for satisfactory progress standards.

Consortium agreements are used for students who are enrolled at more than one college and are not in 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. It is the student’s responsibility to pay the secondary college. Contact the Financial Aid Office for more information.

### **Summer Term Financial Aid**

Financial aid eligibility for summer term will be based upon the FAFSA for the new award year. Complete the 2018-2019 FAFSA to

determine summer 2018 eligibility. Complete the 2019-2020 FAFSA to determine summer 2019 eligibility. Disbursements for summer term will not be made until July, so students need to make sure to budget for personal expenses accordingly.

### **Financial Aid - Transferring Colleges Mid-Year**

If a student plans to transfer to another college and wants to receive financial aid through that college, the student must notify the Mid-State Financial Aid Office so funds can be canceled for the next term if necessary. Financial Aid staff can also discuss the steps a student needs to complete for transferring financial aid eligibility.

## **GAINFUL EMPLOYMENT AND CONSUMER INFORMATION**

Federal regulations require institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965 report certain information about students who enrolled in Title IV-eligible educational programs. The diversity report, gainful employment information, and the net price calculator are available to current and prospective students at [mstc.edu](http://mstc.edu). Please contact the Financial Aid Office if you have any questions.

## **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 Veterans Tuition Reimbursement are available for Wisconsin veterans. Further information is available from the County Veterans Service Office or the Mid-State Financial Aid Office. Forms and procedures are available at [mstc.edu/admissions/veterans-benefits](http://mstc.edu/admissions/veterans-benefits).

**Service Member Priority Registration Wisconsin Act AB201**  
Priority registration allows eligible service members to register for

Mid-State classes one day ahead of the official open registration date for any given semester. Eligible service members are those who have served, or are serving, on active duty under honorable conditions in the US Armed Forces. Service members do not need to be using veteran benefits in order to be eligible for priority registration. Priority registration is extended to service members only and not their spouses or dependents. To learn more about receiving service member priority registration, visit [mstc.edu/student-resources/service-member-priority-registration](http://mstc.edu/student-resources/service-member-priority-registration) or call 888.575.6782.

### **Credit for Previous Training**

All students who are requesting veterans' benefits when enrolling at Mid-State 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 from the total length of the program. All students receiving veterans benefits must have transcripts and other documents showing credit for previous training reviewed through Student Services 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.

### **Spouse/Dependent Benefits**

Qualifying spouses and children of eligible Wisconsin veterans receive a waiver of 100 percent 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 percent or greater) of the veteran, and children must be 18–26 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, contact your local County Veterans Service Officer.

### **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 minimal cumulative grade point average of 2.0. If students do not meet these standards, they will be placed on probation for one term. At the end of that semester, students must meet satisfactory progress standards 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. Students may be asked to submit an educational plan approved by his or her student success counselor as a condition of the 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.

### **Withdrawal and Last Date of Attendance**

If a student receiving veterans benefits officially withdraws from a class or classes, he/she must inform the Mid-State Veterans Certification Office. If a student is receiving veterans benefits and fails to officially withdraw or walks away from a class or classes, the Mid-

State Veterans Certification Office is required to inform the USDVA of the last date of attendance. The Veterans Administration may require repayment of benefits for classes due to withdrawal or nonattendance.

### **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 15), your housing allowance is paid for the first 15 days of December only and begins again when your next semester begins (e.g., January 10) 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.

### **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 percent 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 a veteran is receiving Chapter 33 Post-911 benefits, waiver amounts may be affected. Wisconsin GI Bill Funded students must maintain a minimum cumulative GPA of 2.0 to remain eligible.

## general college information

For more information, please refer to the Student Planner available at the Student Services & Information Center at each location.

### ACCIDENTS AND EMERGENCIES

In the event that a student should experience an injury on Mid-State property, it is important that the injury be reported promptly to a Mid-State supervisor. A First Report of Injury Form will be completed at this time.

### EMERGENCY PROCEDURES

The College has created an Emergency Reference Guide available to students and employees to provide basic instructions on how to respond to a variety of emergency situations. Situations addressed in the Emergency Reference Guide include bloodborne pathogen exposure, bomb threat, chemical spill/hazardous material, fire/explosion, severe weather/tornado, and suicide/violence threat. The Emergency Reference Guide is located on the wall of each classroom. Please familiarize yourself with the location of the Emergency Reference Guide in each classroom.

### ACTIVE SHOOTER

Active shooter incidents are tragic, unpredictable events with devastating consequences. Ninety-eight percent of active shooter incidents have been carried out by a single attacker; attacks may be completely random. Most incidents are over before emergency personnel arrive. If you see something suspicious, talk about it with someone. You must not be passive, but act quickly and decisively; use your best judgment. Follow the advice given below.

- Evacuate – Evacuate the facility if it is safe to do so; leave behind your belongings, visualize your escape route before beginning to move, and do not use the elevator. Call 911 from a safe location; do not assume someone

else has called 911. Provide factual information and exact location.

- Hide – If evacuating is not possible, hide in a secure area (preferably a designated shelter location), lock the door, blockade the door with heavy furniture, cover all windows, turn off all lights, silence any electronic devices, lie on the floor, and remain silent.
- Take action – If neither evacuating the facility nor sheltering is possible, attempt to disrupt and/or incapacitate the active shooter by throwing objects; using physical, aggressive force; and yelling. There may be no other option.
- Call 911 as soon as it is safe to do so.
- Respond appropriately when law enforcement arrives on scene – Follow instructions, remain calm, keep hands empty and visible at all times, and avoid making sudden or alarming movements.

### INCLEMENT WEATHER

In cases of the most severe weather conditions, Mid-State will close its facilities. Students are alerted of closings through Rave, the College's automated messaging system. Listen to area radio stations for college closing information. Cancellation of day classes is generally aired by 6:00 a.m.; evening classes by 2:00 p.m. Students are asked to use the following radio stations as primary sources of information: WDLB 1450 AM, WHTQ 96.7, WAXX 104.5, WSPT 97.9, WIFC 95.5, WIZD 94.7, WSAU 99.9, WYTE 106.5, WFHR 1320 AM, WGLX 103.3, and WDKM 106.1. Closures are also announced on television channels WSAW TV7 (CBS) and WAOW TV9 (ABC). College/campus closings are posted on Mid-State's website and Facebook page.

### LOST AND FOUND

Lost and found items may be claimed at the Student Services & Information Center at the appropriate Mid-State location. To claim an item, a student will need to provide

proper identification and, when appropriate, description of the item. Items unclaimed after one month of being logged at lost and found will be donated to a local charity.

## graduation

### EARLY RELEASE FOR EMPLOYMENT

Student Early Release is a procedure whereby a potential graduate of one of Mid-State's programs may be permitted to terminate his/her attendance at Mid-State 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 Mid-State.
- 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 the dean of your school or the registrar.

### GRADUATE EMPLOYMENT FOLLOW-UP

In the six months following graduation from Mid-State, an employment survey is mailed to each graduate to complete and return to the College for the graduate follow-up study. Phone calls are placed to graduates who do not return the surveys in an effort to obtain the most information possible. The graduate success information can be found at [mstc.edu/gradfollowup](http://mstc.edu/gradfollowup).

### GRADUATING WITH HONORS

Honor lists include students graduating from associate degree and technical diploma programs who have earned high academic levels as outlined below. Students graduating with honors are

recognized with honor cords based on program GPA through the semester preceding the final semester. Final semester grades will be included in the program GPA calculation if course end dates occur prior to December 1 for the fall semester or May 1 for the spring semester.

### Description:

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

The registrar's office determines program GPA for all Mid-State graduates. A final program GPA will be determined and noted on the official transcript once all grades for the final semester have been submitted.

Honor cords are available for purchase at campus bookstores.

## GRADUATION POLICY

Mid-State is authorized by the Wisconsin Technical College System to grant associate degrees, technical diplomas, and certificates. The confer date is determined by the completion of all graduation requirements. To be eligible for a credential from Mid-State, a student must fulfill the following requirements:

1. Applied and accepted into the program from which the student intends to graduate.
2. Satisfactorily complete all curriculum requirements based on the catalog year admitted into program or later. Deans may, upon request, apply credit for prior learning and/or course substitutions towards program requirements.
3. Earn a program GPA of 2.0.
4. Technical diploma students must complete a minimum of 25 percent of their program's occupational-specific courses at Mid-State. Associate degree students must complete a minimum of 25 percent of their program's technical studies courses at Mid-State.

5. Students enrolled in some programs may have specific graduation requirements. Please see the appropriate dean, associate dean, or advisor for additional information.

Students should petition to graduate by completing and submitting a Graduation Application Form available at any Mid-State Student Services & Information Center, or by submitting an application via MyMSTC student online services. Petitioning to graduate will invoke an evaluation to determine graduation eligibility.

Commencement exercises are held in December and May. 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 the official summer session, you may participate in the December commencement ceremony. Students with a substantiated Code of Conduct violation are not permitted to participate in commencement.

Students must fulfill all financial obligations to Mid-State prior to receiving their certificate, degree, or diploma. Diplomas are mailed to the student's home address on file approximately six weeks after the close of the semester in which they have completed all graduation requirements.

## RETRAINING GUARANTEE

Mid-State 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 Academics:
  - 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 district Career Services office.

- or -

2. Within 90 days after their initial employment, the graduate's employer certifies to the vice president of Academics 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 (e.g., textbooks, supplies, and incidental fees). The courses must be within the same occupational program that the graduate's degree or diploma was received. The credits must be courses offered by Mid-State 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.

## TRANSCRIPT REQUESTS

Academic records are kept on permanent file by the registrar's office. All requests for official transcripts must be submitted either online at [mstc.edu/mymstc](http://mstc.edu/mymstc), in writing, in person, by fax, or by mail. Telephone or email requests are not accepted. Requests for the release of your transcripts are made to:

### Mid-State Technical College

Office of the Registrar  
ATTN: Transcripts  
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 other name used while you were in attendance at Mid-State
- Social Security number or Mid-State student ID number
- Current mailing address
- Telephone number
- Signature and date accompanied by a statement authorizing Mid-State 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 (FERPA), your signature is required for release of education records to a third party.

There is a minimal fee charged per transcript request. Please see [www.mstc.edu](http://www.mstc.edu) for more information. All other transcript requests are free of charge. Official transcript fees and any outstanding financial obligations to the College must be paid before a transcript is issued.

Unofficial transcripts are also 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), Mid-State does not fax transcripts.

## privacy

### NOTICE OF FINANCIAL PRIVACY RIGHTS

Mid-State 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, Mid-State 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 Mid-State. Mid-State 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, visit [www.ed.gov/offices/OI/fpco/ferpa/](http://www.ed.gov/offices/OI/fpco/ferpa/). Mid-State 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).

For purposes of FERPA and GLB, Mid-State considers students, employees, alumni, or any other third party engaged in a financial transaction with Mid-State 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

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

- Mid-State requested your consent to share the information.
- Mid-State needs to share personal information to provide the service or product requested by the customer.

- Mid-State needs to send information to companies who work on behalf of the College to provide a service or product to customers.
- Mid-State is responding to subpoenas, court orders, or any other legal process.
- Mid-State finds it necessary to protect and defend the legal rights and/or property of Mid-State.

Mid-State does not actively share personal information about students gathered through web servers or via forms. Because Mid-State is a public institution, some information collected from MyMSTC and student data forms may be subject to 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. Mid-State 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. Mid-State will also share directory information regarding students with educational partners for purposes of promoting educational programs.

#### Opt Out From Sharing of Information

Mid-State 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 Student Services & Information Center or contact 888.575.6782.

## Privacy Provisions

Mid-State is in compliance with FERPA. Directory information (e.g., name, address, enrollment at the College, 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 (e.g., 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 Office of the Registrar 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 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. Mid-State 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, and phone number through MyMSTC and to update it at any Student Services & Information Center. Mid-State 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 October 2018. We will occasionally update this privacy statement. When we do, we will also revise the “last updated” date.

## PHOTOGRAPHIC IMAGES (CONSENT OF)

Registration as a student and attendance at or participation in classes and other campus and Mid-State activities constitutes an agreement by the student to Mid-State’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 Mid-State activities. Students who wish to opt out of this consent should address this in writing to the director of Marketing & Communications.

## SOLOMON AMENDMENT

The Solomon Amendment, a federal law, mandates that institutions receiving certain federal agency funding must fulfill military recruitment requests 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. Mid-State complies with the regulations of the Solomon Amendment.

## STUDENT & EMPLOYEE RIGHT TO KNOW REPORT

Mid-State Technical College is committed to maintaining an

environment that supports student learning and achievement.

The Student & Employee Right to Know Report complies with various state and federal laws requiring that certain information be provided to all students and employees annually to promote a safer environment. It includes information from policies concerning alcohol and drugs, sexual harassment, and equal opportunity as well as student privacy information, campus security information, and crime statistics for the previous three years. This report is an excellent tool to learn what is necessary to protect yourself, assist your friends, and join us in efforts to make a difference in our campus communities.

To view the Student & Employee Right to Know Report online, go to [mstc.edu/student-resources/policies/right-to-know](http://mstc.edu/student-resources/policies/right-to-know).

Paper copies of the report are provided upon request. Please contact the College at 888.575.6782 or the safety coordinator at 715.422.5321. Individuals who are hearing impaired can use the Wisconsin Relay Service number 711.

## STUDENT HEALTH CARE RECORDS (CONFIDENTIALITY)

In accordance with Wisconsin State Statute 146.82, all student health care 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 requires 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 if shared with a Mid-State 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.

## STUDENT RECORDS AND PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) of 1974 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 Mid-State.” 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 Mid-State for instructional or counseling purposes are classified as student records by FERPA.

### Release of Non-Directory Information

Records are not released to parents without written consent of the student. Parents should arrange with their children for sharing of information. Non-directory information is not released to anyone without written permission from the student, except for the following agencies that 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.
- Mid-State 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.
- Other colleges, should a Mid-State student seek to enroll in another college or university to complete a course or degree.

Mid-State may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Mid-State maintains a record of all releases of student records. A student may request to view a copy of what was shared by contacting the registrar at 715.422.5502.

### 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 student records may not be removed from Mid-State.

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. Copies of the policy can be obtained from the registrar.
7. File complaints regarding alleged violations of FERPA with the Family Policy and Compliance Office.

### Directory Information

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

- Student’s name
- Student ID number
- Date of birth
- Student status
- Address
- Email address
- Telephone number
- Program(s) of study
- Dates of enrollment
- Degree(s) and award(s) received (including honors)
- Past and present sports and student activities
- Educational institutions attended
- Student photographs

Students have the right to inform Mid-State 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 Request to Prevent Disclosure of Directory Information form revoking any or all of the public information listed. Revocation remains in effect until the student notifies Mid-State of a change. Forms are also available at [mstc.edu/student-resources/registration](http://mstc.edu/student-resources/registration) or any Student Services & Information Center.

Request for Nondisclosure of directory information does not apply to registered sex offenders whose information has been provided to Mid-State under the Wetterling Act, including information made available by the Wisconsin sex offender registry and community notification program.

## student activities

At each campus, Mid-State offers many activities and events for students, including free food and giveaways, speakers, Career Services workshops, and more. Events are advertised in a variety of ways, such as Mid-State's website ([mstc.edu/events](http://mstc.edu/events)), Facebook ([facebook.com/MidStateTech](https://facebook.com/MidStateTech)), student email, and touchscreen monitors. Students may also participate in UW-Stevens Point activities at the university student rate, such as athletic events, plays, intramural sports, and clubs. Visit [mstc.edu/student-resources/student-services/](http://mstc.edu/student-resources/student-services/) for more details.

### STUDENT LEADERSHIP BOARD (SLB)

Mid-State's Student Leadership Board is comprised of campus representatives from each campus and represents the interests of all students by promoting student/faculty understanding and participating in community affairs that concern, involve, or affect our students. Additionally, SLB makes decisions on the expenditures of student activity fees. Above all, SLB encourages students to become involved in their educational and social activities. SLB is "learning through involvement." Student Leadership Board meets monthly at rotating campuses. To learn more about Student Leadership Board, visit [mstc.edu/student-resources/student-services/student-life](http://mstc.edu/student-resources/student-services/student-life).

### CLUBS AND ORGANIZATIONS

Mid-State supports both extracurricular (non-program-related) and co-curricular (program-related) clubs. These

organizations provide opportunities to learn more about your chosen professional field, experience cultural enrichment, and develop teamwork, leadership, and time management skills. For a listing of active clubs and information about how to join, visit [mstc.edu/student-services/clubs-and-organizations](http://mstc.edu/student-services/clubs-and-organizations).

### GERMAN EXCHANGE PROGRAM

Be a part of the Mid-State and Max-Eyth Schule International Student Exchange! A group of six students are selected for participation in an educational and cultural exchange in Dreieich, Germany, near the city of Frankfurt. Selected students stay with German host families/students. For more information and to apply, visit [mstc.edu/student-resources/student-services/german-exchange](http://mstc.edu/student-resources/student-services/german-exchange).

### STUDENT AMBASSADOR

Mid-State will hire six school and three campus ambassadors to represent the district per academic year. In this position, each ambassador will be among a group of students who positively represent Mid-State while learning valuable leadership and communication skills. Ambassadors will serve as a resource for both current and potential students as well as community members through involvement with various departments throughout the year. Ambassadors will receive \$10 per hour up to 50 hours per semester.

Duties and Responsibilities:

- Attend ambassador training and meetings.
- Assist with recruitment, student life and outreach events.
- Provide campus tours to potential students, families, and community partners.
- Assist with new student orientations.
- Present information about Mid-State to various groups.
- Serve as a mentor and/or resource to current students.
- Other duties as assigned.

### WISCONSIN STUDENT GOVERNMENT (WSG)

WSG's purpose is to bring student issues and concerns to the forefront and limelight with a united voice. Mid-State representatives join representatives from other technical colleges to work together as a team on all relevant issues. WSG is a nonpartisan, not-for-profit organization dedicated to promoting political awareness and stimulating discussion and action among students. To find out more, visit [mstc.edu/student-resources/student-services/student-life](http://mstc.edu/student-resources/student-services/student-life).

## student code of conduct

Mid-State 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 Mid-State 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. Noncompliance with all Mid-State policies including, but not limited to, those found at [mstc.edu/students/policies.htm](http://mstc.edu/students/policies.htm).
2. Noncompliance with civil and criminal laws.
3. All forms of dishonesty, including knowingly furnishing false information to Mid-State, or the alteration or use of Mid-State documents or instruments of

identification with intent to defraud.

4. Conduct which disrupts the normal operations of Mid-State 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, Mid-State or personal property.
7. Failure to comply with a reasonable request or directive of a Mid-State 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 dean 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 non-academic) 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 and 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 [mstc.edu/studentcodeofconduct](http://mstc.edu/studentcodeofconduct).

## technology

### COMPUTERS AND INSTRUCTIONAL TECHNOLOGY

In an effort to prepare graduates

for today's workplace, Mid-State 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.

#### Course Delivery Options

Flexible, distance learning options improve accessibility and affordability to courses offered as they can better fit busy schedules and reduce costs for travel and time away from work.

Distance Learning takes place any time a student is learning outside of the immediate proximity of the instructor. At Mid-State, distance learning includes online, hybrid, TelePresence, computer conferencing, and independent study courses.

Blackboard is used by most distance education courses. Many face-to-face courses at Mid-State also use Blackboard to provide a single place for the students to go for content, resources, turning in assignments, and more.

#### TelePresence

TelePresence is a real-time interactive experience joining a single class together from multiple campuses. High-definition video and high-quality presentation viewing make the connection between multiple classrooms almost seamless. Students in a TelePresence course may show up in their classroom, and the session will begin approximately four minutes prior to the course start time.

#### Computer Conferencing

Computer conferencing, used by Mid-State to conduct computer lab computer conferencing courses across campuses, connects users on individual computers to an instructor in a separate classroom.

Blackboard Collaborate is a high-definition video conferencing and collaboration tool on individual computers. The instructor will provide students with information about using Blackboard Collaborate at the beginning of the course. Students will need a computer headset with a microphone for Blackboard Collaborate courses.

#### Online Learning

In an online course, 100 percent of the learning is completed away from campus. Online courses allow students to work on coursework at any time during a given week rather than a set time of meeting with the instructor. Online courses are very structured and provide interaction with other students and set deadlines for coursework completion.

#### Hybrid Learning

Hybrid courses offer the best of both worlds. In a hybrid course, students will have face-to-face meeting time with their instructor and classmates as well as time learning in the online environment. Hybrid classes are designed to provide students with a little more scheduling flexibility and maximize your time with the instructor.

#### EMAIL

All students are granted an email address through Microsoft Office 365. Students will retain their email address for 180 days after the end date of the last semester the student was enrolled in. Important information regarding registration, billing, financial aid, grades, and scheduling information are distributed to students via their Mid-State email account. It is the student's responsibility to open and read their email regularly. **Mid-State email is the College's primary means of communicating with students.** Instructors may utilize the College-assigned 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.

Please go to [mstc.edu/student-resources/email-assistance](https://mstc.edu/student-resources/email-assistance) for instructions on accessing your email account. Problems or questions may be directed to the Help Desk at 877.469.6782.

## HELP DESK SERVICES

Students who have questions about accessing Mid-State online services can contact the Help Desk at 877.469.6782. All student online services and Mid-State Help Desk services are available 24 hours a day, seven days a week, including holidays.

Additional information regarding technology at Mid-State can be found at [mstc.edu/student-resources/technology](https://mstc.edu/student-resources/technology).

## ONLINE SERVICES-MYMSTC

Student online services are available to all enrolled students at Mid-State. Students can access the following services via MyMSTC: accept/decline/review financial aid awards, search/add/drop classes, enrollment verification, grades, request official transcripts, view unofficial transcripts, pay by check or credit card, payment plan enrollment, review holds, student class schedules, transfer credit summary, and apply to graduate.

Admitted students can gain initial access to MyMSTC by navigating to [mstc.edu/mymstc](https://mstc.edu/mymstc) and selecting **Need to Create a Password**. Passwords should be kept confidential and not shared with other persons for any reason. Parents are not issued login information for their children.

## TECHNOLOGY COMPUTER NETWORK AND PUBLIC WIRELESS ACCESS

All users of Mid-State information technology resources are required to abide by the acceptable use agreement terms and agree to all terms in the Network Policies found at [mstc.edu/student-resources/technology/network-policies](https://mstc.edu/student-resources/technology/network-policies). These

terms govern the access to and use of the information technology applications, services, and resources of Mid-State 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 to, without notice, 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 Mid-State IT resources. Violations of the Acceptable Use Policy are subject to disciplinary action.



**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

**mstc.edu**

**888.575.6782**



Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies:  
Vice President – Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715.422.5325. 10/2018