

# **Student Information Handbook**

## **2009 - 2010**

**Release Date: July 10, 2009**

### **Mission Statement**

**Moraine Park Technical College builds and maintains a competitive workforce in collaboration with our communities through a future-focused learning environment.**



## Welcome!

We are pleased you have decided to join the Moraine Park Technical College Community. Whether your educational goal is to take a few courses or obtain a diploma, certificate or degree, our dedicated faculty, staff and administration are committed to helping you succeed.

As you proceed down your educational path, we are here to assist you through:

- Occupational testing, career counseling and financial aid services to provide you with a clear path to your goal.
- Courses designed with clear competencies so you will always know what is expected for you to succeed.
- An accessible and caring learning environment with faculty who have experience in their field and the academic credentials to guide and advise you on your way.

These are just a few of the many services and opportunities available to you while you're here. Finally, I recommend you find ways to become an integral part of the College community be it through student government, a class project or through informal social circles. I hope you will take advantage of these opportunities to learn outside, as well as inside the classroom.

This handbook is designed to help you understand the policies and procedures of the College, provide you with general information about our instructional programs and student services, plus other important information about the College. Study it carefully and keep it handy for reference throughout the school year.

We're here to help you on your path to success; let us know how we can assist you!



Dr. Gayle Hytrek  
President

## Moraine Park District Overview

The Moraine Park Technical College District includes all of Fond du Lac and Green Lake counties; a large portion of Dodge and Washington counties; and portions of Winnebago, Marquette and Columbia counties.

To serve residents of the district, Moraine Park operates campuses in Beaver Dam, Fond du Lac and West Bend, and instructional centers in various communities. To meet the many needs, interests and abilities of its students, Moraine Park provides a broad range of educational opportunities.

*Procedures and policies are subject to updates throughout the year. Please view the most current Student Handbook Information PDF at <http://mympc.morainepark.edu/>*

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Moraine Park Technical College Is an Equal Opportunity/Access Employer and Educator.

[www.morainepark.edu](http://www.morainepark.edu)

# Moraine Park Technical College 2009-2010 Academic Calendar Day Students

5/5/09

SEMESTER	2009	M	T	W	Th	F	S	TERM
	<b>May</b>	4	5	6	7	8	9	
		11	12	13	14	15	16	
		18	19	20	21	22	23	
		X	26	27	28	29	30	
<b>Summer Semester</b> 6/1/09 8/2/09	<b>June</b>	1	2	3	4	X	6	
		8	9	10	11	X	13	
		15	16	17	18	X	20	
		22	23	24	25	X	27	
		29	30					
	<b>July</b>			1	X	X	X	
		6	7	8	9	X	11	
		13	14	15	16	X	18	
		20	21	22	23	X	25	
		27	28	29	30	X		
<b>July/August Book Buyback</b> July 29-30 and August 3-4, 2009	<b>Aug.</b>						1	
		3	4	5	6	X	8	
		10	11	12	13	X	15	
		17	18	(19)	(20)	X	22	<b>Term 1</b> 8/24/09
<b>Fall Semester</b> 8/24/09		24	25	26	27	28	29	
		31						
12/21/09	<b>Sept.</b>	X	1	2	3	4	5	8/24/09
		14	8	9	10	11	12	First day of Term 1 Refunds are based on instructional hours completed.
		21	15	16	17	18	19	
		28	22	23	24	25	26	10/19/09
			29	30				Last day of Term 1
<b>December Book Buyback</b> December 16-18 and 21, 2009	<b>Oct.</b>				1	2	3	
		5	6	7	8	9	10	
		12	13	14	15	16	17	
		19	20	21	22	23	24	
		26	27	28	29	30	31	
<b>Spring Semester</b> 11/4 to 11/6/09 11/11 to 11/12/09 12/1/09	<b>Nov.</b>	2	3	4	5	6	7	<b>Term 2*</b> 10/20/09
Returning Student Registration		9	10	11	12	13	14	
New Student Registration		16	17	18	19	20	21	12/21/09
Open Registration*		23	24	(X)	(X)	(X)	(X)	First day of Term 2 Refunds are based on instructional hours completed. Last day of Term 2
		30						
	<b>Dec.</b>		1	2	3	4	5	<b>December 22 – In-Service Grading Day</b>
		7	8	9	10	11	12	
		14	15	16	17	18	19	
		21	(*)	23	(X)	(X)	(X)	
1/25/10		X	X	X	X			
	<b>2010 Jan.</b>					(X)	2	
		(G)	5	6	7	8	9	
5/24/10		11	12	13	14	15	16	
		18	19	(20)	(21)	(X)	23	<b>Term 3</b> 1/25/10
<b>Winterim</b> 1/4/10 1/15/10		25	26	27	28	29	30	First day of Term 3 Refunds are based on instructional hours completed. Last day of Term 3
	<b>Feb.</b>	1	2	3	4	5	6	
		8	9	10	11	12	13	
		15	16	17	18	19	20	3/20/10
		22	23	24	25	26	27	
	<b>March</b>	1	2	3	4	5	6	
		8	9	10	11	12	13	
		15	16	17	18	19	20	
		22	23	24	25	26	27	
		29	30	31				
<b>Summer</b> 4/6/10 4/7/10	<b>April</b>	5	6	7	8	X	X	<b>Term 4</b> 3/29/10
Program Registration		12	13	14	15	16	17	First day of Term 4 Refunds are based on instructional hours completed. Last day of Term 4
Open Registration*		19	20	21	22	23	24	
		26	27	28	29	30		5/24/10
<b>Registration Dates for Fall 2010-2011</b> 4/13 to 4/15/10 5/11 to 5/13/10 6/16/10	<b>May</b>	3	4	5	6	7	8	
Returning Student Registration		10	11	12	13	14	15	
New Student Registration		17	18	19	20	21	**22	<b>May 25 – In-Service Grading Day</b>
Open Registration*		24	(*)	26	27	28	29	
<b>May Book Buyback</b> May 17-21, 2010		X						End of 2009-2010 Academic Year

**Key:** \*Students can continually register after scheduled time begins  
 Semester (16 weeks) and Term (8 weeks) dates referenced above reflect commonly scheduled courses. Other courses can be offered at other scheduled times during the year.

Instructional In-Service Days - No Classes  
 Spring Break - No Classes  
 No Instruction  
 Moraine Park Closed  
 Registration for Next Term/Semester  
 In-Service, Prep Day  
 Graduation Ceremony May 22, 2010  
 Semester Grades Due  
 In-Service; Grading Day

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# Academics

## Academic Standards

- > Students in all programs are required to maintain an overall cumulative grade point average of 2.0 ("C" average) to graduate in the program.
- > A minimum grade of "C" must be attained in all required courses. *Certain programs have higher grading standards in place for continuation or program placement into core/clinical courses of the program.*
- > Failure to maintain standards will place students on probation until the proper level of achievement has been attained.

**Academic/Attendance Requirements** The following criterion is used to evaluate a students' satisfactory academic progress:

1. Good attendance
2. Completing assignments to make satisfactory progress toward course completion
3. Completing all program requirements
4. Meeting set standards in assigned projects and reports
5. Where applicable, demonstrating practical hands-on skills

If the instructor feels a student is not making satisfactory progress or is not regularly attending the class, he or she will work with program advisors and/or Student Services personnel, to develop recommendations to help the student be successful. Recommendations may include a plan to improve study habits and/or attendance, to reduce class credit load, and/or to reduce the hours of employment. If recommendations are not followed, a student may be dropped from the course.

### Probation

- > Students who do not maintain an overall 2.0 grade point average (GPA) will be placed on academic probation for the next term of the program.
- > During probation, the student may be advised to take preparatory work, to reduce their workload or to change programs.
- > A student must attain a semester 2.0 GPA by the end of that semester or be dropped from the program.
- > If a student achieves a 2.0 GPA during the probation semester/term, probation status continues until a cumulative GPA of 2.0 is attained.
- > Students who are dropped may make a new application to the program (or any program) and will be placed at the end of an existing wait list with the date of the new application.

## Procedures for Solving Academic Problems

If a student has difficulty with course materials, instruction, grades or other matters related to course instruction, the following steps should be taken to resolve these issues:

- A student should initiate and participate in a one-to-one discussion with their instructor for recommendations that may include accessing services in the Student Success Center, a tutor, a peer study group or counseling services.
- If the student is not able to resolve the issue during instructor-student dialogue, the student needs to contact the Dean responsible for the program. The Dean will evaluate the situation and work with both student and instructor to achieve resolution.

- If the situation is not resolved to the satisfaction of either the student or the instructor, each will be required to submit a written statement to the Vice President - Academics and Economic Development. The decision made by the Vice President - Academics and Economic Development is final.

## Core Abilities

Core abilities, as defined by Moraine Park, are transferable skills, knowledge and/or attitudes essential to an individual's success regardless of occupation or community setting. All occupational programs and General Education courses integrate core abilities into their curriculum. Core Abilities are as follows: **Work Productively, Learn Effectively, Communicate Clearly, Act Responsibly, Value Self Positively, Think Critically and Creatively, and Work Cooperatively.**

## Assessment of Student Learning

"The overall goal of the Assessment Plan is to monitor and verify that student learning has occurred as a result of each student's experience at Moraine Park." (From *Assessment Is Learning*, Moraine Park's Assessment Plan, 1998)

The purpose of the assessment process is to ensure the quality of education meets or exceeds acceptable standards set by the Higher Learning Commission/North Central Association of Colleges and to maintain college accreditation.

Assessment is not limited to "testing." Assessment is a tool to provide the student and instructor with a means to measure academic performance. Various measures of assessment may include: projects, on-the-job training, demonstrations, provided samples of an individual's written body of work, completion of mock exams or tests.

For more information, see Academics/Assessment on our Web page at [www.morainepark.edu/assessment](http://www.morainepark.edu/assessment).

## Electives

Students may complete a number of elective credits as part of their associate of applied science degree program(s). Students may select most of the associate of applied science degree course offered by the College to meet elective requirements.

Students should consider courses related to their occupational program area when selecting electives. Credit for Prior Learning may be awarded for elective credit related to occupational experience. A minimum of 1,080 hours worked in a calendar year will be considered equivalent to one credit of elective. Further documentation may be requested of the student in order to verify occupational experience and hours worked.

## Dual Program Enrollment

Students who wish to pursue two programs at the same time should consult the Admissions Office. Students may not have to repeat some general education and/or program coursework as long as all courses and program requirements are completed for each degree sought. Exit Assessments are required as part of the program graduation requirements. Students may pursue two programs at the same time.

## Apprenticeship Training

Moraine Park Technical College provides related occupational training for apprentices indentured through the Bureau of Apprenticeship Standards of the Wisconsin Department of Workforce Development at all three campus locations of Moraine Park Technical College. After acceptance by an employer or labor organization, individuals interested in an apprenticeship should contact their Bureau of Apprenticeship Standards representative at 262-335-5841 or 608-266-3332 for application information.

The applicant enters into an agreement called an apprenticeship contract with the employer. The employer assumes responsibility of teaching the trade to the apprentice. The contract defines the length, type of training in the field and hours required for classroom instruction. It lists the wage scale to be used during the training period. A person must enter into an indentured apprenticeship training agreement with an employer before he/she is allowed to enroll in the related instructional program at Moraine Park Technical College. The related instructional program usually consists of one day a week (or one day every two weeks) of semester instruction. Another format of related instruction is the block program, which is held (four to five days a week) for four weeks. The related instruction offered is two to five years in length, depending upon the trade.

## Economic and Workforce Development and Community Outreach

Moraine Park Technical College offers customized training, technical assistance and skill assessment services to area business and industry. These services are available “anywhere, anytime” and will be customized to meet the unique needs of the business or industry making the request. Some examples of customized services offered include computer training, team building, conflict resolution, communications, blueprint reading, statistical process control, welding, workplace skill assessment, ISO training, AchieveGlobal (formerly Zenger Miller) and workkeeping skills. More information can be requested by e-mail at [training@morainepark.edu](mailto:training@morainepark.edu).

## Continuing Education Courses

Continuing education courses are offered at all campus locations and at instructional centers located in communities throughout the district. Course offerings assist learners to:

1. Prepare for new and challenging occupations.
2. Improve proficiencies to advance on the job.
3. Work toward an associate of applied science degree or technical diploma.
4. Pursue educational experiences that provide for personal growth and enrichment in nonoccupational areas.
5. Acquire or maintain professional certifications.

## Student Services

*Student Services employees are here to answer your questions and to assist you in making maximum progress toward achieving your educational goals. Services are provided in educational advising, counseling, assessment, registration, employment assistance, financial aid, accommodations, diversity relations, and a variety of activities and events in Student Life.*

## Academic Development

**Student Success Centers:** Student Success Centers offer free instructional services for students enrolled in occupational programs, for individuals who are preparing for enrollment in program courses or for individuals who want to improve their skills.

Services include:

**Skills Development:** The goal is to prepare for college entrance assessments and/or improve reading, writing, math and study skills.

**Skills Review:** The goal is to develop skills for students to succeed in current coursework.

For more information or to register for services, call the nearest Student Success Center:

Beaver Dam	920-887-4436
Berlin	920-361-3601
Fond du Lac	920-929-2108
Fond du Lac Job Center	920-926-1241
West Bend	262-335-5775

or visit us at [www.morainepark.edu/successcenter](http://www.morainepark.edu/successcenter).

## High School Equivalency Diploma (HSED) or General

**Educational Development (GED):** The goal is to prepare for the GED exam, which is required to receive a GED or an HSED. The GED exam consists of tests in writing, social studies, science, reading and mathematics. Moraine Park Testing Services administers the tests at scheduled times. Students pay a \$15 fee for each portion of the test taken.

**English Language Learning (ELL - formerly ESL):** Students whose first language is not English enroll in ELL classes to improve their reading, writing, speaking and listening skills.

Beaver Dam	920-887-4496
Fond du Lac	920-924-6339
West Bend	262-306-5302

**Career Center:** Assistance with career decision making and job search is available at the Career Center, located on each Moraine Park campus.

- Complete a variety of assessments to help identify interests, aptitudes, values and personality style.
- Explore Moraine Park Technical College career programs.
- Attend career exploration/decision classes.
- Use the career library of books, videos, computer programs and Internet resources.
- Obtain assistance in writing résumés, researching companies, improving interviewing skills and planning a job search strategy, including e-résumé resources.

## Testing Services

Moraine Park offers the following testing services:

- Administration and testing for GED/HSED
  - Adults (18 years 6 months of age or those whose high school class has graduated) qualify to sit for the GED certificate or the High School Equivalency Diploma (HSED).
  - GED tests are offered at scheduled times.
  - Tests cover general knowledge of writing, social studies, science, reading and mathematics. A fee is charged for each test.
  - Applicants must attend an orientation session, which includes explanations of equivalency options, reading and career assessments.

- The Wisconsin Department of Public Instruction issues the GED/HSED certificate to completers.
- Recommended preparation for the GED tests is free in any Student Success Center.
- Register for a GED/HSED orientation by calling:

Beaver Dam	920-887-1101
Fond du Lac	920-922-8611
West Bend	262-334-3413
	800-472-4554

- Proctoring ACCUPLACER for admissions and apprenticeship programs  
800-472-4554
- Assistance with Perception-based academic testing
- Administration and testing for Credit for Prior Learning by Exam

For more information, including schedules for testing services at the three campuses, call 800-472-4554 or go online at [www.morainepark.edu/testing](http://www.morainepark.edu/testing).

## Counseling

The professional counselors at Moraine Park Technical College understand personal issues, and stressors can adversely affect your ability to reach your personal and professional goals. The counseling staff can assist you in the following areas:

- Identifying personal and academic problem areas
- Balancing school, work and family; time management
- Managing stress and anxiety; coping with test anxiety
- Connecting you with other college or community services
- Short-term counseling for relationship problems, grief or loss, conflict resolution, self-esteem or other issues
- Learning how to communicate with instructors and other staff
- Short- and long-term academic, career and personal goal setting
- Alcohol, tobacco and other drug abuse education and referral
- Financial/budgeting problems
- Mental health education and referral
- Parenting education and referral
- Domestic violence/sexual abuse/rape education and referral
- Academic advising

We truly enjoy working with students and look forward to assisting you in having a first-rate educational and personal experience at Moraine Park.

Beaver Dam Counselor	920-887-4441
Fond du Lac Counselor	920-924-3199
West Bend Counselor	262-335-5874

## Diversity Relations Office

Services include:

- Meeting with perspective students.
- Assisting with the College admissions process.
- Serving as a liaison to Moraine Park and other community resources.
- Assisting in providing an orientation to College activities.
- Furnishing information on financial aid and minority scholarships.
- Offering personal advisement and referral services.
- Serving as a diversity resource.

- Coordinating cultural experiences to benefit the Moraine Park community.
- Assisting with homework.
- Providing ethnic resources (books, videos, magazines, tapes).
- Providing community and agency contacts and social support.

For more information, contact the Diversity Relations Associate at 920-924-6355.

## Student Employment Services Office

Moraine Park Technical College's purpose is to provide the educational program to prepare individuals for employment. Once skills are acquired, the function of the Employment Services Office is to coordinate and facilitate the individual's transition from college to work in the most effective and satisfying manner. The Employment Services Office strives to assist students and alumni in achieving career objectives by offering a full range of employment opportunities and by assisting individuals in presenting themselves effectively as job candidates.

**Who Is Eligible:** All Moraine Park students, alumni and other Wisconsin Technical College System graduates can utilize services provided by the Employment Services Office. Job search information and accessible job openings can be found on the Web at [www.morainepark.edu/studentemp](http://www.morainepark.edu/studentemp).

The following information is currently on the Web:

- TechConnect and Additional Job Search Sites
- Graduate Follow-Up Report
- Student Employment Reference Form
- Top 20 Median Starting Salaries
- Events
- Contact Us
- Job Search Assistance
- Internships

**Student Employment Reference Form:** This form can be used to request a written or verbal reference from your instructor. It is expected you will contact the instructor, in advance, to discuss your reference request and an agreement to provide this reference. You are responsible for providing this form to the evaluating instructor. It is recommended that the instructor keep this copy of authorization for his/her record.

**TechConnect:** TechConnect is the job information system for students and graduates. Current students can access and print job orders electronically on all three campuses. Students in their last semester of school or former graduates are encouraged to register with the Employment Services Office. All registrants have the opportunity to receive job listings through e-mail or postal mail. This service is available remotely off campus, via a Web site login, and renewable every six months.

**Equal Opportunity:** Faculty are encouraged to maintain positive working relationships with business and industry for the purpose of promoting job opportunities and job development activities that benefit Moraine Park students and alumni. Job openings resulting from these contacts are to be referred to Employment Services for processing in compliance with federal and state affirmative action and EEO laws.

Area employers may announce job openings with the Employment Services Office. All announcements are processed as public information and are subject to content editing. Equal access to all job announcements and information shall be provided to all.

**Graduate Follow-Up Study:** The faculty, staff and administration of Moraine Park Technical College are always interested in the progress of our students and graduates. A survey is sent out to graduates approximately six months after graduation. The results are published in the annual Graduate Follow-Up Report. The primary objectives of the survey are to identify the current status of the program graduates; to provide information to be used as tools in career awareness; and to provide data to facilitate program planning, evaluation and development.

### **Nontraditional Occupations (NTO)**

Nontraditional Occupations reflect a full and unrestricted career choice and equal employment opportunity for all, regardless of gender or race. Moraine Park's NTO specialist will provide a confidential self-assessment to help you decide if a nontraditional occupation is right for you. The specialist serves as a referral source to other Moraine Park's resources.

For more information, please contact the Nontraditional Occupations Specialist at 920-929-2477.

### **Students With Disabilities**

Moraine Park provides support services at all campus sites for students with disabilities. Services include information about Moraine Park programs and services, financial aid, campus tours, career exploration, assistance with application and registration processes, individual/group presentations, classroom/program visitations and linkages with community agencies. Staff includes specialists in transition, learning disabilities, academic support, deaf and hard of hearing, blind and visually impaired, among many others.

The *Transition Specialist* assists individuals with disabilities in exploring postsecondary training options and may assist in completing the enrollment process.

The *Learning Specialist* assesses needs, identifies learning strategies and assists in coordinating support services and accommodations such as:

- Test modifications – extended time, separate place, reader
- Taped textbooks
- Note takers
- Peer tutors
- Interpreters
- Assistance with test preparation
- Assignment clarification
- Other

#### **Steps to Accessing Services:**

- Make a request for services/accommodations to the Support Services Department a minimum of eight weeks before classes begin.
- Students requesting accommodations are required to submit medical or other diagnostic documentation of their disability prior to receiving services.

#### **Contact Support Services to Schedule an Appointment:**

Learning Specialist (Beaver Dam and Fond du Lac campuses)  
920-924-3196 or 1-800-472-4554

Transition/Learning Specialist (West Bend campus)  
262-335-5741 or 1-800-472-4554

Interpreters  
920-924-3361 (voice) or TTY 920-929-2109

Special Services Associate  
920-924-3192 (voice or TTY)

If at any time difficulties arise, contact the Learning Specialist at the appropriate campus.

## **Financial Aid**

Financial aid is designed to supplement the resources of the student and family who may otherwise not be able to afford to attend college. Financial aid can help with the difference between the cost of attendance and the Expected Family Contribution (EFC) as determined by the Department of Education. This is the student's unmet need.

Students must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after January 1 for the following school year. (The FAFSA asks for a school code. Moraine Park's code is 005303.) All applicants submitting the FAFSA will be considered for each type of aid for which he/she is eligible according to federal and state regulations.

Application for financial aid must be made for each academic year. The priority date for filing applications is April 1. Applications will be accepted after that date, with earliest applications being given first consideration.

Applicants must be accepted to an associate of applied science degree or a one- or two-year technical diploma eligible program and enrolled half-time (six credits) for certain aid programs. Enrollment status will be determined based on eligible credits enrolled in on the 15th calendar day of instructional semester or class start. Wait-listed and audited courses are not counted towards financial aid awards. Summer classes will not count in fall semester status. Additional information is available from the Financial Aid Office and from admissions specialists at all campuses.

### **Satisfactory Academic Progress Standards for Financial Aid Recipients**

Section 484 of the Higher Education Act, as amended, requires that in order to receive any federal student aid, you must maintain satisfactory academic progress in the course of study you are pursuing.

Your qualitative (grade) and quantitative (amount of courses completed) progress for purposes of the receipt of student financial assistance (grants, loans and work study) is evaluated every semester.

All coursework needs to be started and completed within the aid period of either fall, spring or summer. Your entire academic history is evaluated to determine whether or not you are maintaining satisfactory academic progress. This evaluation is done at the end of each semester or at the time an award is made. This evaluation is not affected by whether or not aid was previously received or whether you change programs.

The Federal Student Aid program regulations make no provision for the concept of academic amnesty or academic renewal.

### **Satisfactory Progress Standards**

Satisfactory academic progress for financial aid is defined as the successful completion of at least 75 percent of courses attempted as of the date of record or award date with at least a 2.0 grade point average and a cumulative GPA of 2.0 at the end of the second year.

GPA Calculations - A, B, C and NC grades are used in calculating your grade point average. W, AU, NR, NS, RP and I have no effect in GPA calculations and are not considered courses completed in determining course completion totals.

Repeat Courses - Repeat courses after January 2009 will be identified as the grade earned with a repeat indicator of RP next to the letter grade. All quality points awarded for the last attempt of a course are calculated in a student's GPA. Repeat courses taken prior to January 2009 will have a grade indicator of RP versus the previous symbol of @. The grade originally earned will not be reflected for these previously repeated courses.

Withdrawals - Credits dropped during the 100 percent and 80 percent refund period before the date of record are not counted as credits attempted. If credits are dropped during the 60 percent or 0 percent refund period after the date of record, the credits will be counted as attempted and not completed. No quality points are awarded.

Attempted Courses - Remedial, Developmental, Tech Prep and audited courses are not counted in attempted credits. Courses dropped during the 60 and 0 percent withdrawal time frame will count as courses attempted.

Eligibility - Transfer credits or credits attempted at Moraine Park will count toward the student's overall length of eligibility. Transfer credits are not evaluated in credit load; these are considered credits already earned. Consortium transfer credits will be evaluated as Moraine Park credits completed (grade report must be provided) but do not affect GPA.

### Maximum Semester of Eligibility

The maximum time frame students may receive federal and state financial aid cannot exceed 150 percent of the number of credits required to earn a degree. Examples:

Program of Study	Credits Required for Graduation	Total Fundable Credits
Accounting	71	107
Electricity	32	48

### Probation

You will be placed on academic probation for the next semester of your program if:

- You earn a cumulative or semester GPA below 2.0.
- Your cumulative or semester course completion total is below 75 percent of the classes attempted.

While on academic probation, you may receive financial aid, but you must be able to meet satisfactory progress at the end of your probation semester.

In order to continue receiving financial aid **after** a probation semester, you must meet both (1) GPA requirements and (2) course completion requirements as follows:

1. GPA Requirements
  - a. Semester or term GPA earned is at least 2.0 or higher
  - OR**
  - b. Cumulative GPA earned is at least 2.0 or higher
- AND**
2. Course Completion Requirement
  - a. Successfully completed at least 75 percent of classes attempted
  - OR**
  - b. Successfully completed the cumulative total number of credits required based on the total credits counted as attempted

If you are on probation because of an incomplete (I) grade and you later complete the class with a passing grade, it is your responsibility to contact the Financial Aid Office to request a reevaluation.

**Continued Probation** – If only 1a and 2a requirements identified above are met during probation (cumulative GPA and completion total are not met), the probation status will continue until a cumulative GPA and completion total are met, you graduate or the maximum credits of eligibility have been used.

**Off Probation** – If 1b and 2b cumulative GPA and completion rates are met as described above and after a probation term or semester, the probation status will be removed.

Course progress deemed unsatisfactory during the probation semester/term will suspend you from aid. You may be referred to a counselor for further assistance.

### Suspension

If you are on academic probation, you must achieve satisfactory academic progress at the end of the following semester/term to continue receiving aid. At the end of the second year, if the cumulative 2.0 GPA is not met, you will be suspended from receipt of financial aid.

If you completely withdraw after receiving aid or do not complete the program within the maximum credits of eligibility, you will be suspended from receipt of financial aid. If you have been suspended, you must meet reinstatement requirements. A change of program will not eliminate this requirement.

### Reinstatement

To regain eligibility for the subsequent semesters during the time of suspension, you must reestablish satisfactory academic progress.

Receipt of aid following the semester financed by you will depend on successful completion of attempted courses and achievement of a semester GPA of 2.0 or better for: (1) the number of credits as was previously carried during the last or probation semester, (2) all deficient credits or (3) the attainment of a 2.0 cumulative GPA due to suspension at the end of the second year.

### Extension of Eligibility

A student may be granted an extension of eligibility if they previously graduated and are now pursuing another program at the College. Their eligibility continues under the 150 percent time frame for the new program or, if they demonstrate mitigating circumstances, they request an extension of eligibility.

### Appeal of Financial Aid Suspension

If you do not agree with the suspension, you can appeal it in writing. Pick up an appeal form from the Financial Aid Office or print a copy from [www.morainepark.edu/financialaidforms](http://www.morainepark.edu/financialaidforms).

Once you navigate to this page, click the appropriate radio button for the correct form and applicable year.

Extenuating circumstances, beyond your control, related to your suspension status will be reviewed. The request must detail the circumstances and **must include third-party documentation** to substantiate the basis of the appeal.

If an appeal is granted, you will be notified in writing. You will be placed on continued financial aid probation and may be subject to additional criteria to be specified in the appeal approval letter.

If the appeal is denied, you will be notified in writing that the financial aid suspension will remain in place. You may appeal this decision by a written request for a hearing by the Financial Aid Appeal Committee within three days. The hearing deliberation shall be in closed session. The final decision will be communicated in writing to all parties concerned.

Partial withdrawals after the date of record and after the receipt of aid will not affect the amount of aid initially calculated; however, it will adversely affect your satisfactory progress evaluation as credits not completed.

Unofficial withdrawals documented by instructors will require refunds be calculated based on the last recorded date of class attendance or will result in suspension if withdrawal is from all courses after the refund period.

### Course Repeats

Failed courses (NC grades) can be repeated **once** for certain health and nursing related courses or **twice** for all other courses as long as all other progress standards continue to be met. Incomplete courses (I grades) cannot be counted in enrollment status if repeated.

### Credit for Prior Learning

Students receiving or planning to receive financial aid or veterans benefits are required to have prior education or training reviewed for transfer credit evaluation. These credits must be reviewed regardless if the fees for these courses were paid by the student or were funded by Financial Aid, Veterans or any other funding agency. The responsibility for evidence of credits received from other institutions rests upon the student. These credits are reviewed as stated in the Moraine Park Procedure #1TIO0101 Credit for Prior Learning.

**Federal Return of Title IV Funds Policy:** The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60 percent of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. This policy applies to all students who withdraw, drop out, are expelled or otherwise fail to complete the period of enrollment for which they were charged and who receive financial aid from Title IV funds.

### A student's withdrawal date is:

1. The date the student began the institution's withdrawal process or officially notified the institution in writing of intent to withdraw **or**
2. The midpoint of the period for a student who leaves without notifying the institution **or**
3. The student's last date of attendance at a documented, academically related activity.

## Financial Aid Programs

### Grant Aid

Federal Pell Grants  
Federal Supplemental Educational Opportunity Grants (SEOG)  
Federal Academic Competitiveness Grant  
Bureau of Indian Affairs (BIA)  
Wisconsin Grants  
Wisconsin Higher Education Grants (WHEG)  
Talent Incentive Program (TIP)  
Minority Grant Handicapped Grant  
Wisconsin Native American Grant  
Minnesota-Wisconsin Reciprocity Agreement

### Loan Aid

Federal Stafford Loan Program  
Federal Parent Loan for Undergraduate Student (PLUS)  
Wisconsin Nursing Student Loan Program

### Work Aid

Federal Work Study (FWS)

## Veteran Educational Assistance

**Veterans' Education Benefits Federal Educational Programs:** Montgomery GI Bill (MGIB), Selected Reserves (MGIB-SR), Reserve Educational Assistance Program (REAP), Veterans Educational Assistance Program (VEAP), Educational Assistance Program for Service Connected Disabled Veterans (Chapter 31), Survivors and Dependents Educational Assistance (Chapter 35) and Tutorial Assistance. Contact the VA Regional Office at 1-800-827-1000 for eligibility information.

**State Educational Programs:** National Guard Tuition Grant, Wisconsin G.I. Bill, Veterans Education Grant, Retraining Grant and Personal Loan Program. Contact the County Veterans Service Office in the county you reside for an application.

**Programs Approved:** Most programs of study at Moraine Park Technical College have been approved for veterans' benefits by the Wisconsin Education Approval Board. Eligible veterans should apply for educational benefits through their local County Veterans Office. To receive maximum benefits, a veteran must be enrolled full-time in an associate of applied science degree or technical diploma program (12 credits). Further information is available from the Financial Aid Office.

**Veteran Standards of Progress:** All veterans must continue to make satisfactory academic progress in their program. As required by the Veterans Administration Regulations, Moraine Park will report unsatisfactory progress in accordance with the information under the heading Academic Standards in this handbook.

A veteran may be certified only for courses and electives required for their specific program and must have prior education evaluated for transferred credits.

It is the responsibility of the student receiving veteran educational benefits to notify the Financial Aid Office of changes in enrollment status or withdrawal.

## Moraine Park Foundation and Community Scholarships

Moraine Park Foundation scholarship applications are available in each campus financial aid area, and they can also be found online at:

[www.morainepark.edu/foundationprograms](http://www.morainepark.edu/foundationprograms)

Information on the availability of local community scholarships can be found at:

[www.morainepark.edu/scholarships](http://www.morainepark.edu/scholarships)

## Registration

There are registration sessions for fall, spring and summer classes.

### Semester Designations:

June 1 to August 2 (summer)  
August 24 - December 21 (fall)  
January 25 - May 24 (spring)

Class start dates determine which semester the course is considered a part of. **August dates vary dependent on what the first Monday in August is.**

### Priority Registration

Priority registration is given to program students. Returning students in "program" sequence register first followed by "new" program students; youth options, precore, certificate and shared programs register prior to "open" registration. After completion of the program registration, registration is "open" to everyone. Classes are then filled on a "first-come, first-served" basis. All course prerequisites, corequisites or program restrictions must be met or instructor permission is attained.

If a class is filled, students may request to be placed on a class waiting list. This class waiting list is compiled on a "first-come, first-served" basis. If an opening should occur in the class, students on the class waiting list will be called sequentially. Students have 24 hours to respond. If students do not respond within 24 hours, the next person on the waiting list will be called. Please inform Registration if your contact information changes.

Moraine Park has identified certain courses as "high demand" and may use a program-ready model when determining registration priority.

The Academic Calendar (page 2) identifies the registration dates for each registration session.

### Registration Options

A student may register either:

- In Person
- By Mail
- Via Internet
- By Telephone

## Fee Information

### Payment of Fees

All fees are payable at the time of registration or another designated date. Registration is not complete nor are students permitted to attend classes until all fees are paid or an authorization to pay by a third party (i.e., Workforce Development, Financial Aid) is received. The College will take appropriate actions, including withholding of any services and refusal of registration, to collect debts owed the College. Official/unofficial transcripts will be released only upon full payment of the Moraine Park account balance.

### Deferred Payment Plan

The College shall provide standardized payment plan options to assist an individual in meeting their financial obligation with the College. A student in good financial standing with the College may apply for deferred payment of current registration charges. A deferred payment plan fee is established each semester it is used and must be paid with submission of application. The deferred payment plan may be rescinded if the individual fails to comply with the terms and conditions of the plan.

## Nonpayment of Accounts

**Past Due Accounts:** An account is past due when payment of the amount due has not been received by the close of business on the due date. A minimum grace period of five (5) working days will be allowed for payment. Failure to pay by that time will result in:

**Late Payment Penalties:** The amount of the late payment penalty will be established by the Registrar and the Vice President - Financial Management. Penalties for student account holders will be published in the Moraine Park Student Information Handbook. Penalties for nonstudent accounts will be assessed at 1.5 percent of the account balance per month.

**Holds:** Student Accounts: A hold will be placed on all past due accounts restricting future registration, grade reports, official/nonofficial transcripts or any other services.

**Denial of Credit:** The College may require advance payment of future services on accounts that have been previously referred for collection or following a loss that is the result of a bankruptcy discharge.

## Account Collections

If the account holder fails to respond to the courtesy contacts within 90 days of delinquency, the debt will be referred to an outside collection agency for further action. The College will utilize the National Recoveries, Inc., Transworld Systems, Inc.; Wisconsin Department of Revenue Tax Refund Intercept Program; or qualified collection agencies with which there is a valid contract. Information may be released, such as student payment history, student identification number and social security number, to its collection agents. In the event of such action, the student is responsible to pay all costs of collection, including reasonable attorney's fees, incurred by Moraine Park or its representatives in connection with the collection of the past due amount.

## Returned Checks/Electronic Drafts

A returned check/electronic draft is any check tendered to the College that is subsequently dishonored by the drawee bank. A penalty of \$30 will be charged to the student account on returned checks/electronic drafts of any nature, including non-sufficient funds and stop payment, whether written by the student or another party. The penalty may be waived if the check was returned in error from the bank (written confirmation required). The returned check/electronic draft must be paid by cash, certified check, credit card or money order.

## Stop Payments

Stop payment of a check does not constitute a formal drop/withdrawal from classes. For stop payments, there will be a returned check fee of \$30, and the registrant will be held liable for the fee.

*A copy of your schedule with an attached fee receipt serves as entrance to a class. A copy of a fee receipt is available in the Student Services Center. Fees quoted in this document are all subject to change without notice.*

**Application Fee:** A fee of \$30 is payable upon making application to a program. This fee is a one-time **nonrefundable** fee.

**Preadmissions Assessment Test Fee:** Individuals taking the ACCUPLACER Placement assessment test are charged a \$15 fee. This fee is **nonrefundable**.

**Program Fees:** In accordance with state legislation, students enrolled in courses that are part of an associate of applied science degree, technical diploma, adult and continuing education, certificate or apprenticeship program will pay program fees of \$101.40 per credit as established by the Wisconsin Technical College System. Avocational course fees are determined by the district board.

**Nonresident Fees and Liability:** By act of the Wisconsin State Legislature (Chapter 292, Section 38, Amendments), a nonresident fee is authorized and charged to all students who are not residents of Wisconsin, nor subject to reciprocal agreement with the Wisconsin Technical College System Board. Liability for payment of nonresident fees by all out-of-state and foreign students is the responsibility of the student.

**Determination of Residency:** The Moraine Park district must report annually the names and addresses of non-district Wisconsin residents enrolled. The Moraine Park district encompasses the areas of Dodge County, less the portion of the Oconomowoc, Watertown, Columbus, Randolph and Waterloo school districts; Washington County, less the portion of the Milwaukee, Cedarburg and Germantown school districts; Green Lake and Fond du Lac counties; plus the portion of the New Holstein school district in Calumet and Sheboygan counties, Berlin school district in Waushara and Winnebago counties, Ripon and Rosendale school districts in Winnebago County; Princeton school district in Marquette County; and Markesan school district in Marquette and Columbia counties. Student questions regarding district residency should be directed to the Registrar.

**Supplemental Fee:** A supplemental fee of five percent per credit is charged to all students enrolling in postsecondary courses at Moraine Park Technical College. The supplemental fee will partially subsidize district-wide programs in student health, student development and student life.

**Security Fee:** A \$.50 per credit fee is charged for all courses with a supplemental fee located on the Beaver Dam, Fond du Lac and West Bend campus locations. **This fee is generated to support security services provided at all three campus locations.**

**Laboratory or Materials Fees:** All courses are required to have a materials fee. Additional materials fee charges are based upon a state formula that takes into consideration the course requirements. All materials fees are payable at the time of registration.

**Liability Insurance:** Required of all students enrolled in Alcohol and Other Drug Abuse Associate, Barber/Cosmetologist, Child Care, Chiropractic Technician, Clinical Laboratory Technician, Electroneurodiagnostic Technician, Emergency Medical Technician, Health Information Technology, LPN to ADN Progression Track, Medical Assistant, Medical Billing Specialist, Medical Office Specialist, Medical Transcription, Medication Assistant, Nursing Assistant, Nursing – Associate Degree With a Practical Nursing Exit Point, Paramedic Technician, Pharmacy Technician, Phlebotomy Technician, Radiography, Respiratory Therapist, Surgical Technology, Veterinary Technician programs and certificates. A variable amount per credit is charged on all core courses within each program.

**Graduation Application Fee:** A graduation application fee of \$30 will be charged at the time a graduation application is received. A fee is submitted for every program requested. This is typically done in the semester the student anticipates completion of their program and is the student's responsibility to notify the records office of their intent to graduate. This fee will cover the cost of all graduation-related materials and activities.

**Criminal Background \$20:** Costs associated with acquiring a criminal background check from the Wisconsin Department of Justice and the Department of Health and Family Services for all the programs listed under liability insurance fee.

**Motor Vehicle Record Check \$20:** Required to obtain proof of a valid driver's license for the Electrical Power Distribution program for CDL training purposes.

**Textbook and Class Materials Fees:** The student purchases his/her own textbooks, modules and class materials as required.

**Credit for Prior Learning - Transfer of Courses:** Applicants may be awarded transfer credit for courses taken at other post-high school educational institutions. An official transcript is required for assessment. Credits transferred must be equivalent to a course in the curriculum area the student is entering. The maximum number of credits allowed for any course cannot exceed the local credit standard for a similar course of study. Grades of less than "C" will not be considered for credit evaluation.

Students who enrolled in Tech Prep Advanced Standing courses while in high school should see the Admissions Office to complete the proper paperwork for transfer.

A prospective student may also be awarded transfer credit for knowledge and skills gained via apprenticeship programs or other sources. The College Level Examination Program (CLEP) exams and other advanced placement subject exams will be considered for transfer credit upon submission of results.

**Credit for Prior Learning-Examination:** Proficiency examinations allow students to demonstrate knowledge and skills related to a particular course. Upon successful completion, students receive Moraine Park credit for a course. Exams are administered by appointment and require a \$30 processing fee. Thirty percent of the tuition value rate is charged per credit if exam is successfully completed.

**Credit for Prior Learning-Occupational Experience:** Students seeking credit for experience gained from occupations, military service and other learning experiences must request an evaluation and pay a \$30 processing fee. Documentation is collected for evaluation by appropriate faculty member/dean. Thirty percent of the tuition value rate is charged per credit if credit is awarded.

**Residency at Moraine Park:** To be eligible for an associate of applied science degree, diploma or certificate, students must earn one-fourth (25 percent) of the credits required in the program sought at Moraine Park Technical College.

## Withdrawal-Refund Policy

Except in case of cancellation or discontinuance of courses, every student must request a refund within the stipulated time period. Duration (length) of a course is used to determine potential refunds. Duration includes all calendar days between start and end date of a course.

1. 100% Refund:
  - a. If the District cancels a course, 100% of student fees will be refunded.
  - b. If a student applies for a refund before the first class meeting, 100% of student fees will be refunded.
2. 80% Refund:
  - a. If a student applies for a refund before or at the time 10% of the course's potential hours of instruction have been completed, 80% of student fees will be refunded.
3. 60% Refund:
  - a. If a student applies for a refund after 10% but before more than 20% of the course's potential hours of instruction have been completed, 60% of student fees will be refunded.
4. 0% Refund:
  - a. If a student applies for a refund after 20% of the course's potential hours of instruction have been completed, 0% of student fees will be refunded.

**Financial Aid Students:** Return of Federal Funds Policy: Any student who receives Federal Title IV Financial Aid under the Higher Education Act, and withdraws from all courses on or before the 60 percent period of time for which fees have been paid, will have to repay a proportional part of federal aid based on the Department of Education's formula.

Events and fee payment are subject to change without notice.

## Withdrawal (Course Add/Drop) Policy

Students who wish to add or drop classes, change sections of a class or withdraw from school must complete the appropriate add/drop form available in the Student Services Office during the appropriate time span. Withdrawals will appear on a transcript.

Except in open-ended classes, students may not add an associate of applied science degree or diploma class after the start date without instructor's approval. Addition of a class after 11 percent of the instructional hours are completed is discouraged. All classes added after 11 percent of class hours are completed and approved by the faculty instructor will be reviewed by the Registrar for final approval and processing.

Open-ended courses require a declaration of a predetermined start date. Students who do not begin the course on the date declared are not eligible for a full refund; withdrawal/refund calculations are made as described above based on declared start date of the course.

A student may transfer 100 percent of fees from a dropped class before five percent of the courses instructional hours are completed if the class added is requested at the same time that the drop occurs.

**NOTE: Students who do not attend the first class meeting will be reported by the instructor and receive a No Show (NS) grade. Students are responsible for all tuition and fee amounts due.**

If a student attends a class and discontinues attendance and does not formally withdraw, they will receive an "NC" grade on their transcript. Students are responsible for all tuition and fee amounts due.

Students may drop ASSOCIATE or APPLIED SCIENCE DEGREE or DIPLOMA classes up to the time 80 percent of the class is completed. Classes may not be dropped after 80 percent of the class is completed and students will receive an NC grade for the course. The drop date shall be the date upon which the student officially initiates a course drop or withdrawal process.

## Refunds

Refund checks for all fees paid by cash, check or credit card will be issued from the District Business Office within approximately 21 days, depending on when the withdrawal is processed. All checks will be mailed to the student's address on file with registration.

Money will not be refunded if a student has an outstanding debt owed to the district. The amount to be refunded will be applied to the student's debt.

Student refunds are processed on Mondays during summer hours and Tuesdays during the school year. Financial Aid refunds will be processed on Wednesdays during the summer hours and Thursdays during the school year.

## Hold Policy

A **hold** may be placed on a student's record for lack of payment or other financial and/or disciplinary reasons. A student that has a **hold** loses student privileges until such time as the **hold** is removed or arrangements have been made with either the Registrar or Business Office. Students with **holds** cannot register for classes, order and/or have transcripts sent, attend class or have other privileges normally associated with being a student.

## Students 16 Years of Age and Younger

Students under 16 years of age and their parent/guardian must complete a "Request to Attend Classes" form. We will require that the parent and/or guardian also enroll and attend the class as a "regular" member of the class. If the class occurs during regular K-12 school hours, the school district must also complete their portion of the form and approve the student's participation.

## Registrar's Office

### Grades

Grading procedures and standards of evaluation are presented to students at the beginning of a course by the instructor.

### Grade Definitions

Transcripts printed after May 2009 (new format implemented) appear as follows:

Grade Letter	Grade Points Per Credit
A	4
B	3
C	2
N/C – No Credit	0
P – Passing	No Effect

### Other Symbols in Grade Columns

AU	Audit
E	Credit for Prior Learning - Exam
I	Incomplete
M	Moraine Park Substitution
NR	Course Grade Not Yet Reported
NS	No Show
O	Credit for Prior Learning - Occupational
RP	Repeated Course (prior to January 2009)
*RP	Earned Grade (*)/Repeated Course (after January 2009)
T*	T-Transfer Course With Earned grade (*)
W6	Withdrawal after 11% to 20% of the instructional hours is complete
W	Withdrawal after 20% of the instructional hours is complete

**No Credit:** An "NC" grade is given if a student does not meet minimum competency requirements for a given course. Any course for which an "NC" grade is received must be taken at a later date for the student to receive any credit toward graduation.

An "NC" will be computed as a zero (0) in the GPA calculation. If the course is repeated, a repeat indicator of RP will reside next to the previously earned NC grade. The last attempt of a course will be included in the GPA calculation.

**Incomplete:** An Incomplete ("I") grade can be issued in situations where the instructor knows the student was doing satisfactory work and extenuating circumstances prevented the timely completion of coursework. The "I" will become a passing grade upon successful completion of the coursework or will be submitted as an "NC" if the work is not complete within the time period arranged with the instructor or prior to the following term ending, whichever comes first.

**Pass (P):** A “P” is primarily used in noncredit classes. When a “P” grade is used in a credit class, it represents attempted, earned and passed credits and has no effect on a GPA calculation.

**Audit:** A student wishing to audit a class must register before the first scheduled class session and pay all required course fees. An auditor must meet attendance requirements and is entitled to participate in the classroom activities and complete assignments but is not required to take examinations. The audited course appears on the student’s transcript as “AU.”

Students age 60 or over may audit associate of applied science degree classes, but they are not required to pay program fees. They are responsible for all other fees.

**Grade Point Average (GPA):** The grade point average equals the sum of the grade in each course (where A is equal to 4, B is equal to 3, C is equal to 2, and NC is equal to 0) times the number of semester hour credits for that course, divided by the total number of semester hour credits. Example: A = 4 quality points (QP) per credit; an A in a 3-credit course = 12 quality points (QP); B = 3 QP x 3 credits = 9 QP. A student with one A and B grade has 21 total QP; this is divided by 6 total credits to equal 3.5 GPA calculation. Courses that receive a grade of “P” are not included in the total semester hour credits when computing grade point average. Courses with a grade of “NC” were not included in the GPA prior to academic year 1982-83.

## Academic Honors

### Phi Theta Kappa (PTK)

Honor society members are selected for induction once a year if they achieve an overall 3.5 cumulative GPA and have 12 or more credits completed in an associate of applied science degree program at the time they are inducted. Members must maintain an overall cumulative 3.5 GPA to sustain membership. If a student falls below required GPA, membership will be rescinded in accordance with Phi Theta Kappa Chapter by-laws.

### High Honors and Honors

Students who achieve final cumulative grade point averages (GPA) between 3.75 and 4.0 will receive high honors. Students who achieve final cumulative grade point averages between 3.5 and 3.74 will receive honors.

### Cumulative GPA includes grades for all courses completed.

Honors designations, including PTK, will be printed on the diploma and transcript.

## Verification of Student Enrollment Status

To verify the enrollment or graduation status of a student in a given semester, the College guideline is as follows:

**Fall and Spring Semesters:** Full-time status = 12+ credits  
Half-time status = 6 credits  
Part-time status = less than 6 credits

**Summer Semester:** Full-time status = 6 credits  
Half-time status = 3 credits  
Part-time status = less than 3 credits

**Repeat Course:** Failed courses (NC grades) can be repeated once for certain health and nursing related courses or twice for all other courses as long as all other progress standards continue to be met. The grade reports will read NC/RP, and the last attempt at a course will affect the cumulative grade point average.

**Withdrawals:** Specific W grades identified in the grading scale will be issued for all course withdrawals (drops) that are initiated by the student.

After 80 percent of the course’s instructional hours are completed, a student is not able to withdraw and will receive an NC grade in the course.

**Prerequisite:** Students who enroll in courses with prerequisite requirements must earn a grade of “C” or better in the prerequisite course. Students who have not met the course prerequisite may be asked to withdraw from the class without a refund.

**Grade Change Procedure:** A grade change for a student may be made by the instructor for one grading period following the completion of the course; e.g., if the class was a six-week class, the grade change may be made during the next six weeks by the instructor. If it is an 18-week course, the instructor could make the change within the next 18 weeks under their signature. After one grading period has passed, a grade may still be changed within one year by the instructor if the grade change is also approved by that instructor’s supervisor. After one year, no grade change is permitted. The grade change document with appropriate signature(s) should be submitted to the Registrar’s office and will be placed in the student’s academic record.

## Final Grade Appeal

### Rationale

The purpose of the final grade appeal process is to provide a vehicle and structure for students to appeal final course grades. The grade appeal procedure only applies to final grades and not individual graded assignments.

Faculty members have the authority to establish course requirements and standards of performance within the college’s established curriculum process. It is the responsibility of the faculty to articulate and communicate course requirements and grading standards to students at the beginning of each course. Instructors must apply all grading criteria uniformly and in a timely manner. Final grades submitted to the Registrar’s Office are presumed to be accurate and final.

All final grade appeals must be initiated by the student within thirty calendar days of the grade report being issued (mailed to the student).

Mailed grade reports have been discontinued. Students can access and view grades via the self-service student data system feature to view grades or request an official transcript.

### Grounds for Final Grade Appeal

- The assigned final course grade was based on reasons other than announced or established criteria and standards for the course.
- The assignment of the grade was based on factors other than student’s achievement/performance (i.e., prejudice or discrimination).
- Inconsistently applied standards for evaluation of student academic performance.
- The instructor failed to notify students clearly and promptly of the criteria for grade determination.

Grades given as a result of academic dishonesty cannot be appealed under the grade appeal procedure but are made under the provisions of the Academic Student Conduct Procedure.

If a student believes that the grade is based on unlawful discrimination or sexual harassment, as defined in the College’s procedures, the student should proceed under the procedure for Affirmative Action and Equal Opportunity Policy.

### Informal Process

If the student believes the final grade reported is inaccurate, the student must contact the Registrar's Office. The Registrar's Office will verify the correct final grade. If an input error has occurred, the Registrar's Office will enter the correct grade.

The student must complete the Final Grade Appeal form located at the Registrar's Office to begin the appeal process. Final grade appeals should be resolved informally between the student and instructor. A student who believes he/she has been assigned an improper final grade must meet with the instructor and, together, review the grading procedures used to determine the grade assigned. This meeting may occur in different formats including face to face, online, by telephone or IP.

If the instructor cannot or refuses to take part in the informal process and if the student is still dissatisfied with their interactions, the student may initiate the Formal Grade Appeal Process.

### Formal Process

**Academic Dean:** Within **14 calendar days** after meeting with the faculty member, the student may appeal to the Academic Dean. The Academic Dean is the person who is responsible for managing the particular course.

The student must provide, in writing, relevant evidence that supports the argument that the final grade was assigned meeting a criteria established in the Grounds for Final Grade Appeal section.

The Dean will review the material submitted by the student. The Dean will meet individually with the student and the faculty member, or they may choose to meet with them together, in an attempt to resolve the grade.

The Dean will communicate, in writing, to the student the determination of the discussion(s) and determine if the submitted material meets criteria in the Grounds for Final Grade Appeal section. The faculty member will receive a copy of this communication.

The Dean will communicate the decision to the student within **14 calendar days**.

### Appeal to the Vice President - Academics and Economic Development:

Upon receipt of the decision of the Dean, the student may appeal the decision to the Vice President - Academics and Economic Development within seven calendar days. The appeal must be in writing and address and provide relevant evidence that supports that the grade was issued meeting one of the criteria in the Grounds for Final Grade Appeal section.

The Vice President - Academics and Economic Development will review the information provided by the student. The Vice President - Academics and Economic Development determines if the information/documentation meets one of the criteria in the Grounds for Final Grade Appeal section. The Vice President - Academics and Economic Development, within seven days, may decline to refer the appeal to the Review Board for insufficient cause to precede or appoint a Review Board for consideration and review. The decision will be communicated, in writing, to the student.

**Review Board:** The Review Board shall be selected by the Vice President - Academics and Economic Development from a pool of staff who will be trained regarding college appeals procedures. Students will be selected by the Registrar from a pool of students.

Membership for a final grade review includes:

- Executive Dean who is not from the academic area where the appeal is initiated from. The Executive Dean will chair the Review Board.
- Three faculty members.
- Two students.
- One staff member.

The Review Board will notify the student, the faculty member and the dean involved in the final grade appeal process in writing of the purpose, time and place of the meeting. Such notification shall be given to all parties at least **five (5) working days** prior to the meeting time.

A recorder will be appointed. The Registrar or designee will provide procedure and process support to the Review Board.

The review shall be informal, and it is a closed meeting.

The Review Board, recorder, Registrar or designee, student, faculty and their respective support person shall remain in the room. All other parties called will only remain in the room during their testimony.

The Chair shall advise the parties of the reason for the hearing. The student will be allowed to present his/her evidence first, followed by the presentation of the faculty member.

A quorum required to conduct the review will consist of at least the Chair, two faculty members and one student in attendance.

The Review Board will not be bound by common law or statutory rules of evidence and may admit evidence having a reasonable value.

The student and instructor may each have one person of their choosing present during the meeting(s) for support. This support person will not be permitted to speak for, or otherwise act as an advocate for, the student or instructor. The student and faculty member will be able to question witnesses and present evidence and witnesses in his/her behalf.

The student, by requesting this review, waives his/her right to the confidentiality of information and grades for the class in which the review has been filed. Previous educational records, including the transcript, will not be available to the Review Board. The Review Board will make its decision solely on the basis of the student's information for the particular class.

After hearing all information, the Review Board will discuss in private. The Review Board may request that the Registrar remain in the room to address procedure and/or process questions.

Upon completion of the deliberations, the Review Board shall vote by secret ballot to approve or not approve a change of grade. Ballots will be counted both by the chairperson and the recorder. In order for the Review Board to change the final grade, four (4) members must vote for the change. Abstentions will not be counted in the vote.

The standard for review shall be a preponderance of the evidence. The student must establish that the final grade met one of the criteria in the Grounds for Final Grade Appeal section.

The Review Board shall deliberate and determine the following:

- Support the original final grade
- Recommend a reevaluation of the final course grade by the instructor
- Designate an alternative grade

The Chair of the Review Board will prepare written findings of fact and a written statement of the decision of the Review Board. The decision will be forwarded by certified mail to the student within 14 calendar days of the hearing. A copy will be forwarded to the faculty member.

The Chair will forward all documents and pertinent information pertaining to the review to the Vice President - Academics and Economic Development.

The decision of the Review Board is final.

**Course Status Change:** A student registered for credit may not change to audit nor may a student registered for audit change to credit.

**Continuing Education Units (CEUs)** have no direct transferability into curricula measured in academic credits—a standard measure for the amount of subject matter to be studied in pursuit of technical diploma or associate of applied science degree courses. Therefore, courses or activities taken for CEUs may not be converted to credit.

One CEU will be awarded for each ten hours of direct contact participation in eligible continuing education experiences. Evaluations of performance in CEU courses will not be calculated in the GPA.

Continuing Education Units for courses (but not activities) successfully completed will appear on the transcript as a separate level of study. CEU courses are awarded a pass or fail grade on a transcript.

**Grade Reports:** Grade reports are no longer mailed individually to students. They are accessible through Banner self-service or an official transcript can be requested through the Registrar's office.

### Transcript of Courses

A transcript of the entire academic record at Moraine Park Technical College may be obtained by making a written request to the Registrar's Office at the Fond du Lac campus. Transcript Request forms are available at all Registration Offices and online at [www.morainepark.edu/transcripts](http://www.morainepark.edu/transcripts). A \$6 fee is payable for each transcript requested. On-demand transcripts are issued for a \$10 fee and available only at the Fond du Lac campus location. Transcripts are not released if the student has financial obligations to Moraine Park.

### Graduation Rate (IPEDS)

**Full-Time Program Student: A majority of Moraine Park Technical College students attend on a part-time basis; therefore, they are not included in this group or calculation.** This report is made to comply with the Student Right to Know legislation, which shows the graduation rate for full-time associate of applied science degree and technical diploma program students. Students included in this calculation consist of first-time, full-time students. The calculation is based on students graduating within 150 percent of their program time frame; i.e., a two-year associate of applied science degree student would have three years to graduate and a one-year technical diploma student would have one and one-half years to graduate.

The following criterion is used in establishing the student group:

- Associate of applied science degree or technical diploma program students
- Full-time program students (12 or more credits)
- Program students who started in the fall semester
- Program students who have not previously taken a course at Moraine Park (first-time students)

### IPEDS Graduation Rates

This rate is calculated as the total number of completers within 150 percent of normal time divided by the revised cohort minus any categories of allowed exclusions.

Data is collected on the number of students entering the institution as full-time, first-time, degree- or certificate-seeking undergraduate students in a particular year (cohort) by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; and the number who transfer to other institutions if transfer is part of the institution's mission. (Since preparing students to transfer to another college is not part of our mission, transfer students are not separated from the cohort for IPEDS Graduation Rate calculations.)

Collection Year	Cohort Year for Graduation Rate	Graduation Rate (%)
2001-2002	1998	47%
2002-2003	1999	39%
2003-2004	2000	41%
2004-2005	2001	43%
2005-2006	2002	46%
2006-2007	2003	42%
2007-2008	2004	TBD

Source: Federal IPEDS

Additional information is available by contacting the Registrar for a number and percentage breakdown for Moraine Park Technical College associate of applied science degree and technical diploma programs.

### Graduation

Upon the recommendation of the Registrar's Office and by virtue of the authority vested in it, the Moraine Park Technical College District Board may confer the associate of applied science degree, technical diploma or certificate to students who have satisfactorily completed the following:

- > The required occupational specific, general education and elective courses
- > The program exit assessment requirements
- > The Graduate Application form with \$30 application fee for each degree sought
  - Students who wish to process in the annual May graduation ceremony must apply for graduation before the March deadline in that academic year. More information available on the Web site at <http://www.morainepark.edu/commencement>.
- > All financial obligations to Moraine Park
- > A student must achieve a cumulative grade point average of 2.0 or better or a 2.0 grade point average in all attempted credits required in the program
- > Students **who are in their last semester of courses towards any program sought** or who have one concluding course for the summer

## Guaranteed Retraining

Moraine Park Technical College affirms that education and training offered by the College is designed to enable eligible persons to acquire the occupational skills training necessary for full participation in the workforce.

To further assist graduates in obtaining job-entry competencies, Moraine Park guarantees up to six 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. This is effective for students who have entered since the fall of 1993.

To be eligible, graduates must certify, in writing, to the Registrar the following:

1. They have not secured employment in the occupational field in which they received their degree or diploma.
2. They have actively pursued employment in their occupational field.
3. They have not refused employment in their occupational field or in a related field.
4. They have actively sought the assistance of the College's Employment Services Office.
5. Within ninety (90) days after their initial employment, the graduate's employer certifies to the Registrar that the graduate lacks entry-level job skills and specifies, in writing, the specific areas in which the graduate's skills are deficient.

Program and material fees are covered by this policy. The graduate is responsible for all other expenses. 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 Moraine Park and be currently scheduled for the general public. Courses will be provided on a space-available basis. Once a graduate accepts a position in their program or related area, they are no longer eligible for this guarantee.

## Student Records and Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) identify certain students' rights with respect to their education records.

### Academic Records

The Registrar is the custodian of student records and is responsible for the administration of compliance with the Family Education Rights and Privacy Act of 1974 (FERPA).

A permanent record of all student courses, credits and grades earned is kept in the Registrar's Office. Students are encouraged to review their record of courses, credits and grades for all work completed and check from time to time to see that their records agree with that of the school. Copies of the permanent record are available to the student upon written request, or students can view their information at various student kiosks throughout the campuses.

## Annual Notification of Rights Under FERPA

The College will notify students of their rights under FERPA on an annual basis. This annual notification will be available on the College's Web site.

The notification will include definitions of key FERPA terms including:

- Directory Information
- Education Record
- Sole Possession Record

Students retain the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

### Definition of Educational Records

"Educational Records" means any record (in handwriting, print, tapes, film, computer or other medium) maintained by Moraine Park Technical College directly relating to a student or students. This record can contain a student's name or students' names or information from which an individual student, or students, can be personally (individually) identified. Personally identified means data or information that includes:

- The name of the student, the student's parents or other family members
- The student's campus or home address
- A personal identifier, i.e., social security number or student number
- A list of personal characteristics or other information that would make the student's identity easily traceable

Educational records can include, but are not limited to, the following examples—academic records, billing information, acceptance letters, application, registration forms, etc.

### An educational record is not:

- "Sole possession notes" – These are personal notes and are made by one person as an individual observation or recollection. These notes are not shared or viewed with another person or group.
- Employment records.
- Medical and counseling records used solely for treatment.
- Financial records of parents.
- Confidential letters and statements of recommendations placed in records prior to January 1, 1975.
- Confidential letters and statements of recommendations for admission, employment or honorary recognition placed in records after January 1, 1975, for which students have waived the right to inspect and review.
- Records that contain only information about a person after that person is no longer a student at this institution (e.g., information gathered in follow-up surveys or for alumni and foundation purposes).

### Student

A student is any individual who attends or has attended the College. "In attendance" means a student who is or has been enrolled in a class. This term does not apply to an individual who never attended the College.

### Student Permanent Record

The student's permanent record is kept on either microfiche or scanned onto CD Rom (1996+). An Official Transcript, which is electronically stored, is also considered a part of the permanent record.

## Access to Student Information

### Legitimate Educational Interest

For these purposes “legitimate educational interest” shall mean an educationally related purpose that has a directly identifiable educational relationship to the student involved and underlies the request. The following criteria shall be taken into account in determining the legitimacy of a College official’s access to student records:

- The official must seek the information within the context of the responsibilities that he or she has been assigned.
- The information sought must be used within the context of official College business and not for purposes extraneous to the official’s area of responsibility or to the College.
- The information requested must be relevant and necessary to the accomplishment of some task or to making some determination within the scope of College employment.
- The task must be determined to be consistent with the purposes for which the data are maintained. Requests related to institutional research and studies are subject to this criterion.
- Disclosure to a school official having a legitimate educational interest does not constitute institutional authorization to transmit, share or disclose any or all information received to a third party. An unauthorized disclosure of personally identifiable information from the education record of the student is prohibited.

### Directory Information

The College, in accordance with the Act, has designated the following categories of information as “public” unless the student chooses to exercise their right to have all or any of this information withheld. Information listed in this section may be released unless specifically withheld by the student.

1. Student’s name
2. Local and permanent home address
3. Telephone number
4. Date and place of birth
5. Program of study
6. Dates enrolled
7. Dates of attendance for completed courses
8. Matriculation date (date entered program)
9. Withdrawal dates or date of death
10. Types of degrees and diplomas—dates granted
11. Most recent prior school attended
12. Participation in officially recognized activities
13. Collegiate photo ID
14. Collegiate e-mail address

Students may withhold directory information by notifying the Registrar. The student must make a formal request and complete and file the Request to Withhold Student Information form in student services. Unless revoked by the student, the withholding of information will remain in effect indefinitely.

### What does it mean to withhold “directory information”?

Moraine Park receives many inquiries for “directory information” from a variety of sources including friends, parents, relatives, prospective employers, colleges, honor societies, licensing agencies, government agencies and news media. Please consider very carefully the consequences of any decision by you to withhold directory information. If withheld, enrollment verifications are not processed until consent is given by the student.

Example: If a request is made to withhold information, Moraine Park could not release a student’s current address and phone number, program of study nor degree conferred to a prospective employer requesting this verification.

### Restricted Information

The College has designated certain student information as “restricted or referable information.” This information will only be released with the student’s written consent (\*see exclusions below). Restricted or referable information includes:

1. College identification number and/or Social Security Number
2. Resident/tuition status
3. Marital status
4. Married names or previous name
5. Parent’s name and address
6. High school units
7. Transfer credits
8. Courses completed
9. Grades, credits earned and grade points
10. Grade point average—rank in class
11. Courses in progress—current class schedule, credit load
12. Attendance records in progress/performance scores
13. Academic actions (decisions)
14. Advisor’s name
15. The fact that current disciplinary action applies
16. Racial status
17. Foreign student and type of visa

### Release of Information

Records are not released to parents of students without consent of the student. Restricted or referable and directory information (even if student has withheld information) may be released without student consent to the following:

1. Moraine Park Technical College faculty and staff on a need-to-know basis and have a legitimate educational interest
2. Higher Education Aids Board or agencies providing financial aid
3. Agencies providing or considering providing financial assistance to the student, such as the Division of Vocational Rehabilitation and the Veterans Administration, if information is necessary to determine eligibility for, determine amount of, or condition for aid or to enforce terms and conditions of aid
4. The State Board of WTCS as part of the process of securing state funds
5. Courts or legal officers on the basis of a subpoena
6. Properly authorized educational authorities for the purpose of research, provided that the information is not given in persona identifiable format
7. Information received from the state on registered sex offenders as per Megan’s Law
8. Agencies where collection of a debt owed to Moraine Park Technical College is involved
9. State and local officials to whom disclosure is required by state statute adopted prior to November 19, 1974
10. Accrediting organizations carrying out their accrediting functions
11. Persons in an emergency, if the knowledge of information in fact is necessary to protect the health and safety of the student or other persons
12. Any official of another school where the student seeks or intends to enroll
13. The Comptroller General or Secretary of Education of the United States

## Release of Student Lists

Student lists and directories, including lists with addresses and telephone numbers are not published. Military branches of service may receive student list information of currently enrolled students as per Solomon Amendment. A Solomon Amendment request must be in writing stating that the information requested is for "recruitment purposes only."

## Record Review Process

### Inspecting Educational Record

Students may review their own educational record by contacting the Registrar's Office to schedule an appointment. A 24-hour notice is required. The Registrar will be in attendance at this appointment and explain the various educational record elements to the student. Students will be informed that all contents of the educational record are the property of Moraine Park Technical College and that they are not authorized to unilaterally remove materials from, add materials to or copy records themselves.

The student may insert a statement in their record to explain any such material from the student's point of view. The student may also make a formal request to challenged information contained in the educational record.

### Correcting Educational Records

A student may challenge any information contained in their "educational records" they believe to be inaccurate, misleading, inappropriate or a violation of their privacy rights. This right does not extend to reviewing grades unless the grade assigned by the student's instructor was inaccurately recorded in the records.

The student must make a request in writing to amend a record to the Registrar's Office. A student must identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of their privacy rights. Any supporting documentation is also submitted to substantiate the request. The Registrar will schedule a meeting with the student at a mutually agreed upon date and time. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the request to amend the student's educational records.

The Registrar will make the determination to comply or deny the request. In either case, the Registrar will notify the student, in writing, of the decision. The notification will include a summary of the evidence presented, the reasons for the decision and the right to appeal the decision to the Dean of Students. The student has five business days to request an appeal of the decision.

### Appeal

The appeal will consist of written exceptions to the findings of fact, decision or disciplinary sanction.

The Dean of Students will schedule an individual meeting within ten calendar days of receipt of the student's request. At the meeting, the student will have an opportunity to file additional documentation and present oral arguments.

The Dean of Students will prepare a written decision based solely on the evidence presented at the meeting. The decision will include a summary of the evidence and the reasons for the decision. The decision of the Dean of Students is final.

If the Registrar or the Dean of Students decides that the challenged information is inaccurate, misleading or in violation of the student's right of privacy, the record will be amended and the student will be notified, in writing, that the record has been amended.

If the Registrar or the Dean of Students decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, the student will be notified that they have the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained apart of the student's educational record as long as the contested portion is maintained. If the contested portion is disclosed, the student's statement will also be disclosed.

### Student Record Services

The College will withhold all student record services to students who have outstanding financial obligations. Services to be withheld include: issuance of an official and unofficial transcript; certification of enrollment; verification of degrees; and release of educational records, copying of educational records and registration for future terms/semesters. Services will be withheld until all encumbrances are satisfied.

However, students may review and inspect their educational record at any time.

### Requesting a Copy of Student Record

Students may request a copy of their educational records for themselves or authorize their release by a written request and/or waiver to release such records. An administrative and/or copying fee is assessed for student records as per procedure 3OPG0201 (Public Records Procedure).

## Student Life

Getting involved in Student Life at Moraine Park provides, students an opportunity to meet people, make new friends, develop leadership skills, network among other Technical College students, have fun while attending school and more! Student government, student clubs, statewide and national skill competitions and many different types of activities and events on our campuses allow you to gain even more from your college experience.

## Student Government

Student Government at Moraine Park Technical College provides students a place to share their opinions on college issues and provides opportunities to get involved in college life. Participation encourages the development of leadership skills, as students work with each other, act as liaisons amongst the student body and interact with faculty and the administration in the promotion of student rights.

Student Senates are established at each of Moraine Park's campuses to provide individualized attention to campus issues and activities. The District Student Government (DSG) consists of members from each of the campus senates and meets to address college-wide student issues. The Student Senates and District Student Government both work to promote the formation of student clubs throughout the College. Using supplemental fee dollars, all levels of student government provide social, cultural and educational opportunities for students using activities and programming concepts.

Moraine Park Technical College is also a member of the Wisconsin Student Government (WSG) and Career and Technical Student Organizations (CTSO). WSG consists of student representatives from all 16 of Wisconsin's technical colleges. CTSO provides opportunities for students to participate in leadership activities and skill competitions specific to their program career field. It also enables students to network with other students throughout the state.

Through participation in Student Government, students gain a working knowledge of Parliamentary Procedure; however, a very personal atmosphere is maintained.

### **Student Senate Advisors/Student Involvement Specialists**

Beaver Dam Advisor: Lisa Manuell, K-330  
(lmanuell@morainepark.edu)

Fond du Lac Advisor Adam Ninmann, A-107  
(aninmann@morainepark.edu)

West Bend Advisor: Bradley Mitchell, L-142  
(bmitchell@morainepark.edu)

District Student Senate (DSG) and Wisconsin Student Government (WSG), Dean of Students (rbarnhouse@morainepark.edu)

Consisting of representatives from each of the campus clubs, as well as members-at-large, the Student Senate provides a voice for the Moraine Park student body on important issues facing students and coordinates social, cultural and leadership activities for the campus.

## **Student Organizations**

Student organizations are available to any student attending Moraine Park and offer you amazing opportunities to explore your field, while getting to know fellow students at Moraine Park. Attending conferences, participating in competitions and working on service projects are just a few of the ways joining a club can add to your college experience. Have a question about any of the groups listed below, or want to know how you can start up a new club? Send an e-mail to the respective club advisor, or get in touch with the Student Involvement Specialist on your campus today!

### **Alcohol and Other Drug Awareness Club**

Fond du Lac Advisor: *Jerome VanKirk* (jvankirk@morainepark.edu)

### **Auto Technician Club**

Fond du Lac Advisor: *Timothy Moy* (tmoy@morainepark.edu)

### **Chiropractic Tech Club**

West Bend Advisor: *Dr. Liz McLean* (emclean@morainepark.edu)

### **Civil Engineering Technology Club**

Fond du Lac Advisor: *Larry Kent* (lkent@morainepark.edu)

### **Clinical Lab Technicians Club**

Fond du Lac Advisor: *Linda Bau* (lbau@morainepark.edu)

### **Corrections Science Club**

Fond du Lac Advisor: *Christine Jaglowski*  
(cjaglowski@morainepark.edu)

### **Culinary Arts Club**

Fond du Lac Advisors: *Tom Endejan and James Simmers*  
(tendejan@morainepark.edu, jsimmers@morainepark.edu)

### **Electrical Power Distribution Club**

Beaver Dam Advisor: *Bill Ferguson* (wferguson@morainepark.edu)

### **Electricity Club**

West Bend Advisor: *Paul Schumacher*  
(pschumacher@morainepark.edu)

### **Graphics Club**

Fond du Lac Advisor: *Mike Kniess* (mkniess@morainepark.edu)  
West Bend Advisor: *Dan Wangerin* (dwangerin@morainepark.edu)

### **Health Information Management Transcription and Coding Association Club**

West Bend Advisor: *Marge Spieth* (mspieth@morainepark.edu)

### **Information Technology Club**

Fond du Lac Advisor: *Lisa Pollard* (lpollard@morainepark.edu)

### **International Association of Administrative Professionals**

Fond du Lac Advisor: *Amy Harmsen* (aharmsen@morainepark.edu)  
West Bend Advisor: *Cindy Bernhard* (cbernhard@morainepark.edu)

### **Instructional Assistant Club**

Beaver Dam Advisor: *Gretchen Gall* (ggall@morainepark.edu)

### **Multicultural Club**

Fond du Lac/West Bend Advisor: *Bill Green*  
(bgreen@morainepark.edu)

### **Radiography Club**

Fond du Lac Advisor: *Dyan Hannam* (dhannam@morainepark.edu)

### **Society of Manufacturing Engineering Club**

Fond du Lac Advisor: *Tom Roehl* (troehl@morainepark.edu)

### **Student Nurses Association Club**

Beaver Dam/Fond du Lac/West Bend Advisor: *MaryLou Mercado*  
(mmercado@morainepark.edu)

### **Veterinary Technicians Club**

Fond du Lac Advisor: *Laura Lien* (llien@morainepark.edu)

### **Welding Club**

Beaver Dam Advisor: *Larry Clark* (lclark@morainepark.edu)

### **Wisconsin Marketing and Management Association**

Fond du Lac/West Bend Advisor: *Robin Rodee-Schneider*  
(rrodee-schneider@morainepark.edu)

## **Student Awards/Recognition**

### **District Student Ambassador Award**

*Nominations requested from staff and faculty in mid-January, due by mid-February.*

- Ambassador chosen based on past involvement with school and cocurricular activities, as well as future intent re: Moraine Park activities/programs
- Final candidates will be interviewed by a combination of internal and external members of the College community who will select the Ambassador based upon Moraine Park's Core Abilities (works cooperatively, acts responsibly, values self positively, thinks critically and creatively, communicates clearly, works productively, learns effectively)
- Must be returning for the entirety of the following academic year
- Ambassador will have the opportunity to gain leadership experience by assisting with Moraine Park events throughout the following academic year, as well as attending community events with college staff and administrators

## Meritorious Service Award

*Nominations requested from staff and faculty in mid-February, due by mid-March.*

- Recognizes leadership and service in cocurricular or community activities (involvement with a student club, etc.)
- 2.5+ cumulative GPA required

## Student of the Year Award

*Nominations sought from students, staff and faculty in mid-January, due by mid-February.*

- Student of the Year must excel in both classroom and community involvement
- Student should exemplify Moraine Park's Core Abilities (works cooperatively, acts responsibly, values self positively, thinks critically and creatively, communicates clearly, works productively, learns effectively)
- Must be graduating during the academic year of nomination

## Technical Achievement Award

*Nominations requested from faculty in mid-February, due by mid-March.*

- One year technical diploma students who have completed at least one semester
- 3.25+ GPA required
- Inside and outside of class achievements considered

## Who's Who Among American Junior Colleges

*Nominations requested from staff and faculty in mid-October, due by mid-November.*

- Second year associate of applied science or technical diploma students
- 3.5+ cumulative GPA required
- Inside and outside of class achievements considered

## Student Awards Banquet

All award recipients are invited to the annual Student Awards Banquet held each spring in their honor. Students receiving the above-listed awards, as well as other students being recognized by the College, are honored during the ceremony.

## STAR Team

The Moraine Park STAR Team is a group of students who share their knowledge of, belief in and passion for Moraine Park with the student body, prospective students, faculty and staff, as well as the community at large. Members receive training on college resources and are provided with compensation for the events and activities they assist with (New Student Orientation, Discover Moraine Park, Campus tours, etc.).

Take the opportunity to get involved today! Qualifications and application materials are available at [mymptc.morainepark.edu](http://mymptc.morainepark.edu).

## Facility Resources

### Bookstores\*

Textbooks may be returned for a full refund during the first two weeks of classes or within the first week of accelerated classes. All returns must be accompanied by a cash register receipt and

be free of all markings if purchased new. Used books for resale are accepted at any time on a consignment basis if they are current titles. Cash is paid for current titles during book buyback at the end of each semester. Check with the bookstores or on the bookstore's Web site for buyback information at [www.bookstore.morainepark.edu](http://www.bookstore.morainepark.edu).

**Fond du Lac Campus:** The Fond du Lac Bookstore's basic store hours are 7:45 a.m. to 3:45 p.m. Monday through Friday. There are no Friday hours during the summer. Extended hours occur during the first few weeks of each semester with hours from 7:45 a.m. to 7:00 p.m. Monday through Thursday. Extended hours also occur on Tuesday nights during the fall and spring semesters and at other times of increased demand. Please check with the bookstore or the bookstore's Web site for current and future hours.

**Beaver Dam Campus:** The Beaver Dam Bookstore's basic store hours are 9:00 a.m. to 1:00 p.m. Monday through Friday. There are no Friday hours during the summer. Increased hours occur at the start of each semester and during other peak times. Please check with the bookstore or the bookstore's Web site for current and future hours

**West Bend Campus:** The West Bend Bookstore's basic store hours are 8:30 a.m. to 3:30 p.m. Monday through Friday. There are no Friday hours during the summer. Extended hours occur during the first few weeks of each semester with hours from 8:30 a.m. to 7:00 p.m. Monday through Thursday. Extended hours also occur on Monday nights during the fall and spring semesters and at other times of increased demand. Please check with the bookstore or the bookstore's Web site for current and future hours.

Bookstore Web site ([www.bookstore.morainepark.edu](http://www.bookstore.morainepark.edu)):  
Open 24 hours for information and purchases.

\*The bookstores sell all required textbooks, both new and used; equipment; and supplies. Other items that are available for purchase are school supplies, greeting cards, snacks, calculators and computer software.

## Parts Store — Fond du Lac Campus

The Parts Store, located in the west end of "B" Building (Trade and Technical area), handles tools, automotive supplies, hardware, body shop supplies, appliance repair supplies, plumbing supplies, refrigeration parts, machinist and welding supplies, and a full line of batteries. It is open from 7:30 a.m. to 3:30 p.m. Monday through Thursday and 7:30 a.m. to 1:00 p.m. on Fridays. These hours are subject to change. Merchandise is available for purchase for all students, staff and customers.

**The Parts Store is closed in the summer.**

## Techniques Salon and Spa at Moraine Park — Fond du Lac Campus

Techniques Salon and Spa at Moraine Park (Barber/Cosmetologist) is located in Room C-103. The salon is open to students, staff and the public for a variety of services. Services for men, women and children include haircuts, perms, tints, manicures, pedicures, facials, waxing, scalp treatments, shampoos, styles and beard trims. Operating hours vary during the year, so stop in and make an appointment with the students operating the reception desk. Some evening hours are available for nail services during the fall and spring semester. An appointment may be made by stopping in or calling 920-929-2106. Appointments are recommended; however, "walk-ins" are welcome.

## Moraine Park Tiny Tech (Child Care)

Moraine Park Technical College operates a state licensed Child Care and Development Center on the Fond du Lac campus. The center provides an exemplary learning classroom for the students in the Child Care Cluster of programs. Tiny Tech provides preschool and child care services and developmentally appropriate activities for the children of Moraine Park students, staff and the community. Students and children interact in a nurturing environment to become socially, intellectually, physically and emotionally capable.

Tiny Tech operates on the instructional calendar, five days a week from 6:30 a.m. to 5:30 p.m. Students are given special rates for children 2-1/2 years of age and older. Children between the ages of six weeks and six years of age may be enrolled. Enrollments are limited; therefore, early application is recommended. Enrollment inquiries should be directed to the Moraine Park Child Development Center director at 920-929-2472.

## Moraine Park Libraries

The College libraries offer quiet places to study, rooms for independent or group work, 78 computer terminals, Internet access, "Ask a Librarian," a wide variety of print and electronic resources, journals and magazines, and other resources to assist with your information and research needs. Our collections are developed to support the programs and courses offered at Moraine Park. Most resources are accessible anywhere there is Internet access. To find out more about our libraries, including hours and services, please check our Web site at: <http://www.morainepark.edu/library> or stop in. Library locations:

**Beaver Dam Campus** - 920-887-4406

**Fond du Lac Campus** - 920-929-2470

**West Bend Campus** - 262-335-5759

## Buildings and Grounds Facility Policies

*The Moraine Park District Board strongly believes that the College should serve the community to the fullest extent possible. Moraine Park may make facilities available, free of charge, to external groups, organizations or individuals providing the facilities are available and they provide a tax-exempt number. Other rooms are available for a fee depending on the level of technology and services required. Such individuals/groups must be sponsored/cosponsored by Moraine Park administration, student organizations, and divisions or departments offering programs or other activities that are of an educational or cultural nature consistent with the mission of Moraine Park Technical College.*

*Moraine Park's facilities are state of the art, serving both students and the community.*

## Bulletin Boards and Notices

Bulletin boards are located throughout Moraine Park campuses. Each campus has one designated Community Board and one designated Student Board. All other bulletin boards are assigned to a unit with a responsible individual, whose contact information is posted on the board.

Students may post information of interest to their designated board without prior approval. Examples include student events, student services, club meetings, food service offerings and menus,

roommate and ride share opportunities and scholarship information. Outdated, inappropriate, offensive or illegal postings will be removed. No commercial advertising shall be permitted in district buildings or on district grounds or properties. Political advertisements/promotions are in violation of Moraine Park's procedure. Postings may remain for a maximum of one semester.

## Lockers

Program students at the Fond du Lac and West Bend campus locations may request a locker assignment in Student Services. In some instances, lockers may be shared by two individuals due to limited availability. For security reasons, locker assignments are permanent for a year. Changes in locker assignments are not permitted. Locks are on the doors. If a student forgets the combination, he/she may request it from the student services office by providing proper identification.

Beaver Dam campus lockers are not assigned. They are on a first-come, first-served basis; students are responsible for providing their own locks.

A student's locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. Handicapped students should make their needs known so accommodations to lockers can be made if possible.

The locker assigned to a student is owned by Moraine Park Technical College and is not the student's private property or under his or her exclusive possession. It may be opened and inspected by school authorities at any time for health and safety reasons, for the common good of the school or if it is suspected that contraband is contained therein.

All lockers must be emptied and cleaned at the end of May, as all combinations are changed on lockers annually starting June 1. Any lock left on a locker at the Beaver Dam campus is removed. Any items left in any locker are disposed of if owner does not claim within time frame allowed. New lockers are issued when the school year resumes.

## Lost and Found

Individuals finding "lost" items should turn in these items to the campus Student Services areas. Items are kept in a "lost and found" area for 30 days. It is a student's responsibility to check with student services to see if a lost item has been found and returned.

## Telephones

In Fond du Lac, public telephones are located near the O-2 and C-1 entrances and in the E-building vending area. In Beaver Dam, a public telephone is located outside the college office; in West Bend, a public telephone is located in the east corridor across from Room L-141. Special courtesy phones are also provided at all three campuses. These phones should be used whenever students wish to talk with or leave a message for their instructors.

## Parking

Following these general rules about parking your car at the Beaver Dam, Fond du Lac and West Bend campuses will prevent your car from being ticketed, towed away or blocked in.

1. Park in a stall only. Do not park in drive areas or along curbs. Roadways and entrances must be kept open for emergencies. Stalls are clearly marked and are available on a first-come, first-served basis.

2. Be considerate in parking your car. Do not block someone even though you could be legally parked in doing so.
3. Parking in the courtyard is for designated vehicles or by permit only.
4. Anyone parking in restricted areas, or illegally, will be ticketed by the city/local police department.

**Fond du Lac Campus:** There are four parking lots for students and staff. Parking lots C and O are entered from National Avenue on the west side of the campus. Parking lots B and E, located on the east side of the campus, are accessible from the UW-Fond du Lac Campus Drive.

Parking lots C, O, E and B have spaces designated for the handicapped. Accessibility to the buildings for the handicapped is provided by automatic door openers through entrances from parking lots C, E and O. The visitor parking lot, which is located north of lot C, has a parking time limit of two hours.

**Beaver Dam Campus:** Off-street parking for students is available in the lot immediately north and south of the building, the streets bordering the campus or in the parking lot at the Family Center (located across Gould Street).

The parking lot at the southwest corner of the campus is for **visitors only** and has a parking time limit of two hours.

Parking in the service court is only for designated vehicles or by permission. Parking for handicapped students is available in the lot north of the building; parking for handicapped visitors is available in the lot southwest of the building.

**West Bend Campus:** There are six listed parking lots for students and staff: L, T1, T2, T3, W1 and W2, which total 536 parking stalls. All parking lots can be accessed from Highway D. Parking lots L and T1 have designated handicapped parking spaces.

Accessibility to the building for the handicapped is provided by automatic door openers through entrances from parking lots L2, T2 and W1.

**District:** Moraine Park is not responsible or liable for any damage that may occur to vehicles when parked in district lots.

## Fire Exits and Alarms

There are signs near the exits indicating the exit route from the building in the event of a fire or any other emergency requiring evacuation. The signal for evacuation of the building is a loud steady buzzer as well as a blinking light near the ceiling that is a warning for the hearing impaired. All classrooms also have emergency information near each door.

## Tornado Emergency

When a tornado warning is announced on the public address system, students and staff must move to the most protected areas of the building as indicated on signs posted on bulletin boards throughout the building. All students should remain in the most protected areas until an "all clear" announcement is made over the public address system.

## Attendance and the Weather

Moraine Park Technical College attempts to function under all weather conditions. If unusually adverse conditions should cause disruption of the school day, information is made available in three main ways; first, the college will inform local radio stations by 5:30 a.m. for daytime classes and by 2 p.m. for evening classes. Radio stations to listen to include: in Beaver Dam, WBEV 1430AM; in Fond du Lac, Sunny 97.7, KFIZ 1450AM or 107FM; and in West Bend, WBKV 1470AM or 92.5FM. Do not telephone the radio stations for information; if they have such information concerning Moraine Park, it will be broadcast on the regular program with other announcements of business and school closings. Second, for emergency weather school closings for Beaver Dam, call 920-887-4555; for Fond du Lac, call 920-924-6600; or for West Bend, call 262-335-6000. Third, check the College's Web site or Web sites from local radio and Milwaukee television stations. Regardless, it is up to the individual to decide if weather conditions are so hazardous that attendance at school is unsafe. Students will not be penalized for absence under conditions that are judged by the individual student to be extremely hazardous.

## Food Services

**Beaver Dam Campus – Cafeteria:** Food service is available Monday - Thursday between 11:30 a.m. and 12:30 p.m. during the academic school year. Lunch is provided by various local caterers, and all meals are served on a first-come, first-served basis. Fast food restaurants are available within a walking distance of the campus. Vending machines and a coin changer are also available in the cafeteria.

**Fond du Lac and West Bend Campuses – Cafeteria:** Food service is available Monday - Thursday from 7:30 - 9:00 a.m. for breakfast; 11:00 a.m. - 1:00 p.m. for lunch; and with some options occasionally available for dinner during the academic year. Breakfast and lunch are available on Friday. Vending machines, an ice and water machine and a coin changer are also available in the cafeteria.

**Fond du Lac Campus:** The Culinary Arts and Food Service Production programs provide an assortment of entrées, salads, sandwiches, potatoes, vegetables and soups for you to eat on the premises or carry out as a home meal replacement. Fresh baked confectionaries such as cakes, cookies, pies, breads, donuts and desserts are produced by the baking students in the Culinary Arts program and are available on selected days.

On selected days, from 11:00 a.m. to 12:30 p.m., the Culinary Arts students operate the Park Terrace Restaurant at the Culinary Arts Center as part of their training. During the fall semester, they provide a full-service restaurant serving luncheon-size soups, sandwiches, salads, entrées and desserts. During the spring semester, they operate a gourmet restaurant, offering gourmet entrées (beef, chicken, veal, pork, fresh fish and seafood), appetizers, vegetables, pastas, salads, soups and specialty desserts from cuisines around the world. Reservations are strongly recommended and may be made through e-mail at [parkterrace@morainepark.edu](mailto:parkterrace@morainepark.edu) or by contacting James Simmers, Culinary Arts instructor, at 920-924-3131.

## Animals Inside Campus Buildings

For sanitary and safety reasons, no animals are allowed inside campus buildings. The only exception to this policy not requiring specific permission of the College President or one of the vice presidents is the use of a certified, working guide dog when accompanying a disabled individual (i.e., seeing-eye dog, dog for the hearing impaired, and paraplegic-support dog). Pets, even if held, are forbidden. Staff should immediately make a violator aware of the policy and ask that the animal be removed at once.

## Smoking Policy

The Moraine Park Technical College District Board, in the interest of maintaining a healthy environment for students, staff and visitors, prohibits smoking or tobacco use in all buildings and external walkways and access areas owned or leased by Moraine Park Technical College except where otherwise designated by signage. This prohibition is consistent with Wisconsin's Clean Indoor Air Act, Section 101.123.

## Student Policies and Procedures

### Student Conduct (Nonacademic)

The Moraine Park Technical College District Board and staff believe that all members of the College community have a responsibility to provide a positive environment that fosters and supports accomplishment of the District's academic mission. Every student has the right to pursue his/her education free from disruption, harassment, threats or danger. Student conduct that impedes the educational process or violates the rights of others will not be tolerated. The College has processes and procedures that define offenses, designate sanctions and clarify procedural requirements, students are expected to conduct themselves at all times in a manner that does not interfere with the educational process; endanger the safety or welfare of other students or staff; or represent a violation of established statutes, ordinances or public laws.

**Misconduct Subject to Disciplinary Sanctions:** Misconduct subject to disciplinary sanctions includes, but is not limited to:

- Conduct that constitutes a serious danger to the personal safety of other members of the College community or its visitors.
- Physical or verbal abuse, threats, intimidation, harassment, or detention of any person on College property; on satellite properties; or at College activities that endangers the health, safety or rights of others.
- Conduct that damages or destroys College property or satellite property or attempts to damage or destroy College property, satellite property or technological resources.
- Theft of College property, satellite property or the property of any visitor or member of the College community.
- Conduct that obstructs or impairs, or attempts to obstruct or impair, College-run or authorized activities, including activities outdoors or inside a classroom, library, laboratory, shop or other places where College activities are provided.
- Unauthorized entry into or use of College property, satellite properties or facilities, technological resources or third party technological resources.
- Intentional conduct that obstructs a College official or employee from engaging in the lawful performance of his/her duties.
- Making a knowingly false statement, orally or in writing, to any College employee.
- Violating established Wisconsin statutes, public laws or local ordinances pertaining to the use, possession, sale or distribution of alcohol, narcotics or illegal drugs on College property, on satellite properties, or at College events.
- Violating established laws pertaining to the use of firearms, explosives or dangerous chemicals on College-owned property, on satellite properties or controlled property, or at College-sponsored activities.
- Forging signatures or falsifying information on academic documents or records and/or altering documents affecting academic records.

### Temporary Suspension

In the event that a student's behavior presents an immediate danger to self, other students, staff or property, technological resources, or threatens the disruption or interference of a College-sponsored activity, the Dean of Students, Registrar or senior campus administrators can invoke temporary suspension prior to the conduct of a full investigation and hearing.

Temporary suspension begins immediately. A student may not enter any Moraine Park Technical College campus, regional center or other facility where the College is conducting business unless scheduled to meet with the Dean of Students, Registrar or campus administrator to discuss the temporary suspension. All access to technological resources is also suspended.

### Sanctions

Sanctions will be imposed on students violating any of the above. Sanctions imposed by the College in response to nonacademic misconduct may include one or more of the following penalties based on severity.

The Dean of Students is delegated the authority to determine appropriate sanctions. Sanctions are enforced by the Registrar. These include:

**Probation:** A student placed on probation would be allowed to remain enrolled at Moraine Park under the condition that he/she complies with all College rules or regulations or with other designated standards of conduct. Probation may include a loss of certain privileges and shall not exceed two semesters.

**Suspension:** A student placed on suspension loses his/her student status for a specific period of time, not to exceed five years. All student rights and privileges are lost during the suspension. At the conclusion of the suspension, the student may reenroll.

**Expulsion:** Under expulsion, the student's relationship with the College is terminated. All student rights and privileges are lost permanently.

### Other Sanctions

**Warning:** A notice, in writing, to the student that the student is violating or has violated certain College rules, policies and regulations.

**Loss of Privileges:** Under this provision, the student's relationship with the College is restricted, and specific privileges are denied for a designated period of time. Privileges may include, but are not limited to, use of computer resources, library, payment by check and/or other services of the College.

**Limited Access:** The student shall have limited access to the campus. This is a restriction to selected parts and/or the entire campus, regional center and/or any other facility that provides instruction or activity for the College.

**Restitution:** The compensation for loss and/or damage of College property/resources. Restitution may include appropriate service, material or monetary replacement.

**Withdrawal from Class:** A student who is withdrawn from class under this provision loses any grading opportunity plus tuition and fees from the class or classes.

### Sanctions for Classroom Misconduct (Instructor)

Sanctions for classroom misconduct include, but are not limited to, dismissal from the class by the instructor for the balance of the class session and/or referral to the Dean of Students for further action.

## Procedures

Students who are subject to disciplinary procedures may be required to meet with the Dean of Students or designee to discuss the incident and to seek resolution. During this meeting, the student will be informed of the District's disciplinary procedures and their rights under these procedures. The student may select an administrative action or a meeting before the Student Conduct Committee.

Students may attempt to resolve the matter with the Dean of Students or designee by exercising an administrative action. **The administrative action allows for the resolution of the disciplinary incident to occur between the Dean of Students or designee and the student. An administrative action is usually a mutually agreed-upon resolution or an acceptance of the sanction imposed without a Student Conduct Committee and appeal.**

In cases involving recommended suspension or expulsion, students will receive written notification listing the violation(s), a statement of facts or conduct on which the violation(s) is/are based, and the penalties that may be imposed. A student will be accorded **five calendar days**, following receipt of the written notification, to contact the Dean of Students to request a meeting either with the Dean of Students or before the Student Conduct Committee.

If a student requests a meeting before the Student Conduct Committee, the Dean of Students will schedule a meeting before a Student Conduct Committee to be held within 30 calendar days of the date the student's request is received, or at a mutually agreed upon and convenient time. Should the Dean of Students need to extend the investigation beyond the 30 day time period, the student will be notified by mail.

The Student Conduct Committee members shall be selected by the Dean of Students from a pool of staff and students and will be trained in College student conduct procedures. Members of the committee will elect a chair. Membership for a Student Conduct Committee includes:

- Three staff members, of which two must be teaching faculty and from outside the students program area of study.
- Two students, from outside the students program area of study.

A nonvoting recorder will be appointed. The Dean of Students will provide procedure and process support to the committee and is a non-voting member.

## Meeting Procedures

The meeting shall be informal and closed to the public. The committee is not bound by common law or statutory rules of evidence and may consider evidence deemed reliable.

The committee members, recorder, Dean of Students, faculty member, student and respective support person (optional) shall remain in the room. All other parties called will only remain in the room during their testimony or as required by the committee.

The student may have one person of their choosing present during the meeting(s) for support. This support person will not be permitted to speak, or otherwise act, as an advocate for the student or instructor.

At the conclusion of the hearing, the Student Conduct Committee will deliberate and/or discuss, in private, and may request that the Dean of Students remain in the room to address procedure and/or process questions.

The committee will prepare written findings of fact and a written statement of the decision. The decision will be forwarded by the Dean of Students to complete and send by certified receipt-requested mail to the student within **14 calendar days** of the hearing.

The committee may impose a disciplinary sanction that differs from the recommendation of the Dean of Students.

## Appeal Process

Students may appeal the decision of the Student Conduct Committee to the College President within **ten calendar days** of service of a decision. The appeal will consist of written exceptions to the findings of fact, decision or disciplinary sanction.

The College President will schedule an individual meeting within **14 calendar days** of receipt of the student's request. At the meeting, the student will have an opportunity to file additional documentation and present oral arguments.

Within **14 calendar days** of the meeting, the College President will approve, reverse or modify the decision; however, the College President shall not impose a sanction more severe than that imposed by the Student Conduct Committee. The decision of the College President will be final and the matter will be closed.

## Student Status

A student is defined as an individual who is currently enrolled. A student involved in the disciplinary process, unless temporarily suspended or expelled, may continue to have the same rights and privileges as any other student.

A student who is suspended or expelled may not enter any Moraine Park owned or leased facilities, including satellite properties, or attend any Moraine Park event without written permission of the Dean of Students or Designee. Such requests may be denied. Grades or diplomas may be withheld pending final determination of the charges. A current transcript can be issued upon request of the student, but it will contain the notation "disciplinary charges are pending."

A student may, during an investigation of alleged misconduct or after a statement of facts has been delivered, but prior to a hearing, submit a written withdrawal from the College. In the event of a withdrawal, the Dean of Students will determine a sanction as is deemed consistent with the misconduct. The student will be notified of the decision by a written letter and will have **ten calendar days** to request a hearing.

The student and College may stipulate to modification of the above procedures.

## Right to Petition for Readmission

A student who has been expelled or suspended may petition for readmission. The petition must be in writing and directed to the Dean of Students. The petition may not be filed prior to the expiration of three days from the date of final determination in expulsion cases or before the expiration of one-half of a suspension for suspension cases.

The Dean of Students will determine whether such petitions will be granted or denied.

## Student Conduct (Academic)

Instructors are responsible for familiarizing students with the rules associated with academic integrity. Students have an obligation to conduct their academic work according to College standards. Students also have a right to expect that they will be graded fairly and have the right of due process procedures should they be charged with academic misconduct.

Academic misconduct subject to disciplinary sanctions includes, but is not limited to:

### **Cheating**

- Possessing and/or using resources, notes, study aids, information or materials while taking any quiz, test or exam. These resources may be written or electronic in nature.
- Allowing another person to do one's work and submitting that work under one's own name.

### **Plagiarism**

- Seeking to claim credit for the work or efforts of another without authorization by citation.
- Purchasing of term papers and submitting in whole or in part to meet course requirements.

### **Unfair Advantage**

- Damaging, destroying or erasing the academic work of others.
- Stealing, damaging, defacing, destroying or concealing library materials with the purpose of depriving others of their use.
- Intentionally obstructing or interfering with another student's academic work.

### **Collusion**

- Assisting other students in cheating, falsifying information or plagiarizing.
- Providing false information in connection with an inquiry regarding academic dishonesty.
- Engaging in conduct aimed at making false statements of a student's academic performance.

### **Falsification of Records and Official Documents**

- Forging signatures or falsifying information on academic documents or records.
- Altering documents affecting academic records.
- Presenting or making use of false documentation.

### **Unauthorized Use**

- Downloading, storing and/or sharing nonacademic information/videos on a student's home directory.
- Using electronic or other devices to make an audio or video record of any instructional activity or academic material unless authorized by the Registrar.
- Using another student's home directory for any purpose.
- Non-students accessing resources identified for student use only.

### **Sanctions**

Faculty members with direct personal knowledge of the academic misconduct of students have the authority to impose the following penalties.

Based on the evidence and the severity of the misconduct, instructors may:

1. Issue an oral reprimand.
2. Give a written reprimand presented only to the student.
3. Require an assignment or assignments or repeat the work that is graded on its merit.
4. Issue a lower or failing grade on the particular assignment or test in question.
5. Lower the grade in the course.
6. Submit a failing grade (NC) in the course.
7. Remove the student from the course in progress.

One or more of the disciplinary sanctions listed may be imposed.

If the severity of the academic misconduct is deemed to be serious or extreme, the faculty member may recommend additional disciplinary action and shall make a recommendation to the Dean of Students.

### **Procedures**

When an instructor believes that a student has engaged in academic misconduct, the instructor will schedule a conference with the student to review evidence and give the student an opportunity to reply. If it is determined that academic misconduct did not occur, the matter is considered resolved.

If it is determined that academic misconduct occurred, the instructor will prepare a letter that will contain: (1) a description of the misconduct, (2) the sanction imposed, (3) a notice of the student's right to appeal the decision to the Student Conduct Committee and (4) a copy of the procedures. The letter will be delivered to the student by the instructor or through certified, receipt-requested mail.

The instructor will forward all relevant information concerning the meeting/incident to the Dean of Student's office. The Dean of Students will review the information and determine if additional disciplinary action is warranted, including suspension and/or expulsion.

Upon receipt of the letter, the student, within **five calendar days**, may request a hearing before the Student Conduct Committee by contacting the Dean of Students. If the student does not respond within this time frame, the sanction will be imposed by the Registrar.

### **Student Conduct Committee (Academic Misconduct)**

If a student, following an interview with the faculty member involved, requests a meeting, the Dean of Students will schedule a meeting before a Student Conduct Committee to be held within 30 calendar days of the date the student's request is received, or at a mutually agreed upon and convenient time. Should the Dean of Students need to extend the investigation beyond the 30 day time period, the student will be notified by mail.

The instructor will forward all relevant materials concerning the incident to the Dean of Students in preparation for the misconduct meeting.

The committee may impose a disciplinary sanction that differs from the recommendations of the instructor.

### **Appeal Process**

A student may appeal the decision of the Student Conduct Committee to the Vice President - Academics and Economic Development within **ten calendar days** of receipt of the decision. The appeal shall consist only of written exceptions to the findings of fact, decision or disciplinary sanction.

The Vice President - Academics and Economic Development will schedule an informal meeting with the student within **14 calendar days**. During the meeting, the student will have an opportunity to file additional documentation and present oral arguments.

Within **seven calendar days** of the meeting, the Vice President - Academics and Economic Development will approve, reverse or modify the decision; however, the Vice President - Academics and Economic Development shall not impose a sanction more severe than the sanction imposed by the Student Conduct Committee. The decision of the Vice President - Academics and Economic Development is final.

### Student Status

The student and College may stipulate to modification of the above procedures.

### Student Religious Beliefs

Moraine Park Technical College serves a diverse student population reflecting a variety of religious beliefs. The district recognizes the need to provide reasonable accommodation of students' sincerely held religious beliefs relative to the scheduling of examinations and other academic requirements.

The district has adopted rules and procedures specifying the means by which students can, with confidence, notify an instructor of potential conflicts and a means by which students are permitted to make up examinations or other academic requirements at another time or by alternative means without prejudicial effect. The rules further delineate a procedure for handling and resolving student complaints related to the accommodation of their religious beliefs.

**Procedures:** Students who have a religious belief and/or practice that requires exemption from participation in specific classroom activities, examinations or other academic requirements, or an absence, will be subject to the following procedures:

#### Student Responsibilities:

1. Students are responsible to meet with their instructors to discuss, in confidence, their potential absence or conflicts with academic requirements based on sincerely held religious beliefs after course competencies, curriculum and expectations have been discussed with the class.
2. A student whose religious observation conflicts with an academic requirement is responsible to notify the instructor, one week in advance of the planned absence, requesting assignments and/or other instructions.
3. A student whose religious beliefs preclude participation in a specific instructional activity is responsible to discuss the potential conflict with the instructor and to arrange an alternative, acceptable activity in lieu of the activity originally planned.

**Instructor Responsibilities:** The instructor is expected to treat information conveyed by a student regarding his/her religious beliefs as confidential. The instructor also has a responsibility to facilitate reasonable accommodations based on student request and to schedule make-up work in a timely manner to avoid prejudicial effect to the student.

**Complaint Procedures:** Any student who feels that an instructor did not make a reasonable accommodation, or who disagrees with an instructor's decision regarding accommodation of his/her religious beliefs, can submit a written complaint directly to the Vice President - Academics and Economic Development. (However, it is recommended that students and faculty follow District-prescribed procedures for solving academic problems as identified in numbers one through three following.)

1. A student who disagrees with an instructor's decision regarding accommodation of his/her religious beliefs based on material, instruction or other matters related to instruction should attempt to resolve the conflict or disagreement through discussion with the instructor.
2. If the conflict is not resolved, the student is advised to contact the appropriate academic dean who will evaluate the student's viewpoint and arrange a meeting to discuss the matter with the student and the instructor.

3. If the situation is not resolved to the satisfaction of the student through discussion with the academic dean, the student should file a written complaint with the Vice President - Academics and Economic Development.
4. Upon receipt of a written complaint, the Vice President - Academics and Economic Development will schedule a conference with the student and the instructor. The student and the instructor will each be given an opportunity to present their respective positions. The Vice President - Academics and Economic Development will issue a written decision within **30 calendar days** after a written complaint is submitted by a student.

**Appeals Procedure:** A student adversely affected by the decision of the Vice President - Academics and Economic Development may appeal that decision, in writing, to the district board within **30 calendar days** of issuance of the decision. The district board shall issue a written decision within **45 calendar days** of the filing of the appeal. The decision of the district board shall be subject to review pursuant to Chapter 227 of the Wisconsin Statutes and Chapter 4, Wisconsin Technical College System of the Wisconsin Administrative Code.

**Publication of Rules and Complaint Procedures:** Written and timely publication of these rules and complaint procedures will be accomplished through brochure distribution at the beginning of each semester.

### Appropriate Dress

Appearance, maturity and behavior are important factors that will influence the faculty members who are called upon to recommend a student for employment or transfer. Prospective employers also are influenced by the appearance of the student applicant.

It is the policy of the school that a student dress in accordance with the rules established by various program areas in regard to uniforms and shoes. Safety, cleanliness and appearance should also be considered.

### Use of Computers

The use of computers, electronic information and computer networks is essential within the teaching and learning community. Because the electronic environment is easily disrupted and electronic information is readily reproduced, respect for the work and rights of others is especially important. Students who do not adhere to these principles will be referred to either the nonacademic or academic sections of the student conduct code.

**User Responsibilities:** Each student, as a member of the College's electronic community of students, is responsible to all the other citizens in that community:

- To respect and value the rights of privacy for all.
- To recognize and respect the diversity of the population and opinion in the community.
- To behave ethically.
- To comply with legal restrictions regarding the use of shared resources.

Each student, as a member of the electronic community of students, is responsible to the community as a whole:

- To understand what information and resources are available.
- To recognize that the members of the community share them.
- To refrain from acts that waste resources or prevent others from using them.
- To conduct only legal activity.

Access to Moraine Park Technical College's computing and networking resources is a privilege, which is available to all members of the teaching and learning community. Certain responsibilities accompany that privilege. Understanding the responsibilities is important for all members of that community. Users shall respect the rights of other users. For example, users shall not harass, threaten or intimidate other individuals in accordance with Moraine Park's District Harassment Policy.

The framework of responsible, considerate and ethical behavior expected by the College extends to coverage of the use of all campus computers, campus network resources and networks throughout the world to which the College provides computer access.

**Confidentiality:** Communications on the network are often public in nature. General College rules for behavior and communications apply. In order to ensure smooth system operations, the Information Technology Department has the authority to monitor all computing resources. Every effort will be made to maintain privacy and security in this process.

**Inappropriate Usage:** The following behaviors are characterized as unethical and unacceptable usage of the district's computing resources and networks:

- Intentionally damaging or moving equipment
- Modifying the PC configuration in any way
- Violating acceptable use policies of the district's upstream network providers as referenced in Appendices
- Engaging in practices that threaten or waste computing resources across the district networks
- Violating copyright laws including licenses to programs, data and images
- Violating the security or privacy of other users or the networked computing resources
- Violating international, federal, state or local laws by engaging in illegal activities
- Using another person's home directory for any purpose

**Sanctions and Appeals Process:** Violations of the Technology Acceptable Use Policies by students will be handled in accordance with the procedures set forth and referred to in this Student Information Handbook under the categories of information listed below as it applies to the individual violations:

- Nonacademic Student Conduct
- Student Conduct
- Meeting Procedures
- Appeal Procedures
- Discrimination Grievance Procedure

## Student ID and Password

A student must have a network user ID and password to use any Moraine Park Technical College computer.

## (SIS) Student Information System Account and Network LoginID

Prior to the start of your first class, you need to activate your SIS account. Activation is required to access any of your student information including grades, add/drop, registration, course information and more. This process also assigns you a Network LoginID, which is required to access computer resources. **To start the activation process, go to [www.morainepark.edu](http://www.morainepark.edu) and click on the Student & Staff Services image on the bottom left-hand side.**

Your network LoginID is based on your name.

### Example:

Name: Joe Smith

Network LoginID: jsmith (your password is set through the SIS activation process)

**Note:** If there are multiple jsmiths, a number will be appended to the end of your Network LoginID.

When done using a computer in a lab, you must logoff the computer to protect your private information and to prevent another student from acting maliciously using your login information. You are responsible for all activities that take place under your login.

For more information, go to [mympc.morainepark.edu](http://mympc.morainepark.edu).

## Student E-Mail

All students are issued a student e-mail account. ***This e-mail account is your official means of communication with the College.*** All communications from the College will be sent to your Moraine Park issued student e-mail account, including eCollege communications, notifications for availability of grades, add/drop, registration information, faculty communications and more. This e-mail account is yours for life.

You are required to activate your Moraine Park issued e-mail account, and you must activate your Student Information System (SIS) account before activating your e-mail account.

You will need the following information to activate your e-mail account:

- Network LoginID
- Student ID

E-mail address = Network LoginID@student.morainepark.edu

Default password = First three letters of your last name in UPPERCASE + last five digits of your Student ID

You can access e-mail through <http://mymail.morainepark.edu>. Click on "New User" when accessing e-mail for the first time; otherwise click on "Returning User."

## Wireless Access

Moraine Park's wireless network is now open to all students and the college community guests who have a wireless device. Most devices should auto-detect the wireless network settings; however, if it does not, set the wireless card to "Infrastructure" or "Access Point" mode, and set the SSID or Network Name to mptc (case sensitive – all lowercase).

**NOTE:** By using the wireless network, everyone is bound by the **Technology Acceptable Use Policies**.

At this time, the College's Information Technology department cannot provide support for any personal devices used to access the wireless network. However, students are expected to have their personal computers fully patched (operating systems and software applications). Active and current anti-virus software must be installed.

If students need assistance in getting connected, they can **contact the Moraine Park Computer Clinic at 920-924-6346 or [computerclinic@morainepark.edu](mailto:computerclinic@morainepark.edu) for paid support.**

## eCollege

Your eCollege login information will be sent to your new student e-mail account and will no longer be sent to your personal e-mail account.

UserID = Network LoginID

Password is randomly generated by eCollege and will be sent to your Moraine Park assigned e-mail account by [onlinelearning@morainepark.edu](mailto:onlinelearning@morainepark.edu).

### Example:

Name: Joe Smith

UserID: jsmith (Network LoginID)

Password: (randomly generated)

## Who Do I Contact?

### Student Information System

Please contact Student Services if you:

- Need a Network LoginID.
- Are having trouble activating your SIS account.
- Need information or have questions regarding registration, course information or schedule, etc.

**Contact Student Services at 1-800-472-4554 or at the front desk on each campus.**

## eCollege Help Desk

Please call the eCollege Help Desk if you:

- Have difficulty accessing your courses in eCollege.
- Are unable to log in or forgot your UserID and/or password.
- Are experiencing technical issues within eCollege.
- Are curious about personal computer technical requirements.

Contact eCollege's Help Desk at [helpdesk@online.morainepark.edu](mailto:helpdesk@online.morainepark.edu) or 303-873-0005. They are available 24/7, 365 days a year.

**If you have course-related questions, please contact your instructor.**

## Information Technology Help Desk

The Help Desk is your first point-of-contact for computer-related support. Our goal is to resolve your questions and problems in a timely manner. If your issue cannot be resolved over the telephone, an Information Technology technician will be assigned to your "case." Please call the Central Help Desk if you:

- Have your Network LoginID but cannot log in to the computer.
- Are having problems with your student e-mail.
- Are having difficulty accessing files using your current login information.
- Are having technical problems on campus with hardware or software in computer labs or classrooms.

**Call the Central Help Desk anytime (24 hours a day, 365 days a year) at one of the following numbers:**

**On Campus: Ext. 4357**

**(Local) Fond du Lac: 920-924-3481**

**Toll-Free: 1-866-718-5169**

## Personal Computer

If you are having problems with your personal computer or equipment, you can contact the Moraine Park Computer Clinic by calling 920-924-6346 or e-mailing [computerclinic@morainepark.edu](mailto:computerclinic@morainepark.edu).

## Identification Cards

Each student who has enrolled in a course is provided, upon request, an identification (ID) card containing his or her picture. In order to provide this ID, a **registration confirmation** is required.

This identification card enables the student to receive various levels of service such as check out materials from school libraries, as well as materials from the libraries at Marian College and the UW colleges in Fond du Lac and West Bend. Businesses may also offer a student discount to those who present a college ID card.

An identification card may be required for students to use the Testing Center and attend various school social functions. If students withdraw from school, they must turn in their cards to the Registration Office. In case the student's original card is lost, a replacement card may be obtained through the Registration Office at a cost of \$10.

**A student must present their student ID when requested by a College employee. Refusing to show your ID will result in disciplinary action.**

## USB Flash Drives

The Information Technology Department recommends that students purchase their USB flash drives from the campus bookstore. Flash drives come in a variety of brands/models/features, and Information Technology wants to ensure student's flash drives are compatible with the rest of the technology in our computer labs. Flash drives are not supported by the Information Technology department.

## Campus Security Information and Crime Statistics

This information is being provided to you as part of Moraine Park Technical College's commitment to safety and security as it relates to the Crime Awareness and Campus Security Act of 1990.

**Reporting of Criminal Actions or Emergencies** The following people are responsible for security and emergency responses at Moraine Park Technical College.

**Fond du Lac:** Facilities Associate  
Registrar  
Safety/Evening Operations Associate

**Beaver Dam:** Beaver Dam Campus and Community Partner  
Evening Operations Associate

**West Bend:** West Bend Campus and Community Partner  
Evening Operations Associate

**To report an emergency situation, call 911 for immediate assistance and notify a staff member in student services or the security office on the appropriate campus.** Student services areas are staffed from 7:30 a.m. to 7:00 p.m., Monday through Thursday, and from 7:30 a.m. to 5:00 p.m. Fridays during the academic year. (Summer hours may vary.) Security services are provided during the school year Monday through Friday, 7:00 a.m. to 10:00 p.m. All information should be reported to staff in order for an incident/security report to be logged. Please ensure you communicate clearly all details of the incident. If the main office is closed, notify the Evening Operations Associate or security staff. If no one is available, please notify the local police department.

**Victim and Witness Rights** Chapter 950, Wisconsin Statutes, the Rights of Victims and Witnesses of Crime, was enacted "to ensure that victims and witnesses of crime are treated with dignity, respect, courtesy and sensitivity; and that the rights extended in this chapter to victims and witnesses of crime are honored and protected by law enforcement agencies, prosecutors and judges in a manner no less vigorous than the protections afforded criminal defendants." Below is an excerpt of Chapter 950, Wisconsin Statutes, which details the basic bill of rights for victims and witnesses and the additional rights and services provided to child victims and witnesses.

**950.04 Basic Bill of Rights for Victims and Witnesses** Victims and witnesses of crimes have the following rights:

(1) To be informed by local law enforcement agencies and the district attorney of the final disposition of the case. If the crime charged is a felony or is specified in Chapter 940 or Sub-chapter 948.02, 948.03 or 948.05, the victim shall be notified whenever the defendant or perpetrator is released from custody. The victim shall be notified of a pardon application by the governor under Statute 57.09(3).

(2) To be notified that a court proceeding for which they have been subpoenaed will not go on as scheduled, in order to save the person an unnecessary trip to court.

(2m) To have the court provided with information pertaining to the economic, physical and psychological effect of the crime upon the victim of a felony and have the information considered by the court.

(3) To receive protection from harm and threats of harm arising out of their cooperation with law enforcement and prosecution efforts, and to be provided with information as to the level of protection available.

(4) To be informed of financial assistance and other social services available as a result of being a witness or a victim of a crime, including information on how to apply for the assistance and services.

(5) To be informed of the procedure to be followed in order to apply for and receive any witness fee to which they are entitled.

(6) To be provided, whenever possible, a secure waiting area during court proceedings that does not require them to be close in proximity to defendants and families and friends of defendants.

(7) To have any stolen or personal property expeditiously returned by law enforcement agencies when no longer needed as evidence. If feasible, all such property, except weapons, currency, contraband, property subject to evidentiary analysis and property the ownership of which is disputed, shall be returned to the person within 10 days of being taken.

(8) To be provided with appropriate employer intercession services to ensure that employers of the victims and witnesses will cooperate with the criminal justice process and the juvenile justice process in order to minimize an employee's loss of pay and other benefits resulting from court appearances.

(9) To be entitled to a speedy disposition of the case in which they are involved as a victim or witness in order to minimize the length of time they must endure the stress of their responsibilities in connection with the matter.

(10) To have the family members of all homicide victims afforded all of the rights under Subsections (1) to (4) and (6) to (9) and analogous services under Statute 950.05, whether or not they are witnesses in any criminal proceedings.

**Security and Access to Campus Facilities** The College maintains a commitment to campus security and safety. Parking lots, pedestrian walkways and building exteriors are lighted from dusk to dawn. Security staff is present Monday through Friday, 7:00 a.m. to 10:00 p.m. during the school year.

Campus buildings and facilities are accessible to members of the campus community including guests and visitors during normal hours of business, Monday through Friday, and for limited designated hours on Saturdays during periods of time the College is in normal operation. Buildings are protected by alarms and periodically patrolled by College facilities staff or security personnel. During closed periods, the buildings are locked, and only authorized staff members are allowed entry. **Students must produce Moraine Park student identification if requested by a staff member. Failure to do so will result in disciplinary action.**

Campus building hours are Monday through Friday, 6:30 a.m. to 10:00 p.m., Saturday, 7:30 a.m. to 4:00 p.m. during the school year. Summer hours are Monday through Thursday, 6:30 a.m. to 10:00 p.m. All campus buildings are closed Friday, Saturday and Sunday.

The grounds and landscaping are maintained by the facilities staff with the safety of pedestrians and vehicles as a main consideration.

**Statement of Policies Concerning Campus Safety and Security** A number of safety/security policies are in effect addressing personal safety as well as building and property security. These policies and procedures include building security, protection of persons and property, emergency procedures—bomb threats and fire crisis action procedures, weather-related emergencies, prohibition of weapons on premises, physical/verbal abuse, controlled substances and student unrest or discipline issues. Threats of any nature to college personnel or other students is not tolerated; lockdown procedures are developed to protect personnel on campus. Please follow staff direction during these instances and all other safety procedures if and when events occur.

The College maintains cooperative working relationships with police departments throughout the Moraine Park District and with other state and federal law enforcement agencies. Security staff is present Monday through Friday, 7:00 a.m. to 10:00 p.m. during the school year.

**Zero Tolerance Violence/Weapons Policy** Weapons are prohibited; acts of violence or any known threats of violence will not be tolerated on campus. Any party found to be in violation of this policy will be asked to leave the premises; local law enforcement will be notified. Nonacademic student conduct policies will be enforced that can result in disciplinary sanctions or expulsion of a student.

**Type and Frequency of Programs Designed to Inform Students and Employees About Campus Security Procedures** Crime awareness information is presented to new students during orientations. Specific topics on security procedures and practices will also be presented to current employees through in-services and/or dissemination of printed materials. New employees will be provided an orientation to campus security at the time of hire.

**Description of Programs Designed to Inform Students and Employees About the Prevention of Crime** Informative sessions in crime prevention will be offered to students and staff periodically, based on identified needs.

**Campus Security** Public Law 101-542, also known as the Student Handbook and Campus Security Act, requires that Moraine Park Technical College make public, statistics on reportable crimes.

The law requires that these statistics be collected beginning August 1, 1991, and the information be disseminated to the campus community on a timely basis in a manner that will aid in the prevention of similar occurrences. On September 1 of every year, an annual report on crime statistics and existing policies is to be made available to any applicant for enrollment upon request. The following is a listing of crimes and their definition that will be subject to reporting:

- **Murder:** the willful (nonnegligent) killing of one human being by another.
- **Rape:** the carnal knowledge of a person forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or an attempt to commit rape by force or threat of force.
- **Robbery:** the taking, or attempting to take, of anything of value under confrontational circumstances from the control, custody or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
- **Aggravated Assault:** an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.
- **Burglary (breaking and entering):** the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense; so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.
- **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.

In addition to crimes committed, the number of arrests for the following crimes is reported.

- **Liquor Law Violations:** violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of "driving under influence" or "drunkenness").
- **Drug Abuse Violations:** violations of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.
- **Weapons Possessions:** violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**On-Campus Crime and Arrest Statistics:\***

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Liquor Law Violation Arrests	0	0	0
Drug Abuse Violation Arrests	0	0	0
Weapons Possession Arrests	0	0	0

New reportable crimes in 2008-09

Larceny-theft	2
Simple assault	0
Intimidation	1
Destruction, damage or vandalism of property	0

\* Current year's statistics available on Campus Security Information and Crime Statistics Sheet located in Student Services.

**Policy Monitoring and Recording Through Local Police Agencies of Criminal Activity at Off-Campus Student Organizations**

Moraine Park Technical College currently has no off-campus student organizations that are recognized by the institution.

**Self-Protection**

**To help protect yourself –**

1. Keep alert.
2. Do not show valuables:
  - Keep them in a pocket or purse.
  - Hide from view in your car.
3. Orient yourself to telephone locations.
4. If you witness a crime, be a witness.
5. If you are the victim, report the crime.
6. Call for help.

**If you are the victim or a witness to crime:**

1. Call 911.  
Phones are located throughout Moraine Park buildings and in parking areas.
2. After having become safe, **notify Moraine Park Technical College.** Call or visit any Student Services Office or any campus switchboard.

**Your safety is a primary concern.**

If you are the victim of a crime that represents a continuing threat to students and employees, federal law requires the College to make a timely warning to other potential victims. To do so, the College must be made aware of any crime that might occur.

**Visitors to Campus:** Guests and visitors on campus are expected to be courteous and respectful of policies in practice in the public areas of the campus. If any visitor/guest is found to be loitering or misusing college resources (i.e., facilities, computers, services) or is demonstrating conduct that is disrupting college events and classroom activities, they will be asked to leave the premises by college staff. In the event a visitor/guest refuses to leave the premises, local law enforcement will be contacted.

**Sexual Offenders on Campus:** The “Campus Sex Crimes Prevention Act” is a federal law enacted on October 28, 2000, that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education if identified by local law enforcement agencies. The Wisconsin Department of Corrections Sex Offender Registry is available at (you may search using offender name (if known) or zip code): <http://www.offender.doc.state.wi.us/public/>.

**Emergencies on Campus:** In the event of an emergency situation on campus, please ensure of your safety and the safety of others by following directives provided by college personnel. In the event of a weather-related emergency, lockdown or crisis situation, college staff or faculty can assist you with evacuating or finding a safe location at the respective campus location you are attending.

## Locating a Student in Case of Emergency

Students will not be contacted during class time for delivery of casual messages. In emergency situations, information will be collected from the caller, and every effort will be made to locate the student and share the information about the emergency. At times, a student’s name is posted on the TV monitors located throughout the building to pick up a message of importance in the main office of student services. Students are reminded to update their contact information (addresses and phone numbers) in Student Services so that in an emergency during nonschool hours, they may be located.

## Affirmative Action/Equal Opportunity Employer/Educator Affirmative Action

### Affirmative Action

Moraine Park Technical College is committed to compliance with the Civil Rights Act of 1991; the Americans with Disabilities Act of 1990, as amended; Titles VI and VII of the 1964 Civil Rights Act, as amended; the Age Discrimination Acts of 1967 and 1973; the Equal Pay Act of 1973, as amended; the Civil Rights Restoration Act of 1987; Title IX of the 1972 Education Amendments; Section 504 of the 1973 Rehabilitation Act; the Wisconsin Fair Employment Law; Federal and Wisconsin Executive Orders; Wisconsin Administrative Code; the Carl D. Perkins Vocational Education Act; and the Office for Civil Rights Guideline stating that no person shall be denied benefits, excluded from participation, or subjected to discrimination because of race, color, religion, national origin, ancestry, creed, sex, disability, arrest record, conviction record, age, veteran status, membership in National Guard, State Defense Force, or other reserve component of the military forces of Wisconsin or the United States, marital status, pregnancy, sexual orientation, political affiliation, parental status, genetic testing and the use or nonuse of lawful products off the employer’s premises during nonworking hours.

It is the policy of Moraine Park Technical College to maintain an Affirmative Action and Equal Opportunity Program. This program includes equal opportunity and nondiscrimination for all employees, applicants for employment and students.

**Title IX** Moraine Park Technical College is committed to Title IX, which reads: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance . . . .” Moraine Park Technical College is an equal opportunity-Title IX employer/educator functioning under an Affirmative Action Plan.

**Title VI of the Civil Rights Act of 1964** Title VI of the Civil Rights Act, as amended, prohibits discrimination against students on the grounds of race, color or national origin in programs receiving federal funds. Title VI and related case law prohibits discrimination on the basis of race in student admissions, access to courses and programs, and student policies and their application. They also require the provision of bilingual instruction or some other method of compensating for students of limited English-speaking ability. Any institution or agency receiving federal funds is covered by Title VI. Most education activities of the recipient agency or instruction are covered, even some activities or programs not in direct receipt of federal funds. Title VI is enforced by the Office for Civil Rights of the U.S. Department of Health, Education and Welfare.

**Title VII, Section 703, Sexual Harassment** Harassment on the basis of sex is a violation of this section. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment. Alleged acts of sexual harassment discrimination which are in violation of the Equal Employment or Education Opportunity policies under which the Moraine Park Technical College District operates shall be filed directly with the Equal Opportunity Officer.

**Section 504 of the 1973 Rehabilitation Act** Section 504 prohibits discrimination on the basis of disability in employment and programming by all recipients of federal financial assistance. Section 504 is enforced by the Office of Civil Rights of the U.S. Department of Health, Education and Welfare.

### Procedures for Resolving Grievances Relating to Discrimination

Alleged acts of discrimination that are in violation of the equal employment or education opportunity policies under which the Moraine Park Technical College District operates shall be filed directly with the Student Equal Opportunity Officer, the Dean of Student’s Office, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940 or the Staff Equal Opportunity Officer, Human Resources, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940. These procedures shall apply to all complaints, relating to Affirmative Action policies of the district, as stated in the Affirmative Action Plan (such plan is available in the school office) and the regulations of Title IX of the Education Amendment of 1972. Grievance procedures and complaint forms are available in all school offices, learning resource centers and from the Equal Opportunity Officer.

### Discrimination Grievance Procedures

Title IX, Paragraph 86.6(b), of the regulations, requires that this agency “adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by . . . (Title IX) . . .” Section 504 of the 1973 Rehabilitation Act, Paragraph 84.7(b) of the regulations, requires that this agency “adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolutions of complaints alleging any action prohibited by . . . (Section 504) . . .” This agency has expanded the grievance procedures to include discrimination prohibited by the several federal and state laws that prohibit discrimination in employment and programming in educational institutions and agencies. These include the Civil Rights Act of 1991; the Americans With Disabilities Act of 1990, as amended; Titles VI and VII of the 1964 Civil Rights Act, as amended; the Age Discrimination Acts of 1967 and 1973; the Equal Pay Act of 1973, as amended; the Civil Rights Restoration Act of 1987; Title IX of the 1972 Education Amendments; Section 504 of the 1973 Rehabilitation Act; the Wisconsin Fair Employment Law; Federal and Wisconsin Executive Orders; Wisconsin Administrative Code; the Carl D. Perkins Vocational Education Act; and the Office

for Civil Rights Guidelines. These laws collectively prohibit discrimination in employment and programming on the basis of race, color, religion, national origin, ancestry, creed, sex, disability, arrest record, conviction record, age, veteran status, membership in National Guard, State Defense Force or other reserve component of the military forces of Wisconsin or the United States, marital status, pregnancy, sexual orientation, political affiliation, parental status, genetic testing and the use or nonuse of lawful products off the employer's premises during nonworking hours.

Employees discriminating against students, staff or nonemployees will be subject to discipline under appropriate Moraine Park Technical College employment policies and, as applicable, collective bargaining agreements. Students discriminating against other students, staff or nonemployees will be subject to discipline under the applicable student code of conduct. Moraine Park will take necessary corrective action to remedy any instances where discrimination is determined to have occurred.

Use of these procedures does not preclude the right of a person to also file complaints with the Equal Rights Division of the Department of Workforce Development, the Office for Civil Rights, the U.S. Equal Employment Opportunity Commission or the U.S. Wage and Hour Division in the Department of Labor. Most antidiscrimination laws have a time limit of from 180 to 300 days during which an individual may file a complaint.

## I. Definitions

- A. **Grievance:** Grievance means a complaint alleging discrimination on the basis of race, color, religion, national origin, ancestry, creed, sex, disability, arrest record, conviction record, age, veteran status, membership in National Guard, State Defense Force or other reserve component of the military forces of Wisconsin or the U.S., marital status, pregnancy, sexual orientation, political affiliation, parental status, genetic testing and the use or nonuse of lawful products off the employer's premises during nonworking hours, in regard to any employment or enrollment policy, procedure or practice of the College.
- B. **Discrimination:** Discrimination shall mean a difference in treatment in any service, program, course or facility of Moraine Park Technical College on the basis of race, color, religion, national origin, ancestry, creed, sex, disability, arrest record, conviction record, age, veteran status, membership in National Guard, State Defense Force or other reserve component of the military forces of Wisconsin or the United States, marital status, pregnancy, sexual orientation, political affiliation, parental status, genetic testing and the use or nonuse of lawful products off the employer's premises during nonworking hours.
- C. **Harassment:** Harassment by Moraine Park employees, nonemployees or students is a practice prohibited by law and by Moraine Park Technical College. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment.
- D. **Grievant:** Grievant means:
1. An employee (permanent, project or limited term) of Moraine Park Technical College.
  2. An employee or group of employees of Moraine Park Technical College submitting a grievance on behalf of an employee who has indicated in writing his/her willingness to be part of the grievance.
  3. An applicant for employment with Moraine Park Technical College.
  4. An applicant for admission to, or a student of, any program who wishes to grieve an alleged discriminating policy, procedure or practice of Moraine Park Technical College.
  5. An applicant for employment or an employee of Moraine Park Technical College who wishes to grieve an alleged discriminating policy, procedure or practice of Moraine Park Technical College.

6. Any other person not covered by the above definition will be referred to the appropriate civil authorities.
- E. **Respondent:** Respondent means a person and/or persons alleged to be responsible, or who may be responsible for the violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those areas covered in the grievance.
- F. **Equal Opportunity Officer:** The employee designated by the Moraine Park Technical College District Board who has the responsibility of coordinating the internal grievance procedure.

## II. Grievance Procedure

### A. Informal Grievance Procedure

1. Grievant(s) shall, within 300 calendar days of the date of the action causing the grievance, contact the Equal Opportunity Officer. If you believe the Equal Opportunity Officer is responsible for or has permitted discrimination to occur, you should report the matter immediately to the other Equal Opportunity Officer. If you believe both Equal Opportunity Officers are responsible for or have permitted discrimination to occur, you should report the matter to the Vice President - Human Resources or Vice President - Enrollment Management.
2. The informal grievance may be verbal or in writing.
3. The Equal Opportunity Officer shall inform the grievant(s) of his/her rights under federal and state law.
4. The Equal Opportunity Officer shall determine if the grievance is valid under the established grievance procedure. Validity does not mean whether or not an unfair act has occurred but whether or not the act is grievable under the grievance procedure.
5. The Vice President - Human Resources or the Vice President - Enrollment Management shall resolve any question of validity. If the grievant believes the Equal Opportunity Officers are responsible for or have permitted discrimination to occur and, therefore, the Vice President - Human Resources or the Vice President - Enrollment Management are completing the informal grievance process, the president shall resolve any question of validity.
6. The Equal Opportunity Officer shall attempt, within 14 calendar days, to conciliate the informal grievance through contact with all parties involved.
7. Failing conciliation, within the 14 days specified in F, the formal grievance process will begin.

### B. Formal Grievance Procedure

#### Step 1

1. Within seven calendar days of the failure of conciliation of the informal grievance process, the grievant(s) shall file a written grievance with the Equal Opportunity Officer. Failure to meet this time requirement will cause the dismissal of the grievance without prejudice. If you believe the Equal Opportunity Officer is responsible for or has permitted discrimination to occur, you should report the matter immediately to the other Equal Opportunity Officer. If you believe both Equal Opportunity Officers are responsible for or have permitted discrimination to occur, you should report the matter to the Vice President - Human Resources or Vice President - Enrollment Management.
2. The grievance shall be a clear, concise statement indicating:
  - a. the date the incident(s) or violation(s) took place
  - b. the specific issues involved
  - c. new information since the informal decision
  - d. reason for enacting the formal grievance procedure
  - e. the relief sought
3. Within seven calendar days of the receipt of the written grievance (see #2 above), the Equal Opportunity Officer shall forward a copy to the respondent(s).
4. The respondent(s) shall return a written answer to the grievant(s) within five working days. Based on the information provided, the grievant and the respondent

may agree to an optional, joint meeting with the Equal Opportunity Officer(s) in an attempt to resolve the grievance.

5. If the grievant(s) is/are dissatisfied with the respondent's answer, the grievance may be appealed to Step II.

#### **Step II**

1. Within seven calendar days of the receipt of the written answer in Step I, a Grievance Committee shall be formed to review the grievance, receive testimony and make recommendations to the president. This committee serves as the president's hearing panel.
2. The Grievance Committee shall be selected from the Equal Opportunity Committee.
3. The committee shall consist of four members, selected as follows:
  - a. one member selected by the complainant
  - b. one member selected by the respondent(s)
  - c. one member appointed by the president
  - d. the Equal Opportunity Officer, who shall serve as Executive Secretary of the committee, but shall not vote
  - e. a nonvoting observer who is a member of the Equal Opportunity Committee and who shall act as a recorder
4. A meeting date shall be scheduled within 15 days of the appointment of the Grievance Committee.
5. The committee shall select a chairperson.
6. Before the meeting, the Grievance Committee shall participate in an orientation session provided by the Equal Opportunity Officer and his/her designated representative. The orientation will include a review of the federal and state antidiscrimination legislation and related guidelines.
7. Persons present at the grievance meeting shall include the grievant(s), the respondent(s) and the representative(s) of either the grievant(s) or the respondent(s), and any individual requested by either party to provide information relevant to the evaluation of the grievance and the Grievance Committee.
8. The grievance meeting shall be informal, and it is a closed meeting.
9. The Grievance Committee is not bound by common law or statutory rules of evidence and may consider evidence deemed reliable.
10. Both the grievant(s) and the respondent(s) shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the grievance.
11. Formal rules of evidence shall not be applied at the grievance meeting. The grievant(s) and the respondent(s) shall have the right to ask questions of any person participating in the hearing.
12. Neither party shall be permitted to introduce information not presented at Step I, unless he/she can show cause as to why it was not introduced in Step I.
13. The Grievance Committee shall make written notification of its findings to the president within seven calendar days after the hearing. The findings shall include the committee's determination regarding the validity of the grievance and its recommendations for any necessary corrective action, as well as a statement of the reasons on which the findings were made.
14. All findings and recommendations of the Grievance Committee shall be determined by majority vote. Any committee member in disagreement with the majority shall have the option of preparing a dissenting opinion.

#### **Step III**

1. The president shall review the recommendations of the Grievance Committee and issue a decision within 14 calendar days of the date of the recommendations.

2. Prior to this decision, either the respondent(s) or grievant(s) may present written arguments to the president.

#### **Final Decision**

1. Either the respondent(s) or the grievant(s) may appeal the president's decision. Notice of appeal must be sent to the chairperson of the Moraine Park Technical College District Board.
2. Written notice of appeal must be made within 30 days of the date of the president's decision. Notice of appeal must be sent to the chairperson of the Moraine Park Technical College District Board.
3. The decision of the Moraine Park Technical College District Board shall constitute the final decision pursuant to any grievance.

#### **C. Restrictions**

1. No action relating to employment, termination, transfer, demotion or rates of pay for employees or suspension or expulsion of a student can be taken until the grievance has been resolved, unless such action is decided necessary to the well-being of the grievant or to the function of Moraine Park Technical College.
2. Neither the grievant(s) nor the respondent(s) shall arbitrarily delay action of the grievance procedure.

#### **D. Extension of Time**

1. Limits set by this procedure may be extended by the Equal Opportunity Officer if requested by the respondent or grievant. If the Equal Opportunity Officer is requesting an extension of time, they will notify the grievant and respondent in writing. Every effort will be made to resolve grievances in a timely manner.

#### **E. Grievant Rights**

1. Grievant(s) may request access to information and records in the possession of Moraine Park that may bear upon the validity of the grievance. If such requested information requires an unreasonable expenditure of the resources by the College, such request may be refused provided that the information is not submitted as evidence by the respondent(s), and that this refusal is considered during the Grievance Committee hearing. In order to protect the privacy of persons not directly involved in the grievance proceeding, the College shall reserve the right to expunge names and any identifying information not directly relevant to the substance of the grievance from any information or records supplied to the grievant.
2. The grievant(s) has/have the right to be represented by knowledgeable persons, organizations or groups of his/her selection at any point during the initiation, filing or processing of the grievance.
3. Moraine Park Technical College shall provide assistance to grievant(s), including access to copies of antidiscrimination laws and regulations, related guidelines, memoranda and other relevant material supplied Moraine Park Technical College by the federal government. In addition, the Equal Opportunity Officer or designated representative shall provide consultation in the use of this grievance procedure.
4. No person shall be subjected to discharge, suspension, discipline, harassment or any form of discrimination for having utilized or having assisted others in the utilization of the grievance process.
5. Nothing in these procedures shall preclude a grievant's right to seek other avenues of redress outside this agency.

## F. Maintenance of Records

1. The Grievance Committee hearing shall be recorded. Such recordings shall be made available to the grievant(s) and the respondent(s) at their request. Such recordings shall be maintained for a period of three years after resolution of the grievance.
2. Records shall be kept of each grievance in the office of the Equal Opportunity Officer. These shall include, at a minimum, the name of the grievant(s) and his/her position at Moraine Park Technical College; the date of the grievance filing; the specific allegation made in the grievance and any corrective action requested; the names of respondent(s); the levels of processing and the resolution dates; hearing committee members; a summary of the major points, facts and evidence presented by each party to the grievance; and a statement of the final resolution and the nature and date of any corrective action taken. Such records shall be maintained on a confidential basis.
3. For purposes of dissemination of grievance precedents, separate file records shall be kept that indicate only the subject matter of each grievance, the resolution of each grievance and the date of the resolution. These records shall not refer to any specific individuals, and they shall be open to the public.
4. All written grievance records shall be maintained for a minimum of three years after the grievance resolutions.

## G. Role of the Equal Opportunity Officer

1. It is the primary responsibility of the Equal Opportunity Officer to ensure the effective installation, maintenance, processing, recordkeeping and notification required by the grievance procedure.

## H. Referral Services

1. Department of Workforce Development
2. Equal Employment Opportunity Commission

*Revised: June 2007*

## Sexual Harassment

**Sexual Harassment Definition** “. . . unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature . . . it includes instances when such conduct is indicated to be a term or condition of an individual's academic or employment experience; is used as a basis for academic and employment decisions; interferes with an individual's academic or employment performance; or creates an intimidating, hostile or offensive academic or employment environment.”

It is all too common for someone accused of sexual harassment to say, “I didn't realize that s(he) would be offended by that.” All members of the Moraine Park community should become more knowledgeable about sexual harassment and sensitive to the impact of their behavior on others. Members of the Moraine Park community who supervise others have a special responsibility in this regard. They must help create an environment that actively discourages behavior that could be viewed as sexual harassment. Everyone is encouraged to speak out when they see, hear of, or experience incidents of sexual harassment.

If you feel that you may be the victim of sexual harassment, talk to someone you trust about the situation. You may feel embarrassed or worry that you did something to provoke the unwanted behavior, but you have a right to pursue your education or perform your job in an environment free from this type of interference. For assistance, refer to the section regarding support services available on campus and in the community for victims of sexual assault and sexual harassment.

Any unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual or intimidating nature should be reported to the District Equal Opportunity Officer at the District Office – Fond du Lac.

**Wisconsin Statute 947.013 – Harassment** (1) Whomever, with intent to harass or intimidate another person, does any of the following is subject to a Class B forfeiture:

- (a) Strikes, shoves, kicks or otherwise subjects the person to physical contact or attempts or threatens to do the same
- (b) Engages in a course of conduct or repeatedly commits acts that harasses or intimidates the person and that serve no legitimate purpose

**Penalties** Wisconsin Statute 939.50 classifies felonies as Class A-E.

Wisconsin Statute 939.50(3) – Penalties for felonies are as follows:

- (a) For a Class A felony, life imprisonment.
- (b) For a Class B felony, imprisonment not to exceed 20 years.
- (c) For a Class C felony, a fine not to exceed \$10,000 or imprisonment not to exceed 10 years, or both.
- (d) For a Class D felony, a fine not to exceed \$10,000 or imprisonment not to exceed 5 years, or both.
- (e) For a Class E felony, a fine not to exceed \$10,000 or imprisonment not to exceed 2 years, or both.

Wisconsin Statute 939.51 classifies misdemeanors as Class A-C.

Wisconsin Statute 939.51(3) – Penalties for misdemeanors are as follows:

- (a) For a Class A misdemeanor, a fine not to exceed \$10,000 or imprisonment not to exceed 9 months, or both.
- (b) For a Class B misdemeanor, a fine not to exceed \$1,000 or imprisonment not to exceed 90 days, or both.
- (c) For a Class C misdemeanor, a fine not to exceed \$500 or imprisonment not to exceed 30 days, or both.

Wisconsin Statute 939.52 classifies forfeitures as Class A-E.

Wisconsin Statute 939.52(3) – Penalties for forfeitures are as follows:

- (a) For a Class A forfeiture, a forfeiture not to exceed \$10,000.
- (b) For a Class B forfeiture, a forfeiture not to exceed \$1,000.
- (c) For a Class C forfeiture, a forfeiture not to exceed \$500.
- (d) For a Class D forfeiture, a forfeiture not to exceed \$200.
- (e) For a Class E forfeiture, a forfeiture not to exceed \$25.

**Safety Tips** There are many ways you can protect yourself against sexual assault and various forms of harassment. The following identify a few:

- Be alert and aware of your immediate surroundings, both inside and outside. Notice people, the lighting, and access to phones and exits.
- Learn to be willing to make a scene by speaking up or by responding in some way if you feel threatened, frightened or uncomfortable. Listen to and act upon your gut feelings and instincts.
- Be aware of the impact of alcohol and other drugs on your judgment and that of your date/friends. These drugs frequently play a secondary role in sexual assault and other crimes of violence.
- Walk with a friend or use public transportation instead of walking alone in secluded areas in the evening. Always have a plan including money and/or phone numbers to take an alternate way home.
- Make sure you and others have a safe way home at the end of a work shift, class or meeting.

- Report any suspicious person on campus immediately to the Campus Administrator or Facilities Associate. Many assailants are, in fact, repeat offenders. Your tip could be the missing link that the police need to solve a crime.
- Talk about sexual expectations with your partner. Sex without mutual agreement is rape.
- Use clear communication with a person who shows interest in you. Interpreting friendliness as an invitation or assuming your friend feels the same way you do can lead to unwanted sexual contact.
- Respect your friend's words. **No means no.**
- You can't tell the "good guys" from the "bad guys" by appearances. Trust your instincts.
- Learn self-defense for your own protection. Check your local phone book for listings under "self-defense," "karate" and other "martial arts." In some communities, YMCAs or community colleges offer self-defense courses.

## Sexual Assault

Moraine Park Technical College, in concern for its students and employees and in compliance with Wis. Act 177, provides the following information.

### Definitions of Sexual Assault of an Adult and Penalties Are:

**First-Degree Sexual Assault** Whomever does any of the following is guilty of a Class B felony:

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

The penalty for first-degree sexual assault is imprisonment for not more than 20 years.

**Second-Degree Sexual Assault** Whomever does any of the following is guilty of a Class C felony:

- Has sexual contact with or sexual intercourse with another person without consent of that person by use or threat of force or violence; has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ or mental anguish requiring psychiatric care for the victim
- Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency that renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition
- Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person

- Is an employee of an inpatient facility or a state treatment facility and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility

The penalty for second-degree sexual assault is imprisonment for not more than 10 years and/or a fine of not more than \$10,000.

**Third-Degree Sexual Assault** Whomever has sexual intercourse with a person without the consent of that person is guilty of a Class D felony.

The penalty for third-degree sexual assault is imprisonment for not more than five years and/or a fine of not more than \$10,000.

**Fourth-Degree Sexual Assault** Whomever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

The penalty for fourth-degree sexual assault is imprisonment for not more than nine months in the county jail and/or a fine of not more than \$10,000.

**Consent** "Consent," as used in this section, means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent is not an issue in alleged violations of Sub. (2)(c), (d) and (g). The following persons are presumed incapable of consent, but the presumption may be rebutted by competent evidence, subject to the provisions of Sec. 972.11(2):

(b) A person suffering from a mental illness or defect that impairs capacity to appraise personal conduct

(c) A person who is unconscious or for any reason is physically unable to communicate unwillingness to act

### Definitions in This Section Include:

(b) "Sexual contact" means any intentional touching by the complainant or defendant, either directly or through clothing by the use of any body part or object, of the complainant's or defendant's intimate parts if that intentional touching is either for the purpose of sexually degrading or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under Sec. 940.19(1).

(c) "Sexual intercourse" includes the meaning assigned under Sec. 939.22(36) as well as cunnilingus, fellatio or anal intercourse between persons or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal opening either by the defendant or upon the defendant's instruction. The emission of semen is not required.

**Sexual Assault/Reporting Assault** Generally, crime victims and their families are entitled to security from harm and intimidation in connection with their cooperation with law enforcement authorities, Wis. Stats. 950. Victims of felonies and crimes against bodily security have the right to be informed of the outcome of the case and of the release of the offender from custody. Financial services and other social services may also be available. Child victims are entitled to special consideration, Wis. Stats. 950.055.

Reporting sexual assault is important. Rape should be reported to the local law enforcement agency in the community or jurisdiction in which the assault occurred.

**Support Services** Students are encouraged to report incidents of sexual assault or sexual harassment to the Student Equal Opportunity Officer, 920-924-6459 or the Employee Equal Opportunity Officer, District Office, 920-924-3232.

For other sources of campus assistance, contact the Campus Administrator at Beaver Dam or West Bend or refer to the list of resources in the back of this brochure.

## Alcohol and Other Drug Abuse Policy

**Uniform Controlled Substance Act: Chapter 21 U.S.C., and Chapter 161, Wis. Stats.** The unlawful possession, manufacture, distribution or use of a controlled substance (including, but not limited to alcohol, prescription drugs and illegal drugs) on Moraine Park Technical College premises is **prohibited**. Violations of this policy will result in disciplinary action up to, and including, expulsion in accordance with civil, state and federal laws and Moraine Park policy and procedure as described here.

Alcohol is not allowed at any Moraine Park-sponsored activity unless written permission is obtained from the president of Moraine Park Technical College.

Without exception, alcohol consumption is governed by Wisconsin statutory age restrictions. It is against the law to sell or distribute alcohol to anyone under the legal drinking age of 21 years.

The College has a legal obligation under Wis. Stats. 125.07(1)(a)(1) to prevent the illegal consumption of alcohol on the College premises or at College-sponsored activities. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent his/her age or enter a licensed premises/establishment.

Wisconsin law also prohibits the use or possession of drug paraphernalia.

### Disciplinary Procedures for Drug and/or Alcohol Use

1. Students suspected of arriving under the influence of alcohol or other drugs at any Moraine Park activity or class will be denied admission and may be referred to local law enforcement agencies.
2. Students who violate Moraine Park's alcohol/drug policies will face disciplinary actions including campus restrictions, sanctions or expulsion from Moraine Park activities. Disciplinary actions may result in notification of the local law enforcement agency.
3. Visitors and guests who violate Moraine Park Technical College policies regarding the possession, use or distribution of controlled substances and/or alcoholic beverages will be ordered to leave the facility/activity. Local law enforcement authorities may be contacted to investigate any visitor or guest who violates these policies.
4. Employees are required to adhere to the same alcohol and drug policies as students and the general public (visitors to Moraine Park facilities or affiliate properties). If a student encounters a problem with these groups please contact any Moraine Park staff member for assistance.

**Summary of the Health Effects of Drug and Alcohol Abuse** The following is a partial list of drugs and some of the consequences of their use. The abuse of alcohol and use of other illegal drugs is detrimental to the health of the user. Further, the use of drugs and alcohol is not conducive to an academic atmosphere. Drugs impede the learning process and can cause disruption for other students and disturb their academic interests.

The use of alcohol or drugs in the workplace may also impede the employee's ability to perform in a safe and effective manner and may result in injuries to others. Early diagnosis and treatment of drug and alcohol abuse is in the best interests of the student, employee and the College.

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

- **Alcohol:** Alcohol, the most frequently abused drug in society, is chemically classified as a mind-altering drug, because it contains ethanol and has the chemical power to depress the action of the central nervous system. This depression affects motor coordination, speech and vision. In great amounts, it can affect respiration and heart rate control. Death can result when the level of blood alcohol exceeds 0.40 percent.
- **Marijuana and Hashish:** Marijuana and hashish are harmful to health and impair the short-term memory and comprehension of the user. When used, they alter the sense of time and reduce the ability of the user to perform tasks requiring concentration and coordination. They increase the heart rate and appetite. Motivation and cognition can be altered, making acquisition and retaining of new information difficult. Long-term users may develop psychological dependence that can produce paranoia and psychosis. Because this drug is inhaled as unfiltered smoke, it is damaging to the lungs and pulmonary system and has more cancer-causing agents than tobacco.
- **Cocaine and Crack:** Cocaine and crack stimulate the central nervous system and are extremely addictive. They can cause psychological and physical dependency, which can lead to dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, paranoia and seizures. They can also cause death by disrupting the brain's control of the heart and respiration.
- **Stimulants and Amphetamines:** Other stimulant and amphetamine use can have the same effect as cocaine and cause increased heart rates and blood pressure that can result in stroke or heart failure. Symptoms include dizziness, sleeplessness and anxiety. They can also lead to psychosis, hallucinations, paranoia and even a physical collapse.
- **Depressants and Barbiturates:** Depressants and barbiturates can cause physical and psychological dependence that can lead to respiratory depression, coma and death, especially when used in concert with alcohol. Withdrawal can lead to restlessness, insomnia, convulsions and even death.
- **Hallucinogens:** LSD, PCP, mescaline and peyote are classified as hallucinogens. Hallucinogens interrupt the brain messages that control the intellect and keep instincts in check. Large doses can produce convulsions, coma, and heart and lung failure. Chronic users complain of persistent memory problems and speech difficulties for up to a year after their use. Because the drugs stop the brain's pain sensors, drug experiences may result in severe self-inflicted injuries. Persistent memory problems and speech difficulties may linger.
- **Narcotics:** Users of narcotics, such as heroin, codeine, morphine and opium develop dependence and increase the likelihood of an overdose that can lead to convulsions, coma and death.

**Resources for Drug and Alcohol Abuse Treatment** Students are advised to contact any Counselor for more information about community resources available for drug and alcohol addiction and treatment.

Employees who have problems with alcohol or controlled substances are encouraged to voluntarily contact the Employee Assistance Program (EAP) Coordinator for referral to counseling or treatment programs. Voluntary contacts with the EAP Coordinator will remain confidential.

## Notice to Applicants, Parents or Guardians

Services, financial aid and other benefits available through the Wisconsin Technical College System are provided on a non-discriminatory basis as required by Titles VI and VII of the Civil Rights Act of 1964, as amended.

Individuals applying for or receiving assistance through this agency who believe that discrimination is being practiced by Moraine Park Technical College or the Wisconsin Technical College System may file a written complaint with the appropriate state or federal agency or both.

Any written complaint is to be signed by the complainant; shall give in detail the time, place, pertinent facts and circumstances of the alleged discrimination; and shall be submitted to the State Director, Wisconsin Technical College System, PO Box 7874, Madison, WI 53707-7874.

Further, according to Title IX of Educational Amendments of 1972, Governor's Executive Order No. 9, Executive Order No. 11246, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act and Wisconsin Statutes 38.12 and 38.23, it is the policy of the Moraine Park Technical College Board not to discriminate on the basis of sex, race, color, religion, national origin, ancestry, age, handicap, arrest/conviction record, veteran or military status, marital status, pregnancy, sexual orientation, political affiliation or parental status. Student consumerism information is available in compliance with Section 493A of the Higher Education Act of 1965, as amended. Questions relative to these pieces of legislation can be directed to the Dean of Students, Fond du Lac campus.

### **Social Issues — A collection of information items relating to the affirmative action, health and safety of students and/or staff.**

Two major social issues have been emphasized that require our attention and response—sexual assault and harassment and the abuse of alcohol and other drugs. The resulting problems affect everyone—victims, families of victims, friends, coworkers and our communities.

Recognizing the seriousness of these problems in our communities, the Wisconsin State Legislature and the U.S. Congress passed the Crime Awareness and Campus Security Act of 1990, requiring colleges to provide all students and staff with detailed, written information about one or both issues. The information must include relevant state and federal laws, Moraine Park policies and helping resources.

The intent of the laws is to ensure that you have information about the extent of each problem, the risks involved, the legal standards that have been adopted, and the offices and agencies in the Moraine Park District from which you can seek help. Although the two laws reflect separate issues, the two issues—violence and/or intimidation and alcohol often come together to create major problems.

Moraine Park Technical College has a commitment to protect the physical safety of its students and staff and to eliminate sexual harassment on its campuses. A variety of programs and resources have been established to provide education and assistance to students and staff experiencing difficulties in these areas. We encourage you to become more informed about these issues. Please read this publication carefully. The information presented will help you protect yourself or to assist your friends and families.

## *Health and Safety Information*

### **Accidents/Injuries**

Any accidents/injuries occurring on school property must be reported immediately to school personnel. Nonemployee Accident and Injury Reports are to be completed and submitted to the Vice President of Finance and Facilities as soon as possible and no later than 24 hours after the accident/injury. The report should be signed by the injured, the person in charge and any witness to the accident/injury. Medical bills (physician and/or hospital) incurred as a result of an accident/injury are the responsibility of the individual.

### **Student Health Insurance**

Students are encouraged to seek health insurance plan coverage of their choice. Moraine Park does not endorse any agency and urges students to verify if they have coverage from a parent, employer or to contact an independent insurance agency provider. Moraine Park does not assume any responsibility for personal injuries or property damage, nor does Moraine Park provide medical coverage for the student. Each student's participation in a class is strictly voluntary, and it is strongly encouraged that all students carry their own medical insurance in the event of a loss.

### **Student Safety**

Safety is the single largest concern for all programs at Moraine Park Technical College (MPTC). Every student must understand there are certain dangers, hazards and risks included in certain program areas. Whether in the classroom or training field, students must acknowledge their participation may involve the risk of damage to property, bodily injury and, in some cases, even death. Each student agrees to exercise reasonable care at all times, with respect to the safety of the student's own person and personal property and with respect to the safety of other students and their personal property.

# District Directory

<b>Administration</b> .....	920-929-2127
<b>Academic Affairs Office</b> .....	920-924-3317
<b>Admissions Office</b>	
Beaver Dam .....	920-887-4426
Fond du Lac .....	920-924-3200
West Bend .....	262-335-5767
<b>Admissions Testing and Career Planning</b>	
Beaver Dam .....	920-887-4426
Fond du Lac .....	920-924-3200
West Bend .....	262-335-5767
<b>Bookstore</b>	
Beaver Dam .....	920-887-4407
Fond du Lac .....	920-929-2105
West Bend .....	262-335-5774
<b>College Outreach</b>	
Beaver Dam .....	920-887-4484
Fond du Lac .....	920-924-3204
West Bend .....	262-335-5853
<b>Cosmetology Appointments</b> .....	920-929-2106
<b>Equal Opportunity Officer</b> .....	920-924-6459
.....	920-924-3232
<b>General Information</b>	
Beaver Dam .....	920-887-1101
Fond du Lac .....	920-922-8611
West Bend .....	262-334-3413
<b>Hearing Impaired TTY</b> .....	920-924-3188
<b>Library</b>	
Beaver Dam .....	920-887-4406
Fond du Lac .....	920-929-2470
West Bend .....	262-335-5759
<b>Parts Store</b> .....	920-929-2118
<b>Student Services</b>	
Financial Aid .....	920-924-3207
Financial Aid - Veterans – Fond du Lac .....	920-924-3489
Employment Services .....	920-924-3205
Multicultural Services .....	920-924-6355
Youth Options .....	920-924-3204
<b>Student Success Centers</b>	
Beaver Dam .....	920-887-4436
Berlin .....	920-361-3601
Fond du Lac .....	920-929-2108
Fond du Lac Job Center .....	920-926-1241
West Bend .....	262-335-5775
<b>Telephone Registration</b>	
Student Services Call Center .....	920-924-3207
Any Other Location .....	1-800-472-4554
<b>Transcripts and Records</b> .....	920-922-8611
<b>District Equal Opportunity Officer</b>	
<b>Contact:</b>	
Staff .....	920-924-3232
Student .....	920-924-6459