



**MORAINES PARK**  
**TECHNICAL COLLEGE**

2017 - 2018

# STUDENT HANDBOOK

[MORAINEPARK.EDU](http://MORAINEPARK.EDU)

# Academic Calendar

<b>2017 *Summer Semester (June 5 - August 11)</b>	
June 9 - July 28	College Closed on Fridays
June 5 - June 22	3-Week Session
June 19 - August 12	8-Week Session
June 5 - August 12	10-Week Session
June 20	*Open Registration for Fall Semester
July 4	Holiday - College Closed
August 1	Fall Tuition and Fees Due
August 7 – 11	Book Buyback
August 7	Rental Book Returns Due
<b>2017 Fall Semester (August 28 - December 21)</b>	
August 28	Start of Fall Semester and First 8 Weeks
September 4	Holiday - College Closed
October 23	End of First 8 Weeks
October 25	Start of Second 8 Weeks
November 7-9	Spring Returning Student Registration (priority, online only)
November 14-16	Spring New Program and Returning Pre-Core Student Registration
November 22	No Classes - College Closes at 6:00 pm
November 23-24	Holiday - College Closed
November 28	Spring New Pre-Core and Certificate Student Registration
December 5	*Open Registration for Spring Semester
December 12-15	Book Buyback
December 16	Rental Book Returns Due
December 21	End of Fall Semester and Second 8 Weeks
December 22	College Closes at 6:00 pm
December 22 - January 1	College Closed for Winter Break
<b>2018 Spring Semester (January 22-May 18)</b>	
January 5	Spring Tuition and Fees Due
January 22	Start of Spring Semester and Term 3
March 16	End of Term 3
March 19-23	Spring Break
March 26	Start of Term 4
March 30	Holiday - College Closed
April 3-4	Summer Program Student Registration
April 5	*Open Registration for Summer Semester
April 17-19	Fall Returning Program Student Registration (priority, online only)
May 1-3	Fall New Program and Returning Pre-Core Student Registration
May 7	Summer Tuition and Fees Due
May 15	Fall New Pre-Core and Certificate Registration
May 14-18	Book Buyback
May 18	Rental Book Returns Due
May 19	End of Spring Semester and Term 4
May 20	Commencement – 10:00 a.m.
<p>*Students can continually register after scheduled time begins.</p> <p>Semester (16 weeks) and (8 weeks) dates referenced above reflect commonly scheduled courses.</p> <p>Other courses can be offered at various scheduled times during the year.</p>	

# Mission, Vision and Strategic Priorities

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## Our Mission

Preparing students for success in a  
diverse and globally connected  
world.

## Vision for 2020

A college of choice for students and a strategic partner for business and industry.

### Strategic Priorities

**Build a supportive culture to make us an employer of choice**—the capacity of the College to implement Innovation 2020 will depend on highly skilled, committed and engaged instructors and staff. As an increasingly greater number of the College workforce retires, we will need to be able to recruit and retain top talent. In order to develop and maintain a positive culture and climate, effective leadership at all levels will be required.

**Improve student success through innovative programming, delivery and services**—to remain competitive and meet the rapidly changing needs of our diverse student population and employers, the College will need to adopt new methods, create new offerings and offer new approaches to learning.

**Strengthen our K-16 and community connections**—The College prepares students not only for careers, but for the next level of higher education. This requires coordinated planning and communication with school districts and communities and expanded relationships with four-year colleges and universities to enable our students to seamlessly continue their educations.

**Advance the efficient and effective use of technology**—The College must have contemporary technology and labs and reliable, compatible and intuitive information technology systems to support learning, student services and college processes.

**Moraine Park Technical College Is Accredited By:**  
The Higher Learning Commission of the North Central  
Association of Colleges and Schools  
230 South LaSalle Street, Chicago, IL 60604, 1-800-621-7440

**Moraine Park Technical College Is Authorized to  
Award Degrees By:**  
Wisconsin Technical College System Board  
4622 University Avenue, Madison WI 53705



## Welcome Students!

Thank you for choosing Moraine Park Technical College to pursue the next step of your education. We are glad you are here!

This student handbook can help you successfully navigate the next chapter in your life. It contains policies, resources and general information. As a member of our campus community, you are responsible for adhering to the student conduct code. I encourage you to review the handbook so you are able to gain a full understanding of our services and our expectations of Moraine Park students.

In addition to the handbook, I encourage you to take advantage of the many services the college provides. All Moraine Park staff are committed to our students achieving their goals. Ask questions and challenge yourself and those around you in and outside of the classroom. Getting involved allows you the opportunity to enhance and enrich your college experience.

Wishing you all the best on your journey to imagine what's next.

Jim Barrett

Vice President – Student Services

**Procedures and policies are subject to updates throughout the year.  
Please view the most current Student Handbook PDF at [morainepark.edu/studenthandbook](http://morainepark.edu/studenthandbook).  
During the 2017-2018 school year, the college is transitioning to a new student portal.**

Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Equal Opportunity Officer, Moraine Park Technical College, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6355 or 920-924-3495.

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

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# Getting Started

## Admissions

### Standards of Admission

Moraine Park Technical College has an open course enrollment procedure. Most courses are open to all students who complete prerequisite course requirements with passing grades or meet specific program admission requirements such as criminal background checks or requirements set by state statutes. Moraine Park has remedial and developmental courses to assist those students who do not have the prerequisite requirements.

### Admissions Procedure

Students are admitted into an associate of applied science degree, technical diploma, or certificate when all required admissions steps are completed. The admissions procedure can be found in the College catalog or online at [admission and registration](#). Some programs have additional requirements (i.e., criminal background checks).

International students interested in attending Moraine Park Technical College are required to meet TOEFL scores and provide documentation regarding VISA status, financial commitment, and health insurance coverage. These details are available online at [international admissions](#). International students are encouraged to apply at least six months prior to their anticipated start date.

Students interested in adding or changing programs should consult with their advisor.

Applications for admission may be obtained and submitted by scanning this QR code on your smartphone,



online at [admissions and registration](#), or on campus at:

Moraine Park Technical College

Student Services Call Center

920-924-3207 or 1-800-472-4554

Beaver Dam Campus, 700 Gould Street, Beaver Dam, WI 53916-1994

Fond du Lac Campus, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940

West Bend Campus, 2151 North Main Street, West Bend, WI 53090-1598

### Computer ID and Account Set-up

It is important that you set up your student account in order to access *myMPTC*, e-mail, online learning, campus computers and on-campus printing. If you have already set up your account, please check your access to each.

- *myMPTC* is a password-protected resource. It provides access to self-service tools and your student records such as registration, grades, payment plan, financial aid and important College dates and information.
- Student Moraine Park Technical College e-mail is the official College communication tool. Course updates, teacher and student services contacts and other information is sent to your student e-mail. Read it regularly.
- Online Learning account is required for online or blended courses and is often used with traditional face-to-face courses.

Note: College policy requires periodic password change.

**Important Reminder: Set up your security question and remember the answer with exact capitalization. This information is required if you need assistance with your PIN or password.**

Instructions for activating your accounts can be found on the .edu website at: [morainepark.edu/openaccount](http://morainepark.edu/openaccount).

For technical assistance, please see “Who Do I Contact for Technical Assistance?” in the Campus Policies and Information section of the Student Handbook.

# 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. Students develop these seven "core abilities" and are responsible for their application. Graduates have a greater chance of success, because employers prefer to hire and promote individuals who:

## Communicate Clearly

- You plan and organize communications according to the purpose and audience
- You summarize in a brief and concise manner
- You provide support materials (i.e., facts, reasons, examples, details, statistics, anecdotes and quotes) to aid in understanding your ideas and information
- You participate in discussions and group work modeling active listening and feedback skills
- You demonstrate mastery of grammar, spelling, punctuation, capitalization, word usage and sentence structure
- You model professionalism and etiquette in all communications (letters, e-mail, voice mail, texting, etc.)

## Act Responsibly

- You follow directions
- You follow safety procedures
- You meet standards for participation
- You meet deadlines
- You present a professional image in your work and your appearance
- You are accountable for your actions

## Work Productively

- You stay on task
- You work independently, as needed, to complete work
- You ask for assistance when needed
- You set and attain goals
- You manage time effectively
- You prioritize work to meet deadlines
- You strive for continuous improvement in your work
- You use resources efficiently

## Think Critically and Creatively

- You use active problem-solving techniques (Plan, Do, Check, Act)
- You are creative in exploring possible solutions
- You consider the human, interpersonal and factual dimensions of a problem
- You distinguish between fact and opinion
- You apply global perspective to decisions and actions

## Adapt to Change

- You modify thoughts and actions as situations change
- You anticipate changes coming to, or affecting, the situation
- You approach change calmly and rationally
- You use positive behaviors to foster continual growth

## Demonstrate Integrity

- You demonstrate pride in your work by striving for the highest possible quality
- You accept and provide feedback to further individual and group growth
- You credit others for their contributions and share credit for tasks requiring a team effort
- You demonstrate trustworthiness by being honest, dependable, confidential and reliable

## Work Cooperatively

- You complete assigned tasks for team work
- You demonstrate collaborative strategies
- You exchange information, ideas, opinions, and solutions in a team/ group setting
- You respect others
- You encourage and offer assistance to team members

# Photo Release

All students and alumni ("Students") are advised that Moraine Park Technical College ("Moraine Park") Marketing and Communications staff take photographs and videos of Students throughout the year. These photographs and videos often include Students in classrooms, study areas, and at Moraine Park-related events and activities. Moraine Park reserves the right to use these photographs and videos as a part of its publicity and marketing efforts. Students who enroll at Moraine Park do so with the understanding that these photographs and videos might include their names, pictures, images, voices, and likenesses, and such photographs or videos might be included, published, or used in Moraine Park's publications including print, broadcast, or electronic media, for publicity, commercial, or marketing purposes, and enrollment at Moraine Park constitutes Students' consent to the inclusion, publication, or use of their names, pictures, images, voices, and likenesses in Moraine Park publications, both printed and electronic, for publicity, commercial, promotional, or marketing purposes.

# Registration and Fee Payment

## Registration

### Academic Semester and Registration Dates

The Academic Calendar (inside cover) identifies the academic semester start and end dates, as well as the registration dates for the fall, spring and summer registration sessions. Registration priorities, news and other important details will be posted on *myMPTC*.

### Priority Registration

Priority registration is given to program students. Specific registration dates and times for each program are designated for returning program students and new program students; followed by a pre-core, certificate and shared program student registration day. All program students may continue to register after their priority date has passed. After completion of the program priority dates, registration is “open” to everyone. Classes are filled on a “first-come, first-served” basis. All course prerequisites, corequisites or program restrictions must be met or dean permission attained.

### Class Wait Lists

If a class is filled, students may request to be placed on a class wait list. This class wait list is compiled on a “first-come, first-served” basis. If an opening should occur in the class, students on the class wait list will be called sequentially. Students have 24 hours (1 business day) to respond. If students do not respond within 24 hours, the next person on the wait list will be called. If your contact information changes, please inform Enrollment Services (Main Office) or submit a Student Record Change form, available on *myMPTC*.

### Registration Options

A student may register either:

- Through Self-Service via Internet/*myMPTC*
- In Person                      • By Telephone

### Semester Designations

For the purpose of awarding financial aid, enrollment verification and degree conferment, any course that starts between the dates indicated below belongs to the semester designated

Semester	Start Date	End Date
Summer Semester	June 1	July 31
Fall Semester	August 1	December 31
Spring Semester	January 1	May 31

Moraine Park registration information is available at [morainepark.edu/admission-and-registration](http://morainepark.edu/admission-and-registration) and on the Student tab in *myMPTC*.

## Course Add/Drop/Withdraw Information

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 Enrollment Services (Main Office) during the appropriate time span. Withdrawals will appear on a transcript.

### Drop/Withdrawal

**Students may drop a course prior to 11 percent of the potential hours of a course having been completed. Dropped courses do not appear on an official transcript. Students may withdraw from a course after the drop period but prior to 67 percent of the potential hours of a course having been completed. Withdrawals are recorded on an official transcript with a grade of W (withdrawal).**

A student may transfer 100 percent of tuition and fees from a dropped class before 5 percent of the course’s instructional hours are completed if the class added is requested at the same time that the drop occurs. This is called a swap. If there is a fee difference between the dropped and added courses, students are credited or billed the difference. *This option cannot be done on myMPTC. Students must go to Enrollment Services (Main Office).*



## **Refund Information**

With the exception of canceled or discontinued courses, students must drop/withdraw from a course within the drop/withdraw period. Start date and duration (length in days) 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 drops before the first class meeting, 100% of student fees will be refunded.

### **2. 80% Refund**

- a. If a student drops 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 withdraws 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 withdraws after 20% of the course's potential hours of instruction have been completed, 0% of student fees will be refunded.

## **Course Add**

Except in open-ended classes, students may not add an associate of applied science degree or diploma class after the start date without academic dean'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.

## **Method of Refund**

### **Refund Based on Start Date**

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.

Refunds for all fees paid by cash, check or credit card will be issued electronically on a weekly basis from the District Business Office. A paper check will be mailed to the student's address on file within 21 days if an electronic refund profile is not created on the student's *myMPTC* account.

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.

**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 for which fees have been paid, will have to repay a proportional part of federal aid based on the Department of Education's formula.

### **Refund Appeal**

Refund appeal requests are considered on rare occasion for legitimate extenuating circumstances at the discretion of the Registrar. Extenuating circumstances are those situations outside of a student's control that prevented the student from dropping/withdrawing during the established refunding deadlines.

Consideration of an exception requires a student to submit the Request for Refund Appeal form and to provide supporting documentation of an extenuating circumstance (i.e., medical notes, military activation orders) for review to Registrar's Office no later than sixty (60) calendar days after the class start date.

Refund requests made after the 60-day grace period will not be accepted, and students are responsible for payment.

# Withdrawal Information

Students are not allowed to withdraw from classes after 67 percent of the scheduled class time has elapsed (based on start date and duration in days). Students who wish to withdraw from a class must do so following the required withdrawal procedure.

## **Withdrawal for Nonattendance (No-Show)**

Students who register for a class but fail to attend will receive a grade of “WN” indicating a withdrawal due to nonattendance. The WN is treated as a withdrawal in that it does not impact a student’s GPA; however, it does count as attempted credits. The student does not receive a refund for the course and is responsible for all tuition and fee accounts due.

## **Failure to Formally Withdraw**

If a student attends a class and discontinues attendance without formally withdrawing, the grade earned in the class (possibly failing) will be recorded on their transcript. Students are responsible for all tuition and fee amounts due.

## **Involuntary Withdrawal**

There may be special circumstances for withdrawal due to factors beyond individual control, or where personal circumstances determined by college administration significantly impair a student’s ability to successfully continue their academic program. This procedure does not supplant any academic performance or discipline-based withdrawal or dismissal procedures maintained by academic units. A process to appeal the withdrawal/refund policy is provided to the student.

A student who has satisfied the conditions for readmission outlined at the time of his or her involuntary withdrawal will be considered for readmission to the College. Readmission conditions will be individually tailored so as to be appropriate to each student but will always be premised on the notion that the student is no longer a direct threat to others, and/or no longer demonstrates behavior that is disruptive to the normal educational processes and orderly operation of the College.

A student on an administratively imposed withdrawal may be required to provide documented evidence to show strong and reasonable possibility for academic success. The student may additionally be required to provide supporting documentation from licensed providers.

This procedure will not be used in lieu of disciplinary actions to address violations of Moraine Park Technical College’s conduct expectations or procedures. A student who has engaged in behavior that may violate conduct expectations or policies of the College may be subject to the MPTC discipline process. Financial implications may be considered on an individual basis.

## **Military Students - Leave of Absence**

Students who serve in the National Guard or Reserves who are ordered to active military service in the Armed Forces or are requested to work for the federal government during a national emergency are given full refunds when applicable and provided priority readmission. Please contact your instructors, Academic Advisor and Veterans Certifying Official to inform them of your potential leave of absence ASAP. Students must complete the “Appeal to the Withdrawal/Refund Policy Form and attach a copy of their Military Activation Orders. For assistance, please contact the Registrar or the Dean of Students.

## Fee Information (2017-2018)

	Fee Type	Description	Cost
Testing	Placement Test		\$15.00
	GED/HSED	Charge per test attempt.	\$33.75
Enrollment	Application Fee	One-time application fee for admissions.	\$30.00
	Program Tuition - State Resident	Charged for all associate of applied science degree, technical diploma, and state resident apprenticeship credits. Charged for adult and continuing education credit equivalents.	\$130.35 per credit
	Program Tuition - Nonresident	By act of the Wisconsin State Legislature [Wisconsin Statute 38.24(3)], nonresident students who are not Wisconsin residents nor subject to reciprocal agreements with the WTCS Board must assume liability for the nonresident fee of \$58.45 added to the based tuition established by the WTCS. In all cases the student is responsible for providing proof of residency. Courses taken online are not subject to nonresident fees.	\$195.53 per credit
	Material	Instructional materials consumed by students and instructors.	Varies with \$4.50 minimum per course
	Supplemental	Partially subsidizes district-wide programs in student health, student development and student life.	7% of program fees
	Security	Supplemental fee charged for courses that meet in a Beaver Dam, Fond du Lac or West Bend campus classroom.	\$1.00 per credit
	Avocational		\$219.00
	Uniform Service	Charged for use of uniforms in certain programs.	\$19.00 per credit
	Student Accident Insurance	Charged for mandatory accident insurance plan.	\$6.00 per semester
	Online Course Access		\$45.00 per course
Other	Prior Learning Assessment Fee - Exam	Charge per challenge exam for advanced standing credit. Must be paid prior to taking exam and is nonrefundable.	\$50.00/exam
	Prior Learning Assessment Fee - Skill Demonstration	Charge per course for assessing prior learning based on a demonstration of skills and abilities. Must be paid prior to demonstration and is nonrefundable.	\$90.00/course
	Prior Learning Assessment Fee - Portfolio	Charge per course for assessing prior learning based on review of portfolio submission. Must be paid at the time of submission and is nonrefundable.	\$90.00/course
	Prior Learning Assessment Fee - Military	Charge per course for assessing prior learning based on military experience. Must be paid at the time the assessment is requested and is nonrefundable.	\$90.00/course
	Official Transcripts	Printed on MPTC transcript paper; regular processing is within 2 business days of receipt of request; on-demand processing is at the time the request is submitted.	\$6.00 per transcript - regular \$10.00 per transcript - on demand
	Replacement Diploma	Fee assessed for replacement of lost or damaged diplomas.	\$15.00
	Deferred Tuition Plan	Non-refundable fee assessed each semester a tuition plan is established - requires an application.	\$35.00 per semester
	Criminal Background Check	Cost associated with acquiring a criminal background check from the Wisconsin Department of Justice and Department of Health and Family Services for all programs listed under the Liability Insurance Fee.	\$30.00
	Motor Vehicle Record Check	Costs associated with obtaining proof of valid driver's license for Electrical Power Distribution students for CDL training purposes.	\$20.00
	Books/Supplies	Includes items such as the tool kit and mannequin required in Cosmetology, kitchen knives required in Culinary Arts, tool kit deposit/rental and special materials such as safety equipment required in manufacturing programs. Textbooks and supplies are available in the Moraine Park Bookstore.	Varies by course and program.
	GED/HSED Certificate		\$15.00 per certificate
	GED/HSED Replacement Certificate		\$15.00 per certificate

These costs are provided by the Registrar's Office and are subject to change without notice. They are not to be considered as contractual guarantees or absolute costs in each program.

**Costs for the first year of programs range from \$1,500\* to \$5,000\* per year for tuition and fees depending on the number of credits taken. Books and supply costs range from \$350\* to \$2,100\* depending on the program. Contact Enrollment Services (Main Office) for updated costs per program.**

\*Estimate

**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 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 residency should be directed to the Registrar.

# Paying for College

## Financial Aid Process

Financial aid helps make your education affordable. Funding is available in the form of grants, loans, scholarships and work-study programs.

The financial aid process starts with the Free Application for Federal Student Aid (FAFSA) to determine your “financial need.” You will need to:

1. Complete the FAFSA application after October 1 for the following school year. Priority date for filing applications is April 15. Applications are available online at [www.fafsa.gov](http://www.fafsa.gov). (The FAFSA asks for a school code. Moraine Park’s code for all campuses is 005303.)
2. Complete the Financial Aid Supplemental form and return it to Moraine Park’s Financial Aid Office.
3. Complete the program admissions process. (Certificates and apprenticeships are not aid-eligible.)

### Satisfactory 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, a student must maintain satisfactory academic progress. 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 applicable aid period (fall, spring or summer). The student’s entire academic history is evaluated to determine whether or not he/she is 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 a student has changed 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 67% of all credit courses attempted AND a cumulative grade point average (GPA) of 2.0. The maximum time frame students may receive federal and state financial aid cannot exceed 150% of the number of credits required to earn a degree.

A, B, C, D and F grades are calculated in a student’s GPA. Grades of W, WN and I have no impact on GPA calculations, but still count as attempted credits\*. Refunds to students who withdraw from courses are based on the portion of the course completed at the time of withdrawal, and are assigned one of the following four percentages: 100%, 80%, 60%, or 0%. Credits dropped at 100% or 80% do not affect satisfactory academic progress. However, courses withdrawn at 60% or 0% do affect the credits attempted. Basic education courses are not counted as credits attempted. Transfer credits or credits attempted in other Moraine Park programs will count toward the student’s overall length of eligibility.

\*Grade structure is effective June 1, 2012. Courses completed or attempted prior to June 1, 2012, are subject to the grade structure in effect at the time the course was completed/attempted.

### Financial Aid Warning

Financial aid applicants will be placed on Financial Aid Warning for the next semester of enrollment at Moraine Park if their cumulative GPA is below 2.0 or cumulative course completion total is below 67% of the cumulative courses attempted. While on Financial Aid Warning, a student may receive financial aid but must be able to meet satisfactory progress for cumulative standards at the end of the warning semester.

Students who meet satisfactory academic progress standards at the end of the semester while on Financial Aid Warning will have their status changed to Good Standing. If a student is on Financial Aid Warning because of an I (incomplete) grade and later completes the class with a passing grade, it is the student’s responsibility to contact the Financial Aid Office to be reevaluated.

### Suspension

If a student is on Financial Aid Warning and does not meet Satisfactory Academic Progress (SAP) at the end of the Financial Aid Warning semester, the student will be suspended from further receipt of financial aid.

The student will be suspended from financial aid without a Financial Aid Warning semester if they received all F, W, or W80 grades (or any combination of the three) after receiving financial aid or have not earned a degree within 150% of the credits attempted. A

student who has been suspended must pay for future courses on their own until they meet SAP requirements, successfully appeal, or be eligible for an extension. A change of program will not eliminate this suspension.

### **Extension of Eligibility**

The maximum time frame students may receive federal and state financial aid cannot exceed 150% of the number of credits required to earn a degree. A student who graduated from a financial aid eligible program and pursues another program at the College continues under the 150% time frame for the new program. Students in this situation must complete the Extension of Eligibility Appeal Form, which can be obtained at Enrollment Services (Main Office) on any campus.

### **Appeal of Financial Aid Suspension**

A student who believes their Financial Aid Suspension is due to extenuating circumstances beyond their control can submit a written appeal. The appeal form can be found online at [morainepark.edu](http://morainepark.edu).

The request must detail the circumstances and must include third-party documentation to substantiate the basis of the appeal. The U.S. Department of Education regulations (34 CFR 668.34) state that a student must meet one of the following criteria to appeal suspension from financial aid.

1. Death of an immediate relative of the student
2. Injury or illness of the student
3. Other circumstances that result in undue hardship to the student

Documentation must be provided to substantiate one of the above criteria. Appeals without documentation and/or not meeting one of the criteria will be denied. If the appeal is denied, the student will be notified in writing that the financial aid suspension will remain in place.

The appeal and all documentation will be reviewed by committee. If an appeal is granted, the student will be notified in writing. The student will also be placed on Financial Aid Probation (for one semester) and will be subject to any additional criteria specified in the appeal approval letter. Each student with an approved appeal must enroll in and complete a Careers course in which an Academic Plan for success will be developed. The course and plan must be completed within the first four weeks of the student's Financial Aid Probation semester. This plan must be maintained until the completion of the student's program in order to continue to receive financial aid for any further semesters. It is the student's responsibility to notify the Financial Aid office that any conditions of Financial Aid Probation have been met to continue to receive aid. If, at the end of the Financial Aid Probation semester, the student is not meeting the conditions of the Academic Plan or did not finish the Careers course within the first four weeks of the semester, the student will be suspended and ineligible to receive further financial aid at Moraine Park until SAP standards are satisfied.

### **Course Repeats**

Failed courses (F grades) can be repeated twice as long as all other progress standards and institutional requirements, as outlined in the College Catalog, continue to be met. Incomplete courses (I grades) cannot be counted in enrollment status if repeated. A student may repeat a previously passed course once while utilizing financial aid at Moraine Park.

### **Credit for Prior Learning/Transfer Credits**

Students receiving or planning to receive financial aid or veterans benefits are required to have any prior education or training reviewed for transfer credits. 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. Consortium transfer credits will be evaluated as Moraine Park credits completed (grade report must be provided) but do not affect GPA.

### **Date of Record**

Federal law deems the portion of federal funds that must be repaid to the College for any student who withdraws or drops out. The actual amount of financial aid funding a student is eligible to receive will be determined based on the fundable number of enrolled credits on the Date of Record (the 15th calendar day of each semester at Moraine Park). After this date:

- Adjustments will not be made for additional enrollment
- Award may be recalculated for classes with no attendance and/or,
- A repayment may be charged for all or a portion of funds received.

**Please see the Financial Aid Award Guide available online at [morainepark.edu/financialaid](http://morainepark.edu/financialaid) for more detailed information regarding financial aid processes.** Additional information is also available on *myMPTC*.

# Student Veterans and Military Students

Moraine Park is committed to, and proud of, our veteran and military students. The college offers a number of programs approved for VA benefits and courses with a variety of flexible scheduling that is attractive to student veterans and military students alike.

Moraine Park thanks you for your service and for allowing us to help you further your education. For more information, please visit the “Veterans” link on the main page of [morainepark.edu](http://morainepark.edu) or [morainepark.edu/veterans](http://morainepark.edu/veterans).

## Veteran Priority Registration

Assembly Bill 201 gives priority registration to veterans and service members attending Wisconsin technical colleges. Those eligible include veterans and service members who are currently active or have an honorable or general under honorable discharge and reside in Wisconsin.

In accordance with the law Moraine Park Technical College allows eligible veterans and service members (not including dependents) to register one (1) day prior to their standard designated registration date. Priority registration does not waive any course or program requirements, such as prerequisites and program restrictions. Courses are available on a first-come, first-served basis.

## Veteran Educational Assistance

### Programs Approved for Veterans

Most programs of study at Moraine Park Technical College have been approved for veterans’ benefits by the Veterans Administration under the Montgomery GI Bill-Active Duty, Post 9/11, Selected Reserve, VEAP, REAP, Vocational Rehabilitation, Federal Tuition Assistance, MyCAA, and Veteran Educational Assistance for Survivors and Dependents programs. For more information concerning eligibility and the period of eligibility, contact the nearest VA office or your County Veterans Service Office.

Eligible veterans can apply for educational benefits through their local County Veterans Office. To receive maximum benefits, a veteran must be enrolled full-time in an associate or applied science degree or technical diploma program. Further information is available from the Financial Aid Office or [morainepark.edu/veterans](http://morainepark.edu/veterans).

Printed course listings by semester are available for all programs from the Admissions Office.

### Veterans’ Benefits Associate Degree and Technical Diploma

Benefits	Credits
Full-time	12 or more
Three-quarter	9-11
One-half	6-8
Less-than-one-half	5 or less

### Veteran Standards of Progress

All veterans must continue to make satisfactory progress in their program.

As required by the Veterans Administration Regulations, Moraine Park Technical College will report unsatisfactory progress in accordance with the information found in the **Academic Standards** section of the Student Handbook.

A veteran may be certified only for courses and electives required for their specific program. Credit from other higher education institutions must be evaluated for advanced standing. **It is the responsibility of the student** receiving veteran educational benefits to notify the Veterans’ certifying official of enrollment, changes in enrollment and withdrawal.

### Wisconsin Veterans Tuition Programs

**Wisconsin G.I. Bill** Wisconsin veterans may be eligible for a 100 percent waiver (“remission”) of program (tuition) and material fees for courses leading to an associates degree, collegiate transfer or vocational diploma.

This benefit is also available to certain spouses and children of eligible veterans as well. Any student using the Wisconsin GI Bill must maintain at least a 2.0 cumulative GPA or higher to remain eligible for the Wisconsin GI Bill benefit. For additional information, eligibility criteria and application instructions, please go to the WDVA website at [www.dva.state.wi.us](http://www.dva.state.wi.us) or visit your County Veterans Service Office for assistance.

**VetEd Reimbursement Grants** Wisconsin veterans may be eligible for partial tuition reimbursement following successful completion of full- or part-time coursework. Pre-applications must be submitted no later than 180 days after the semester, term or course start date. Reimbursement grant applications must be completed no later than 60 days following the end of the course. To apply online, please go to the WDVA website at [www.dva.state.wi.us](http://www.dva.state.wi.us) or visit your County Veterans Service Office for assistance.



### **Wisconsin National Guard Tuition Grant**

Provides a reimbursement of program fees for those eligible for the Wisconsin National Guard Tuition Grant. Application must be submitted no later than ninety (90) days after the course or term end date. In addition to accessing the form online, the student may obtain a copy of the application from the Veterans Certifying Official at Moraine Park Technical College.

## **Moraine Park Foundation and Community Scholarships**

Moraine Park Foundation Scholarships are awarded to students enrolled in at least six credits at Moraine Park. The scholarship application is available online at [morainepark.edu/scholarships](http://morainepark.edu/scholarships) from February through May. Applications are reviewed by a team of volunteers and are rated based on the following criteria: academic standing, extracurricular involvement/employment history, letters of recommendation and a personal statement describing education and career goals. Scholarship recipients will be notified in July, and awards will be disbursed evenly between the fall and spring semesters. All students are encouraged to apply, and the Moraine Park Foundation office staff is available to help you complete the application if need be—just call 920-924-3263.

Each year, the Foundation awards over \$100,000 in scholarships to Moraine Park students. Next year, one of those recipients could be YOU—so apply today!

There are also several community organization, associations and businesses that offer scholarships to students of Moraine Park. Each scholarship has its own process including application, timeline and award amount. All scholarship opportunities available to Moraine Park students (Moraine Park Foundation and community scholarships) can be found at [morainepark.edu/scholarships](http://morainepark.edu/scholarships).

## **Moraine Park Alumni Association**

The Moraine Park Technical College Alumni Association was created to provide opportunities for alumni to stay connected with their classmates and friends, faculty and staff, and to support students through mentoring, volunteering, and giving. Membership in the Alumni Association is free and provides many benefits including:

- Quarterly E-newsletter
- Special Events
- Networking Opportunities
- Distinguished Alumni Awards
- Job Search Assistance

For alumni news and events, go to [morainepark.edu/alumni](http://morainepark.edu/alumni). To speak with someone about the Alumni Association, call 920-924-3281 or email [alumni@morainepark.edu](mailto:alumni@morainepark.edu).

## **Student Financial Responsibility**

### **What is the Financial Responsibility Agreement?**

The Financial Responsibility Agreement (herein referred to simply as agreement) is our way of ensuring that you understand the financial impacts of enrolling in classes at Moraine Park Technical College. The agreement outlines the College's expectations for payment, financial aid, the employment of collection agencies, communication methods and procedures, as well as tax document requirements and delivery methods.

### **Why do I have to sign the agreement?**

There are several reasons why we expect every student to acknowledge the message contained within the agreement. First, and most importantly, we expect students to thoughtfully consider the cost of their education, to assist in financial planning and debt management. Second, the agreement satisfies several federal notification requirements that govern how student accounts are handled. Third, the College may employ the services of outside services and agencies for the collection of fees, and the agreement is the College's way of communicating those arrangements.

### **How often do I need to sign the agreement?**

To ensure that you are considering your finances each year, the agreement must be signed once during registration for each year of enrollment. Please refer to the Financial Responsibility Agreement on *myMPTC*. Carefully read the information. To continue your enrollment you will need to select YES indicating that you have read and agree to the terms of the contract.

### **What happens if I refuse to sign?**

The agreement serves as notification of potential consequences of non-payment, and to provide vital account information. If a student chooses not to sign any or all of the agreement, they will not be permitted to register for classes until the issue is resolved.

**How quickly can I register after completing the agreement?** Please contact Accounting & Financial Services at 920-924-6321 to have your hold lifted after completion of the agreement. You will then be able to proceed with enrollment.

## Payment of Fees

All fees are payable at the time of registration or by the due dates offered prior to the Fall, Spring and Summer semesters. If the due date has expired, payment is due at time of registration. Registration is not complete nor are students permitted to attend classes until all fees are paid.

## Ways to Pay

There are four payment options, one of which must be in place by the payment due date or classes will be dropped for non-payment.

## Individual Options

### 1. Pay in Full

- **Online:** Online payments via the Payment Suite are the quickest, most convenient way to pay your bill. We accept all major credit cards (Visa, American Express, Discover and MasterCard)\*, debit cards and e-Check payments. With e-Check, make safe, secure online payments and skip the fee-it costs nothing to make a payment online using e-Check.  
\*Effective 12/31/17, a 2.75% convenience fee (\$3 minimum) for credit/debit card payments will be assessed by the payment processor.
- **In person:** Pay by check, cash or money order at Enrollment Services (Main Office) at any campus. Kiosks are available for online e-Check, Credit or Debit Card payments.
- **By mail:** Mail check or money order (with your student ID number in the memo) to Moraine Park Technical College, PO Box 1940, Fond du Lac, WI 54936.

### 2. Payment Plan

The College shall provide standardized online payment plan options to assist the student in meeting their financial obligation with the College. A student in good financial standing with the College may enroll in a payment plan for current registration charges (book and supply costs cannot be included in the payment plan). A payment plan fee is established each semester and is due at time of plan enrollment. Partial payments do not enroll a student in the payment plan; the student must officially enroll online. The payment plan may be rescinded if the individual fails to comply with the terms and conditions of the plan.

To enroll online, log into *myMPTC* and click on Payment Suite.

### 3. Financial Aid

To pay with approved (anticipated) financial aid, students must have received an official Financial Aid Notification Letter from MPTC's Financial Aid Office. **Loans cannot be used to cover student bills until a promissory note and loan entrance counseling are completed.** Work-study awards can never be used to cover student bills. Students can view your awards online via *myMPTC*.

It is the student's responsibility to make sure tuition and fees are paid through financial aid. This includes providing requested information and following financial aid status in *myMPTC* to ensure proper delivery of aid.

Prior to receiving a financial aid award, students may receive a tuition bill. If the status with financial aid is complete, it will be reflected on the bill. If you are unsure of your status, check the student account at *myMPTC* for clarification.

If student's financial aid is not complete before the payment due date, students will need to enroll in a payment plan or pay in full. Once processing financial aid is complete, it will be applied toward the remaining balance of the student's payment plan. Students are required to continue making payments on their payment plan until processing of financial aid is complete or the balance is paid in full.

Please Note: If the student's financial aid is complete, BUT a high school transcript or College Transfer transcript(s) is required, financial aid will not hold the student's classes and will need to set up a payment plan before payment is due date.

### 4. Third Party Contract

If an agency, organization or company (such as DVR, WIA or an Employer) needs to be billed for student's tuition, this requires documentation. The student will need to submit a Third Party Contract Authorization by the payment due date. The student is ultimately responsible for their account balance if for some reason the outside source refuses payment.

## Returned Payment/Failed Payment Agreement/Stop Payment

Any payment not honored by the student's bank will result in a returned payment fee of \$30.00. Multiple returned payments and/or failure to comply with the terms of any payment plan or agreement signed with MPTC may result in cancellation of classes and/or suspension of eligibility to register for future classes at MPTC.



## Electronic Billing

Electronic billing is the official method for billing all current and former students with outstanding account balances. It is the student's responsibility to go to *myMPTC* to view their Student Account. Students will be notified through their MPTC e-mail when new e-billing statements are available to view in the Payment Suite.

## Delinquent Accounts

If a student fails to pay their student account bill or monies owing Moraine Park by the scheduled due date, the account will be considered delinquent, which will result in:

**Late Payment Charges:** The amount of the late payment charge will be established by the Vice President - Finance and Facilities and may be assessed monthly on the past due portion of the student account until the past due account is paid in full.

**Account Collections:** Moraine Park may refer delinquent accounts to a collection agency or WI Department of Revenue. Students are responsible for paying the collection agency fee, which may be based on a percentage at a maximum of 33 1/3% percent of the delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of the delinquent account. The delinquent account may be reported to one or more of the national credit bureaus. Accounts that enter a collections status are not appealable for withdrawal/refunds.

**Denial of Credit:** The College may require advance payment for future services based on the student's payment history. Debts owed to Moraine Park are educational debt and therefore seen as educational loan if not paid prior to the end of the term. Your student account is considered by Moraine Park, a publically funded institution of higher learning, to be an educational loan made to you to assist in financing your education, and therefore is not dischargeable under the United States Bankruptcy Code.

**Holds:** A hold will be placed on delinquent accounts restricting future registration, official/nonofficial transcripts or any other services. The College will delay the release of holds on accounts paid by personal checks for a period of two weeks, credit card: one business day after payment is received, and electronic check: three business days after payment is received.

Hold Type	Description	Service Impacted	Payment Method
AR	Accounts Receivable Hold The student account is past due. The hold will only be released upon payment of past due amount.	Transcripts, grades, admissions application, and future registration.	Cash, Check, Credit Card, Cashier's Check or Money Order accepted online or at Enrollment Services.
CD	Credit Denied Hold-This hold will permanently remain on the student account. Any student wishing to return to the College must pay in full their estimated charges prior to registration. Clearance to return to the College is issued by Accounting & Financial Services. (AFS).	Registration without payment.	Cash, Check, Credit Card, Cashier's Check or Money Order accepted at Enrollment Services.

CO	Collections Hold-The account is currently in outside collections. Once the account is paid in full this hold will become a Credit Denied Hold. Any student wishing to return to the College must pay in full their estimated charges prior to registration. Clearance to return to the College is issued by AFS.	Transcripts, grades, admissions application, future registration and payment.	Payment to Collection Agency Only. Please call Accounting & Financial Services at 920.924.6321 for more information.
FR	Financial Responsibility Agreement Hold-Student has not consented to Financial Responsibility. Will be removed when a student indicates consent.	Registration	Please go to <i>myMPTC</i> to review and update the status for The Financial Responsibility Agreement.
LF	Library Fine-Student has an obligation to the Library. This hold is removed only when the Library has confirmed to AFS that it is taken care of.	Transcripts, grades, admissions application, and future registration.	Return materials/ make payment to Library only.

NF	Returned Payment old-Recurring history of returned payments.	Payment	Cash, Cashier's Check or Money Order accepted at Enrollment Services.
RH	Registrar's Hold	Transcripts and future registration.	Contact the Registrar's Office at 920-924-3376.

WO	Write Off Hold- Student account balance has been written off. Once balance is paid in full, this hold will become a Credit Denied Hold. Any student wishing to return to the College must pay in full their estimated charges prior to registration. Clearance to return to the College is issued by AFS.	Transcripts, grades, admissions application, future registration, and payment.	Please call Accounting & Financial Services at 920-924-6321.
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### Negotiated Payment Plans

If a financial hardship prevents a student from making payment in full, a formal payment arrangement may be established with the College. The student must request such an arrangement from the Finance Manager in writing and include a description of the financial hardship. The Finance Manager will accept or reject the request and notify the student of the decision. If accepted, an online payment agreement will be created for the student to enroll in. Any deviation from the payment agreement will move the account to default status.

## Academics

### Academic Program Delivery

All students will be served consistently within their program irrespective of location.

### Assessment of Student Learning

Assessment is the ongoing process aimed at monitoring and improving student learning by carefully looking at how learners apply knowledge by demonstrating skills and abilities. In order to graduate from a program, Moraine Park requires students to complete an exit assessment that demonstrates their competence in outcomes. Some examples of exit assessments are: capstone projects or experiences, portfolios, internship, clinical evaluations and/or standardized tests. Colleges across the country recognized that grades do not give the true picture of what students know and are able to do. Today's assessment strategies are designed to measure the results of learning (what students can do!), evaluate programs and provide the basis for improving teaching and learning processes. Assessment of student learning is also needed to maintain Moraine Park's accreditation assuring the quality of education meets or exceeds acceptable standards set by the Higher Learning Commission of the North Central Association of Schools.

## Experienced-Based Learning

### International Education

Moraine Park Technical College is committed to providing international education opportunities for its students. In alignment with its Mission Statement, preparing students for success in a diverse and globally connected world, the College encourages students to experience international cultures through study abroad opportunities. These experiences place students in environments where they adapt to change, communicate clearly, and think critically and creatively as they engage not only in possible coursework but also common, day-to-day activities in other cultures.

Visit with any of our students who have traveled, and they will share how they've gained a greater awareness of educational, historical and social systems of other cultures. Study abroad supports workplace competencies.

### Benefits of International Education

- Interact with people who hold different world views
- Identify and relate to differences in the workplace
- Gain knowledge of other cultures while seeing one's home culture differently
- Adapt to change and new systems, from transportation to markets, menus and customs
- Prepare for a workforce where companies have offices on other continents

## Examples of Opportunities

- Participate in renewable energy and sustainable development efforts in Belize: At the end of the Spring semester students learn about some of the challenges unique to developing countries as they balance the push towards modernization with cultural, economic, and environmental considerations. Students participate in a service learning project by installing PV solar systems in underdeveloped area.
- Wisconsin-Darmstadt exchange: In May, students travel to Germany where German families host the students. In October, College staff and students host German students in their home. This educational experience includes academic and cultural components.
- Learn about business in Ireland. In early summer, students visit historical sites, attend lectures by top Irish instructors, and participate in company visits to receive a “behind the scenes” look at Irish business.
- International Education opportunities are available to all MPTC students and students may qualify for funding opportunities. For example, Benjamin A. Gilman International Scholarship is a grant program that enables students of limited financial means to study abroad. More information can be found here: [Gilman International Scholarship](#)

Students interested in learning more about International Education or Study Abroad opportunities should contact the Dean of General Studies at 920-924-3163, or visit the International Education website at [morainepark.edu/internationaledu](http://morainepark.edu/internationaledu).

## Service Learning

Moraine Park Technical College is committed to community engagement and student success. One way the College supports these commitments is through the opportunity for students to participate in service learning experiences as part of their academic curriculum. Service learning combines competencies from the curriculum with service experiences in community agencies. As a result, students apply their classroom learning to an applicable, real-world environment. Throughout the experience, students reflect on the experience and the relevance of their education to the day-to-day practices of a community agency. Most service learning opportunities for students align with community non-profit agencies.

For more information on service learning, including the Service Learning Award offered by the College to recognize students who are committed to serving their community, contact the Dean of General Studies at 920-924-3163.

## Grading

### Grades Used in GPA Computation

Grade	Definition	Grade Points Per Credit
A	The student has excelled in meeting all the competencies established for the course.	4 points per credit
B	The student has more than adequately met all the competencies established for the course.	3 points per credit

C	The student has adequately met all the competencies established for the course.	2 points per credit
D	The student has met the competencies, but not at an acceptable proficiency level established for the course.	1 point per credit
F	The student failed to meet one or more competencies established for the course.	0 points per credit

### Symbols Not Used in GPA Computation

Symbol	Indication
I	Incomplete
W	Withdrawal
WN	Withdrawal for Nonattendance
AU	Audit
E	Credit for Examination
O	Credit for Occupational Experience

M	Advanced Standing Credit at MPTC
T	Advanced Standing Credit - Transfer
P	Pass
PC	Partially Completed
<b>Continuing and Community Education</b>	
S	Satisfactory
U	Unsatisfactory

## **Incomplete Procedure**

A student may request a grade of Incomplete “I” when the completed portion of a student’s work in the course is of passing quality and, due to extenuating circumstances, the student is not able to complete all of the course requirements. A student’s desire to avoid a low grade is not a legitimate reason to award an incomplete. The student requesting an Incomplete should be able to complete the outstanding course requirements with minimal assistance from the instructor. An “I” does not count as hours attempted. The student has until October 15 (summer term), March 15 (fall term) or July 15 (spring term) or earlier to complete the course requirements. If the instructor does not remove the “I” grade, the “I” grade will change to an “F” grade. Students cannot register for the same course while an “I” is outstanding.

## **Auditing a Course**

A student may audit a course to gain a general understanding of a subject matter. The student must submit a completed Audit Course Intent Form at the time of registration. A student may not change his/her registration status from audit to credit or vice versa once the course has started. All course prerequisites must be met at the time of registration. Only undergraduate (UG) level courses can be audited.

A student auditing a course must pay the same tuition and fees as a student enrolled for credit. Per the 1999 Wisconsin Act 154, individuals who are 60 years of age or older are exempt from paying tuition when auditing a course. Any age 60+ auditor must be a resident of Wisconsin and will be required to pay course material fees and all other applicable student fees.

Auditing a course requires a student to meet attendance requirements, participate in classroom activities and complete all assignments required for the course; however, they do not complete examinations. Students who complete these course requirements are assigned a grade of “AU” (audit). Students who fail to complete these course requirements receive a grade of “W” (withdrawn).

A student does not earn course credit for auditing a course. Audited courses may not be used to satisfy the prerequisites or requirements for other courses. Courses taken on an audit basis are not part of the student’s credit load for financial aid, veterans’ benefits, or for any other purpose for which the College is asked to certify a student’s enrollment status.

The College administration reserves the right to restrict the auditing of any course. Audit options are provided on a space-available basis. Students auditing a course may be administratively withdrawn (with a full refund) in the event that the course fills and students seek to enroll for credit.

## **Advanced Standing (Credit for Prior Learning)**

Advanced standing (credit for prior learning) is the granting of credit in an associate of applied science degree or technical diploma program for knowledge or skills directly related to the program curriculum. Credit may be granted based on proficiency gained through work experience, military experience or training, business/industry training, coursework completed at other institutions or other prior learning experiences. Advanced standing (credit for prior learning) is awarded based on the following prior learning assessment (PLA) methods:

- **Prior Learning Assessment by Exam** – Challenge exams allow students to demonstrate knowledge and skills related to a particular course. Upon successful completion of the challenge exam and payment of required fees (see fee schedule), students are awarded credit designated with a grade of “E” (examination). Students may also be awarded credit for courses by achieving an acceptable score on an exam with nationally recognized standards such as Advanced Placement (AP) and College Level Examination Program (CLEP). Official test scores must be submitted for credit to be awarded.
- **Prior Learning Assessment by Skill Demonstration** – Students can be awarded credit by demonstrating knowledge and skills gained from learning activities outside of the traditional classroom such as occupational and military experience. Upon successful completion of a skills demonstration and payment of required fees (see fee schedule), students are awarded credit designated with a grade of “O” (occupational experience).
- **Prior Learning Assessment by Portfolio** – Students can be awarded credit by documenting knowledge and skills gained from learning activities outside of the traditional classroom such as occupational and military experience. Upon successful review and approval of a portfolio submission and payment of required fees (see fee schedule), students are awarded credit designated with a grade of “O” (occupational experience).
- **Transfer Credit** – Students are awarded credit for coursework completed at postsecondary institutions meeting accreditation requirements. Students are required to submit official transcripts for review. Students may be asked to obtain a course description and/or a course syllabus as needed to evaluate transfer credit. Transfer credit awarded is given a grade of “T” (transfer) along with the grade earned at the original institution. For example, if a student earns a “B” in a transfer course, a grade of “TB” will show on the Moraine Park transcript.

Students can earn no more than 75 percent of the total required credits required by a program through advanced standing (credit for prior learning). A minimum of 25 percent of the total program credits required in a degree, diploma or certificate program must be completed at Moraine Park Technical College.

#### **Pass**

The student successfully completed the competencies for the course. This symbol counts as hours earned.

#### **Partially Completed**

The student completed required hours but did not meet all competencies for the course and is considered partially completed.

#### **Satisfactory**

The student successfully completed all required activities for the course.

#### **Unsatisfactory**

The student did not successfully complete all required activities for this course.

**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, “D” is equal to 1, and “F” 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 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.

## **Repeat Courses**

Students are allowed to repeat courses at Moraine Park. Health and nursing-related courses can be repeated once – all other courses can be repeated twice. All attempts remain on the student’s official transcript; however, only the most recent attempt will be used in GPA calculations and to determine credits earned and attempted. Note: All attempts are considered when determining eligibility for financial aid.

## **Academic Standards**

- A “C” grade must be attained in all courses required for program graduation.
- Failure to maintain standards will place students on academic probation until the proper level of achievement has been attained.

#### **Academic/Attendance Requirements**

The following criteria are used to evaluate a student’s 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 advisors and/or Student Services. 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 class.

#### **Academic Standing**

Students who have attempted 6 or more undergraduate level credits at MPTC will establish an academic standing status based on a combination of semester and cumulative GPA calculations.

- Students with a semester and cumulative GPA of 2.0 or higher are in good standing.
- Students who earn a semester GPA of less than 2.0 will be placed on academic probation. While in a probationary status students are allowed to enroll in 15 or fewer credits in a semester. Students who are on probation will return to good standing once their cumulative GPA is 2.0 or higher.
- Students who earn a semester GPA of at least 2.0 but have a cumulative GPA of less than 2.0 will have a status of probation continued.
- Students will be placed on academic suspension if they fail to earn a semester GPA of at least 2.0 while in a probationary status. Students on suspension must sit out one full semester (fall or spring).

## Dean's List

MPTC will publish a Dean's List each semester. To qualify for the Dean's List, distinction students must meet all of the following requirements:

- Earn a minimum semester grade point average (GPA) of 3.5;
- Be enrolled at least half-time (6 credits) in undergraduate –level courses;
- Cannot have a failing (F) or incomplete (I) grade in the semester; AND
- Must otherwise be in good academic standing

## Appeal Process

A student on academic suspension with extenuating circumstances that can be documented is eligible to file an appeal. Students seeking to appeal their suspension must submit the following:

1. **Letter of appeal** describing the extenuating circumstances that affect the student's academic performance, steps taken to address/ resolve the circumstances and a plan to improve academic success moving forward (including use of MPTC resources). Letter must be signed and dated. For assistance, contacting your college academic advisor is highly recommended.
2. **Supporting documentation** to evidence extenuating circumstances described in the letter of appeal. Documentation for extenuating circumstances is the same as referenced under **Appeal for Financial Aid Suspension**.
3. **The appeal will be reviewed** by the College appeals committee.
4. The student will be **notified** of the decision in writing.
5. **If an appeal is denied**, the student will remain academically suspended.
6. **If an appeal is granted**, the student will be placed in a continued probation status. Successful appeal of an academic suspension does not guarantee reinstatement of financial aid, if applicable.
7. **The appeals committee** decision is final.

## Academic Amnesty

Moraine Park acknowledges that not all students are equally prepared for a successful academic career. Academic Amnesty is intended to provide an opportunity to remove a period of poor academic performance at Moraine Park from the GPA calculation. Moraine Park recommends students attempt to improve their academic record by **repeating a course(s)** first and utilizing Academic Amnesty as a last step. If the course is repeated, a repeat indicator of "E" will reside next to the previously earned failing grade. The last attempt of a course will be included in the GPA calculation. Students are encouraged to discuss ramifications and alternatives for Academic Amnesty with their academic advisor.

Due to federal regulations, the **Office of Financial Aid does not acknowledge Academic Amnesty when calculating eligibility for aid**. Therefore, for the purpose of Financial Aid, all credit attempts are counted and will continue to affect Satisfactory Academic Progress. Academic Amnesty does not supersede Financial Aid. Transfer institutions may or may not acknowledge Academic Amnesty and may recalculate the Moraine Park GPA for their purposes. It is at the discretion of other institutions to determine how they will interpret Academic Amnesty. Moraine Park is not responsible for the application of Academic Amnesty at other institutions or by employers.

### Criteria

- Academic performance can be forgiven after **three (3) calendar years** of absence from the end of the last semester of attendance to the beginning of the first semester enrolled (three years in which program coursework or coursework affecting the cumulative GPA was not attempted or completed).
- Students can apply for Academic Amnesty upon completion of 12 credit hours of undergraduate coursework with a "C" or better grade in each course upon their return to Moraine Park, after the absence.
- A maximum of two semesters may be requested for Academic Amnesty; semesters do not have to be consecutive. The semester(s) being requested must have a GPA under 2.0.
- Academic Amnesty will be granted for program coursework only. A course with a passing grade ("D" or better) will not be considered for amnesty.
- "W" = Withdrawal and "I" = Incomplete grades do not affect overall GPA but count as attempted courses. Only failing grades will be considered for Academic Amnesty.
- Academic Amnesty will be granted only once; even if the student does not take advantage of the full-limit (two semesters) of Academic Amnesty during their initial application.
- Academic Amnesty will be granted if all required criteria are met.



## Stipulations

- Academic Amnesty is not reversible.
- Can be used only once in a lifetime.
- The coursework is forgiven only for the purposes of improving the Moraine Park GPA.
- Academic Amnesty status is not recognized by the federal government when calculating Financial Aid or Veterans' benefits: all previous conditions for aid remain.
- Classes removed from the GPA under Academic Amnesty will count toward attempted classes for Financial Aid purposes.
- Forgiven classes and grades remain on the transcript with Academic Amnesty grade noted.
- Forgiven classes cannot be applied toward graduation from Moraine Park. Only the improved GPA will be considered.
- Honors designations will not be granted retroactively for any prior degrees or coursework earned.
- Academic Amnesty does not affect Phi Theta Kappa eligibility for prior terms.
- Tuition will not be refunded for any coursework that is approved for Academic Amnesty.

## Academic Amnesty Procedure

1. Students must apply for Academic Amnesty by submitting an Academic Amnesty application form to the Registrar.
2. The student will indicate their understanding and full agreement with the Academic Amnesty policy and procedure by signing the application.
3. An application must be received no later than the fall term prior to a spring graduation or a decision will not be guaranteed in time for degree conferment. Fall graduates should submit this application no later than the end of the summer term.
4. The Registrar will review the application to determine if the identified criteria are met. If Academic Amnesty is granted, the Registrar will amend the academic record.
5. The Registrar will communicate the decision in writing to the applicant whether the request is approved or denied.
6. All decisions are final.

## Final Grade Appeal

The purpose of the final grade appeal process is to provide a mechanism 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 via the syllabus. 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 (30) calendar days** of the grade being available via *myMPTC*.

### 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 Code Process.

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 on *myMPTC* 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 IVC.

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**

**Associate Dean/Dean:** Within **14 calendar days** after meeting with the faculty member, the student may appeal to the Associate Dean/Dean. The Associate Dean/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 Associate Dean/Dean will review the material submitted by the student. The Associate Dean/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 Associate Dean/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 Associate Dean/Dean will communicate the decision to the student within **14 calendar days**.

**Appeal to the Vice President - Academic Affairs:** Upon receipt of the decision of the Associate Dean/Dean, the student may appeal the decision to the Vice President - Academic Affairs 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 - Academic Affairs will review the information provided by the student, to determine if the information/documentation meets one of the criteria in the Grounds for Final Grade Appeal section. The Vice President - Academic Affairs will confer with the Associate Dean/Dean to gather information and rationale as to the decision(s) previously made. The Vice President - Academic Affairs will communicate the final decision to the student within 14 calendar days. The decision of the Vice President - Academic Affairs is final.

## **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 or more undergraduate-level credits

Three-quarter status = At least 9 but fewer than 12 undergraduate-level credits

Half-time status = At least 6 credits but fewer than 9 undergraduate-level credits

Part-time status = fewer than 6 credits undergraduate-level credits

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

**Course Status Change:** A student registered for credit may not change to audit nor may a student registered for audit change to credit. Refer to the “Grading” section of this document for details about auditing a course.

**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:** Grades are accessible online through *myMPTC* or an official transcript can be requested through the Registrar's Office. MPTC does not mail our grade reports.

### 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 [morainepark.edu/services/student-resources/student-records/](http://morainepark.edu/services/student-resources/student-records/). 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. An unofficial transcript can be accessed online through *myMPTC* and printed for use by the student.

## Graduation Rate

**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)

Collection Year	Cohort Year for Graduation Rate	Graduation Rate (%)
2011-2012	2008	40%
2012-2013	2009	37%
2013-2014	2010	35%
2014-2015	2011	34%
2015-2016	2012	46%

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

**Students who have completed or are in their last semester of courses toward any program sought** are eligible to participate in the annual May commencement ceremony.

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 for each degree sought
- All financial obligations to Moraine Park
- Achieved a 2.0 grade point average in all attempted credits required in the program
- Earned a grade of "C" or higher (unless otherwise specified) for each course required in the program

## Graduating With Honors

Students who complete an associate of applied science degree or technical diploma program (minimum 20-credit program) will graduate with honors if their cumulative GPA is 3.50 – 3.74 at the time the degree/technical diploma is awarded. Students with a cumulative GPA of 3.75 or higher graduate with high honors.

## Applying for Graduation

A Graduation Candidacy Form must be submitted for each program from which a student intends to graduate. This is required even if the student does not wish to participate in the commencement ceremony. Students should complete a degree audit in *myMPTC* (Student tab, Student Tools channel) to confirm that they have either completed or are currently enrolled in the courses required for each program. Students should contact their academic advisor if any questions arise.

Graduation applications are accepted at any time; however, the following deadlines apply to the graduation ceremony:

- March 20 – Graduation Candidacy Form must be submitted on/ before this date to guarantee that a student's name will appear in the commencement program.
- May 1 – Graduation Candidacy Form must be submitted on/ before this date for a graduate to participate in the commencement ceremony.

Moraine Park conducts one commencement ceremony in May each year.

## Academic Records and 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 website.

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 can be stored by the College in hard copy or other electronic mediums. An Official Transcript, which is electronically stored, is also considered a part of the permanent record.

**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 personally 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

# 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.

## 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. The appointment will be scheduled within a reasonable time period not to exceed 45 days after the request is received in accordance with federal law. 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 Vice President - Academic Affairs. 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 Vice President - Academic Affairs 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 Vice President - Academic Affairs will prepare a written decision including a summary of the evidence and the reasons for the decision. The decision of the Vice President - Academic Affairs is final.

If the Registrar or the Vice President - Academic Affairs 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 Vice President - Academic Affairs 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 as part 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.

Students may review and inspect their educational record by submitting a written request to do so to the Registrar's office.

### **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 Resources

## 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 academic advising, counseling, assessment, registration, tutoring, employment assistance, financial aid, accommodations, diversity relations, and a variety of activities and events in Student Life.

## Academic Success

Academic support is available at each campus utilizing one or more of the following options:

- Student Success Centers
  - Tutoring
  - Supplemental Instruction
- (There is no cost for these services)

Receive assistance with course concepts and reinforce learning

Improve reading speed, comprehension, and vocabulary to better understand textbook & program content

Improve math & basic algebra skills

Learn strategies and skills that will help you become a better writer, consult with an instructor on a paper

Gain skills to meet prerequisites

English Language Learning (ELL - formerly ESL) courses offer an opportunity to:

- Enroll in beginner to advanced levels
- Improve reading, writing/grammar, speaking/pronunciation and listening skills
- Use online computer-assisted learning

Use our online program at home and at school

Build computer skills

- Prepare for college or gain skills needed for successful course completion
- Meet educational requirements for Deferred Action for Childhood Arrivals (DACA)
- Study for United States citizenship

For information and to be matched to the appropriate resource, contact 920-924-6488.

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.
- Attend a career assessment course—find your fit!
- Learn to write résumés, research companies, improve interviewing skills and plan a job search strategy.
- Call, visit, or go online to discover all we have to offer.
- There is no cost for these services.

Schedules vary by campus; locations and hours can be found on *myMPTC*, or go to [morainepark.edu/careers](http://morainepark.edu/careers).

Beaver Dam Campus: 920-887-4437, Room J-112

Fond du Lac Campus: 920-929-3244, Room C-105

West Bend Campus: 262-335-5773, Room W-141



# 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 920-924-3207 or 800-472-4554.
- Proctoring ACCUPLACER for admissions and apprenticeship programs
- Administration and testing for Credit for Prior Learning by Exam
- Pearson VUE Test Centers are available at all three Moraine Park campuses

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

## Academic Advising

Academic advising at Moraine Park Technical College provides proactive, respectful and supportive interactions in a safe, secure environment that meet students' academic and developmental needs. Academic Advisors are the primary resource for students regarding academic planning and related issues and program specific requirements. The advisor is the student's "campus connection" to resources available as long as they are in attendance at Moraine Park.

Students are assigned an advisor upon acceptance into an associate of applied science degree, technical diploma, or certificate. Students can find their advisor contact information on *myMPTC*. Students are encouraged to view the Academic Advising information, as well as frequently check their e-mails and myAlerts for important updates.

Students are encouraged to meet or connect with their advisor before registering each semester to ensure they're making appropriate course selections. Students should meet with their advisor to:

- Determine program requirements.
- Plan their semester schedule.
- Develop a long-term academic plan.
- Determine appropriate electives.
- Clarify college policies and procedures.
- Discuss their academic performance.
- Discuss additional transfer credit/Credit for Prior Learning.
- Review degree evaluations in preparation for graduation.

## Academic Referral

The Academic Referral system is designed to identify and provide feedback for students who are at risk of not completing a course. The Academic Referral system supports communication among instructors, support services, and students.

A referral is submitted to a student and a college service provider by an instructor who is concerned that a student is in academic jeopardy.

If a student is not meeting the expectations in the course, we want each student to be aware. The earlier students are aware that faculty are concerned about their academic progress and success, the sooner interventions can be initiated to increase students' achievement in the course. By referring students via the Academic Referral system, faculty convey their awareness and concern for student success. Enrollment Services (Main Office) support staff, as appropriate, will contact students referred to them and connect them with appropriate support resources. In addition, alerts can also be made if an instructor is concerned about a student's emotional and/or physical well-being or has concerns regarding academic readiness to be successful in future courses or programs.

# The EDGE Program (TRiO Student Support Services)

The EDGE Student Support Services is a federally funded program that provides resources and support to students to accomplish their academic and personal goals. Among the services provided through The EDGE program are academic advising, student leadership development, financial assistance, goal planning, computer assistance, job shadowing, service opportunities, learning communities, cultural activities and transfer assistance.

In order to qualify, students must:

- Be accepted in a Moraine Park Technical College degree, diploma or certificate program and be enrolled for at least six credits.
- Be highly motivated to graduate and/or transfer to a bachelor's degree-granting institution.
- Meet one or more of the following:
  - Low family income (EDGE will assist you in determining your income) OR
  - Neither parent has a bachelor's degree (first generation) OR
  - Have a documented learning disability.

The EDGE program is partially funded by a U.S. Department of Education grant in the amount of \$220,000 annually. The EDGE-TRiO SSS application is available in *myMPTC*. For more information, e-mail [sssprogram@morainepark.edu](mailto:sssprogram@morainepark.edu) or call 920-924-3165. Or stop by our offices for personal assistance.

## Counseling

College can be stressful! The counselors at Moraine Park are here to help you cope with any academic and/or personal stress while you are a student. The counseling staff can assist you with any of the following issues you may experience as a student:

- Providing personal, academic and career counseling
- Managing stress, depression and anxiety; coping with test anxiety
- Finding balance with school, work and family
- Helping you communicate with instructors and other staff
- Connecting you with other college or community services
- Financial/budgeting issues – applying for Student Emergency Funds
- Alcohol, tobacco and other drug abuse education and referral
- Mental health education and referral
- Domestic violence/sexual abuse/rape education and referral
- Parenting education and referral

The college counselors truly enjoy working with students and look forward to assisting you in having a successful educational and personal experience at Moraine Park. Counseling services are confidential. You can schedule an appointment by calling Student Services at 1-800-472-4554 or contacting the counselors directly:

Beaver Dam Counselor 920-887-4441

Fond du Lac Counselor 920-924-3199 or 920-924-6535

West Bend Counselor 262-335-5874

## Crisis/Community Resources

Crisis/Community Resources for Fond du Lac, West Bend, and Beaver Dam can be found on *myMPTC*.

## Diversity Resource Center

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
- Providing ethnic resources (books, videos, magazines, tapes)
- Providing community and agency contacts and social support

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



## Nontraditional Occupations (NTO)

Nontraditional occupations (NTO) are careers that currently employ 25 percent or less of one gender. Most NTO careers are expected to show rapid growth within the next ten years. The Academic Advisor-NTO can help prepare you for a career in a nontraditional field offering class visits, job shadowing, and career panels. NTO students are offered services including scholarship information, networking events, and much more!

To find out what programs are considered nontraditional or for more information, contact the Academic Advisor-NTOs:

Renae Fischer 920-929-2477 [rfischer6@morainepark.edu](mailto:rfischer6@morainepark.edu)

Nathan Evrard 262-335-5729 [nevrard@morainepark.edu](mailto:nevrard@morainepark.edu)

## Students with Disabilities

Moraine Park Technical College's Disability Resources office offers reasonable accommodations for students with disabilities covered under the Americans with Disabilities Act. In addition, the office provides Title IX pregnancy protection at all campus sites. Reasonable accommodations are determined by the Accommodation Specialist and is based upon the documentation provided and the accommodation requested.

Individualized Accommodation Plans are written to specify accommodations and services that allow the student equal access to Moraine Park classes and programs. Possible accommodations include, but are not limited to:

- Note taking services
- Technology adaptations
- Sign Language Interpreter
- Testing accommodations (extra time, test reader, scribe, distraction-reduced environment)

Disability Resource Specialists provide testing accommodations, access to special software and equipment and academic support for students with disabilities.

### Steps to Accessing Services:

- Set up an appointment with an Accommodation Specialist as soon as possible to request accommodations. Disability Resources may not be able to make an immediate accommodation decision and provide accommodations for students who wait until the course begins.
- Students requesting accommodations are required to submit medical or other diagnostic documentation of their disability prior to receiving services

### Service Dog Guidelines:

Service dogs are accepted in all facilities and programs on our campuses. Students requiring the assistance of a service animal are encouraged to contact an Accommodation Specialist for additional information.

### Emotional Support Animal Guidelines:

All emotional support animals must be approved as an accommodation by the Disability Resources office. Individuals requesting an emotional support animal as a reasonable accommodation must submit documentation to an Accommodation Specialist. Failure to register or maintain an animal may subject the partner/handler to fines or refusal by the College to allow the animal to remain on campus.

### Pregnancy Related Absences (Title IX)

Moraine Park Technical College does not discriminate against any student on the basis of pregnancy or related conditions and are protected under Title IX. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Students needing assistance must request accommodations in advance of their absence from an Accommodation Specialist in the Disability Resource office on their campus.

### Contact an Accommodation Specialist in Disability Resources to Schedule an Appointment:

Accommodation Specialist, Beaver Dam campus 920-887-4495 or 1-800-472-4554

Accommodation Specialist, Fond du Lac campus 920-924-3196 or 1-800-472-4554

Accommodation Specialist, West Bend campus 262-335-5741 or 1-800-472-4554

TTY/VP: Use Relay/VRS

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

# Student Employment Services

Moraine Park Technical College's purpose is to provide the educational program to prepare individuals for employment. Once skills are acquired, the function of Employment Services is to coordinate and facilitate the individual's transition from college to work in the most effective and satisfying manner. Employment Services strives to assist students and graduates 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 current Moraine Park students who are actively enrolled in an associate of applied science degree, technical diploma, or certificate program; or any alumni from the College.

**Internship Draft Day:** Earn and Learn. Be an Intern. Students complete a profile, register to attend, select interview times and open networking times with companies, and get hired! Save the date: Thursday, November 9, 2017 ~ Lambeau Field Atrium ~ 3:00 – 7:00 p.m.. Learn more about this excellent opportunity at [www.internshipdraftday.com](http://www.internshipdraftday.com)

**Wisconsin TechConnect:** Wisconsin TechConnect is your online connection to employers looking to hire you. This system is available to students and graduates at all 16 Wisconsin Technical Colleges. Sign in or register for Wisconsin TechConnect at [www.wisconsintechconnect.com](http://www.wisconsintechconnect.com).

- View job openings and receive emails of job listings matching your program
- Post your resume online for employers to view when they post a job matching your program
- View a list of matching jobs as soon as you log in to your Wisconsin TechConnect account
- See how many times your resume has been viewed by employers

Area employers may announce job openings with Employment Services. 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 Report:** 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 the 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.

**Résumé Assistance:** Whether you are looking for your first full-time program-related position, seeking summer employment or looking for a part-time position while going to school, having a solid game plan will help make your job search more manageable. Employment Services assists students and graduates with cover letter and résumé reviews, along with mock interviews. Please contact the office to set up an appointment. Let Moraine Park help you reach your goals.

**Student Employment Reference Form:** This form can be used to request a written or verbal reference from your instructor. Contact the instructor, in advance, to discuss your request and receive permission before using the instructor as a reference. You are responsible for sending or delivering this form to the evaluating instructor. The instructor will keep it on file.

**Career Clothes Closet:** The Career Clothes Closet is available to students for FREE. Each student may take one full outfit per school year to be used in their job search and throughout the interview process.

Contact Us:

Employment Services

920-924-3205

[employmentservices@morainepark.edu](mailto:employmentservices@morainepark.edu)

## Student Photo ID

Upon request of a student, Moraine Park Technical College issues student identification cards containing his or her picture for use with campus related student activities. Additionally, college IDs are used among community retailers to provide student discounts. Please note the Moraine Park student identification card is not recognized as an "official" form of identification outside Moraine Park Technical College.

Students must be currently enrolled in a Moraine Park course and provide verification of identity to obtain an ID.

Enrollment Services staff will verify enrollment through the student records system at the time of request.

Identification documents presented must be issued by an appropriate governmental agency and contain a photograph (e.g., United States driver's license, State ID, passport, green-card, etc.). Presentation of such document and confirmation of current enrollment by Enrollment Services (Main Office) must be done in order to obtain an identification card.

Students without a government photo ID who wish to obtain a Moraine Park ID, may provide one of the following instead:

1. Utility bill with the student name and address on it
2. Employer verification or employer issued photo ID
3. Bank statement
4. Paycheck/stub
5. A check or other document issued by a unit of government
6. In the case of a high school student, a current high school-issued student ID with photo
7. In the case of HSAP students, instructors/HSAP staff may escort student to Student Services and show a copy of the HSAP contract with the student name and address

### **ID Expiration**

Moraine Park student IDs expire two years from time of issuance. Students may obtain another ID after expiration at no cost. All enrollment verification and identity will be reestablished after two years. Lost IDs can be replaced at a charge of \$10.

## **Campus Bookstores**

Bookstores are available at the Fond du Lac, Beaver Dam and West Bend campuses. Hours vary by location and can be found at [moraineparkshop.com](http://moraineparkshop.com). The bookstores sell and rent textbooks (new and used) and program supplies. Other items available for purchase include school supplies, electronics, collegiate wear, snacks and other miscellaneous products.

Please check out the bookstore website [moraineparkshop.com](http://moraineparkshop.com) for additional information and to order textbooks and supplies online. Online customers can have books shipped to their home for a fee or, if preferred, a free in store pickup option is also available.

### **Textbook Refund/Exchange**

Books may be returned for a full refund within two weeks of the start of class, with a cash register receipt and photo ID. For accelerated classes, the return must be made within the first week. For two-week accelerated classes, books must be returned within two days of the start of class. New books must be in perfect condition, free of all markings. Books with any marks in them or that were purchased used will be considered used and refunded at the used book price. The bookstore is the sole judge in determining whether books are returned in new or used condition.

### **Book Buyback Information**

Cash is paid for select current titles during book buyback at the end of each semester. Check with the campus bookstores or the academic calendar.

## **Parts Store — Fond du Lac Campus**

The Parts Store, located in the Automotive Lab in the "B" Building (Trade and Technical area), handles small tools, automotive supplies, flashlight-type batteries and hardware. It is only open during the school year. Hours vary and can be found at [morainepark.edu](http://morainepark.edu). Merchandise is available for purchase for all students, staff and external customers.

## **Lockers**

Program students at the Fond du Lac and West Bend campus locations may request a locker assignment in Enrollment Services (Main Office). For security reasons, locker assignments are permanent for the academic year. Changes in locker assignments are not permitted. Locks are built-in the doors. If a student forgets the combination, he/she may request it from the Enrollment Services (Main 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. Lockers are provided by the College for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and academic related materials. Students with a disability 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 College authorities at any time for health and safety reasons, for the common good of the College or if it is suspected that contraband is contained therein.

Students must empty occupied lockers at the end of the spring semester. Locker combinations are changed in Fond du Lac and West Bend annually. Any lock left on a locker at the Beaver Dam campus is removed. All lockers are cleaned prior to the fall semester. Items left in any locker will be disposed of or recycled.

## Lost and Found

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

## Library

The College libraries offer quiet places to study; rooms for independent or group work; computer access; a wide variety of print and online resources, journals and magazines; and assistance with your information and research needs. Our collections are developed to support the programs and courses offered at Moraine Park. Online resources are accessible off campus through *myMPTC*. To find out more about our libraries, including hours and services, please check our website at: [morainepark.edu/library](http://morainepark.edu/library) or stop in. Library locations:

Beaver Dam Campus - J-110 - 920-887-4406

Fond du Lac Campus - A-211 - 920-929-2470

West Bend Campus - N-107 - 262-335-5759

## Food Services (summer hours vary)

Food service is available at all three campus locations. Hours vary by location and can be found on *myMPTC*. Vending machines and a coin changer are also available in each of the cafeterias. An ice and water machine is also located on the Fond du campus. Cafeteria and vending purchases can be paid for with cash or credit cards.

At the 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 confectioneries 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 from 1:30 p.m. to 5:30 p.m. Payments can be made with cash or credit cards. Under no circumstances will food service extend credit to students for their purchases.

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.

## Print Management - myPrint

Each student registered for any class at Moraine Park will be credited with a \$40 print allowance, which equates to approximately 500 black and white pages. Once a student selects "print" in a document or Web page, the student will confirm the print job through a myPrint pop-up window, the document will be sent to the printer, and the charge will automatically be deducted from the student's account. The credit is available for use as long as the student is actively utilizing College resources. Students are welcome to add additional money to their accounts with a credit card either online using PayPal at [myprinting.morainepark.edu](http://myprinting.morainepark.edu) or with cash at each campus library. Visit *myMPTC* (Student tab, Student Resources channel, Printing) for more information.

# Office Technology Center - Open Computer Lab

All Moraine Park campuses provide an Office Technology Center (OTC) or open computer lab to all Moraine Park students. The labs offer a semi-quiet space for students needing a computer for school purposes. They are to be used by enrolled students only.

The Office Technology Centers are located in rooms A-210 at the Fond du Lac Campus; J-111 at the Beaver Dam Campus and N-112 at the West Bend Campus. Hours of operation are posted in each lab.

## Office Technology Center - Open Computer Lab Guidelines

- Individuals using the lab must be current MPTC students.
- The computer hardware and software, including the Internet, must be used for school purposes only.
- Printers should be used conservatively and for school purposes only.
- Respect others by using soft voices.
- Children are not allowed in the computer lab.
- Cell phones must be turned to SILENT/VIBRATE at all times.
- No food or uncovered drinks are allowed in the computer lab. Drinks must be covered tightly to prevent spills.

# Student Learning Labs

## Automotive Lab - Fond du Lac Campus

Moraine Park's Automotive Lab, located on the Fond du Lac campus, is part of the Automotive Technician and Automotive Technology programs. The Automotive Lab functions as a student training center, which performs vehicle repairs related to specific course content. This means specific vehicle repairs are only available during the time the course is offered. Moraine Park Automotive students work on most makes and models of cars and light duty trucks, which are newer than 15 years old. Services are available to students, staff and the general public.

- All repairs are performed by students.
- Students are supervised by experienced and certified instructors.

A vehicle repair schedule and Vehicle Repair FAQs can be found at [Auto Tech](#).

## Office Plus

Office Plus is an office services lab generating hands-on office experience to students while providing basic business services to students, staff and the general public. Services offered include printing, laminating, mailing and creation of mailing labels, business cards and envelopes. Career services offered include assistance with cover letters, résumés, LinkedIn set up and mock interviews. Information about Office Plus including hours, services, pricing and contact information can be found on [Office Plus](#).

## Park Terrace Restaurant - Fond du Lac Campus

Park Terrace at the Culinary Arts Center is the campus restaurant with meals created, cooked and served by MPTC Culinary Arts Students.

The restaurant hours and menus can be found at [Restaurant](#).

**Techniques Salon & Spa at Moraine Park — Fond du Lac Campus** Techniques Salon & Spa, with services provided by the Cosmetology program students, is located at Moraine Park's Fond du Lac Campus 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 with some evening and Saturday hours available. An appointment may be made with the students operating the reception desk or by calling 920-929-2106. Appointments are recommended; however, "walk-ins" are welcome. More information on Techniques Salon and the services available can be found at [Salon](#).

# Student Acceptable Use of College Computing Resources

All students and community guests must adhere to the Student Terms of Use of College Computing Resources. Access to the document can be found at on [myMPTC](#).

# Who Do I Contact for Technical Assistance?

Please call our Technology Help Line at 1-877-230-3509. You will be asked to select the specific support based on the following:

1. IVC/ Telepresence
2. Canvas Help Desk
3. Library Electronic Resources
4. All Other Moraine Park Technology

Moraine Park Technical College is committed to supporting our students with technology issues. We are here to help you resolve your issues by directly answering your question or by routing it to the appropriate technical help support.

## Public Wireless Access

Moraine Park's public wireless network is open to all students and the College community guests who have a wireless device. For information on set up, please visit the MPTC Technology page at: [morainepark.edu/technology](http://morainepark.edu/technology). Use the Knowledgebase Application to search for Wi-Fi setup instructions.

The College's Information Technology department does not provide support for any personal devices used to access the wireless network. However, students are expected to have their personal computer fully patched (operating systems and software applications). If students need assistance in getting connected to their personal devices, they can contact the Technology Help Line at 1-877-230-3509.

# Student Involvement

## 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 college 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 Life also opens doors for students to serve their communities through volunteerism, community service projects and charity drives.

## 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.

There is a Student Senate on each of Moraine Park's campuses. Each senate operates independently with their own membership and budget. Consisting of representatives from each of the campus clubs, as well as members-at-large, the Student Senates provide a voice for the Moraine Park student body on important issues facing students. They work to coordinate social, cultural and leadership activities for the campuses.

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

Beaver Dam Advisor: Lisa Manuell, K-323 ([lmanuell@morainepark.edu](mailto:lmanuell@morainepark.edu))

Fond du Lac Advisor: Samantha Saeger, A-102.9 ([ssaeger@morainepark.edu](mailto:ssaeger@morainepark.edu))

West Bend Advisor: Melanie Schroeder, L-160.2 ([mschroeder14@morainepark.edu](mailto:mschroeder14@morainepark.edu))

The District Student Government (DSG) and Wisconsin Student Government (WSG) advisor is the Student Life Lead, Lisa Manuell ([lmanuell@morainepark.edu](mailto:lmanuell@morainepark.edu)).

## Student Clubs and Organizations

Student clubs and organizations are available to any student attending Moraine Park and offer you amazing opportunities to explore your field of study, while getting to know fellow students.

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 a club or want to know how you can start up a new club? Get in touch with the Student Life Specialist on your campus today or visit the website [morainepark.edu](http://morainepark.edu)!

All clubs must be re-certified annually and approved by a respective campus Student Senate.

All students participating in club and/or class related student activities that require overnight travel must review and sign Student Travel Code of Conduct forms. In addition, the advisor and student must be thoroughly briefed by the Dean of Students or designee about code of conduct expectations.

## District Student Ambassador Award

Nominations requested from staff and faculty in the spring semester of each year.

- Ambassador chosen based on past involvement with school and curricular 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 (Work Productively, Demonstrate Integrity, Adapt to Change, Communicate Clearly, Act Responsibly, Think Critically and Creatively, and Work Cooperatively)
- Must be returning for 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 the spring semester of each year.

- Recognizes leadership, involvement, participation and service in co-curricular or community activities through club or Student Government membership, events and opportunities
- 2.5+ cumulative GPA required

## Leadership and Service Award

- Reserved for members of Moraine Park's Student Government
- Taken into consideration is a student's comprehensive level of commitment to the college and their representation of the student body through their attendance and engagement in Student Government and its related opportunities
- 2.5+ cumulative GPA required

## Student of the Year Award

Nominations sought from students, staff and faculty in the spring semester of each year.

- Student of the Year must excel both in and outside the classroom
- Student should exemplify Moraine Park's Core Abilities (Work Productively, Demonstrate Integrity, Adapt to Change, Communicate Clearly, Act Responsibly, Think Critically and Creatively and Work Cooperatively)
- Must be graduating during the academic year of nomination

## Technical Achievement Award

Nominations requested from faculty in the spring semester of each year.

- 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 Students in American Universities & Colleges Award

Nominations requested from staff and faculty in the fall semester of each year.

- Second year associate of applied science or technical diploma students
- 3.25+ 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 this ceremony.

## Service Learning Award

The Service Learning Award is a MPTC recognition program designed to recognize students who are committed to serving their community. Students who complete 50 or 100 hours of community service and service learning experience over the course of their time at MPTC will receive this award. The program is designed to recognize students who go beyond their program requirements and utilize their time to help the community. All students who complete and log their hours and complete a reflection will be awarded a MPTC Service Learning Award, Silver for 50 hours and Gold for 100 hours. Questions about the Service Learning Award? Contact Dr. Jennifer Lanter, Dean of General Studies, at [jlanter@morainepark.edu](mailto:jlanter@morainepark.edu) or 920-924-3163.

## All College Expert (ACE) Team

Moraine Park ACE (All College Experts) is a group of selected outgoing 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 communities we serve.

## Campus Policies and Information Facilities

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 to external groups, organizations or individuals providing the facilities are available and the activities do not conflict with the mission of the College.



## Wheeled Devices

Skateboards, roller blades, roller skates, bicycles, and similar devices are not permitted for use inside MPTC buildings. Hover boards and similar devices are not permitted for use on any MPTC property. This does not include wheeled devices to assist individuals with mobility related impairments or disabilities, such as wheelchairs, scooters and walkers. Additionally, bicycles, skateboards, rollerblades and other similar wheeled items that are not used because of mobility impairments may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities and individuals may be liable for damage to MPTC property caused by these activities.

## Drones and Hoverboards

The use of drones and any similar aircraft devices is strictly prohibited on MPTC property.

## Bulletin Boards and Notices

Bulletin boards are located throughout Moraine Park campuses. Each campus has designated Community and Student boards. All bulletin boards are assigned to a unit with a responsible individual.

All postings for student bulletin boards must be submitted to the designated campus Student Life specialist for approval and posting.

Students may post information of interest to their designated student board. 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 without prior approval. Political advertisements/promotions are in violation of Moraine Park's procedure. Postings may remain for a maximum of one semester.

## Parking

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

Following these guidelines about parking your car at the Beaver Dam, Fond du Lac and West Bend campuses will prevent your car from being ticketed and/or towed at the owner's expense.

1. Park in designated stalls only. Stalls are clearly marked and are available on a first-come, first-served basis. Do not park in drive areas or along curbs. Roadways and entrances must be kept open for emergencies.
2. Parking stalls designated as 2-hr. parking shall be reserved for visitors and should not be used by students.
3. The College will comply with state-mandated parking regulations.
4. Individuals parking in a restricted area or illegally, will be ticketed by the local police department. Vehicles may be towed at the owner's expense.
5. There will be no student parking in courtyards. Exceptions: Vehicles being serviced in the automotive labs in designated areas only.

Noncompliance should be reported to the Security Manager. Repetitive violations by a student will be reported to the Dean of Students and may result in disciplinary action.

All district parking lots have spaces designated for handicap parking. Parking lot maps are available on *myMPTC*.

## Campus Closings Due to Inclement Weather

Moraine Park Technical College attempts to function under all weather conditions. Information will be provided to local media sources when it becomes necessary to alter the College's campus schedule due to inclement weather. Students are encouraged to enroll in MPTCAAlerts to receive text and email notifications, check the College website ([morainepark.edu](http://morainepark.edu)), official social media sites and college emergency phone numbers (Beaver Dam 920-887-4555, Fond du Lac 920-924-6600 or West Bend 262-335-6000) regarding any campus updates. Efforts will be made to notify the various media contacts by 5:30 a.m. when the day schedule may be affected and, if possible, by 2:00 p.m., when evening schedules may be affected.

The College will only release announcements when the College's schedule is altered. 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.

# Children on Campus

## Overview

When children are introduced to environments that are not designed to cater to them, issues of safety, supervision, productivity and legal liability arise. Therefore, children accompanying students or visitors of Moraine Park Technical College must be under the constant supervision of a responsible adult while on MPTC property or on the site of any approved off-campus class or other MPTC event. Employees of the College have assigned duties and cannot take supervisory responsibility for any unattended children of employees, students, or visitors. Children should not be unattended in any College facility at any time.

## Procedure

- A. The College assumes no responsibility or liability for children, nor for any accidents or injuries to children. For the purposes of this procedure, a child is defined as any youth under the age of 18 who is not officially registered in an MPTC class.
- B. Students are expected to arrange for childcare utilizing the options available in our community. Sick children are not to be brought to campus.
- C. Children accompanying students or visitors are not permitted in classes, labs, or other learning environments.
- D. Persons receiving MPTC services may be refused service if accompanied by a child who will be unattended during the time the patron is receiving services. College staff will not be expected to provide supervision of such children.
- E. A violation of this procedure may result in appropriate corrective action.

If an unattended child is observed on campus, the MPTC employee observing the child should attempt to obtain the child's name and then report the situation immediately to MPTC Security. Security will attempt to locate the child's (children's) parents or legal guardians or caregiver to remedy the situation. If the parent or guardian or caregiver cannot be found in a reasonable amount of time, Security may refer the situation to the Department of Social Services or other appropriate agency.

# Animals Inside Campus Buildings

It is the policy of Moraine Park Technical College (MPTC) that service animals are accepted in all facilities and programs on our campuses. MPTC works to ensure that students with disabilities who have service/ emotional support animals have access to programs and services as entitled to under the Americans with Disabilities Act Amendments Act (ADAAA). We encourage students to contact a Disability Resource staff member prior to coming to Moraine Park Technical College.

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. Any exception to this policy requires specific permission from the Vice President – Finance Administration or designee.

# Tobacco-Free College

Moraine Park Technical College is strongly committed to maintaining and improving the health and well-being of all employees and customers. This policy is designed to create a healthier environment for everyone who comes to Moraine Park Technical College to study, work, or visit and complies with the State of Wisconsin law.

A tobacco-free college prohibits the use of all tobacco products, including e-cigarettes. No tobacco usage is allowed on the premises (buildings, grounds, sidewalks, streets, parking lots, and structures) or in college owned or leased vehicles. There are no smoking shelters or designated locations for students to use tobacco. Individuals may use tobacco in their personal vehicles; however, disposal of cigarette butts, smoking materials, or garbage on campus grounds is strictly prohibited.

## Tobacco Cessation Assistance/Resources

To the extent feasible, and utilizing available college and community resources listed below, Moraine Park Technical College will encourage all students to choose a healthful, non-tobacco use/non-smoking way of life. Emphasis will be placed on educating and referring students to available resources/services that provide tobacco cessation assistance.

The following tobacco cessation programs and resources are available:

- Fond du Lac County Health Department (920-929-3085)
- Washington County Health Department (262-335-4462)
- Dodge County Human Services and Health Department (920-386-3500)
- Wisconsin Tobacco Quit Line ([www.WiQuitLine.org](http://www.WiQuitLine.org) or call 1-800-QUIT-NOW)
- UW Center for Tobacco Research and Intervention ([www.ctri.wisc.edu](http://www.ctri.wisc.edu))
- American Lung Association's "Freedom from Smoking" individual online program ([www.ffsonline.org](http://www.ffsonline.org))
- American Cancer Society website ([www.cancer.org](http://www.cancer.org))
- QuitNet ([www.quitnet.com](http://www.quitnet.com))

### **Enforcement**

Policy enforcement is the responsibility of all staff and students. Repeated willful and/or documented disregard for the policy by students or visitors may result in disciplinary actions, up to, and including suspension or expulsion from the College.

All breaches of this policy will be recorded in writing. Student breaches will be forwarded to the Dean of Students.

### **Prohibited Activities**

All sales and advertising of tobacco products, including e-cigarettes, on college campuses are prohibited. This includes the distribution of samples of tobacco products or coupons redeemable for tobacco products.

The sponsorship of campus events by the tobacco industry or tobacco organizations is prohibited.

## **Alcohol/Drug Free Campus**

MPTC is committed to maintaining an alcohol and drug free learning and environment. The MPTC District Board, administration and staff recognize that the abuse of alcohol and/or other drugs interferes with a person's ability to learn and work and increases the risk of accidents and serious health problems.

To ensure a safe and effective learning environment, the possession, use, sale, manufacture, or purchase of alcohol or controlled substances on College property or as any part of College activities (on or off campus), is strictly prohibited. All students are prohibited from being under the influence of alcohol or controlled substances while on College property, while conducting College business, or receiving instruction. The District allows the dispensing of wine and beer for instructional purposes or at District special events approved by the president or their designee. Exceptions may be made by the College president or their designee only.

Students seeking assistance in dealing with alcohol or other substance use/abuse are encouraged to use resources available to them such as referral to an MPTC Counselor or outside agency.

MPTC and the Wisconsin Technical College System Board policy forbid the expenditure of tax dollars and/or student activity fees for alcoholic beverages. The advertising of alcoholic beverages is prohibited on College property and in College publications. This procedure is adopted in accordance with the Drug Free Schools and Community Acts (amendments) of 1989 (Federal law 101-226).

Any student breaches relating to alcohol or drugs will be forwarded to the Dean of Students as a student conduct code violation.

## **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 conduct expectations established by various program areas in regard to uniforms and shoes. Safety, cleanliness and appearance should also be considered.

## Talk2Us - Student Feedback

As a part of the College's growing culture of continuous improvement, Moraine Park Technical College is interested in hearing from students. Moraine Park invites feedback in order to help the College move forward and be responsive to our students, community, business partners and staff. We strongly encourage you to use Talk2Us regarding concerns that affect your ability to receive the best possible experience while attending Moraine Park. A link to Talk2Us can be accessed from [morainepark.edu](http://morainepark.edu) or from the Feedback channel on the Home tab of *myMPTC*.

## Student Rights and Responsibilities

Students are responsible for their own learning and development. They have a responsibility to be active learners by attending class, participating in class activities and discussions, completing class and laboratory assignments, and preparing in advance for the scheduled class session.

When you attend Moraine Park Technical College, you have the right to:

- Receive high-quality education and services.
- Be treated with respect and courtesy.
- Have your information kept private and confidential, according to FERPA guidelines.
- Be listened to and have staff work with you to make a plan to address your concerns and needs.
- Obtain information and support to make decisions to improve your situation.
- Be provided services and resources without discrimination.

This is what we expect from you:

- Treat the staff and others at Moraine Park Technical College with courtesy and respect.
- Adhere to the policies and procedures identified in the Student Handbook.
- Request support and services when needed.
- Complete and return all required documents.
- Interact with civility and mutual respect.
- Follow and adhere to the MPTC Core Abilities:  
Work Productively, Demonstrate Integrity, Adapt to Change, Communicate Clearly, Act Responsibly, Think Critically and Creatively and Work Cooperatively.

## Civility and Mutual Respect

MPTC students are expected to conduct themselves with civility and respect. This means that students are encouraged to show respect for others (students, staff and community members); contribute to mutual respect, effective communication, and team collaboration; maintain a positive and cooperative attitude; and exhibit professional and ethical behaviors.

However, there are some circumstances in which behavior may justify disciplinary action up to and including separation of the offending party from MPTC. These behaviors include:

- Expression that violates the law.
- Expression that falsely defames a specific individual.
- Expression that constitutes a genuine threat or harassment.
- Expression that unjustifiably invades substantial privacy or confidentiality interests.
- Expression that is sufficiently severe or pervasive that it would effectively deny another person's access to the College's resources and opportunities or deprive another person of some other legally protected right.
- Expression that communicates an unlawful threat of violence.
- Expression of a type that tends to provide immediate violent reaction.

In addition, MPTC may reasonably regulate the time, place and manner of expression to ensure that it does not disrupt the ordinary activities of the College.

By respecting and valuing each other and maintaining a positive and cooperative attitude, we can dramatically enhance our Campus environment and personal well-being.

# Student Travel

Students traveling for academic or extra-curricular purposes must fill out Travel Code of Conduct forms and submit to the MPTC staff who will be overseeing the travel.

Students traveling are subject to the Travel Code of Conduct, Student Handbook, Right and Responsibilities and all Moraine Park Policies and Procedures. Staff must file appropriate forms (Field Trip Application Form or Advisor Travel Checklist) when traveling with students. Forms must be submitted a minimum of two weeks prior to travel. Forms are available on myMPTC.

# Student Conduct Code

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 the accomplishments of the District's academic mission.

Every student has the right to pursue his/her education free from disruption, harassment, threats or danger. **Any conduct or communication in any form that impedes the educational process, violates the rights, or intimidates staff or students 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.

## Due Process

In all cases involving student sanctions, the student will be given:

- Notice in writing of violation of student code of conduct
- Opportunity for a meeting to review facts related to the incident and determination of informal resolution or disciplinary sanctions
- Right to appeal the decision/sanction

## Student Status

A student is defined as someone who is accepted and actively enrolled for the purpose of obtaining a degree or diploma. A student involved in the disciplinary process, unless temporarily suspended, 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 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 (10) standard business days to request a hearing.

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

Due to unique requirements, some programs have additional policies in combination with the existing Student Handbook.

## Student Conduct Code (Nonacademic)

Misconduct subject to disciplinary action 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, bullying, or cyberbullying that is sufficiently severe or pervasive from both a subjective perspective (i.e., the recipient's view) and from an objective perspective (i.e., a reasonable person's view) that it would effectively deny another person's access to the College's resources and opportunities or deprive another person of some other legally protected right; detention of any person on College property, satellite property, or at College activities; or conduct that endangers the health or safety of others.

- Conduct that damages or destroys College property or satellite property or attempts to damage or destroy College property, satellite property, technological resources, or the property of other students.
- 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.
- Viewing or displaying pornographic images.
- Unethical, inappropriate, or illegal use of electronic communication.
- Unauthorized entry into or use of College property, satellite properties or facilities, technological resources or third party technological resources.
- Violations of the Student Acceptable Use of College Resources procedures. The College's Acceptable Use of Computing policy can be found on *myMPTC* under Student Resources.
- Violations of the Affirmative Action and Equal Opportunity Policy or the Sexual Misconduct Procedure. The policy and procedure can both be found on *myMPTC* under Student Resources.
- Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation.
- 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 documents or records and/or altering documents affecting academic records.
- Excessive use of College resources based on complaints that are frivolous, lacking in merit, intended to harass, or are irrelevant to the person's status as an MPTC student.

## Sanctions (Nonacademic)

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 and enforce appropriate sanctions. These include:

- **Temporary Suspension:** In the event that a student's behavior presents an immediate danger to self, other students, staff or property, or 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 conduction of a full investigation and hearing. Students may be removed for mental health assessment. 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. Failure to respond to a temporary suspension letter and meet with MPTC administration within thirty (30) calendar days will result in the student being placed on full suspension for at least one semester.
- **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, student e-mail, library, 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:** Fines and/or restitution, where appropriate, when loss or damage has been done to college facilities, property, and/or the property of others.
- **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.



- **Apology:** A letter of apology from the student to any relevant party, including the College.
- **Development:** Complete a reflection paper or essay that addresses the following questions/statements:
  - What have you learned from this experience?
  - What will you do differently if the same situation should arise in the future?
  - What are some of the potential consequences of your actions?
  - How did your actions negatively impact your program, fellow students and MPTC?
  - How will the MPTC Core Abilities factor in your decision making in the future?
- **Meeting:** A meeting with a college official or counselor to discuss the student's behavior and potential corrective strategies.
- **Warning:** A notice, in writing, to the student that the student is violating or has violated certain College conduct expectations, policies and regulations.
- **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 conduct expectations 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. After two suspensions, a third incident will result in an expulsion.
- **Expulsion:** Under expulsion, the student's relationship with the college is terminated. All student rights and privileges are lost permanently. The Vice President of Student Services reviews all recommendations of expulsion.

## Student Conduct Code Action (Nonacademic)

Resolution of a violation of conduct code is based on the premise that informal resolution is the preferred outcome.

### Procedures

- Students who are subject to disciplinary sanctions will be notified of specific infractions of the College conduct code and have the opportunity to meet with the Dean of Students to seek resolution. The goal of this meeting is to find a mutually agreed-upon resolution if possible or for the student to accept the original sanction imposed.
- Students who are subject to probation as their disciplinary sanctions may appeal to the Vice President of Student Services. A student will be accorded five (5) standard business days, following receipt of the written notification of loss of privilege/probation, to contact the Vice President of Student Services in writing to request a meeting. As part of the written request, the student must include the following:
  - The student's specific concerns and circumstances related to the incident.
  - Why the sanction of privilege/probation is unreasonable, unfair, excessive, or not in keeping with the sanctions prescribed in the Student Code of Conduct.
  - The outcome that the student seeks.
  - Any other relevant documents that are to be considered in the appeal process.
- Students who are subject to suspension or expulsion as their disciplinary sanction may request a hearing before the Student Conduct Committee. A student will be accorded five (5) standard business days, following receipt of the written notification of suspension or expulsion, to contact the Dean of Students in writing to request a meeting before the Student Conduct Committee. As part of the written request to the Dean of Students, the student must include the following:
  - The student's specific concerns and circumstances related to the incident.
  - Why the sanction of suspension or expulsion is unreasonable, unfair, excessive, or not in keeping with the sanctions prescribed in the Student Code of Conduct.
  - The outcome that the student seeks.
  - Any other relevant documents that are to be considered in the appeal process.
- If the written request does not include all of the information listed above, the appeal may be denied.

### **Student Conduct Committee**

If a student requests a meeting before the Student Conduct Committee, the Dean of Students will forward all information to the Academic Dean who will schedule a hearing before a Student Conduct Committee to be held within thirty (30) standard business 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 thirty (30) day time period, the student will be notified in writing.

The Student Conduct Committee members shall be selected by the Academic Deans Office 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.

The Dean of Students Office will provide procedure and process support to the committee and is a nonvoting 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, Academic Dean, 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.

If the accused student fails to appear for the informal hearing, the Dean of Students or designee may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of the action taken.

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 fourteen (14) standard business days of the hearing.

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

### **Request for Appeal**

Students may appeal the decision of the Student Conduct Committee to the College Vice President of Student Services within ten (10) standard business days of service of a decision. The appeal will consist of written exceptions to the findings of fact, decision or disciplinary sanction.

The College Vice President of Student Services will schedule an individual meeting within fourteen (14) standard business 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 fourteen (14) standard business days of the meeting, the College Vice President of Student Services will approve, reverse or modify the decision; however, the College Vice President of Student Services shall not impose a sanction more severe than that imposed by the Student Conduct Committee. The decision of the College Vice President of Student Services will be final and the matter will be closed.

### **Right to Petition for Readmission**

A student who has been suspended or expelled 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 one-half of the suspension period, or three (3) years (six semesters) from the date of final determination in expulsion cases.

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

## **Student Conduct Code (Academic)**

Instructors are responsible for familiarizing students with conduct expectations 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.

## **Sanctions (Academic)**

Faculty members with direct personal knowledge of an Academic Student Conduct Code violation by a student or students have the authority to impose penalties. Based on the evidence and the severity of the misconduct, instructors may impose the following sanctions:

- Issue an oral reprimand.
- Give a written reprimand presented only to the student.
- Require an assignment or assignments or repeat the work that is graded on its merit.
- Issue a lower or failing grade on the particular assignment or test in question.
- Lower the grade in the course.
- Submit a failing grade in the course.
- Remove the student from the class session in progress.
- Dismiss the student from the class for the balance of the class session and/or referral to the Dean of Students for further action.

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

- Forging signatures or falsifying information on documents or records.
- Altering documents affecting academic records.
- Presenting or making use of false documentation.
- Making false statements to college employees regarding academic work.
- Misrepresenting ones' self to college representatives, other students, and/or external entities.

### **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 or college activity or academic material unless authorized by the instructor or Associate Dean/Dean.
- Using another student's home directory for any purpose.
- Non-students accessing resources identified for student use only.

### **Other**

- Failing to comply with a reasonable request or directive from a representative of the College.
- Additional provisions from accrediting bodies and clinical/internship sites may supplement this Student Conduct Code.

In addition to the sanctions, described above, the Associate Dean/Dean may impose one or more of the following:

- A letter of apology from the student to any relevant party, including the College.
- A meeting with a college official or counselor to discuss the student's behavior and potential corrective strategies.
- Fines and/or restitution, where appropriate, when damage has been done to college facilities and/or the property of others.
- Removal from program.

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

If the severity of the academic misconduct is deemed to be serious or extreme, the faculty member or Associate Dean/Dean will refer the matter to the Dean of Students for disciplinary action.

## **Student Grievances (Academic)**

A grievance is a written claim raised by a student claiming alleged improper, unfair, arbitrary, or discriminatory action by an employee involving application of a specific provision of MPTC policies and procedures. An academic grievance is a dispute related to an academic matter within a learning activity, class, or program of study.

This grievance procedure pertains to both credit and non-credit classes and programs. In the following procedures, standard business days are understood to follow a Monday through Friday sequence, not counting days when the college is closed. The Associate Dean/Dean has the authority to extend the reporting times if there are documented extenuating circumstances.

The grievance procedure is based on the proposition that informal resolution initiated by the student is the preferred outcome. If such resolution cannot be attained or if the student feels that an initial informal meeting with the affected party is not possible due to the nature of the concern, then the grievance procedure will begin as outlined below. Failure to comply with any of the deadlines below will forfeit a student's right to appeal.

### **Informal Resolution**

The intention is to achieve resolution with parties involved at the lowest administrative stage without the need for further sanction or escalation. The student must contact the instructor with whom they have the grievance and request a face-to-face meeting or phone conference to discuss the concern within five (5) standard business days of the date on which the alleged issue occurred or was brought to the student's attention by the instructor.

The instructor must hold the meeting or phone conference with the student within five (5) standard business days of the receipt of the student's request. The instructor will listen to the entirety of the student's concern and consider if a change of decision is warranted.

Within five (5) standard business days of reaching a decision, the instructor will communicate the decision to the student in writing (college e-mail or letter) and provide a copy to the Associate Dean/Dean of the instructor's instructional area. If there is no resolution of the grievance with the instructor, the student may initiate a Formal Appeal.

### **Formal Resolution**

Step 1: Request for Appeal to the Associate Dean/Dean

If the issue was not able to be resolved during the meeting with the instructor and the student seeks to pursue the matter further, the student may appeal the sanction using the following procedures.

The student must submit a written appeal request to the Associate Dean/Dean within five (5) standard business days of the date on which the student learned of the instructor's decision. The written appeal request document (or e-mail) must clearly address:

- The student's specific concerns.
- The date on which the student met with the instructor to seek resolution of the issue (if the student did not meet with the instructor, the student must explain why).
- The result of the discussion with the instructor.
- The outcome the student seeks.

The Associate Dean/Dean will contact the student to establish a meeting. At this meeting, the Associate Dean/Dean will discuss with the student the concerns related to the issue. After the meeting the Associate Dean/Dean will communicate a decision to the student, in writing. A copy of the communication will be provided to the instructor (as applicable). In the case of a grievance within the areas

General Education, Adult Basic Education and Economic Workforce Development, the Dean will advise the student that continuation of an appeal will move to Step 3 in the process.

#### Step 2: Request for Appeal to the Dean

The student may appeal to the appropriate Dean. The student must make this request to the Dean within five (5) standard business days of the date on which the student learned of the Associate Dean's/Dean's decision.

The Dean will contact the student to establish a meeting if necessary. The Dean will have access to all information involved in the prior steps of the procedure and may invite other persons as necessary to make a decision.

The Dean will communicate a decision to the student, in writing. A copy of the communication will be provided to the instructor (as applicable) and the Associate Dean.

#### Step 3: Request for Appeal to the Vice President of Academic Affairs

The student may appeal to the Vice President of Academic Affairs. The student must make this request within five (5) standard business days of the date on which the student learned of the Dean's decision.

The Vice President of Academic Affairs, or the Vice President's designee, will contact the student to establish a meeting if necessary. The Vice President will have access to all information involved in the prior steps of the procedure and may invite other persons as necessary to make a decision.

The Vice President will communicate a decision to the student in writing. A copy of the communication will be provided to the instructor, the Associate Dean, and the Dean, as applicable. The decision of the Vice President is final.

**Due to the unique requirements of certain programs, their specific handbooks supercede the student rights and responsibilities and Student Conduct Code.**

## Affirmative Action and Equal Opportunity

Moraine Park Technical College (MPTC) 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, gender identity, 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 MPTC to maintain an Affirmative Action and Equal Opportunity comprehensive plan. This program includes equal opportunity and nondiscrimination for all employees, students and non-employees. Any person who believes that their affirmative action rights have been violated has the right to file a grievance. The grievance should be filed within 300 days. The Moraine Park Harassment and Discrimination Grievance Procedure should be followed. It can be accessed by clicking on "An Equal Opportunity College" at [morainepark.edu](http://morainepark.edu) or by contacting an Equal Opportunity Officer. This action does not preclude the grievant from seeking additional recourse through an appropriate outside agency.

Moraine Park Technical College (MPTC por sus siglas en inglés) está comprometido al cumplimiento de la Ley de Derechos Civiles de 1991; la Ley de Americanos con Discapacidades de 1990, como enmendado; Título VI y el Título VII de la Ley de Derechos Civiles de 1964, como enmendado; las Leyes de Discriminación por Edad de 1967 y 1973; la Ley de Pago Igual de 1973, como enmendado; la Ley de Restauración de Derechos Civiles de 1987; Título IX de las Enmiendas de la Educación de 1972; sección 504 de la Ley de Rehabilitación de 1973; la Ley de Empleo Justo de Wisconsin; órdenes ejecutivas federales y de Wisconsin; el Código Administrativo de Wisconsin; la Ley de Educación Vocacional Carl D. Perkins; y las normas de la Oficina de Derechos Civiles que manifiestan que ninguna persona será negada los beneficios, excluida de participación, o sometida a discriminación en base de raza, color, religión, origen nacional, ascendencia, creencia, sexo, identidad de género, discapacidad, antecedentes de arresto o condenas, edad, estatus de veterano, membresía en la Guardia Nacional, Fuerza de Defensa Estatal, o cualquier componente de reserva de las fuerzas militares de Wisconsin o de los Estados Unidos, estado civil, preñez, orientación sexual, afiliación política, estatus de padre o

madre, información genética, y el uso o no uso de productos legales fuera de los locales del empleador y durante las horas no laborales.

Es política de MPTC mantener un plan integral de Acción Afirmativa e Igualdad de Oportunidades. Este programa incluye la igualdad de oportunidad y la no discriminación para todos sus empleados, estudiantes y no-empleados. Cualquier persona que cree que sus derechos de acción afirmativa han sido violados tiene el derecho de presentar una queja. Se debe presentar la queja dentro de 300 días. El Procedimiento de Quejas de Acoso y Discriminación de Moraine Park debe ser seguido. Se accede al procedimiento al hacer clic en “An Equal Opportunity College” en [www.morainepark.edu](http://www.morainepark.edu) o al ponerse en contacto con un Oficial de Igualdad de Oportunidad. Tal acción no prohíbe que el reclamante busque recursos adicionales por medio de una agencia externa apropiada.

### **Affirmative Action/Equal Opportunity Plan**

The College maintain an Affirmative Action/Equal Opportunity Compliance Plan demonstrating its commitments and efforts towards equal employment opportunities and equal educational program opportunities. Equal educational program opportunities include, but are not limited to access to courses, programs, and program resources; admissions; student policies and their applications; counseling ,guidance and placement services; physical education and athletics; financial assistance; work study; and extracurricular activities regardless of location or campus. The educational climate will be conducive to and supportive of cultural and ethnic diversity. The plan will include specific goals and timetables for accomplishing results.

### **Harassment and Discrimination Grievance Procedure**

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, gender identity, 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 employees, students and non-employees will be subject to discipline under appropriate MPTC employment procedures. Students discriminating against other students, employees or non-employees 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. All Faculty, Adjunct Faculty, Management/Confidential and Support Professional employees of the College are mandatory reporters of harassment and discrimination and are obligated to report harassment to appropriate officials.

Use of these procedures does not preclude the right of a person to also file a complaint 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.



## **Definitions**

**Grievance:** Grievance means a complaint alleging harassment and/or 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.

**Discrimination:** Discrimination shall mean a difference in treatment in any service, program, course or facility of MPTC on the basis of one or more of the protected classes outlined above.

**Harassment:** Harassment by Moraine Park employees, students or non-employees is a practice prohibited by law and by MPTC. Unwelcome sexual advances, requests for sexual favors, sexual misconduct, and other verbal or physical conduct of a sexual nature constitutes sexual harassment.

Grievant: A Grievant can be:

1. An applicant for employment with MPTC.
2. An employee of MPTC.
3. An applicant for admission to any program or course at MPTC.
4. A student at MPTC.

The Grievant may also be referred to as the Reporting Party.

**Respondent:** A Respondent can be a person and/or persons alleged to be responsible, or who may be responsible for the violation alleged in a grievance. The Respondent may also be referred to as the Responding Party.

**Equal Opportunity Officer:** The employee designated by the MPTC District Board who has the responsibility of coordinating the grievance procedure. The District Board has appointed the following Equal Opportunity Officers

Christy Blessing	Employment Manager
Laurice Snyder	Diversity Relations Manager

**Title IX Coordinator:** The employee designated by the MPTC District Board who has the responsibility of oversight of Title IX activities, training and investigations. The District Board has appointed the following Title IX Coordinators:

Scott Lieburn	Dean of Students
Paula Stettbacher	Director of Human Resources

**Section 504 Disability Coordinator:** The employee designated by the MPTC District Board who has the responsibility of oversight of Section 504 activities and investigations. The District Board has appointed the following Section 504 Disability Coordinators:

Scott Lieburn	Dean of Students
Paula Stettbacher	Director of Human Resources

## **Grievance Procedure**

1. Grievant(s) shall, within 300 calendar days of the date of the alleged action causing the grievance, contact the Equal Opportunity Officer. If you believe one of the Equal Opportunity Officers 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 Title IX Coordinator.
2. The grievance may be verbal or in writing. The College encourages Grievants to provide a written grievance.
3. Upon receiving the written grievance, the Equal Opportunity Officer shall inform the grievant(s) of his/her rights under federal and state law. This shall include outlining that external resources are available through the Department of Workforce Development and the Equal Employment Opportunity Commission.
4. The Equal Opportunity Officer shall determine if the grievance is valid as defined 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 Title IX Coordinator shall resolve any dispute regarding validity. If the grievant believes the Equal Opportunity Officers are responsible for or have permitted discrimination to occur and therefore the Title IX Coordinator is completing the grievance process, the Vice President – Student Affairs (students) or the Vice President – Human Resources (staff) shall resolve any dispute regarding validity.
6. If the grievance is determined not to be valid, the matter will be closed and the Equal Opportunity Officer will refer those involved to the appropriate College process.
7. If the grievance is determined to be valid, the College-appointed investigator(s) will conduct a prompt, fair and impartial investigation to include, but not be limited to:
  - Interviews with the grievant(s), respondent(s) and appropriate witnesses
  - Fact and information gathering
  - Review of documentation and other materials provided
8. The College-appointed investigator(s) shall attempt, within 60 calendar days, to investigate the grievance through contact with all parties involved. The College-appointed investigator(s) may extend this timeline, as needed, by informing the parties involved of the extension. Every effort will be made to resolve grievances in a timely manner.
9. After the investigation is complete, the College-appointed investigator(s) will determine whether or not there is sufficient evidence to believe the harassment and/or discrimination has occurred.  
 If there is sufficient evidence that harassment or discrimination has occurred, the College-appointed investigator(s) will recommend appropriate disciplinary action, up to and including termination of employment (employee) or expulsion (student).
10. The College-appointed investigator(s) will communicate his/her grievance decision to the grievant(s) and respondent(s) in writing.

### **Investigation Appeals**

An appeal may be requested by the Grievant and/or Respondent on the following grounds:

1. There is believed to be a procedural error or omission that occurred that significantly impacted the outcome of the investigation; or
2. To consider new evidence, unknown or unavailable during the original investigation, that could substantially impact the original finding or disciplinary action.

Requests for an appeal must be submitted to the Equal Opportunity Officer, in writing, within five (5) business days of the receipt of the grievance decision.

All requests for appeal will be reviewed by another trained investigator not involved in the grievance process. This trained investigator will be appointed by the Equal Opportunity Officer, or the Title IX Coordinator if the Equal Opportunity Officer was involved in the grievance processing.

Appeal decisions will be made and communicated in writing to the Grievant and Respondent within five (5) business days of the receipt of the appeal request.

### **Disciplinary Action Appeals**

Sanction imposed by the Dean of Students post-investigation may be appealed by any party according to the Student Conduct Procedure.

Disciplinary action imposed on employees may be appealed post-investigation through the Employee Complaint procedure found in the Employee Handbook.

All disciplinary action will be in effect during an investigation and/or disciplinary action appeal.

### **Grievant and Respondent Rights**

1. MPTC shall provide assistance to grievant(s) and respondent(s), including access to copies of antidiscrimination laws and regulations, related guidelines, memoranda and other relevant material supplied to MPTC by the federal government. In addition, the Equal Opportunity Officer or designated representative shall provide consultation in the use of this grievance procedure.
2. 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 procedure.

3. Nothing in this procedure shall preclude a grievant's right to seek other avenues of redress outside of MPTC.
4. Neither the grievant(s) nor the respondent(s) shall arbitrarily delay action of the grievance procedure.

### **Nonretaliation**

This procedure is designed to allow employees, students and non-employees to address complaints in a prompt, fair and consistent manner. Any act of retaliation by an employee, student or by anyone acting on behalf of the College, including the intimidation of a grievant, respondent, or witness during the course of an investigation, will result in prompt disciplinary action.

### **Maintenance of Records**

1. Records shall be kept of each grievance in the office of the appropriate Equal Opportunity Officer. Such records shall be maintained on a confidential basis.
2. All written grievance records shall be maintained for a minimum of three years after the grievance resolution.

### **Role of the Equal Opportunity Officer**

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.

### **Harassment Policy Statement**

MPTC is committed to compliance with present law and guidelines prohibiting harassment in education and employment.

Harassment by employees, students and non-employees, on the basis of race, color, sex, gender identity, national origin, age, disability or other protected status is an illegal practice prohibited by MPTC.

Unwelcome sexual advances, requests for sexual favors, sexual violence and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or academic success;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic standing affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work/learning performance or creating an intimidating, hostile, or offensive work/learning environment.

Harassment based upon race, color, sex, gender identity, national origin, age, or disability includes ethnic or racial slurs or other verbal and/or physical conduct relating to a person's race, color, sex, gender identity, national origin, age, or disabling condition that interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment. MPTC will not tolerate harassment by its employees, non-employees, or students. Any person who engages in harassment will be subject to disciplinary action and/or termination.

### **Sexual Misconduct Procedure**

Moraine Park Technical College prohibits sexually violent acts, termed "sexual misconduct" by the College, which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. While the College utilizes different standards than the Wisconsin Code, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence.

### **Sexual Misconduct Prevention**

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among students, the College utilizes a range of campaigns, strategies and initiatives to provide awareness, educational, risk reduction and prevention programming.

It is the practice of the College to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking. Educational programs are offered to raise awareness for all incoming students and employees. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management and bystander prevention), and discuss institutional policies and procedures on sexual misconduct as well as the Wisconsin definitions of domestic violence, dating violence, sexual

assault, stalking and consent in reference to sexual activity. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and or creating distractions.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and to do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of e-mails, guest speakers, training, lunch and learns, videos and others campaigns.

### **Sexual Misconduct – Services and Resources**

In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating violence or domestic violence occur, the College takes the matter very seriously. The College employs interim protection measures such as interim/temporary suspension and or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern or predation. If a student is accused of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, the student is subject to action in accordance with the Student Code of Conduct in the Student Handbook. Anyone with knowledge about sexual misconduct or gender-based violence or crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence is encouraged to report it immediately.

If you are the victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact John Faeh, Security Manager, or call 911.
2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services) to assist you in the crisis. Community Resources are listed at the end of this procedure.
3. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable. Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses, and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description), or even better, write notes to remind you of details, if you have time and the ability to do so. If you obtain external orders of protection (e.g. restraining orders, injunctions, protection from abuse), please notify John Faeh, Security Manager, or the Security staff or the campus Title IX Coordinators so that those orders can be observed on campus.
4. Even after the immediate crisis has passed, consider seeking support from local community resources (outlined at the end of this procedure).
5. Contact the Dean of Students if you need assistance with College related concerns, such as no-contact orders or other protective measures. The Dean of Students will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic assistance, transportation assistance, escorts, not contact orders, counseling services access and other supports and resources as needed by a victim.

### **Legal Definitions**

Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of disability or alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend.

In the State of Wisconsin, over the years both the terminology and substance of the laws relating to sexual activity have been extensively modified. Major alterations include: the revision of the criminal code instituted by Chapter 696, Laws of 1955; the change from the term "rape" to "sexual assault" in Chapter 184, Laws of 1975; and 1983 Wisconsin Act 17, which decriminalized

most types of private (that which is not conducted “in public”) sexual activity between consenting adults, including homosexual activity.

**First-Degree Sexual Assault.** Section 940.225 (1), Wisconsin Statutes, prohibits sexual contact or sexual intercourse without consent in any of the following situations: 1) the assault causes pregnancy or great bodily harm; 2) use or threat of use of a dangerous weapon, or what appears to be one; 3) the perpetrator is aided or abetted by one or more other persons and the assault involves the use or threat of use of force or violence. Marriage is not a bar to prosecution in any case of sexual assault. This constitutes a Class B felony.

**Second-Degree Sexual Assault.** Section 940.225 (2), Wisconsin Statutes, prohibits sexual contact or sexual intercourse without consent in situations involving: 1) use of or threat of force or violence; 2) injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim; 3) assault upon a person who suffers from a mental illness or deficiency that renders the person temporarily or permanently incapable of appraising the assault and the defendant knows of such condition; 4) assault upon a person who the defendant knows is unconscious; 5) assault is abetted by one or more other persons; 6) assault upon a patient or resident of a health or treatment facility or program by an employee of that facility or program; 7) assault upon a person that the perpetrator knows is under the influence of an intoxicant to a degree that renders the victim incapable of appraising his or her conduct, an act popularly known as a “date rape” (Class BC felony). 1997 Wisconsin Act 220 criminalized the use of certain “date rape” drugs and prohibits a perpetrator convicted of taking advantage of an intoxicated victim under the age of 18 years from working or volunteering with children under 16 years of age.

**Third-Degree Sexual Assault.** Section 940.225 (3), Wisconsin Statutes, prohibits sexual intercourse without consent. It also prohibits nonconsensual sexual contact involving intentional ejaculation or emission of urine or feces if such conduct is either for the purposes of sexual degradation or humiliation or sexual arousal or gratification (Class D felony).

**Fourth-Degree Sexual Assault.** Section 940.225 (3m), Wisconsin Statutes, prohibits nonconsensual sexual contact involving the intentional touching of clothed or unclothed intimate body parts (Class A misdemeanor).

The complete State of Wisconsin rape and sexual assault offense definitions are found in Section 940.225 of the State Statutes. The Federal Bureau of Investigation (FBI) definition of rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Other sexual offenses -** Besides rape, other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

In Wisconsin, sexual consent is defined as 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. Minors, persons suffering from mental illness or defect that impairs capacity to appraise personal conduct, and persons who are unconscious or for any other reason are physically unable to communicate unwillingness to act are presumed unable to give consent. Failure to resist does not indicate consent. – Section 940.225 (4).

#### Other related State of Wisconsin definitions

Dating violence is controlling, abusive, and aggressive behavior in an intimate relationship. It can include verbal, emotional, physical, or sexual abuse, or a combination of these.

\*The information below was taken from the Wisconsin State Statutes and is not in its entirety. The statute in full can be found at <http://www.legis.state.wi.us/rsb/stats.html> Enter the statute number in the box on the left side of the page.

**Domestic Violence (Section 813.12):** Domestic abuse means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common:

- Intentional infliction of physical pain, physical injury or illness.
- Intentional impairment of physical condition.
- First, Second or Third Degree Sexual Assault (a violation of Wisconsin s. 940.225 (1), (2) or (3)).
- A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under the above.

**Stalking (Section 940.32):** Two or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

1. Maintaining a visual or physical proximity to the victim.
2. Approaching or confronting the victim.



3. Appearing at the victim's workplace or contacting the victim's employer or coworkers.
4. Appearing at the victim's home or contacting the victim's neighbors.
5. Entering property owned, leased, or occupied by the victim.
6. Contacting the victim by telephone or causing the victim's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
7. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim.
8. Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
9. Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.
10. Causing a person to engage in any of the acts described in subds. 1. to 9.

### **Sex Offenders**

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, the Family Educational Rights and Privacy Act (FERPA) of 1974 and State law, the College is provide a link to the Wisconsin State Sex Offender Registry. All sex offenders are required to register in the state of Wisconsin and to provide notice of each institution of higher education in Wisconsin at which the person is employed, carries a vocation or is a student.

Wisconsin State Sex Offender Registry: <http://offender.doc.state.wi.us/public/>

In addition to the above notice to the State of Wisconsin, all sex offenders are required to deliver written notice of their status as a sex offender to the College's Dean of Students no later than three (3) business days prior to their enrollment in, employment with or volunteering at the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the College community, and may be considered by the College for enrollment and discipline purposes.

### **College Processes**

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through expulsion. Serious and violent incidents and acts of non-consensual or forced sexual intercourse usually result in suspension, expulsion or termination of employment.

Procedurally, when the College receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the College's Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the College will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic assistance, changes in classroom and scheduling, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, they will be connected with a counselor, as well as a victim's advocate. No victim is required to take advantage of these services and resources, but the College provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are a student, employee or non-employee.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair and impartial process to be initiated, commencing with an investigation that may lead to the imposition of sanctions, based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of the College can be found in the Harassment and Discrimination Grievance procedure. The College is responsible to assure in all cases that the behavior is brought to an end, the College acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The College is also responsible to assure that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers that encompasses a hearing process that protects the safety of the victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and the Clery Act. Training will help those decision makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.



The investigation and records of the resolution conducted by the College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation are maintained in accordance with Wisconsin law and the FERPA. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. Additionally, the College maintains privacy in relation to any assistance or protective measures afforded to a victim, except to the extent necessary to provide the assistance and/or protective measures.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor throughout the process, including any meeting, conference, hearing or other procedural action. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any) and the rationale therefore. Delivery of the outcome to the parties will occur without undue delay between notifications. All parties will be informed of the College's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

### **Related College Policy and Procedures**

Affirmative Action and Equal Opportunity Policy  
Harassment and Discrimination Grievance procedure  
Student Code of Conduct

### **Campus Resources**

All Emergencies		911
Security Manager	John Faeh	262-335-5705
Title IX Coordinators	Scott Lieburn	920-924-6459
	Paula Stettbacher	920-924-3232
Equal Opportunity	Laurice Snyder	920-924-6355
Officers	Christy Blessing	920-924-3495

**MPTC Counseling Services** (students only) 920-924-3207

Moraine Park Technical College Counseling Services hours:

8:00 a.m. to 4:30 p.m. Monday through Friday FDL campus

8:00 a.m. to 4:30 p.m. Monday through Thursday WB and BD campuses

If you are in crisis when MPTC Counseling Services are closed, please use the resources listed below. MPTC Counseling Services provides short-term personal counseling, and career and academic counseling to help you reach your goals and stay mentally healthy while attending college.

### **Community Resources**

All Emergencies	911
National Suicide Prevention Hotline	1-800-273-8255
The Employee Resource Center (employees only)	1-800-222-8590

Fond du Lac:

- FDL County Mental Health Care Center 920-929-3535
- Solutions Center - Shelter and Domestic Violence Services 920-923-1700
- ASTOP Sexual Assault Hotline 920-926-5395
- St. Agnes Hospital ER - 430 East Division St. 920-929-2300

West Bend:

- Mental Health Services Crisis Intervention 262-365-6565 or 1-866-906-6565
- Friends of Abused Families -Domestic and Sexual Violence Shelter 262-334-7298
- St. Joseph's Hospital ER - 3200 Pleasant Valley Rd. 262-334-5533

Beaver Dam:

- Dodge County Mental Health/Crisis Services 920-386-3500
- PAVE Domestic Abuse and Sexual Assault Services 1-800-775-3785
- Beaver Dam Community Hospital ER - 707 S. University Ave. 920-887-7181

# 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 policies 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 policies further delineate a procedure for handling and resolving student complaints related to the accommodation of their religious beliefs.

**Procedures:** Students who have sincerely held religious beliefs and/or practices and require 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:** A 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 - Academic Affairs. The student must follow the steps below prior to a written complaint to the Vice President - Academic Affairs.

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 Associate 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 Associate Dean, the student should file a written complaint with the Vice President - Academic Affairs.

Upon receipt of a written complaint, the Vice President - Academic Affairs 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 - Academic Affairs 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 may appeal that decision, in writing, to the College President within **30 calendar days** of issuance of the decision. The College President shall issue a written decision within **45 calendar days** of the filing of the appeal. The decision of the College President 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.

# Student Safety

Safety is the single largest concern for all programs at Moraine Park Technical College. 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.

# Campus Security

Pursuant to 20 United States Code section 1092(f), the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” and the Code of Federal Regulations (CFR) each institution of higher education in the United States that participates in federal student aid programs must produce and distribute an Annual Security Report containing crime statistics and statements of security policy. Moraine Park Technical College’s Annual Campus Security Report is available at [morainepark.edu/about-mptc/campus-and-visitor-information/right-to-know](http://morainepark.edu/about-mptc/campus-and-visitor-information/right-to-know).

## Reporting of Criminal Actions or Emergencies

Students and/or staff are encouraged to call 911 if they witness an extreme situation that merits immediate attention. All incidents should then be reported to the Enrollment Services (Main Office) or Security Services. If Enrollment Services (Main Office) is closed and Security Services are unavailable, call the local police department. 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 campus security. To do so, the College must be made aware of any crime that might occur.

## College Access and Control

During business hours, Moraine Park Technical College will be open to students, parents, employees, contractors, guests and invitees.

The College maintains a commitment to campus security and safety. Parking lots, pedestrian walkways and building exteriors are lighted from dusk to dawn. College personnel monitor the campuses for irregularities and needed repairs or maintenance in facilities, grounds, and lighting. Safety and security are major factors in all landscaping and lighting designs.

Students must produce identification if requested by a Moraine Park staff member or security staff. If students do not have identification, they must provide their name and student number for verification. Failure to do so will result in disciplinary action.

# Fire – Building Evacuation

All Moraine Park facilities are equipped with fire alarm systems to initiate a building evacuation. The alarm system is activated by pulling down on the lever of one of the fire alarm boxes or by the smoke/heat detection system that automatically activates the alarm.

- When the alarm sounds, everyone must evacuate the premises immediately using the nearest safe exit. **DO NOT USE THE ELEVATOR.**
- Evacuation routes are posted in all classrooms and on bulletin boards. Familiarize yourself with the evacuation routes for areas you may occupy.
- Once outside, move to a clear location at least 250 feet from the building. Stay with your group (work group, class). All individuals must be accounted for.
- Keep the walkways, fire lanes and areas around the fire hydrants clear for emergency crews.

## Evacuation guidelines for disabled persons

Always ask the person if you can assist and how you can best assist them **BEFORE** giving assistance. If the person cannot exit, they should be escorted to an area of rescue assistance and their location reported to emergency personnel.

- Fond du Lac – staircase by O-1
- West Bend – staircase by T-208
- West Bend – staircase by T-205

In some cases, it may be safer to allow the person to defend in place. Steps should be taken to prevent smoke from entering the room. Notify emergency officials of the location. Emergency officials will determine when it is safe to re-enter the building. An announcement will be made.

# Tornado

**Tornado Watch** – A watch is an indication of where and when weather conditions may present severe weather or tornados. The National Weather Service will issue a bulletin to local authorities and an announcement will be made.

- During a Tornado Watch, persons are asked to remain where they are and to be alert for further announcements.
- All building occupants should review crisis response protocol in the event a tornado warning is issued.

**Tornado Warning** – A warning means that either a tornado or storm cell has been sighted or there is a high probability that a tornado will occur. The National Weather Service will notify the local authorities, and an announcement will be made.

- During a Tornado Warning, persons are instructed to move to the most protected areas of the building. Look for the posted signs.
- All persons should remain in the most protected areas until an “all clear” is announced.
- If time does not allow for persons to move to the most protected areas, the announcement made will instruct everyone to stay where they are and take cover. Seek shelter under a table/desk, away from windows.

## On-Campus Threat With a Weapon

An on-campus threat may involve a person with a firearm, knife or other weapon with the intent to injure or kill another person. In the event the college has an on-campus threat with a weapon, an announcement will be made. Each person must quickly determine the most reasonable way to protect their own life.

### RUN

- Have an escape plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

### HIDE

- Hide in an area out of view - Pull all shades.
- Turn off lights and cell phone.
- Secure your hiding place by locking and/or barricading the door.
- DO NOT open door for anyone once your hiding place is secured.

**FIGHT** As a LAST RESORT only when your life is in imminent danger

- Attempt to incapacitate the person.
- Act with aggression and throw items at the person.

Only when it is safe to do so, dial 911.

Do not assume someone else is calling.

When law enforcement arrives on campus, follow these guidelines:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid making any sudden movements toward officers.

When the police and incident commander determine the threat has been controlled and the building is secured, an announcement will be made.

## Weapons on Campus

Moraine Park Technical College's Weapons on Campus procedure prohibits any individual – student, faculty, staff and members of the public – from carrying weapons on campus within campus facilities as well as college-sponsored events. Exceptions are allowed for sworn law enforcement officers and on-duty military personnel who are legally permitted to carry weapons in the State of Wisconsin.

For purposes of concealed carry, a “weapon” includes, but is not limited to, handguns, electric weapons, knives, swords, and billy clubs. Moraine Park Technical College reserves the right to determine whether a particular item qualifies as a weapon for purposes of concealed carry. Signs informing persons of this prohibition are posted at all entrances of college owned and occupied buildings.

Weapons may be carried and stored in a person's own motor vehicle, even if the vehicle is driven or parked on College property. If weapons are kept in an unattended vehicle, such weapons shall be encased, unloaded, and kept within a locked vehicle. Concealed weapons may be prohibited in certain academic training areas on campus grounds if the weapon poses a serious threat of safety to any person(s) during a training exercise. Any student who violates these provisions shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the College's Student Conduct Code as well as possible criminal prosecution.

## 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. Students are reminded to update their contact information (addresses and phone numbers) in Enrollment Services (Main Office) or on *myMPTC* so that in an emergency during non-school hours, they may be located. The College asks that students not use College phone numbers as an emergency contact number.

## Accidents/Injuries

Any accidents/injuries occurring on College property must be reported immediately to College personnel. Incident Reports are to be completed and submitted to the Vice President - Finance and Administration as soon as possible and no later than 24 hours after the accident/injury. The report should be signed by the injured, the MPTC staff who assisted in report completion 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.

If an accident/injury occurs, the student should first file all claims with their health insurance provider. Any uncovered expenses including medical bills, co-pays, deductibles, etc., may be covered by the student accident insurance program described later.

## Student Accident Insurance

Enrolled students will be registered and covered by a mandatory accident insurance plan. The fee will be referenced as a Student Accident Insurance Fee (SAIF) on billings and communications and is not refundable unless the student withdraws before the start of class. Students will be charged \$6.00 per semester and the insurance program includes the following:

- A \$50,000 benefit is offered for each accident
- Comprehensive services are covered at 100%; there are no deductibles
  - There is no preferred provider list that allows students to remain with their current health care provider or select a health care provider of their choosing.
- A \$10,000 accidental death and dismemberment benefit

The program is secondary to any health insurance program by which a student is currently covered but offers a layer of protection and security to students while on campus, at practicum, at college-sponsored events, at clinical sites, and during travel time to/from campus for two hours each way. Students traveling for college-sponsored activities, within the State of Wisconsin, are also covered. Distance learning online, contract, avocational and non-credit students are not eligible for this plan.

For more information, go to *myMPTC*.

## 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.

# District Directory

**General Information** 920-924-3207 or 800-472-4554

**Admissions**

**Academic Advising**

**Financial Aid/Scholarships**

**Registration**

**Student Services Center**

**Testing Services**

## **Academic Affairs**

Dean of Applied Technology and Trades ...920-924-3291

Dean of General Studies .....920-924-3163

Dean of Health and Human Service.....920-924-3319

Vice President - Academic Affairs .....920-924-3317

## **Bookstore**

Beaver Dam .....920-887-4407

Fond du Lac .....920-929-2105

West Bend .....262-335-5774

## **Career Planning**

Beaver Dam .....920-887-4437

Fond du Lac .....920-924-3244

West Bend .....262-335-5773

**Cosmetology Appointments** .....920-929-2106

## **Counseling Services**

Beaver Dam .....920-887-4441

Fond du Lac .....920-924-3199 or 920-924-6535

West Bend .....262-335-5874

## **Disability Services**

Beaver Dam .....920-887-4495

Fond du Lac .....920-924-3196

West Bend .....262-335-5741

## **District Equal Opportunity Officer**

Staff .....920-924-3495

Student .....920-924-6355

**Diversity Relations** .....920-924-6355

**Economic and Workforce Development** .....920-924-3449

**The EDGE-TRIO SSS** .....920-924-3165

**Hearing Impaired TTY/VP: Use RELAY/VRS**

## **Help Desk**

**IT Central Help Desk** .....920-924-3481 or

.....866-718-5169

**Online (eCollege) Help Desk** .....877-740-2213

## **Instructional Offices**

Basic Education .....920-924-6393

Business and IT .....920-929-2115

Child Care.....920-924-3270

General Education.....920-929-2113

Health Sciences .....262-306-5314

Human Services .....920-924-3270

Manufacturing.....262-306-5321

Cosmetology

Nursing .....262-335-5710

Trades .....920-924-6436

Apprenticeship

Culinary Arts

## **Library**

Beaver Dam .....920-887-4406

Fond du Lac .....920-929-2470

West Bend.....262-335-5760

**Nontraditional Occupations** .....920-929-2477

**Parts Store** .....920-929-2118

## **Student Services**

Dean of Students .....920-924-6459

Enrollment Services .....800-472-4554

Vice President - Student Services .....920-924-6431

**Student Employment Services** .....920-924-3205

## **Student Life**

Beaver Dam .....920-887-4462

Fond du Lac .....920-924-3101

West Bend.....262-335-5743

## **Student Success Center**

Beaver Dam .....920-887-4436

Fond du Lac .....920-929-2108

Fond du Lac Job Center .....920-926-1241

West Bend.....262-335-5775

## **Title IX Coordinator**

Staff .....920-924-3232

Student .....920-924-6459

## **Tours and College Visits/Recruitment**

Beaver Dam .....920-887-4484

Fond du Lac .....920-924-3347

West Bend.....262-335-5853

**Transcripts and Records** .....920-922-8611

## **Tutoring**

Beaver Dam .....920-887-4424

Fond du Lac .....920-924-3165

West Bend.....262-335-5857

**Veterans** .....920-924-3209

**Youth Options** .....920-924-3428



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# College Acronyms

A - Apprenticeship	HSAP - High School Alternative Program
AAS - Associate of Applied Science	HSED - High School Equivalency Diploma
ABC - Associated Builders & Contractors	HVAC - Heating, Ventilating and Air Conditioning
ABE - Adult Basic Education	IA - Instructional Assistant
ACCL - Accelerated	IMC - Integrated Manufacturing Center (at the Fond du Lac Campus)
ACE - All Campus Expert	IMD - Interactive Media Design
ADN - Associate Degree Nursing	IPEDS - Integrated Postsecondary Education Data System
AMTC - Applied Manufacturing and Technology Center (at the West Bend Campus)	IS - Independent Study
AODA - Alcohol and Other Drug Abuse	IT - Information Technology
AP - Advanced Placement	ITS - Individualized Technical Studies
ATC - Advanced Technical Certificate	IVC - Interactive Video Conference
BD - Beaver Dam Campus	LPN - Licensed Practical Nursing
BE - Basic Education	MA - Medical Assistant
BIA - Bureau of Indian Affairs	MGIB - Montgomery GI Bill
BID - Background Information Disclosure	MGIB-SR - Montgomery GI Bill-Selected Reserves
BLD - Blended	MLT - Medical Laboratory Technician
C - Certificate	MPTC - Moraine Park Technical College
CE - Continuing Education	NA - Nursing Assistant
CEU - Continuing Education Units	NLN - National League of Nursing
CFR - Code of Federal Regulations	NSO - New Student Orientation
CLEP - College Level Examination Program	NTO - Nontraditional Occupation
CNC - Computer Numerical Control	ONL - Online
COA - Cost of Attendance	OTC - Office Technology Center
CPL - Credit for Prior Learning	PACE - Parent and Child Education
CTSO – Career and Technical Student Organizations	PII - Personally Identifiable Information
DO - District Office (in Fond du Lac)	PLUS - Parent Loan for Undergraduate Student
DSG - District Student Government	PT - Part time
DVR - Division of Vocational Rehabilitation	PTK - Phi Theta Kappa
ECE – Early Childhood Education	REAP - Reserve Educational Assistance Program
EEOC - Equal Employment Opportunity Commission	SAIF - Student Accident Insurance Fee
EFC - Expected Family Contribution	SAP - Satisfactory Academic Progress
ELL - English Learners Language	SAR - Student Aid Report
ELL (mod.) - English Language Learning	SEOG - Supplemental Educational Opportunity Grant
ELPA - English Language Proficiency Assessment	SPCS - Self-Paced Computer Software
EMT - Emergency Medical Technician	SPOL - Self-Paced Open Labs
EPD - Electrical Power Distribution	SSC - Student Success Center
ESL - English as a Second Language	STEM - Science, Technology, Engineering, and Math
FAFSA - Free Application for Federal Student Aid	TABE - Tests of Adult Basic Education
FDL - Fond du Lac Campus	TD - Technical Diploma
FERPA - Family Educational Rights and Privacy Act	TIP - Talent Incentive Program grant
FT - Full time	TIS - Transfer Information System
FTE - Full-time Equivalent	UG - Undergraduate
FWS - Federal Work Study	VA - Veterans Affairs
GED - General Education Diploma	VAWA - Violence Against Women Act
GED (mod) - Certificate of General Educational Development	VEAP - Veterans Educational Assistance Program
GPA - Grade Point Average	VRAP - Veterans Retraining Assistance Program
HEAB - Wisconsin Higher Education Aids Board	WB - West Bend Campus
HIPAA - Health Insurance Portability and Accountability Act	WHEG - Wisconsin Higher Education Grant
HIT - Health Information Technology	WSG - Wisconsin Student Government
HR - Human Resources	WTCS - Wisconsin Technical College System

# Common Terms

**Advisor** - Academic Advisors are your primary resource regarding academic planning and related issues, program specific requirements, and goal setting. Advisors can answer your questions, and assist you with planning and problem-solving to help you get the most from your education.

**Accepted** - Students that have completed all the required admissions steps for a specific program.

**Admitted** - Used interchangeably with Accepted.

**Civility** - Demonstrated polite, reasonable and respectful behavior.

**Clery Act** - Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

**Core Abilities** - Transferable skills, knowledge and/or attitudes essential to an individual's success regardless of occupation or community setting.

**Core Courses** - Courses that cover program-specific technical skills and knowledge.

**Corequisite** - Requires that a course be taken at the same time as another course. You may not drop or withdraw from one course without dropping or withdrawing from the other.

**Counselor** - Counselors are here to support and provide short-term counseling services for any issues that may become barriers to student success at the College.

**Educational Records** - Any record (in handwriting, print, tapes, film, computer or other medium) maintained by Moraine Park Technical College directly relating to a student or students.

**Enrollment Status** - An indication of whether a student is attending school full time (12 or more credits), three quarter time (9-11 credits), half time (6-8 credits) or less than half time (1-5 credits).

**Family Educational Rights and Privacy Act (FERPA)** - Federal legislation enacted to protect the privacy of students' educational records. In order for a third party (such as your spouse or parent – anyone who is NOT the student) to gain access to your educational records, you must provide written consent.

**Federal Work Study** - Provides jobs for eligible students who need financial assistance to attend college. Money is earned as the student works.

**Financial Aid\*** - Assistance to help a student of any age meet their educational costs. Financial aid may be in the form of a federal or state grant, federal work-study or federal student loans. A student applies for financial aid by completing the Free Application for Federal Student Aid (FAFSA).

**Free Application for Federal Student Aid (FAFSA)** - The application used to apply for Federal Student Aid Programs including grants and loans. The student's eligibility to qualify for Federal and State Student Aid programs is based on the expected family contribution (EFC) determined from the information reported on the FAFSA, and on a number of other factors. Completion of the FAFSA is required each academic year that the student requests Federal and State Student Aid.

**Full-Time Student** - An individual enrolled in and attempting 12 or more credits in an academic term.

**Grade Point Average (GPA)** - Individuals are awarded a grade point for each course completed. The grade point average is determined by taking the number of grade points earned and dividing it by the number of credits attempted. The grade point average is determined at the end of each semester and is awarded based on the completion of the academic term and cumulatively determined for all courses attempted at the institution.

**Grant** - A type of financial aid based on financial need.

**Loan** - A type of financial aid that must be repaid with interest.

**Matriculation** - Used interchangeably with Accepted.

**New Student** - Student who has been accepted in a program for the upcoming semester

**Nontraditional Occupations** - Careers that currently employ 25 percent or less of one gender.

**Part-Time Student** - An individual attempting 11 or fewer credits in the academic term.

**Pre-Core Student** - A student who is on a waiting list for a program and has been accepted to take General Education courses.

**Prerequisite** - Requires that a student must pass a course or test before enrolling in a more advanced course. Equivalent skills or prior experience may also be accepted as a prerequisite for a course with prior approval.

**Program of Study** - The academic area in which the student has been accepted.

**Registered** - The act of choosing courses and signing up to take the course. Students do not register for a program, they must go through the application process to be admitted into a program. When registering for a class, they are reserving their spot in a course and agreeing to pay all of the course fees.

**Returning Student** - A student who has been accepted into a program, is currently attending, and has taken at least one semester of core courses.

**Scholarship** - A type of funding that does not have to be repaid by the recipient. Scholarships are most often awarded through an application process for one of two reasons: achievement in academics or other areas of financial need.

**Title IX** - When Title IX was enacted by Congress in 1972, it was known as the law that leveled the playing field for young women in athletics. Now, it is known as the law that is leveling the playing field for victims (men and women) of sexual misconduct on college campuses. Through Title IX, institutions of higher learning are tackling sexual misconduct and changing the conversation around how we respond, limit and prevent reoccurrences of those acts. These same institutions are also required by the Department of Education to remain in compliance with the new laws regarding the topics of sexual assault, domestic violence and stalking.

**VAWA** - The Violence Against Women Act of 1994 is a United States federal law of the Violent Crime Control and

Law Enforcement Act of 1994. The Act provides funds toward investigation and prosecution of violent crimes against women, imposes automatic and mandatory restitution on those convicted, and allows redress in cases prosecutors chose to leave unprosecuted.

**Veteran Student** - Active Duty Armed Services Member, current member of the National Guard/Reserve or an honorably discharged veteran.

**Youth Options** - A state approved program for public high school 11th and 12th grade students who meet specific criteria to take post-secondary courses. Courses must be pre-approved by the high school and are paid by the high school. Successfully completed courses apply to high school graduation and as college credit.

\*A complete list of financial aid terms can be found in the [Financial Aid Award Guide](#).



# MORAINES PARK TECHNICAL COLLEGE

**MORAINEPARK.EDU**  
**1-800-472-4554**

## BEAVER DAM

700 Gould Street  
Beaver Dam, WI 53916-1994

## FOND DU LAC

235 North National Avenue  
Fond du Lac, WI 54935-2884

## WEST BEND

2151 North Main Street  
West Bend, WI 53090-1598



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