

[ACADEMIC POLICIES & PROCEDURES]

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Educational Programs

The United Tribes Technical College Academics, Career, and Technical Education division shall, along with assigned administrative, faculty, and support personnel, provide such training as outlined in the current United Tribes Technical College catalog or its supplements and as published in a current semester class schedule. The mission of the Academics, Career, and Technical Education division shall be to provide education, training, and opportunities for:

1. Those who desire specific certificate, associates or baccalaureate degrees.
2. Those who expect to transfer to a baccalaureate or graduate degree granting college or university.
3. Those who desire specific career training.
4. Those who wish to actively participate in community/cultural affairs.
5. Those who wish educational or career guidance.
6. Those who wish to continue and broaden their education.

Academic Calendar

The college will offer instruction in two regular semesters, and a summer session, when practical. The college calendar for an academic year, including the summer school session following the academic year, shall originate with the Vice President for Academics, Career and Technical Education. The calendar proposal shall be forwarded to the administrative advisory council. The administrative council shall recommend a calendar to the college President. The board shall make the final determination as to the calendar to be adopted. The calendar will be consistent with federal appropriation legislation.

Graduation Requirements

Each candidate for graduation must fulfill the following requirements for a certificate of completion, an associate of applied science degree, or baccalaureate degree:

1. Granted admission to United Tribes Technical College.
2. Completed a minimum of one-half of the semester hours of credit (100 level or above) at United Tribes for the designated associate of applied science degree. An exception to this requirement may be made for students pursuing a certificate program at United Tribes. Bachelor degree programs require a minimum of sixty-two United Tribes credits (100 level or higher).
3. Earned a minimum cumulative grade point average of 2.00 at United Tribes.
4. Completed all program requirements as listed on the degree plan for the specific program.

5. The course requirements listed on the degree plan are in effect at the time the student registers for the first courses. The degree plan will remain in effect until the student graduates, changes programs, or withdraws from the college. If the student returns to college, and a revised degree plan has been approved during the student's absence, the new degree plan will be effective. Exceptions may be authorized by the Vice President for Academics, Career and Technical Education or department chair of the student's program.

The current college catalog will list requirements for the granting of degrees and certificates.

Curricular Offerings

The curricular offerings of the college will include academic programs, general education, and developmental courses. The administration and department chairs will continuously be alert to the educational needs of different ability and interest groups so that it can present for administrative consideration new and appropriate college programs where a documented need and/or student interest exists.

Proposed new programs or program deletions will have administrative approval.

The college catalog will list curricular offerings and programs of the college.

Curriculum Revision

Any addition or deletion of a degree program shall be considered a "major curriculum revision". All major revisions are initiated by the department chair for the program requesting the revision, which shall make recommendations to the Vice President for Academics, Career and Technical Education. The Vice President for Academics, Career and Technical Education will review the chair's recommendations and, in turn, give his/her recommendation to the President. All major curriculum revisions shall require administrative approval. Once the decision has received administrative approval, the curriculum for the new program is reviewed by the UTTC Curriculum Committee. Curriculum from a program that is approved to be discontinued is placed in the "non-offering" curriculum binder.

Any changes in course prerequisites, credit/contact hours, program requirements, course titles, and course descriptions shall be considered "minor curriculum revisions". All minor curriculum revisions will be reviewed by the curriculum committee, which shall make recommendations to the Vice President for Academics, Career and Technical Education, who shall have final approval over proposed minor curriculum revisions. He/she will keep the President informed about minor revisions.

Credit by Examination

Students who believe they have achieved the equivalent knowledge and/or skills of a particular United Tribes Technical College course may choose to take a competency examination in order to earn credit for that specific college-level course. This is called credit by examination.

Credit may be awarded by taking and passing a nationally recognized standardized examination or by taking an institutionally developed examination.

The Career Development Office will maintain a list of nationally recognized standardized examinations and their United Tribes course equivalents.

A request for an institutionally developed examination will only be authorized if no nationally recognized standardized examination is available and if the Vice President for Academics, Career and Technical Education approves the request.

A fee will be charged for each nationally recognized standardized examination provided by the college. The amount of the examination fee will be determined by the company that provides the standardized examination.

CREDIT BY EXAMINATION PROCEDURE

A United Tribes student may request credit by examination by using the following procedure:

1. Contact the Career Placement Office for a list of nationally recognized standardized tests which are equivalent to the United Tribes course the student desires. Information regarding testing fees and date, time and location of the testing will also be shared with the student.
2. If a nationally recognized standardized test is not available, the student may contact the department chair of his/her program for an institutional credit by examination request form and the cost for the testing. The student will complete and submit the form to the instructor in the subject area of the examination requested. The instructor will review the request and submit his/her recommendation to the department chair, who may approve or disapprove the request. If approved, a test will be developed and testing will be scheduled.
3. Credit by examination scores will be handled in the following manner: If a passing score is achieved, credit will be noted on the student's United Tribes transcript. Cumulative grade point average, credit hours attempted and honor points will not be affected. The United Tribes Technical College catalog will display the college's policy and procedure for credit by examination.

Orientation

Orientation is a critical college entry activity held at the beginning of each semester and is an activity required of all new students and recommended for all returning students. Activities include presentations about school policies, financial aid information, student responsibilities, placement testing, services available to students, assignment of counselors, and assignment of

home group leaders. The Career Placement department at UTTC facilitates all orientation activities.

ACT Compass and ACT Entrance Tests

In order to assess a student's academic needs, the ACT Compass test will be administered each semester for new and transfer students. Those students who have taken the high school ACT test prior to registration at UTTC will not be required to take the ACT Compass test. ACT Compass and ACT entrance test scores are being accepted for academic assessment and to recommend course placements. ACT Compass test dates are available for students.

Upon entry, each student is assessed through the ACT or ACT Compass standardized test. If the student has already taken the test, those scores will be accepted up to three years from the test date. For further information contact Career Services.

Academic Advising

Academic advising at United Tribes Technical College is a developmental process which considers students' academic needs, goals, interests and prior education. Academic advisors promote student success and increase student enrollment and retention by promoting and recruiting for programs, referring students at risk or in need of additional resources with the primary objective to assist with making informed decisions concerning their educational goals.

PRIMARY DUTIES AND RESPONSIBILITIES

- Advises students about content and structure of postsecondary programs including graduation and/or transfer requirements for a particular program of study.
- Audits, monitors, and evaluates individual student academic progress.
- Disseminates certificate, diploma and university transfer program information to all learners and other appropriate internal and external contacts in individual or group sessions.
- Interprets testing results relevant to placement decisions; determines student readiness for College programs.
- Assists students in the development of an educational plan including choosing a program of study and/or clarifying educational goals.
- Informs students about alternatives, limitations and possible consequences of academic decisions (e.g. adding, dropping and withdrawing from courses; change of program, major and/or transfer institution)
- Educates students about course planning and registration processes, refers to available on-and off-campus resources to meet individual needs including career and personal counseling.
- Makes appropriate referrals to students perceived as at-risk, acts as an advocate as appropriate.

- Maintains up-to-date knowledge about the College's programs and requirements; consults with contacts at various transfer institutions regarding course and program transferability, admission and graduation requirements.
- Develops and interprets Academic Planning Guides; maintains administrative and program information files.
- Develops and maintains operating procedures that minimize the likelihood and impact of errors.
- Communicates electronically and in person with area high school staff and students to provide specific information about United Tribes Technical College and its programs.
- Participates in on and off campus events promoting United Tribes Technical College, assists with orientation programs.
- Authorizes course withdrawals, adds, and drops as required.
- Maintains administrative documents and confidential student records.
- May represent the academic advising department on various internal and external committees.
- Develops and promotes internal communication and resource sharing in order to benefit student success.
- Monitors course enrollment and make recommendations to appropriate staff regarding reserves, restrictions, availability, wait listing, or closure based on program demand and course availability.
- Provides recommendations for continuous improvement to all services for academic advising purposes and to integrate practices and technology aimed at improving student service
- Gathers, develops and promotes best practices for continuous improvement
- Participates in individual and team professional development, remains current with technology used to provide advising services.
- Performs other related duties as assigned.

Registration

All students must officially register prior to attending class. Registration deadlines are listed on the calendar and all students must register within the dates specified. A class schedule is published each semester with specific days, time, and location for classes. Beginning in January 2009, any returning college student who arrives after the regularly-scheduled registration period will forfeit their pre-registered classes after 5 p.m. of the first day of classes for that semester.

Assessing Student Learning

UTTC has established a process by which faculty, students and all staff assess the learning and success of the students and graduates as well as the effectiveness of the overall campus program. The Committee on the Assessment of Student Learning (ASL) coordinates and monitors this assessment work in direct collaboration with the Vice President of Academic, Career & Technical Education. All staff at UTTC participates in the assessment process within their area of responsibility. All academic departments have developed their own assessment plan. Copies

of the UTTC Student Assessment Plan are available upon request from the Vice President of Academic, Career & Technical Education. The college's academic assessment process allows for students to be actively engaged in self-assessment and self-monitoring of learning outcomes. For more information, refer to the Assessment of Student Learning handbook.

Independent Study Course Procedures

Rationale

These procedures will outline the steps associated with requesting and scheduling an independent study course for a given semester at United Tribes Technical College. These will ensure that the requests for independent studies are communicated from instructors to the UTTC Vice President of Academic, Career & Technical Education (academic vice president), the Registrar and ultimately to the student.

Independent Study Request Procedures

The College recognizes that there may be instances when a student needs to take a course that is currently not being offered according to the master course schedule. In these exceptional cases, the course or courses may be offered as independent study courses, providing the following steps have been taken:

1. When the need for an independent study course for a student is determined, the student's primary advisor will request approval from the Academic Vice President to offer a course as an independent study course provided there is a legitimate student need (i.e., extenuating circumstances).
2. The Academic Vice President will approve, on a case-by-case basis, the independent study course based on student course need and availability of instructional resources. NOTE: The instructor of the independent study course must be made aware of, and agree to, teaching the course according to the *Independent Study Instructor Fee Schedule*.
3. Provided there is a legitimate student need, approval will be given by the Academic Vice President to offer the course as an independent study.
4. The advisor will inform the student that the course will be offered as an independent study course, and:
 - A. Inform the student that standard tuition rates and applicable fees apply to independent study courses.
 - B. Discuss with the student the dynamics of an independent study course, including limited face-to-face instructional time, adherence to student learning objectives and assessment processes, self-directed learning, timeframe and deadlines, adherence to the other course syllabus requirements, etc.

5. The independent study student must agree to attend scheduled meetings with the instructor, with a mandatory face-to-face meeting with the independent study instructor at the beginning of the course and at the end of the term.
6. The student must sign an Independent Study Student Contract, a copy of which will be given to the student, the Academic Vice President, and Academic Counselor.
7. Once the advisor has a signed Independent Study Student Contract, the advisor will contact the Registrar's office to have the course scheduled as an independent study course. The advisor will provide the Registrar's office with the course, name of the instructor, and name of the student.

Once a contract has been signed, the Registrar's office will add the course to the schedule and permit registration for the student. The course will then be closed to additional registrations to ensure other students are not inadvertently enrolled. Independent study courses will be scheduled to run for the same number of weeks as other courses in the term, and maintain established course codes, names and numbers. For ease of identification, these courses will be coded as an "i" section.

The independent study course student and instructor will adhere to established instructional policies, including regular tracking of satisfactory academic progress, grading procedures, and submitting mid-term and final grades as scheduled. The instructor has the responsibility of maintaining the integrity and high expectations for the independent learning process and its outcomes.

Independent Study Student Academic Contract

Student Name: _____ ID# _____

Independent Study Course: _____ Term: _____

This contract is being agreed upon between _____ and assigned Primary Academic Advisor: _____. This contract represents a good faith effort to assist the student with the successful completion of _____ as an independent study course. The student understands that as an independent study student, eh/she will have a significantly higher level of responsibility for the learning process. The student also understands some, if not all, of the coursework documentation including the course syllabus, discussion questions, papers, and exams may be facilitated electronically, either through email or online (my.uttc.edu). The student also understands regularly scheduled coursework with due dates throughout the term are required. The student will also understand that all current satisfactory academic progress and financial aid policies apply to independent study courses.

I, _____, as an independent study student, will:

1. Keep current with the timely submission of scheduled assignments. Any work turned in late may result in assignments not being accepted for grade.
2. In the event I am unable to complete assignments as scheduled, I will contact my instructor in a timely fashion to inform them of the delay and make arrangements for late submissions of coursework.
3. Understand that in lieu of face-to-face class time, my attendance will be tracked via my participation in electronically mediated discussion questions and completion of assignments.
4. Attend a meeting at the beginning of the course, at the end of the term, and other meetings as scheduled via phone or face-to-face as agreed upon with my instructor.
5. Meet with my assigned Academic & Personal Counselor as needed for supportive counseling services.

Student Signature Date

Academic Advisor Signature Date

Attendance Procedures

Policy on attendance procedures for students will be followed as stated in the United Tribes Technical College Faculty Handbook and Advising Handbook. Instructors shall enter student attendance daily in JICS.

Student Attendance Policy Statement

Students are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meetings and the final examination period. Instructors hold the right and responsibility to establish attendance policies for their courses. Each instructor must inform all classes at the beginning of each semester concerning his/her attendance policies and it must be included in the course syllabus.

There are valid reasons for being absent from classes, however, attendance is reported only as either “Present” or “Absent-Unexcused”. “Excused” is not used for reporting absences. Instructors can use their own discretion and “excuse” students from certain assignments if the absence is justified. For purposes of recording absences in Jenzabar, the only two options for reporting attendance are “Present” or “Absent-Unexcused”. Students are responsible for informing their instructors about their absence from class and for completing assignments given during their absence.

Course attendance is reported as per hour absent. Instructors must set up the gradebook in JICS as reporting absences “hourly” or it will default to “sessions”.

Attendance Policy & Withdrawal

Rev. July 22, 2011

Class attendance is very important for academic success of all students enrolled at UTTC. Instructors are required to report student attendance into UTTC's Jenzabar data management system on a daily basis. Students can track and monitor their own attendance on the LMS found at my.uttc. The College does provide an incentive program for students with perfect attendance. These individuals will be recognized and rewarded at the end of each semester through the Enrollment Services office with a certificate for perfect attendance.

Instructors will initiate a student absenteeism "Early Alert" by contacting the primary academic advisor when a student misses eight (8) unexcused hours in one course and/or is failing one or more classes as evidenced by missing assignments and poor grades. At this first level of Early Alert intervention, the primary advisor will convene a meeting with the student and an assigned counselor from the UTTC Center of Academic & Personal Counseling (CAPC). Issues and factors related to absenteeism will be identified and discussed at this meeting, and the student will be informed about possible attendance remedies and potential consequences of continued absenteeism.

When a student misses an accumulated sixteen (16) hours of unexcused absences and/or is failing one or more classes as evidenced by poor grades, the student's primary academic advisor will issue a second "Early Alert" to the designated CAPC counselor. At this second level of Early Alert intervention, the student will again be scheduled for a meeting with the primary advisor and counselor to establish an academic "contract" for improved attendance and for strengthening the student's academic success. This written contract will be signed by the student, verifying an understanding of the problems areas and potential steps for improvement. The student will be informed at this meeting that continued absenteeism and/or poor academic progress will result in the student being exited from school as an involuntary withdrawal.

When a total of 32 hours of absences has accumulated by a student and/or the student is failing one or more classes as evidenced by poor grades, the primary academic advisor will consult with the CAPC counselor and then initiate an involuntary withdrawal of the student based on absenteeism and/or the lack of academic progress. The Enrollment Services Office will be responsible for notifying the student about withdrawal action through established communication channels.

A student has the right to file a formal appeal to academic withdrawal action within 24 hours of being notified. The appeal must be presented in writing to the UTTC Vice President of Academic, Career & Technical Education. Additional documentation attached to the written appeal will be copies of academic transcripts, attendance records and any other information that may support the student's appeal. The appealing student assumes all responsibility for filing appropriate documentation in a timely manner.

Student Behavior in the Classroom

UTTC students will conduct themselves in the classroom during class time in a responsible and respectful manner. Student behavior that interferes with learning in the classroom will not be tolerated. This behavior includes chronic tardiness, threatening confrontations, intoxication, inappropriate physical contact, lewd or disrespectful language or gestures directed at the instructor or at fellow students, bullying, direct or indirect intimidation, and conversations with other students that are not related to classroom topics. Faculty are expected to maintain professional management of classroom activities prior to, during and after class times. As such, if a student demonstrates behavior that disrupts or interferes with classroom activities, an instructor reserves the right to ask the student to leave the classroom, to contact campus security, to request mediation by the academic department chair or an academic/personal counselor, or to file a formal complaint subject to a student disciplinary hearing.

Student Academic Integrity Policy

Updated February 1, 2012

I. Introduction

While attending United Tribes Technical College, students are expected to conduct themselves in a manner that reflects pride in their college, families and themselves, and that promotes the pursuit of excellence in their chosen career field. These expectations include academic honesty, good citizenship and financial responsibility.

The integrity of academic programs is highly valued at United Tribes Technical College's (UTTC). This value is very important to the college's mission. While acknowledging the social and collaborative nature of learning, the UTTC leadership expects that grades awarded to students will represent individual efforts and achievements of learners. All members of the UTTC community are responsible for understanding what constitutes academic integrity, upholding high standards and encouraging others to do likewise. Conversely, academic dishonesty, in any form, is not acceptable and will not be tolerated. Dishonesty in class, laboratory, shop work, tests, practicums, clinicals or internships is regarded as a serious offense. A student involved with any act infringing upon and/or breaching academic integrity will be subject to disciplinary sanctions up to and including expulsion from the college.

II. Definitions of Student Academic Integrity Violations

Cheating: Improper access to or use of any information or material that is not specifically approved by the instructor for use in the academic exercise.

Examples of cheating include but are not limited to:

- Copying another student's work (e.g., assignments, essays, tests, etc.) or allowing your own work to be replicated.
- Using or attempting to use unauthorized materials, information, study aids, or computer related information or unauthorized copying or collaboration in the preparation of any assignments or in the taking of tests or examinations.
- Collaborating with another person during an examination by giving or receiving information without permission.

Plagiarism: Plagiarism occurs when a person represents someone else's data, words, ideas, phrases, sentences, as one's own. When submitting work that includes someone else's words, ideas, syntax, data or organizational patterns, the source of that information must be acknowledged through complete, accurate, and specific references. All verbatim statements must be acknowledged through quotation marks. To avoid a charge of plagiarism, a person should be sure to include an acknowledgment of indebtedness, such as a list of works cited or bibliography. The student needs to be made aware that an electronic means maybe used to discover plagiarism and cheating.

Examples of plagiarism include but are not limited to:

- Quoting, paraphrasing or borrowing the syntax of another person's words without acknowledging the source.

- Using someone else's ideas, opinions or theories even if they have been completely paraphrased in one's own words without acknowledging the source.
- Incorporating facts, statistics or other illustrative material taken from a source, without acknowledging the source, unless the information is common knowledge.
- Submitting a computer program as original work that duplicates, in whole or in part, without citation, the work of another.

Fabrication, Falsification, and Misrepresentation: Refers to the unauthorized or deliberate falsifying, altering, or misstating the contents of documents or other materials related to academic matters with the intent to deceive.

Examples of fabrication, falsification, and misrepresentation include but are not limited to:

- Citation of information not taken from the source indicated.
- Listing of sources in a bibliography or other report not used in a project.
- Fabricating data or source information in experiments, research project or other academic exercises.
- Misrepresenting or providing misleading and false information in an attempt to access another user's computer account.
- Altering the record of or reporting false information about practicum or clinical experiences.
- Altering grade reports, schedules, prerequisites, transcripts or other academic records.
- Submitting a false excuse for absences or tardiness in a scheduled academic exercise.
- Lying to an instructor to increase a grade.

Unauthorized Collaboration: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.

Examples of unauthorized group work include but are not limited to:

- Sharing data and copying another's work.
- Using online social media to complete one's work with another person.

Multiple Submissions: Submitting the same academic work (including oral presentations) for credit in more than one class without instructor permission.

Examples of multiple submission work include but not limited to:

- Submitting your own work for credit in two courses without instructor permission.

- Making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

Complicity in Academic Dishonesty: Intentionally helping another student to commit an act of academic dishonesty.

Examples of complicity in academic dishonesty include but not limited to:

- Knowingly allow another student to copy from your paper during an examination or test.
- Distributing test questions or substantive information about the material to be tested before a scheduled exercise
- Deliberately furnishing false information.

Distance Education: The definitions regarding student academic integrity apply to the delivery and engagement of distance learning including online coursework, training programs and approved off-site programs.

III. Classification of Academic Integrity Violations by Offense

Violations of academic integrity are classified into four categories based on the seriousness of the behaviors and the possible sanctions imposed. Brief descriptions are provided below. *These are general descriptions and should not be considered as all inclusive.*

Level 1 Violations: May occur because of lack of knowledge or inexperience on the part of the person(s) committing the violation and ordinarily include a very minor portion of the course work. A sanction for a level 1 violation will not exceed a failing grade on the assignment.

- **Example:** Improper footnoting or unauthorized assistance with academic work on the part of a first-year UTTC student.
- **Recommended Sanction(s):** Make-up assignment at a more difficult level or assignment of no-credit for work in question, required attendance at a workshop on academic honesty, and/or an assignment that will increase the student's awareness of academic integrity.
- **Reporting Mechanisms:** Matters involving Level 1 violations are normally adjudicated by the instructor and department chair and sanctioned accordingly. A record of the violation will be maintained in the student's academic file. The student can appeal the determination and/or the sanction imposed in accordance with policy.

Level 2 Violations: Involve incidents of a more serious nature and affect a significant aspect or portion of the course. Any violation that involves repeat offenses at Level 1 is considered a Level 2 violation. A sanction for a Level 2 violation will not exceed a failing grade in the course.

- **Example:** Quoting directly or paraphrasing without proper acknowledgment on an assignment or failing to acknowledge all sources of information and contributors who helped with an assignment.
- **Recommended Sanction(s):** A failing grade in the course, Academic Integrity Probation and/or the imposition of other lesser sanctions as deemed appropriate.
- **Reporting Mechanisms:** Matters involving Level 2 violations are normally adjudicated by the instructor, department chair, and Vice President of Academic, Career & Technical Education and sanctioned accordingly. The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the student's academic file and a copy provided to the registrar.

Level 3 Violations: Level 3 offenses are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination. Any violation that is premeditated or involves repeat offenses below Level 3 is considered a Level 3 violation. A sanction for a Level 3 violation will not exceed involuntary withdrawal from the college.

- **Example:** Copying from or giving assistance to others on an hourly or final examination, plagiarizing major portions of an assignment, using forbidden material on an hourly or final examination, presenting the work of another as one's own, or altering a graded examination for the purposes of re-grading. Forgery of grade change forms; theft of examinations; having a substitute take an examination; any degree of falsification or plagiarism relating to a senior or graduate thesis; using a purchased term paper; sabotaging another's work; the violation of the clinical code of a profession.
- **Recommended Sanction(s):** A failing grade in the course, Academic Integrity Probation, and involuntary withdrawal from the College for one or more semesters and/or the imposition of other lesser sanctions as deemed appropriate.
- **Reporting Mechanisms:** Matters involving Level 3 violations are adjudicated by Level Two administrators and forwarded to the college's Disciplinary Hearing Committee for appropriate action. The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Registrar's office and in the student's academic file.

IV. Reporting

A student or College employee who has witnessed an apparent act of academic misconduct or has information that reasonably leads to the conclusion that such an act has or will occur should inform the instructor, the Academic Department Chair or the Academic Vice President.

An instructor who believes that a student has attempted or committed an apparent act of academic misconduct should investigate the matter. Instructors are encouraged to consult with

the Department Chair and/or the Academic Vice President. The instructor has the responsibility to address academic honor allegations in a timely manner, and the student has the responsibility to respond to those allegations in a timely manner.

V. Procedures

Academic misconduct cases that are Level 1 or Level 2 violations shall be resolved by the Department Chair, faculty member in which the actions occurred, and Academic Vice President when applicable.

1. Notification

A faculty instructor who has reasonable cause to believe a student has engaged in an act of academic misconduct shall report the matter to the Department Chair. This report will be in the form of a memo or letter, supporting documents, and a completed Academic Integrity Form.

2. Initial Meeting

The Department Chair will discuss with the faculty member the circumstances involved and review any relevant materials in order to determine if a reasonable basis exists that academic misconduct may have occurred.

3. Conference

If the Department Chair concludes that there is a reasonable basis for a Level 1 or Level 2 violation, notification will be provided to the Academic Vice President. A conference will be arranged with the Department Chair, faculty member and student. If the violation is a Level 3, this information will be provided to the Academic Vice President and forwarded to the Disciplinary Committee for further review.

For a Level 1 or Level 2 violation, the student will be informed at the start of the conference that an issue of possible academic misconduct exists and will be given a copy of the Academic Integrity Policy.

- a. The student is not required to make any statement regarding the matter under investigation.
- b. The student may make a voluntary statement if he/she chooses.
- c. The student has a right to present any evidence, supporting witnesses, and other information to support his/her case.
- d. The student has a right to be advised and represented by anyone of his or her choice. However, the representative will not be able to be present or actively participate in the proceedings. In the case of a student with a disability, such

as a hearing or speech impairment, the Department Chair will determine the appropriateness of allowing a representative to speak on behalf of the student.

- e. The student is entitled to a recess in the conference for one week in order to take advantage of the rights listed in items (c) and (d).

4. Review

At the conference, the student will be informed of the next step in the process.

- a. The matter will be dismissed if evidence is presented to conclude that there is not convincing proof that the student engaged in an act of academic misconduct.
- b. The matter will be concluded at the conference level and a penalty imposed if the student makes a voluntary written admission that he or she engaged in an act of academic misconduct. The student will be given written notice of the penalty.
- c. The matter will be forwarded to the Academic Vice President within one week from the date the conference is concluded if the matter is not concluded at the conference level. The student will be allowed to make a statement and to present evidence, witnesses, and other relevant materials; the student may be accompanied and advised or represented by anyone the student chooses. Notice of the decision will include a statement of the academic misconduct charges and will be sent to the student.

5. Appeal

Within 3 days of the date of mailing of the decision, the student may appeal the decision to the office of the Academic Vice President. On appeal, the burden of proof shift to the student to prove that an error has occurred. The only recognized grounds for appeal are:

- a. Due process errors involving violations of a student's rights that substantially affected the outcome of the initial hearing.
- b. New information that was not available at the time of the original hearing.
- c. A sanction that is extraordinarily disproportionate to the offense committed.
- d. The preponderance of the evidence presented at the hearing does not support a finding of responsible. Appeals based on this consideration will be limited to a review of the record of the initial hearing.
 1. The student should file a written letter of appeal within 3 class days after being notified of the Academic Integrity Policy decision. This letter should outline the grounds for the appeal and should provide supporting facts and relevant documentation.

2. The UTTC Disciplinary Hearing Committee will review this letter of appeal and will hear the student and any witnesses called by the student, except in appeals based on consideration item d above. The committee may also gather any additional information it deems necessary to make a determination in the case.
3. The committee may affirm, modify, or reverse the initial decision, or it may order a new hearing to be held. This decision becomes final when it is approved by the academic vice president. In cases where the student is found responsible, the decision becomes a confidential student record of academic dishonesty.
4. Final decisions are communicated in writing to the student, the instructor, the Academic Vice President, Academic Department Chair, and Registrar within thirty (30) class days of the decision.

Cell Phone Usage

In general, cell phones will be limited to silent or vibrate mode during class time and meetings. Instructors reserve the classroom management privilege to restrict cell phone usage as specified on course syllabi and for classroom activities, guest presentation, and during tests. For parental or family emergency situations, students will consult in advance with their instructors about using personal cell phones for accommodating such situations.

Student Class Load

A full-time student is registered for 12-18 credit hours in a semester and 6-12 credit hours during the summer semester. Any student wishing to enroll in more than the above credit hours in a semester must have written approval of the Vice President of Academic, Career & Technical Education.

A Student in Good Standing

A student in good standing must have successfully completed one semester at UTTC and currently be enrolled. During this time, a student must carry a minimum of 12 credit hours, maintain a GPA of 2.0, have good class attendance and participation, and have no unpaid fees. Only students in good standing may represent the college at authorized academic, vocational, and athletic events.

Block Scheduling of Coursework

With continued growth dynamics, the college will organize the instruction of select courses under a “block-schedule” rather than offering the classes over a regular 16-week semester. Students will need to consult with their advisors and the Office of the Registrar to determine which courses will be offered with a shorter, more intense instructional period during each semester. Faculty and students will be expected to follow the course syllabus and class schedule for those classes organized under a block schedule.

Change of Schedule

Changing Courses

Students wishing to change courses must do so within a certain time limit and must obtain permission from the appropriate advisors and instructors of classes involved. To request a change of classes, forms are available in the Office of the Registrar or the advisor. The deadlines to add classes and to drop classes are listed in the UTTC Academic Calendar.

Drop/Add Policy Statement

Students MUST meet with their advisor to drop and/or add classes in my.uttc and submit the signed Add/Drop form to the Registrar’s Office to change their registration. Failure to attend class does NOT constitute a drop and does NOT cancel the student's registration or his/her obligation to pay all tuition and related fees for the course. Students are encouraged to consult with either their advisor or the course instructor before making the decision to withdraw. Students receiving financial aid should consult the Financial Aid Office to determine whether their eligibility will be impacted by dropping a class.

A student dropping a course any time prior to the last day to withdraw date designated by the Registrar’s Office for the semester will be awarded a "W." The "W" will appear on the student's grade report and transcript.

An "F" will be reported if a student stops attending class and neither officially withdraws from the course prior to the appropriate deadline nor establishes, prior to the end of the term and to the satisfaction of the instructor, that extenuating circumstances prevented completion of the course. If the instructor determines that such extenuating circumstances were present, an "I" (incomplete) may be recorded on the student's grade report and transcript.

A student may not withdraw from a course after the semester/session in which the course was taken has ended. Students cannot add full semester classes following the last day to add date designated by the Registrar’s Office for the term.

Withdrawal from the Institution Policy

A student wishing to withdraw from the college and all classes may do so by meeting with their advisor or academic personal counselor. The same procedure and time deadline will be followed as that for dropping a course.

A student may not withdraw from a class after the semester or session in which the class was taken has ended. Administrative withdrawals may be initiated when a student's continued presence on the campus would constitute the potential for danger to self or others, or disruption of college community interests including teaching, administration or other college recognized activities.

Waiver/Exception

A student may request a waiver/exception to a college academic standard, requirement, or regulation by filing a waiver/petition request with the Office of the Registrar and the Vice President of Academic, Career & Technical Education.

Semester Description

UTTC operates on a semester basis, a term averaging fifteen (15) weeks of instruction, One (1) week for mid-term, and one (1) week for final exams for a total of sixteen (16) weeks. (See the Academic Calendar for starting and ending dates of each semester.)

Prerequisites

Courses with prerequisites require prior course work which must be completed satisfactorily. Students must seek the approval of the instructor or academic advisor before registering for specific classes. Courses that require prerequisites are designated in the course description.

Continuing Education Units

UTTC offers Continuing Education Units (CEUs) to document and provide credit for professional development activities. These units are offered through workshops, institutes, and a variety of other training formats. All training for CEUs must be pre-approved through the Office of the Registrar. Seven and one-half contact hours equal one (1) CEU.

Computation of Grade Point Average

The grade point average (GPA) is computed by dividing the number of honor points earned by the number of semester credits attempted for which grades of A, B, C, D, or F were earned. Honor points for each course are calculated by multiplying the number of semester credits by the points awarded for the grade achieved in the course. For example, a student who received an A, a B, a C, and a D in four 3 credit courses, would have the following GPA:

A x 3 credits = 4 x 3 = 12 honor points
B x 3 credits = 3 x 3 = 9 honor points
C x 3 credits = 2 x 3 = 6 honor points
D x 3 credits = 1 x 3 = 3 honor points
Total = 12 credits = 30 honor points 30 honor points/12 credits = 2.50 GPA

GPA's are used in determining eligibility to work on campus, to receive financial aid, to continue in a program, to participate in varsity competition, for membership in organizations, and to petition for an overload. GPA's are also used frequently to award scholarship funds.

Cumulative GPA accounts for all academic credit earned at United Tribes Technical College and at any other college or university attended. Term GPA reflects the student's academic average for an individual term. Incomplete and withdrawn semester hours are not used in calculating a student's GPA. Semester hours failed are used in calculating the GPA. When a course is repeated, the most recent grade will be used to calculate the GPA.

Grade Appeals

A student may appeal a final grade in any course. The appeal must be done within one semester after the grade is received and after the student discusses the grade with the instructor who assigned the grade. Clerical errors can be corrected by the instructor signing the correction on the official records with approval by the Office of the Registrar. If the result of the discussion is not satisfactory, the student may formally appeal the grade to the Vice President of Academic, Career & Technical Education.

Grade Reports

Grade reports will be submitted as required by the United Tribes Registrar's Office. All instructors will turn in their grades according to timelines established by the Registrar's Office. Instructors are also required to meet with the Registrar and sign the final grade sheets after grades have been posted for the semester.

Honors

UTTC believes it is important to recognize students who have distinguished themselves by high scholastic achievement. Students have the opportunity to be placed on the President's List (3.5-4.0) and the Vice President's List (3.0-3.49). These lists are publicized to give recognition to the students.

Grade of Incomplete

A grade of I (Incomplete) will be recorded when a student is making progress in classes, but is unable to complete course requirements for reasons beyond his/her control and after negotiation between the teacher and the student about how the course can be completed. **Except for emergencies, such as exceptional personal illness, a death in the family, or other unforeseeable emergencies, a student must contact their instructor within two weeks prior to an event or events that they feel would interfere with their ability to attend class and finish the semester successfully. A minimum of a 'C' grade is required for the student to**

receive an Incomplete. Copies of the negotiated agreement will be filed with the Registrar, the advisor, and the student. Students have two weeks into the succeeding semester to complete the necessary work.

Advisors may report an incomplete grade when the student is unable to complete the course because of reasons beyond his/her control. Such reasons constitute personal illness, a death in the family, or other unforeseeable emergencies. A "last-ditch effort" by the student to complete the course with a history of poor attendance or poor performance is not a viable reason to report an incomplete grade. It is the student's responsibility to request an incomplete grade. It is also the advisor's responsibility to make sure the student understands this option. **Students must contact their instructors within two weeks of other circumstances they feel would interfere with their ability to attend class and finish the course successfully. The student must have a minimum of a 'C' grade at the time the Incomplete is required.** The incomplete grade must change to a grade by the date announced by the Registrar or else it converts to an "F."

Academic Requirements

Satisfactory Academic Progress

All UTTC students are required to demonstrate satisfactory academic progress during their course of studies in order to be eligible for consideration for financial aid as well as continued enrollment. Maintaining progress in a student's studies is crucial to building the academic and professional skills for success in the future.

UTTC has determined that all students must maintain a cumulative grade point average of 2.0 at all times. The cumulative GPA of new students is determined at the end of their first semester of enrollment.

The College evaluates satisfactory academic progress at the end of each semester. Based on the results of the determination, a student will be listed as being in good standing (if they have met all the criteria) or be placed on Academic Probation or Academic Suspension, as appropriate.

Satisfactory completion of a course is a letter grade of an A, B, C, or D. A letter grade of F, I, W or N are not acceptable for completion of a course.

The Office of Financial Aid, as well as certain academic programs have additional requirements for maintaining satisfactory academic progress. Additional requirements, if any, are published in the consumer information of those departments.

1. A student must complete the requirements for the degree they have chosen within a 150% time frame. Students will be eligible for Federal Student Assistance for 150% of the average 2-year program at UTTC, which is 99 credits.
2. At the end of each semester, the Financial Aid Director will review student files to determine credits attempted and passed. Each semester the student must pass 75% of the credits that he/she enrolled in for the term.

EXAMPLE:

18 credits x 75% = 13.50 or 14 credits

16 credits x 75% = 12.00 or 12 credits

14 credits x 75% = 11.00 or 11 credits

12 credits x 75% = 9.00 or 9 credits

Courses from which the student has withdrawn and received a 100% refund (during the first week of class) will NOT be considered when determining the total number of credit hours attempted.

If a student withdraws from all courses after the first week of the term, all credit hours he/she was carrying during that term will be counted in the total number of hours for the academic year.

3. At the end of each semester, the Financial Aid Director will review the student file to determine the student cumulative Grade Point Average (GPA). Student must maintain a minimum 2.00 GPA (C Average).

All UTTC students are required to maintain certain academic standards. At the end of each semester, credit hours completed and grade point averages are reviewed to determine if a student is making satisfactory progress toward completion of his/her program. Students must meet these minimum standards to be considered making satisfactory progress:

FULL-TIME STUDENTS: For a first time freshman, a Grade Point Average of 2.00 is required at the end of the first semester with the college. For a returning or transfer student, a semester Grade Point Average of 2.00 is required.

PART-TIME STUDENTS: Half-time students must complete 6-8 credits each semester with a Grade Point Average of 2.00. Three-quarters students must complete 9-11 credits with a semester Grade Point Average of 2.00.

Academic Warning

The student on Academic Warning is given another term of enrollment to bring the cumulative GPA up to at least the required minimum of 2.00. Failing that effort, the student is moved from a “Warning” status to one of “Academic Probation.”

Academic Probation

The student on Academic Probation is given another term of enrollment to bring the cumulative GPA up to at least the required minimum of 2.00. Failing that effort, the student is moved from an “Academic Probation” status to one of “Academic Suspension.” A notation of “Academic Probation” is added to the student’s permanent record/transcript.

Academic Suspension

Two such consecutive terms of Warning and Probation are extended to a student. If the student on Academic Probation has not raised his/her cumulative GPA to at least the required minimum of a 2.00 by the end of the third consecutive term of enrollment, that student is placed on Academic Suspension. A notation of “Academic Suspension” is added to the student’s permanent record/transcript. Exception: The student who has earned a term GPA of at least 2.0 will be extended yet another probationary term in which to the student may attempt to raise the cumulative GPA to at least the required minimum. A notation of “Continued Probation” is added to the student’s permanent record/transcript.

A first suspension requires that the student is not eligible to register for classes the next fall or spring semester. After that, the student may then be readmitted on Academic Probation to attempt again to bring the cumulative GPA to at least the required minimum 2.00. If the student is not able to finish the semester with the minimum 2.00 GPA, a second suspension is imposed and the student is not eligible to register for classes for both a fall and spring term.

Withdrawals & Academic Probation/Suspension

Students who withdraw (voluntary or involuntary) from a course for any reason will influence their grade point average and their ability to maintain satisfactory academic progress, this being the GPA standard for the academic term in question. Withdrawals can affect a student’s academic status in terms of being placed on academic probation or suspension. Students are encouraged to visit with Enrollment Services staff or their advisors and carefully assess how course withdrawals can affect their academic standing for re-admission and/or for continued studies at UTTC.

Academic Suspension Appeal

A student on academic suspension has the right to appeal to the Vice President of Academic, Career & Technical Education or his/her designee for a one term extension of probationary status if he/she feels there are extenuating circumstances that warrant consideration. A letter of appeal must be in writing and given to the Academic Vice President. Other documents to be provided are the suspension letter, transcripts, and attendance records. Extenuating circumstances beyond the student’s control and a plan for improved performance must be evident before reinstatement will be considered. If the appeal is granted, the student will be conditionally readmitted under contract on Academic Suspension/Reinstated status.

Academic Suspension Appeal Process:

Information to be submitted for Academic Suspension Appeals:

1. Written Student Letter of Appeal signed by the student and submitted to the office of the Academic Vice President (Skills Center).
2. Copy of UTTC Letter of Academic Suspension (from the Registrar's Office).

3. Copy of UTTC Letter of Academic Probation (from the Registrar's Office).
4. Copy of Course Transcript (from the Registrar's Office).
5. Information about any outstanding financial bills (from Student Accounts).
6. Phone number that the Academic Vice President will be able to contact the student after reviewing the appeal letter with supporting documentation.
7. Once the appeal letter and supporting documentation are on file, an appointment will be arranged for the student.

Rev. 9/1/11

Program Advisory Committees

Each UTTC academic program approved by the North Dakota Department of Career and Technical Education shall establish a local Advisory Committee to give direction in program offerings including up-to-date curriculum content. A minimum of two meetings per year are required with a copy of the minutes for each meeting submitted to the Vice President of Academic, Career and Technical Education.

The Advisory Committee's purpose is to strengthen the Career and Technical Education (CTE) programs it serves. The committee exists to advise, assist, support and advocate for career and technical education. It has no legislative, administrative or programmatic authority and is **advisory only**. Advisory Committees work cooperatively with UTTC program staff and faculty in planning and carrying out committee work. Members are volunteers who share an expert knowledge of the career tasks and competency requirements for specific occupations. The committee may serve a specific CTE program or a combined committee may serve several programs.

For more information <http://www.nd.gov/cte/forms/docs/AdvisoryCommitteeGuide.pdf>

Student Organizations (Clubs)

A Career and Technical Student Organization (CTSO) is required for each one of the programs offered at UTTC. These pre-professional student organizations provide a unique program of career and leadership development, motivation, and recognition for postsecondary students enrolled in career and technical education programs. The clubs meet on a regular monthly basis and have elected representatives who govern the organization and a faculty member who acts as an advisor. The minutes of the monthly meetings and a summary of functions and activities the club participated in are submitted to the Vice President of Academic, Career and Technical Education on an annual basis.

Graduation and Honoring Ceremonies

UTTC has one formal graduation ceremony held in May. An honoring ceremony is held in December for those students completing their degree requirements in the Fall semester. Students who complete their degree requirements in the Fall semester are encouraged to attend the May commencement ceremony, in addition to the honoring ceremony.

Transcripts

A transcript request must be submitted in writing. Either a completed “transcript request” form or a letter bearing the student signature is acceptable. Any request from a student who is in debt to the institution will not be honored until the indebtedness has been paid. There is a \$2.00 charge for each transcript. A transcript sent directly to the student will not bear the college seal and is not an official transcript. Each transcript includes the student’s entire academic record to date and current academic status.

A transcript request must include the student’s name, social security number or ID number, appropriate fees, and the address where the transcript is to be sent. [NOTE: Transcripts will not be issued based on telephone requests. Requested transcripts are prepared and sent out on Friday afternoons.]

Transfer of Credits

UTTC degree programs offer curricula and skills geared toward employment. Credits earned at UTTC may, however, be accepted by other colleges and universities dependent upon transfer agreements and/or transcript evaluations. The student is responsible for initiating transfer by contacting the admissions/registrar’s office at the selected college. This process should be started as early as possible.

Students who have attended colleges elsewhere must notify UTTC of all previous enrollments. Students are required to have all official transcripts from other colleges sent to the UTTC Registrar’s office at the student’s expense

Transfer credits of C, or better, may be accepted if they apply to the student’s degree program. The academic advisor will complete a transcript evaluation and submit it to the Registrar for final approval. Credits from other institutions will not be considered for transfer if the courses are more than five (5) years old, unless the student has completed a degree (from an accredited institution of higher education). The number of credits approved for transfer from other institutions also may not exceed 50% of the degree requirements for the vocation.

Library

The United Tribes Technical College Library is an integral part of the college. Although the UTTC Library welcomes all users, the library collections and facilities are primarily intended for the college community. Every effort is made to provide access to materials that continually support the curriculum needs of the college.

United Tribes Technical College believes that everyone served by the United Tribes Library have access to accurate and comprehensive information. To ensure that access, the Library provides instruction in information literacy through a variety of formats. Information literacy aids the patron in lifelong decision making skills and enhances lives and culture of the community.

Eligible Borrowers and Borrowing Privilege

The UTTC Library has a prime responsibility to serve the students, faculty and staff of the college.

The secondary mission of the library is to provide materials and service to the patrons of the consortium libraries of Central Dakota Library Network (CDLN). Also the UTTC Library supports service to the residents of North Dakota through ND networks systems and the North Dakota Library Association's Network for Knowledge.

A valid UTTC Library card or CDLN member library card is required to check out materials. Applications are available at the Library circulation desk. Proper I.D. is required. UTTC Online students can contact the librarian by telephone at (701) 255-3285 x1282 to apply for a library card.

Acceptance of a library card signifies agreement to follow library policies. Failure to adhere to the policies can result in a library hold at the UTTC Registrar's office. UTTC Library card holders are responsible for any fines or fees incurred on their card from overdue or lost items from UTTC and /or CDLN member libraries. Patrons will not be able to get an official transcript until this library hold is cleared. Patrons who are not in good standing at CDLN member libraries will be denied borrowing privileges at UTTC and all member libraries. UTTC patrons who are parents or guardians of Theodore Jamerson Elementary School students are responsible for items checked out on their TJES Library card.

Questions concerning Library circulation policies should be directed to the Librarian at (701) 255-3285 x1282.

CONFIDENTIALITY OF RECORDS

All circulation transactions will be kept confidential. Under no circumstances (except under court order) will a Library employee give out any information about a patron.

PHOTOCOPIER

All materials photocopied in the library must comply with copyright law.

ONLINE RESOURCES

Use of proprietary online resources subscribed to or purchased by the college will be restricted to those parts of the audience indicated by the license with the providers.

COMPUTER LAB

The computer lab in the UTTC Library is primarily for academic use. Priority is given to students with assignments. Students without assignments and members of the public may be asked to give up a computer if students with assignments are in need. All users of the computer lab must comply with copyright law and UTTC Internet Acceptable Usage Policy. Because college computers are unfiltered, minors must have permission of a parent or guardian to use the computer lab.

Textbook Selection

The responsibility for textbook selection rests with the college faculty who shall make recommendations for adoption to the department chair. The final decision on selection rests with the department chairs.

TEXTBOOK SELECTION PROCEDURE

An effective and functional system of textbook selection is essential to the institution. The following procedure will be followed when adopting new textbooks:

1. The instructor will have primary responsibility for textbook selection in his/her subject area.
 - a) If there are two or more instructors teaching the same course, they will attempt to reach consensus on a standard text or texts to be used in different sections of the same course.
 - b) Every effort should be made to select a text which will be used for at least three years.
 - c) Supporting reasons in writing must be presented to the department chair for approval if a text is to be changed before the suggested three year period.
 - d) Every attempt should be made to alert the bookstore so that stocks of books may be reduced during the last semester of use.
2. The bookstore manager will work with the department chairs in determining the dates for book orders and book returns.
 1. Forms for book orders and returns will be made available for all instructors by the bookstore manager.
 2. Receipt of books can be promised only if specified deadline dates are met in submitting orders and return information. Instructors are expected to submit

orders for the fall semester by May 15, spring semester by November 15, and summer session by April 15.

3. All book orders will indicate expected enrollment of all sections using the text. The bookstore will deduct books in stock to arrive at the number of books to order.

Repair and Service of Privately Owned Vehicles in the Automotive Department

The department chair of the United Tribes Automotive department may utilize privately owned vehicles for training purposes under the following conditions:

1. The service or repair is related to a current lesson assignment.
2. There is a reasonable and equitable system of eligibility and selection of privately owned vehicles for repair or service.
3. There are supervised inspections made of the vehicle that would describe the conditions upon acceptance by the automotive lab for repairs and/or service and upon completion and acceptance by the owner. However, in return for the privilege of having the vehicle worked on by the automotive lab, the customer shall assume all risks for work performed, loss, or damage on a vehicle.

There shall be an approved system of accounting and payment for the cost of parts and supplies and overhead.

REPAIR AND SERVICE OF PRIVATELY OWNED VEHICLES IN THE AUTOMOTIVE LAB

The following automotive shop service and repair agreement must be agreed upon by the customer:

AUTOMOTIVE SHOP SERVICE AND REPAIR AGREEMENT

1. All repairs and service work must meet with current instructional units that students are working on.
2. Repair and service work will be by appointment. Appointments will be made through the instructors only.
3. Extreme care will be taken to avoid accidental damage and each job will be inspected before delivery to the customer. However, the college assumes no responsibility on the work performed or accidental damage done to any vehicle, due to the fact that public funds cannot be used for repairs to private vehicles.

4. All work will be under the supervision of the department chair and/or faculty. No one other than the students or the department personnel will work on the vehicles.
5. The department chair and/or faculty will make all road tests when necessary.
6. No promise can be made as to when a vehicle's repairs will be completed.
7. All repair orders will be paid in full at the time of delivery.
8. Cars not being worked on will be parked and locked in the parking lot. The college will not be held responsible for vandalism, theft, fire, water or wind damage.
9. It will be the owner's responsibility to remove all valuable articles from their vehicle. The college will not be responsible for lost or stolen goods.
10. It will be the owner's responsibility to procure all parts and supplies necessary for the job other than incidental nuts, bolts, and cotter pins.

Firearms

Campus owned firearms will be permitted on the campus for the purpose of instruction in an approved course that is designed to teach the safe, effective, and appropriate use of firearms, and for range practice in the safe, effective, and appropriate use of firearms under the rules established for the United Tribes Technical College firing range.

Firearms Policy

All firearms procured for the purpose of instruction in the Criminal Justice program will be registered with the college property and supply department (for inventory accountability purposes) and assigned to the Department Chair of Criminal Justice for security and proper use. Specific requirements for the storage and use of such firearms are as follows:

1. All firearms in the custody of the Department Chair of Criminal Justice will be stored in a gun safe or in an area specifically intended for firearms storage. The combination of numbers or keys for the lock(s) on the safes will be known only to the Department Chair of Criminal Justice and their designee (a certified ND POST Board approved law enforce firearms instructor/trainer) who may be the instructor of record for the class dealing in firearms instruction. The combination will also be placed in a sealed envelope and be deposited with the Vice President of Academic, Career Technical Education – who oversees the Criminal Justice program, for safekeeping. Off campus storage facilities in a local law enforcement agency may be utilized if a suitable on-campus vault is not available.
2. Live ammunition for training and instructional purposes shall be stored in a gun safe or in an area specifically intended for firearms storage. Ammunition must be stored separately from firearms (i.e. ammunition may not be stored in a safe that is currently being used to store firearms – unless an appropriate locking container is used in conjunction with the safe holding firearms [a “safe” within a “safe”]). Ammunition shall be provided to authorized students only under the direction and supervision of qualified instructors at the firing site. All unused ammunition shall be retrieved by the supervising instructors and promptly returned to the storage site.

3. Only instructors certified by North Dakota Peace Officers Standards and Training Board as competent to teach the safe and effective use of firearms for law enforcement will be allowed to provide instruction.
4. The Department Chair of Criminal Justice and weapon instructor(s) will ensure that the techniques and/or practices taught in the use of firearms conform to the current practices of state and local law enforcement agencies.
5. The supervising firearms instructor will be responsible for the receipt and proper storage of all assigned firearms after the completion of every instructional period.
6. Any college owned firearms unaccounted for shall be reported to the V.P of Academic, Career Technical Education, Security Department, Property & Supply and college president immediately.
7. Regular inventory will be taken after each summer semester of using the firearms.

UNITED TRIBES RANGE RULES

1. The college reserves the right to conduct background checks on any user in accordance with state law to verify they are lawfully permitted to handle firearms.
2. Firearms shall always be pointed in a safe direction.
3. Fingers shall remain outside of the trigger guard until ready to shoot, or as otherwise directed by an instructor or range officer.
4. The action shall remain open and the firearm unloaded until the user has taken his/her place on the firing line, and the range has been cleared for live firing.
5. No live firing shall take place except as directed by the range officer/instructor. The range officer will advise of the commands to be followed for live firing.
6. Firing may continue until a predetermined time period has elapsed or until all participants have completed the prescribed course of fire.
7. All firing shall immediately cease when directed by the range officer, or upon any individual calling for cease fire. Unless otherwise directed by the range officer, unload, open the action, remove the magazine, and ground and/or bench all firearms during a cease fire, unless in possession of a misfire.
8. A shooter experiencing a misfire shall keep the firearm pointed down range, alert the range officer, remove finger from within the trigger guard, and wait 30 seconds.
9. No one shall proceed down range until the range officer has declared “range clear.”
10. Do NOT handle any firearms while others are down range.
11. Alcohol is prohibited on the college premises, and tobacco products are prohibited at the firing line. Anyone appearing under the influence of alcohol or drugs, legal or otherwise, shall not handle a firearm on the premises.
12. No food or beverages shall be placed or consumed on the firing line while firing is taking place.
13. Effective ear and eye protection are required. A billed cap is recommended. Open, loose-fitting clothing that a hot casing could drop within is not recommended. The wearing of shorts while participating in shooting activities is prohibited.

14. If in possession of more than one firearm requiring different ammunition, use one at a time and keep the others stored and their respective ammunition type separate from what is in use.
15. The range officer has the right and responsibility to inspect any firearm or ammunition for safety issues at any time and to prohibit the use of any firearm or ammunition deemed unsafe.
16. The range officer has the authority to warn, and to suspend the range privileges of any individual who violates the rules of the range and notify the Department Chair of Criminal Justice of any misconduct related to firearm usage. Appeal of any suspension may be directed in writing to the Vice President of Academic, Career Technical Education, responsible for overseeing the Criminal Justice Program and course related to firearms instruction, within ten (10) business days of the suspension. The dean or their designee will investigate and respond within ten (10) business days. A suspended individual may then appeal to the college president within ten (10) business days. The decision of the President is final.

Safety Glasses

All students and visitors in the automotive, welding, and manufacturing processes classrooms shall be required to wear safety glasses while the classes are in session.

Any individual with prescription eyeglasses must wear goggles or provide proof that his/her glasses meet the applicable safety standards.

Safety glasses shall be made available for loan to any visitor should he/she desire to enter the classroom area.

SAFETY GLASSES PROCEDURE

Safety glasses or goggles must be worn by all persons in the lab. There are safety glasses available for loan to visitors.

If a student is observed without safety glasses, he/she will be given one reminder by the instructor to put them on. The need for a second reminder in the same day may result in removal from the classroom and possible cause for a failing grade for that day.

Students will be required to sign a form verifying they have read and understand the policies and procedures in regard to safety glasses to be worn in the classrooms and that they are aware prescription eyeglasses do meet applicable safety standards for classroom work.

Evaluation of Faculty

Faculty at United Tribes Technical College shall be evaluated based upon the expectations and responsibilities of faculty as defined in the United Tribes Technical College Faculty Handbook.

EVALUATION OF FACULTY PROCEDURE

The evaluation will be completed by the appropriate department chair and/or their designee.

1. Written feedback shall be shared with the faculty utilizing the evaluation report form.
2. Faculty shall sign the evaluation form following its review and be provided with the opportunity to add written comments.
3. One copy of the evaluation shall be retained by the faculty; the other copy shall be filed in the Human Resources office.

At the completion of the each academic year, the department chair shall submit one of the following recommendations to the Vice President of Academics, Career, and Technical Education:

1. continued employment
2. continued employment with probation
3. non-renewal of contract

Upon acceptance by the Vice President of Academics, Career, and Technical Education, any faculty recommended for continued employment with probation shall undergo a repeat of the procedure for evaluating faculty after the first three months of the following academic year.

Copyright Policy

COMPLIANCE POLICY

The purpose of the United Tribes Technical College (“United Tribes”) Copyright Compliance Policy is to provide a summary of U.S. copyright law as it relates to the use of text-based copyright-protected works in the classroom, online and library at United Tribes, and to provide guidelines and procedures for obtaining copyright permission to use these works.

U.S. copyright law contains many gray areas, and the goal of this policy is to provide United Tribes administrators, faculty, librarians, students, employees, and others with a standard approach for addressing complex copyright issues. This policy covers classroom issues such as photocopying, online and distance education, and course packs. It also covers library uses for print and electronic reserves, Interlibrary Loan (“ILL”) and document delivery.

This policy provides practical advice and procedures on copyright-related matters; however, it is not a substitute for legal advice, and proper legal advice should be obtained when necessary. Please initially contact the United Tribes Library with copyright questions at: (701) 255-3285 ext. 1282.

WHAT IS COPYRIGHT?

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the

U.S. Copyright Act (title 17, U.S. Code). Persons who are not copyright holders for a particular work, as determined by the law, must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection. For more information on copyright, visit: <http://www.copyright.gov/circs/circ01.pdf> or <http://www.copyright.gov/title17/>

WHAT IS PROTECTED BY COPYRIGHT?

The rights granted by the Copyright Act are intended to benefit “authors” of “original works of authorship”, including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural and audiovisual creations. This means that virtually any creative work that a person may come across—including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials, and other printed materials; unpublished materials, such as analysts’ and consultants’ reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works—is almost certainly protected by copyright. This includes many materials freely available to the public on-line. Among the exclusive rights granted to those “authors” are the rights to reproduce, distribute, publicly perform and publicly display their works.

These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their works. Copyright also protects the holder’s right to “make a derivative work,” such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for “authors” of certain works of visual art. Copyright law does not protect ideas, data or facts.

In the U.S., the general rule of copyright duration for a work created on or after January 1, 1978 is the author’s life plus 70 years after the author’s death. This is often referred to as “life-plus-70”. Works created by companies or other types of organizations generally have a copyright term of 95 years. For more information on copyright duration, visit: <http://www.copyright.gov/circs/circ15a.pdf> .

FAIR USE

A provision for fair use is found in the Copyright Act at Section 107. Additional information on fair use may be found at: <http://www.copyright.gov/title17/> and <http://www.copyright.gov/circs/circ21.pdf>. Under the fair use provision, a reproduction of someone else’s copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

1. The purpose and character of use (principally, whether for commercial or nonprofit educational use);
2. The nature of the copyright-protected work;
3. The amount and substantiality of the portion used; and
4. The effect of the use being evaluated upon the potential market for or value of the copyright-protected work.

Fair use is an ambiguous concept and the law does not state exactly what uses of a copyrighted work will be considered fair use under the law and may therefore be used without obtaining permission. Fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use. Contact the United Tribes Library with copyright questions at: (701) 255-3285, ext. 1282.

To avoid confusion and minimize the risk of copyright infringement, United Tribes interprets the following situations as fair use:

- Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations.
- Reproduction of material for classroom use where the reproduction is unexpected and spontaneous, typically occurring at the instructor's discretion – for example, where an article in the morning's paper is directly relevant to that day's class topic. This would generally cover one time use in only one semester.
- Use in a parody of short portions of the work itself.
- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If use does not meet the above criteria and the work is protected by copyright, permission should be obtained to use the work from the copyright holder or its agent.

TYPES OF USE

Face to Face Teaching

Instructors or students may perform or display a copyrighted work in the course of face to face teaching and learning activities, either in the classroom or a similar instructional venue. This right to perform or display copyrighted works, however, does not provide reproduction rights in excess of those discussed in the remainder of this policy.

Classroom Handouts

Based on United Tribe's fair use analysis, classroom handouts fall into two categories; one that requires permission and one that does not. If the handout is a new work for which a person could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, the work may be used without obtaining permission. However, if the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance; copyright permission must be obtained to use the work. The United Tribes Library will assist in obtaining permission and will maintain records of all permissions granted to the college.

Course Packs

Advance permission of the copyright holder is required for the use of all articles, chapters and other individual works reproduced in any print or electronic course pack. Copyright permission for course packs is usually granted by the academic period. To reuse a course pack in subsequent academic periods (e.g.: semester, quarter, trimester, etc.), permission will, most likely, need to be obtained again. Many copyright holders provide time-sensitive permission because their own rights may be time-sensitive and could be transferred to different copyright holders at any time.

The faculty member will timely obtain permission for use of copyrighted materials in course packs. Deferring responsibility for copyright permission will not provide protection against a claim of copyright infringement. The United Tribes Library will assist in obtaining permission and the faculty member will provide a copy of the permission granted so that the United Tribes Library can maintain records of all permissions granted to the college.

Course Materials for Disabled Students

Postsecondary institutions may be legally obligated to provide access to course materials in alternative formats to enrolled students with certain physically-based disabilities. United Tribes will comply with Section 107 of the Copyright Act and the Chafee Amendment (1996) when providing course materials in alternative formats to eligible students with disabilities.

Reserves

If the United Tribes Library owns a copy of a publication, United Tribes Library staff may place that copy on reserve without obtaining copyright permission. If the United Tribes Library staff wishes to reproduce additional copies of a work and place them on reserve for students to review, in either paper or electronic format, the United Tribes Library personnel must obtain copyright permission.

Photocopying In the Library

It is permissible to photocopy copyright-protected works in the United Tribes Library without obtaining permission from the copyright owner, under the following circumstances:

- Library user requests for articles and short excerpts. At the request of a library user or another library on behalf of a library user, the United Tribes Library may make one reproduction of an article from a periodical or a small part of any other work. The reproduction must become the property of the library user, and the United Tribes Library must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research. As recommended by Section 108 of the Copyright Act, the United Tribes Library must display the register's notice at the place library users make their reproduction requests to the library.
- Archival reproductions of unpublished works. Up to three reproductions of any unpublished work may be made for preservation or security or for deposit for research use in another library or archive. This may be a photocopy or digital reproduction. If it is a digital reproduction, the reproduction may not be made available to the public outside the library or archive premises. Prior to receiving any of the three reproductions permitted under this provision from another library or archive, the United Tribes Library

or archive must make a reasonable effort to purchase a new replacement at a fair price. The reproducing library or archive must also own the work in its collection.

- Replacement of lost, damaged or obsolete copies. The United Tribes Library may make up to three reproductions, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating or stored in an obsolete format. Any digital reproductions must be kept within the confines of the library (that is, available on its computer but not placed on a public network.)
- Library user requests for entire works. One reproduction of an entire book or periodical may be made by United Tribes Library staff at a library user's request, or by another library on behalf of a library user upon certain conditions being met. These conditions include the library determining after reasonable investigation that an authorized reproduction cannot be obtained at a reasonable price. Once made, the reproduction must become the property of the library user. The library must have no reason to believe that the reproduction will be used by the user for purposes other than private study, scholarship and research, and the library must display the register's notice at the place library users make their reproduction requests to the library.

PHOTOCOPYING FOR STUDENTS

The United Tribes Library staff may make reproductions for library users (students, faculty, etc.), provided the following criteria are met:

- The library makes one reproduction of an article from a periodical or a small part of any other work.
- The reproduction becomes the property of the library user.
- The library has no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research.
- The library displays the register's notice at the place library users make their reproduction requests to the library.

PHOTOCOPYING BY STUDENTS

Photocopying by students is subject to a fair use analysis as well. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require permission.

Document Delivery Services

It is important to maintain a distinction between ILL and Document Delivery Services (DDS). Photocopying for DDS requires copyright permission.

Interlibrary Loan (ILL)

The United Tribes Library may participate in interlibrary loans without obtaining permission provided that the "aggregate quantities" of articles or items received by the patron do not substitute for a periodical subscription or purchase of a work. United Tribes follows the National Commission on New Technological Uses of Copyrighted Works (CONTU) guidelines for

defining “aggregate quantities.” The CONTU guidelines state that requesting and receiving more than five articles from a single periodical within a calendar year or a total of six or more copies of articles published within five years prior to the date of request would be too many under CONTU.

If the articles or items being copied have been obtained through a digital license, the United Tribes Library staff must check the license to see under what terms and conditions, if any, interlibrary loan is permitted.

Peer-to-Peer File Sharing

United Tribes will comply with all regulations of the Higher Education Act of 1965 (HEA) concerning Peer-to-Peer File Sharing (i.e. illegal downloading of copyrighted materials by students) including the development and dissemination of a plan to combat unauthorized distribution of copyrighted materials and intellectual property as well as provide alternatives to illegal downloading and disciplinary actions for violations. The plan will cover both students and United Tribes employees.

Copyright and Foreign Works

The U.S. is a member of the leading international copyright treaty, the Berne Convention. As such, when United Tribes uses a copyright-protected work from another country, the protections provided to works by U.S. copyright law automatically apply to the use of that work as well (assuming the use takes place in the U.S.). Copyright Clearance Center has many reciprocal licenses to allow use of materials from other countries.

Copyright Ownership

Ownership of materials created, prepared, and produced under the auspices of the college by a faculty member are spelled out as per the UTTC Faculty Handbook during which the materials were created.

Ownership of materials created, prepared, and produced under the auspices of the college by other faculty (adjunct, part-time, and emeriti) will fall under the UTTC Faculty Handbook during the time the materials were created.

Ownership of materials created by staff under the auspices of the college as part of their job responsibilities will be considered “work for hire”. The copyright of such work belongs to the college.

Ownership of materials created, prepared, and produced by students (term papers, speeches, etc.) enrolled in courses at the college belongs to the student. If the student creates materials while employed at the college, the copyright of such work belongs to the college.

Ownership of materials created at the request of the college by any combination of the above groups and/or by persons who are not United Tribes faculty, staff, or students will be considered “work for hire”. The copyright of such work belongs to the college.

HOW TO OBTAIN COPYRIGHT PERMISSION

Permission to use copyright-protected materials, when required, should be obtained prior to using those materials. It is best to obtain permission in writing (including e-mail). The United Tribes Library will assist in obtaining permission and will maintain records of all permissions granted to the college.

The time to obtain permission may vary and, where possible, it is recommended to start the permissions procedure at least six months prior to the time the materials are needed to be used. Often, Copyright Clearance Center is the quickest one-stop resource for obtaining copyright permission.

Fact Finding Questions

After it has been determined that copyright permission is required, the copyright holder must be located. If the copyright holder is not listed on the work, locating the appropriate person or entity to grant permission may take some investigative and creative work.

The Copyright Office of the Library of Congress (www.loc.gov) may be of assistance in locating a copyright owner if the work is registered. Note, however, that copyright is automatically granted to all works upon their being written down and that registration with the Copyright Office is not required.

There are two primary options for obtaining permission to use the work: contacting the copyright holder directly or contacting the Copyright Clearance Center. The United Tribes Library will maintain an account with Copyright Clearance Center (www.copyright.com).

Information in the Permission Request

The copyright holder will require the following information in order to provide permission:

- Title of the material
- Creator/author of the material
- Publisher of the material
- Description of material
- ISBN or ISSN, if applicable
- Date of publication, if applicable
- Purpose for which the item is to be reproduced (research, commercial, educational, etc.)
- How the material is to be reproduced (e.g., photocopied, digitized)
- Where the reproduced material will be used or will appear and for how long

REPORTING SUSPECTED INFRINGEMENTS

If anyone at United Tribes, including a student, is using any copyright-protected material without the permission of the copyright holder, the infringements should be immediately reported to the United Tribes Library at: (701) 255-3285, ext. 1282.

Field Trips

Field trips are allowed as a way to enhance learning opportunities for our students. Only students currently enrolled in a United Tribes class, and current college employees, may participate in a United Tribes sponsored field trip. The college employee accompanying the field trip will be responsible for making sure the college's transportation request procedures are followed.

FIELD TRIPS PROCEDURES

1. All participating students must be accompanied by a faculty, staff person, or administrator who will be accountable for the activities of the field trip.
2. The college employee responsible for organizing the field trip must complete a transportation request form and obtain appropriate prior approval for the field trip. Contact information for emergencies during the trip must be included.
3. All participating employees incurring authorized college expenditures must provide complete financial accounting as required by the United Tribes Finance Office.
4. No drugs, other than lawfully prescribed medications, nor alcoholic, or illegal substances will be allowed during the field trip. Students will be informed of this policy before the trip.
5. All participants assume responsibility for their own safety during college sponsored field trips. Participating college employees will apprise students of reasonably foreseeable risks.
6. Known violations of these requirements must be reported by the responsible college employee, failure to do so could be grounds for disciplinary action.
7. United Tribe's Student Code of Conduct remains in effect at all times during a field trip.

Human Subject Research at United Tribes Technical College

United Tribes Technical College encourages scholarly endeavors of students, employees and community foundations/organizations. Pursuit of scholarly work and research will often involve the use of human subjects, either students or employees, for data collection and analysis. The President shall ensure the rights, privacy, dignity and welfare of students and employees of United Tribes Technical College used as human subjects in research studies are protected; that risks have been considered and minimized; that the research is supervised by qualified persons, especially in mental or physical health care related studies; that all human subjects participate in research only after the subject has agreed and been provided with legally effective informed consent; that any research is conducted in an ethical manner and in compliance with established standards and that all private information will be handled in accordance with the appropriate standards for maintaining confidential material.

HUMAN SUBJECT RESEARCH AT UNITED TRIBES TECHNICAL COLLEGE

What does an IRB do?

The IRB reviews and approves of research conducted on human subjects. IRB approval must be obtained before the data collection begins and specific IRB paperwork must be submitted to the UTTC IRB before research can be approved.

Why does UTTC need an IRB?

There are four main reasons that UTTC has created an IRB. One, the IRB process ensures that any and all UTTC-associated research does not harm participants in any way. This goes in hand with the Native view of taking care of relatives and community. Two, adherence to IRB guidelines helps to ensure the highest quality research at UTTC. Third, federal laws mandate that institutions of higher education that are participating in any type of government-sponsored research have an IRB in place. Finally, all universities and nearly all colleges have IRBs. The UTTC IRB is registered with the U.S. Department of Health and Human Services Office for Human Research Protections (OHRP). The registration number for the United Tribes Technical College IRB #1 is IRB00005063.

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