



# Student Handbook 2021





**THE MISSION OF THE  
TOOELE TECHNICAL COLLEGE**

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***The Tooele Technical College provides rewarding,  
competency-based, affordable,  
and accessible career preparation for youth and adults  
to meet the needs of Utah employers.***

Tooele Technical College  
88 South Tooele Blvd.  
Tooele, UT 84074  
435-248-1800 phone 435-248-1900 fax  
[WWW.TOOELETECH.EDU](http://WWW.TOOELETECH.EDU)

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## President's Message

*Welcome to the Tooele Technical College (Tooele Tech), a unique institution designed specifically to prepare our students for the workplace of today – and tomorrow! Tooele Tech is one of 16 colleges and universities that comprise the Utah System of Higher Education (USHE).*

Tooele Tech is business and industry's college. Our programs and courses are developed and revised in response to ongoing input from employers; our instruction is provided using up-to-date equipment and instructional materials that reflect the work environment of your chosen career.

Our training is focused. We work very closely with Occupational Advisory Committees (OACs) comprised of representatives from business and industry. These committees tell us what skills are necessary for your success as an employee. Our curriculum is developed and revised on an ongoing basis in response to employer input. When you attend Tooele Tech, your success is measured by your attainment of the skills identified by employers.

Our scheduling is flexible. The majority of programs are offered with an open-entry/open-exit enrollment model. We don't operate on a semester calendar. Students begin training when they are ready, progress through the course or program at the speed that matches their aptitude and abilities, and receive a certificate when all associated course materials have been mastered.

Our tuition is affordable. At the Tooele Tech, you register for the number of hours that work for you, on days and at times that work for you. Tuition is as low as \$2.00 per scheduled clock hour. You pay only for the number of hours for which you have registered.

If you are interested in a college experience that is focused, flexible, affordable, and designed to prepare you for the career of your choice in today's workplace, the Tooele Tech is the college for you.

*Tooele Technical College is nationally accredited by the Council on Occupational Education (COE), dual accreditation by the Accreditation Commission for Education in Nursing (ACEN) in the Practical Nursing program.*

## Three Keys to Success at the Tooele Tech

*Open-entry / open-exit instruction is a unique way to learn. Your success is self-directed, meaning you are going to get as much out of your training program as you put into it.*

*For the most part, our instructors will not be lecturing the entire class at one time, but are available to help students who may be working independently on any number of tasks. Your instructor will assist you individually as much as possible, but you are in charge of your own progress. Please do not be shy about asking your instructor questions or for other assistance when you have questions or need help to continue to move through the materials.*



*Learning how to educate yourself is one of the most important skills you can learn. Do not expect an instructor to answer a question if you have not gone through the given training material and spent some time on your own to figure a problem out. **You must be self-motivated in this environment**, because there are no deadlines or group projects. It is up to you to take full advantage of your educational opportunity while you are here. You get out what you put in!*

Three steps you can take to succeed in this learning environment are:

- 1. Come prepared to work.** Being prepared includes attending class regularly and focusing on your training. Remember you are in charge of your progress.
- 2. Understand the course “module” approach.** Set goals to accomplish each module.
- 3. Ask questions.** Evaluate your learning style and seek help from your instructor or advisor if you need to improve retention or study habits. You can also take advantage of the support services offered at the College.

## **DEFINITIONS**

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### **CERTIFICATES**

#### **CERTIFICATE OF PROFICIENCY**

A certificate that validates a set of competencies or a number of courses designed to prepare a student for employment or to provide skill upgrade has been completed.

#### **CERTIFICATE OF SKILLS COMPETENCE**

A certificate that validates a single course has been completed (such as a Keyboarding or Microsoft Word course).

#### **ENROLLMENT OBJECTIVES**

Student Services staff interview students during the registration process to determine their enrollment objectives. This information helps us to ensure that students are meeting their individual goals. There are five different enrollment categories as follows:

#### **CERTIFICATE SEEKER**

An adult enrolled in a full technical training program for the purpose of receiving a certificate.

#### **SECONDARY**

For tuition purposes, a secondary student is a student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419-4.

#### **OCCUPATIONAL UPGRADE**

An employed individual enrolled in a technical training course for the purpose of completing short-term course work, upgrading skills, increasing job security, or to receive training at the request of an employer.

### **SENIOR CITIZEN**

A Utah resident who has reached 62 years of age and is enrolling at the institution in classes for which they may be qualified, on the basis of surplus space in regularly scheduled classes and in accordance with UTAH Cod Title 53B Chapter 9 and implementing rules. These persons are exempt from tuition and other charges, except for a registration fee and monthly program fees established by the board.

### **PERSONAL INTEREST STUDENT**

An individual enrolled in a technical training course or program for the purpose of enhancing skills for personal reasons not related to a career. Personal interest students who are 62 years and older are eligible to register without regular tuition charges in accordance with Utah Code Title 53B, Chapter 9, as described in Regents Policy R-510, Section 6.2.

### **BASIC SKILLS**

An individual enrolled in non-technical course work which enhances his/her ability to succeed in a technical training program and/or to obtain employment. Services may include, but are not limited to basic math, reading, language and spelling skills, job application preparation, interviewing techniques and on-the-job survival skills.

### **CURRICULUM**

Curriculum is developed with the input of business and industry representatives, which ensures that the skills and knowledge necessary for success in the work place are taught in the program and courses in which the student enrolls. The focus is on the ability of students to demonstrate mastery of the required skills and knowledge. It is a practical approach to education. Curriculum is organized in a module-based system facilitating the open entry/open exit system. Students' progress through the curriculum as they master the course material at a



minimum of 80% on theory tests and 100% on skills tests.

## **OPEN-ENTRY / OPEN-EXIT**

Most programs and courses at the Tooele Technical College are offered in an open-entry/open-exit environment. Open-entry means you can start most classes any day of the week. You do not have to wait for the beginning of a semester. Open-exit means that you are finished when you have demonstrated mastery of the required course material.

## **SATISFACTORY ACADEMIC PROGRESS**

The College standard for satisfactory academic progress requires that students in open entry/open exit programs maintain acceptable levels of progress toward the attainment of course or program competencies.

Satisfactory student progress is defined as a student's ability to complete at least 67% of assigned work over the time a typical student would take to complete 100% of the assigned work. Students making satisfactory progress will complete each module in at least one-and-a-half times the module's length in hours. Example: a student would have, at most, 15 hours to complete a module that was 10 hours in length.

Satisfactory progress is required to be at a minimum of 67% by a calculation of enrolled hours against course hours completed. Student progress is reviewed on a monthly basis by program faculty, and at the end of a Title IV student's payment period.

*See Attendance and Satisfactory Progress Reports* for more information on Satisfactory Progress.

## **Student Services**

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### **ADVISING SERVICES**

#### **HIGH SCHOOL-AGE STUDENTS**

If you are a high school student interested in taking classes at the Tooele Tech and you want your Tooele Tech classes to count toward your high school diploma, you can meet with your school counselor to discuss enrolling at the Tooele Tech. Release time is available from your home high school with enrollment taking place in the Aspire student information system. State requirements for some programs in the Health Care and Transportation Divisions require a student to be a senior and/or 18 years of age before the student may work with patients in externships or take the state certification tests. Contact Student Services for details.

If you wish to attend outside of high school class hours or in the summer, you will be asked to complete a college enrollment form. Our advisement personnel are available to answer your educational and career questions and assist you in decision making as you plan your future.

#### **ADULT STUDENTS**

Upon seeking enrollment, you will meet with advisement personnel who will answer your questions and assist you in choosing a training path. Advisement personnel will evaluate your previous education, training, and work experience. Your math, reading, and language skills may be assessed to determine whether additional instruction in these areas would help you be successful in your selected training program.

When formally enrolling, you will be asked to complete a college enrollment form and pay an initial registration fee upon application to the College. Advisement personnel will continue to be available to help you make the best educational and career choices for your goals.

## **ADMISSIONS AND REGISTRATION**

### **FINANCIAL ASSISTANCE**

Tuition at the Tooele Tech is among the lowest in the state at only \$2.00 per hour for adult students. High School students attend Tooele Tech free of charge, but are required to purchase required supplies and workbooks if they are not available in the classroom.

Tooele Tech participates in Title IV Federal Financial Aid and offers Pell Grants for all of its programs 600 hours in length or greater. The first place to start your application is to complete the [Free Application For Student Aid or FAFSA](#). Student Services staff can also help you, please contact the Financial Aid office at 435-248-1847 with your questions.

Tooele Tech offers a \$500 needs-based scholarship for those programs not eligible for a Pell Grant (programs 599 hours and less). This scholarship is open to adult students who have completed a FAFSA and has an eligible EFC (estimated family contribution) as determined on their Student Aid Report. Students selected for a scholarship will be notified by mail. Selections occur within two weeks of submission.

Tooele Tech also offers a \$500 merit-based scholarship for students making at least 80% attendance and progress who may

need additional short-term funds to complete their program or reach their next Pell disbursement.

Contact the Financial Aid office for more scholarship information.

### **REFERRING AGENCIES AND ORGANIZATIONS**

Tooele Tech works closely with several government agencies and private organizations to help individuals obtain the training they need to qualify for employment. Some of those organizations include the Department of Workforce Services (DWS), WIOA Youth Program, Vocational Rehabilitation and Deseret Industries. You may wish to work with one or more of these organizations directly as you arrange financing for your training program at Tooele Tech. Contact Student Services for more information.

### **VETERANS**

Most of the training programs offered by Tooele Tech are approved for veterans. Our Veteran Services Coordinator is the certifying agent, and can be reached at 435-248-1844. Interested students should contact the Veterans Administration Office at [www.gibill.va.gov](http://www.gibill.va.gov) or 1-888-GIBILL-1 OR 1-888-442-4551 to determine your eligibility. Tooele Tech fully complies with Executive Order 13607 – Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family members.

## ASSESSMENT, BASIC SKILLS

Math and English language skills are important for success in training programs. The College assists students in achieving their potential by assessing their basic skill levels in math and the English language by evaluating their skills through high school or college transcripts or using the Test of Adult Basic Education (TABE).

The student's transcripts or TABE score will determine whether students will directly enroll in their program, simultaneously enroll in his/her program and the Academic Development Center (ADC), or begin their training in the ADC to improve their basic skills prior to the start of their chosen program. TTECH Advisors work with students to determine the best approach for them.

The chart below shows the enrollment and grade equivalent guidelines utilized by TTECH to determine program placement.

### *Enrollment and Grade Equivalent Guidelines:*

Enrollment and Grade Equivalent Guidelines						
Program	Math			Reading		
	Direct Placement in Program	Concurrent (ADC & Program)	Academic Learning Center	Direct Placement in Program	Concurrent (ADC & Program)	Academic Learning Center
Allied Health Programs	8	6.0 to 7.8	4.0 to 5.8	11	8.0 to 10.8	4.0 to 7.8
Business Technology	9	6.0 to 8.8	4.0 to 5.8	9	6.0 to 8.8	4.0 to 5.8
Certified Nursing Assistant	8	N/A	4.0 to 7.8	10	N/A	4.0 to 9.8
Commercial Driver's License (CDL)	6	5.0 to 5.8	4.0 to 4.8	8	6.0 to 7.8	4.0 to 5.8
Cosmetology, Barbering and Nail Tech	8	6.0 to 7.8	4.0 to 5.8	11	6.0 to 9.8	4.0 to 5.8
Electrician Apprenticeship	10	6.0 to 9.8	4.0 to 5.8	10	6.0 to 9.8	4.0 to 5.8
Heavy Duty Diesel Technician	7	5.0 to 6.8	4.0 to 4.8	8	6.0 to 7.8	4.0 to 5.8
Industrial Maintenance Technician	8	6.0 to 7.8	4.0 to 5.8	8	6.0 to 7.8	4.0 to 5.8
Cybersecurity	9	6.0 to 7.8	4.0 to 5.8	11	8.0 to 10.8	4.0 to 7.8
POST	POST Entrance Exam (NPOST)*					
Practical Nursing	Enrolled by Exception *					
Software Development	Completion of Exploring Software 90 hour course *					
Welding Technician Programs	8	6.0 to 7.8	4.0 to 5.8	8	6.0 to 7.8	4.0 to 5.8

\* Completion of prerequisite courses demonstrates academic competence.

## ADMISSIONS

Admission to Tooele Tech is open to high school students and adults. The College serves the citizens and employers of Tooele County, and is committed to a policy of nondiscrimination on the basis of race, national origin, sex, or disability as established by the Utah College of Technology.

Tooele Tech programs and courses are designed for individuals who wish to develop or improve occupational skills or who are interested in life-long learning opportunities. The College has an open-entry/open-exit approach for most programs and courses, which means that students may enroll at any time depending on the space available in their chosen program.

The College also offers some defined programs and courses. Defined offerings are only available at certain times during the year. Enrollment in defined programs and courses is on a first-come basis until the program or course is fully enrolled. The enrollment process for defined offerings is the same as for open entry programs and courses. All programs, regardless of location, time, or mode of delivery, are consistent.

## REGISTRATION

- Registration Times: Year-round except holidays, Monday through Thursday 8:00 a.m. to 5:30 p.m. and Fridays 8:00 a.m. to 4:00 p.m.
- Registration Location: Tooele Campus, 88 South Tooele Blvd., Tooele, 435-248-1800.
- Program Start Dates: Any day of the week in all open-entry / open-exit programs. There is a 72 hour period between the time you complete the registration progress and your first day of class.

## REGISTRATION PROCESS

The registration process includes the following steps:

1. Meet with Student Services personnel for an initial interview
2. Meet with an Advisor
3. Complete an application for enrollment and choose your schedule
4. Make payment for registration
5. If appropriate, complete a test for basic skills
6. Meet with the Financial Aid Coordinator if applicable
7. Complete the College's on-line orientation prior to your first day of class

## SCHEDULING

The College operates on a year-round schedule. The hours of instruction for open-entry/open-exit programs and courses are in one hour blocks as follows. Defined entry program hours of instruction vary, please see Student Services for specific schedules. Students can choose any block of time and any combination of days of the week. Please see the *Tooele Tech Programs and Courses Web Page* for specific times and locations.

- Monday through Thursday, 8:00 - 11:00 a.m. and 12:00 - 8:00 p.m.
- Fridays from 8:00 - 11:00 a.m. and 12:00 to 2:00 p.m.

High School students who are released from their home high school have the option of taking the school bus or self-transporting to TTECH with the following A/B schedules:

- Monday through Thursday, 8:15 - 10:15 a.m. and 12:15 - 2:15 p.m.
- Fridays (early-out) from 8:15 - 9:00 a.m. and 10:25 to 11:10 p.m.

## **SCHEDULING CHANGES**

You can change your schedule if you have rotating or irregular work schedules or childcare scheduling changes. Student Services staff will assist you with your new schedule. All schedule changes should be made one week in advance of the new schedule. Title IV students are required to maintain their original schedule ( $\frac{1}{2}$  time,  $\frac{3}{4}$  time or full-time until their next disbursement date).

## **WITHDRAWING**

An official withdrawal occurs when you communicate directly (via telephone, email or in person) with Student Services personnel to communicate your intent to withdraw. Your withdrawal date will be on the day of notification and *can be* a future date, but *cannot be* a date earlier than the day of contact, or in the case of electronic communication via email, the date stamp of the email. Students are responsible for:

- Ensuring your instructor has posted all course material completion in the Student Information System
- Paying any outstanding fees and tuition
- Providing information necessary to complete an Exit Form that officially withdraws them from the College.

## **RE-ENROLLING**

Students who have completed their program and officially withdrawn at the conclusion of their training may re-enroll by establishing a new training plan and schedule without paying an additional registration fee if done so within one year of completing their program.

Students who have been withdrawn due to a 10-day drop or delinquent tuition will be required to pay a \$20 reinstatement fee, establish a new schedule, and may be required to meet with an advisor prior to returning to class. Students who have been

withdrawn three times due to a 10-day drop or delinquent tuition within a six-month period will have a 30-day freeze placed on their reenrollment.

## **COMPLETING YOUR PROGRAM**

Once students have completed their course or program requirements, instructors will assist students in the final steps of their training experience with the College.

Students are responsible for:

- Ensuring the instructor has posted all course completions in the Student Information System
- Paying any outstanding fees and tuition
- Submitting an Exit Form that officially withdraws them from the College
- Requesting the appropriate certificate

Students will receive an invitation to attend the TTECH Student Graduation ceremony held each year in the spring.

## **DISABILITIES SERVICES**

In compliance with the Americans with Disabilities Act (ADA), students with qualifying disabilities may apply to the College to receive reasonable accommodations by consulting with the ADA Coordinator located in the Student Services office. Documentation, as indicated in the Request for Accommodations application, is required.

## **REFERRING AGENCIES AND ORGANIZATIONS**

The College works closely with several government agencies and private organizations to help individuals obtain the training they need to qualify for employment. Some of those organizations include the Department of Workforce Services (DWS), the Utah State Office of Rehabilitation, Youth Employ-Ability Services (YES) Program, and the Deseret Industries. Student Services staff will be glad to assist students and applicants in

contacting these organizations or individuals may wish to work with one or more of the organizations directly.

## **HIGH SCHOOL STUDENTS**

### **DEFINED**

For tuition purposes, a secondary student is a student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419-4. Secondary students as defined in this policy do not pay tuition, registration fees or program fees; however, these students are responsible to pay for learning resources such as books or curriculum subscriptions if they are not available in the classroom. Secondary students are not eligible to receive financial aid.

State requirements for some programs in the Health Care and Transportation Divisions require a student to be a senior and/ or 18 years of age before the student may work with patients in externships or take the state certification tests.

High school students are not required to complete admissions assessments, but are expected, based upon the district's referral, to have the designated entry levels for the targeted technical program. If it is determined that the student is not progressing due to inadequate basic skills, he/she will be referred back to the district for basic skills instruction.

### **ATTENDANCE**

The College has the responsibility to ensure that high school students are provided a safe training environment while attending Tooele Tech. Truancy or unreported absences jeopardize the College's ability to ensure student safety. Therefore, secondary students are expected to maintain 100% attendance. High school student attendance is recorded in the Aspire SIS daily in order for counselors to track student attendance.

## **CREDIT**

Technical colleges do not issue high school or college credit; however TTECH and the Tooele County School District have articulation agreements whereby secondary students will receive high school credit for course work completed at Tooele Tech.

## **GRADES AND GRADING**

The College does not issue letter grades; however, the College supports the grading policy of the secondary school districts. Suggested or recommended letter grades are issued at mid and end-term and posted in the Aspire SIS that high school counselors and parents can access. See *Grading Scale for High School Students*.

## **HOURS OF OPERATION**

Student Services:	8:00 a.m. to 8:00 p.m., Monday through Friday
Instruction:	8:00 a.m. to 8:00 p.m., Monday through Thursday
	8:00 a.m. to 2:00 p.m., Friday

See *Calendar* for days of operation.

## **PLACEMENT / EMPLOYMENT SERVICES**

The College not only provides training in specific fields, but also provides assistance in obtaining employment by connecting with employers and job opportunities through direct referrals, job careers, and classroom visits. Placement Services are designed to help students locate employment by providing a match between job openings in local industry and skills developed by students in training. Placement staff will assist students in the following ways:

- Discuss their job goals and receive customized feedback
- Identify, list and describe their skills
- Write an effective resume and a cover letter

- Look for work strategically
- Learn to satisfy the needs of a prospective employer
- Obtain job referrals
- Apply for jobs utilizing employer or Dept. of Workforce Services job boards
- Discover hidden job openings and networking opportunities

## **CAREER ADVISING**

Career advising and placement services are available to students and College applicants who are interested in career exploration and career decision making. Occupational interests, transferable skills, and other factors that contribute to making informed training and employment decisions can be reviewed with our Student Services Advisors. Directors of

## **STUDENT PORTAL**

Students can use the Portal to pay their tuition and fees, view and print Progress and Attendance Reports, weekly schedules, unofficial transcripts and completion evaluations. The portal website is <https://portal.tooeletech.edu>. Instructions on logging in are provided at the registration desk.

## **STUDENT RECORDS AND CONFIDENTIALITY**

The College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). FERPA provides students with the following rights with respect to their education records:

- The right to inspect and review student education records
- The right to request the amendment of student education records
- The right to consent to disclosures of personally identifiable information
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tooele Tech to comply with the requirements of FERPA

Instruction and faculty are available for advisement to review progress and program issues.

TTECH provides access to on-line library resources to assist students in designing a career plan. Information available from these resources includes:

- Career-building, process, and portfolio assessment
- Occupational descriptions and training requirements
- Utah's industries
- Employment outlook and wages
- Occupations with high demand
- Utah Economic Trends magazines
- Utah business profiles
- Current newspaper articles

A full copy of the Family Educational Rights and Privacy Act is posted on the College Information board. Information on FERPA is also available on the College's website at <http://tatc.edu/current-students/records-graduation/student-records-rights/>. A paper copy is available upon request.

## **TRANSCRIPTS**

Official student records are maintained in Student Services. A copy of each student's progress record is available for the student to access at any time during his/her enrollment. Official transcript requests are processed through the National Student Clearinghouse (Clearinghouse).

The Clearinghouse offers convenient on-line transcription services to students. Transcripts can be ordered and tracked via their website.

## TUITION AND FEES

Traditionally, tuition and fees for open-entry courses have been assessed monthly and are due on the first day of the month. TTECH is in the process of transitioning to what is known as *Course-Based* scheduling model whereby students will pay for the full course up front.

Course-based enrollment enables students to enroll and pay for a full course versus paying a monthly tuition and fee amount, which often causes confusion about the cost and timeframe for course completion.

While this sounds like traditional education, students at Tooele Tech work in competency-based learning environments in which each student has their own course and schedule. During enrollment, students are given a specific day, based on their individual schedule, that the course must be completed. This is called the course end-date.

By completing assignments in the time frame shown in your curriculum, students finish the course by their end date. Many students prolong completing programs which increases the amount of tuition and fees they pay. Paying upfront eliminates the potential for being withdrawn for non-payment, and student learn skills essential in the workplace – time management and meeting deadlines.

## PAYMENT OF TUITION AND FEES

Book store cashiers take student payment for tuition and fees. Student Services staff can provide instruction on how to use the Student Portal for payments.

- Cashiering Hours: Monday – Thursday, 8:00 a.m. to 8:00 p.m., 8:00 to 11:00 a.m., Friday

## BOOK PURCHASES

Books and supplies required to complete training programs are available at the Reception counter in the main lobby by our Receptionists.

- Cashiering Hours: Monday – Thursday, 8:00 a.m. to 8:00 p.m., 8:00 to 11:00 a.m., Friday

## VETERAN SERVICES

Tooele Tech is proud and greatly appreciative of veteran's service to our nation. Tooele Tech would like to assist Veterans achieve their personal goals and to get the most out of their college education. Tooele Tech aims to facilitate Veterans success by providing support, resources and information that meet the unique needs of veteran students.

Tooele Tech's Veteran Services Coordinator looks forward to assisting with using VA education benefits, receiving credit for prior military training, integrating into college life and completing training programs. Please call the College's Veteran Services Coordinator at 435-248-1844 for more information.

## Campus Information

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### FOOD SERVICES

Tooele Tech provides a restful café with tables, lounge areas and powered counters to enjoy lunch, surf the web or watch TV. The college's café, *Sweet Bliss* provides home-cooked, low-cost breakfast and lunch items. Vending machines are also provided for the purchase of food items and beverages, in addition, a microwave is also provided for reheating food.

### PUBLIC PHONE

The Campus has a courtesy phone located in the Enrollment area. Students are welcome to use the courtesy phone for urgent and/or brief calls.

### LEARNING RESOURCES

Learning resources are available to provide students, faculty, staff and community members with learning resources that are both appropriate and essential for the



achievement of the objectives of each program offered.

College learning resources provide organized access to books, periodicals, instructional software, the Internet, and related services to students and potential students in order to meet their educational, research, and job placement needs. Journals, periodicals and instructional software and media that are specific to training programs are located in individual classrooms. Information of a more general nature is available within the Student Services area of each campus and training center. These resources include:

### **The Pioneer Online Library**

(<http://pioneer-library.org>)

Pioneer is Utah's Online Library of electronic resources. It provides statewide access to newspaper articles, magazines, professional journals, encyclopedias, video, photographs, maps, charts, and graphics.

### **O\*Net Online Resources**

(<http://online.onetcenter.org>)

The Occupational Information Network (O\*NET) and O\*NET is your tool for career exploration and job analysis. O\*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more.

### **UtahFutures**

([www.utahfutures.org](http://www.utahfutures.org))

UtahFutures offers students information to utilize education and career resources to assist them in choosing a career, upgrading their career, or choosing a higher education institution.

### **Occupational Outlook Handbook**

(<http://www.bls.gov/ooh>)

The Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide assistance to individuals making decisions about their future work lives.

## **LOST AND FOUND**

Any items lost or found should be taken to the Receptionist desk. Staff will tag the item with the time, date, and location where found.

Lost or found items placed with the Student Services desk will be returned to the owner upon the proper description of the item reported lost. Unclaimed items will be retained for 60 days. After that time, the found items will be disposed of either by destruction or by being surplus at a state auction.

## **Student Information**

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### **ATTENDANCE REQUIREMENTS**

Attendance is an important factor that affects students' ability to meet their educational goals. If attendance is good, students will increase their ability to have a consistent learning experience. The College has a mandatory attendance requirement for financial aid (67%) and sponsored students and is a component of the satisfactory progress standard (67%) (see Definitions - Satisfactory Progress). Some programs and student sponsors have their own attendance and progress standards that are stricter than the 67% rate. Sometimes, a student's funding resource will require a mandatory attendance level for continued financial support. Sponsoring agencies will notify their clients / Tooele Tech students of their attendance requirements. Attendance is reported to sponsoring agencies at the beginning of the month for the previous month.

The College has the responsibility to ensure that high school students are provided with a safe training environment while attending Tooele Tech. Truancy or unexcused absences jeopardize the College's ability to ensure student safety. Therefore, secondary students are expected to maintain 100% attendance. In addition, absences can adversely affect the amount of credit a high school student receives from their home high school for coursework completed at Tooele Tech.

Attendance is tracked through the student information system. Log-in stations are located in each classroom and lab. Students are advised of the importance of logging in to the student information system at the beginning of each day and logging out before leaving for the day. If a student fails to log in, the system will automatically default to “absent.”

The College will work with students who are having a difficult time attending consistently by providing instructor intervention and advising services. Advisement personnel may recommend appropriate schedule changes that may be more compatible with the student’s life commitments. Scheduling options are usually very flexible at the College. Please remember that schedule changes must be made the week before the effective date.

If students manage their schedule and attendance successfully, they will have greater success in their technical program. Remember that the College must withdraw students who have been absent for ten (10) consecutive days. Re-enrollment after any withdrawal requires a payment of \$20.

It is the responsibility of the student to be aware of all course requirements for their certificate and to review and understand changes made on their training plan. Advisement personnel and faculty are here to assist and support students’ educational goals as much as possible.

## **ATTENDANCE AND SATISFACTORY PROGRESS REPORTS**

Nearly every student enrolled at the College is accountable to make satisfactory student progress. (See Satisfactory Academic Progress Policy) Students unable to make satisfactory progress may lose their enrollment status and their scholarship funding. Students who do not maintain satisfactory progress will initially receive assistance and advising from their instructor. In the event that student progress does not

improve as a result of faculty intervention, the student will be referred to student services advisors. Possible factors contributing to the lack of student progress will be addressed, and strategies for improvement will be discussed.

Students who continue to demonstrate a lack of satisfactory progress may be subject to probation, disciplinary action or termination following a review with their instructor, student advisors and the VP of Student Services. All termination decisions involve, and are approved by, the VP of Student Services. Students who do not maintain satisfactory progress may be ineligible to receive scholarship or financial aid benefits.

It is essential that faculty and advisement personnel be able to track satisfactory progress efficiently in order to provide meaningful assistance to students to mitigate negative consequences and expand opportunities for encouraging student success.

The student information system is designed to track progress based on the time needed to complete specific course modules compared to enrolled hours. The student information system is an extremely valuable tool in helping instructors and advisors with this effort as it can track adequate student progress daily, weekly and monthly. Students can request a printout of their progress and/or attendance report from their instructor at any time. High school counselors can review attendance and progress reports that are posted on the Aspire SIS.

## **CHILDREN AND FRIENDS IN CLASSROOMS**

The College does not allow young children to be on campus without supervision. Children and friends of students are not allowed to be in classrooms or lab areas. This is a safety issue for students, instructors, and parents. Having children and friends visit in classes is also a distraction from the learning process. Please make arrangements to have your children cared for off-campus while you are

scheduled to be in your training program. Please visit with friends in the Student Commons areas.

## **COPYRIGHT INFRINGEMENT**

There shall be no copying of or from works intended to be “consumable” in the course of study. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material. Copying shall not substitute for the purchase of books, publishers’ reprints or periodicals. (See Copyright Infringement Policy)

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **DRESS CODE**

Students attending the College shall conduct themselves in a manner consistent with customary standards of employment and what is required in the industry for which they are training for. Students are expected to wear clothing appropriate for safety and effective performance of tasks in the area of training in which they are enrolled. Clothing must be clean and shall not be immodest, obscene, or create a hostile training or work environment for other individuals or themselves. Dress requirements for specific programs can be found in the course syllabi.

## **DRUG AND ALCOHOL PREVENTION PROGRAM**

In order to provide students with a safe environment in which to learn and to keep parents and students well-informed about College drug and alcohol abuse prevention programs are discussed during new student/employee orientation. The College has partnered with [EverFi](#), whose mission is to help students address critical life skills such as alcohol and drug abuse and sexual assault prevention in higher education institutions across the country. This includes online training modules on personal awareness and protection, alcohol and drug awareness and its relationship to crime.

Students seeking counseling, treatment, rehabilitation, or re-entry programs are referred to *Utah 2-1-1*. This comprehensive resource sponsored by United Way is available at [211utah.org](http://211utah.org). A printout of Tooele county area general resource list is posted on all College bulletin boards and includes contact information to emergency services, adult and child abuse services, domestic violence counseling, substance abuse treatment programs and many other resources designed to provide help on a range of topics.

## **FIREARMS AND WEAPONS**

By Utah law, Section [76-10-505.5](#), a person may not possess any dangerous weapon,

firearm, or short barreled shotgun, as those terms are defined in Section [76-10-501](#), at a place that the person knows, or has reasonable cause to believe, is on or about school premises as defined in this section.

However, there are exceptions to this law and a person is authorized to possess a firearm as provided under Section [53-5-704](#), [53-5-705](#), [76-10-511](#), or [76-10-523](#), or as otherwise authorized by law.

List of exceptions:

- Person has a permit to carry a concealed firearm (the fire arm should be concealed)
- Law enforcement
- Federal law enforcement
- U.S Marshal
- Judges

Definitions:

- “On or about school premises”
  - Is defined as: In a public or private elementary school, secondary school, and public or private institution of higher education. This includes all property and school grounds.
- “Dangerous weapon”
  - A firearm; or
  - An object that in the manner of its use or intended use is capable of causing death or serious bodily injury.
- “Concealed firearm”
  - Firearm that is covered, hidden, or secreted in a manner that the public would not be aware of its presence.
  - Readily accessible for immediate use.

## MEDICAL EMERGENCIES

If students injure themselves or need medical attention while on College property or at a College-sponsored event, an instructor or staff member should be contacted immediately. The instructor or staff member will follow procedures as outlined in the emergency operations and safety plan.

## PARKING

Students should park only in designated parking areas. Parking in disabled parking areas without an appropriate sticker or hang-tag or parking in non-designated areas may result in a ticket or tow by Law Enforcement in the specific area.

## SMOKING, THE USE OF CONTROLLED SUBSTANCES AND OTHER CONCERNS

Utah law requires that the College limit smoking to the *designated* smoking area. The smoking area is accessible through the hallway south of the Cosmetology/Barbering classroom exiting to the west side of the building. Tooele Tech also limits the use of Electronic Cigarettes to the designated smoking area. Utah Law restricts minors from using tobacco products. The use, purchase, sale, distribution, or possession of alcohol or other controlled substances is unlawful.

The College has specific restrictions regarding weapons, violence on campus, and the use of skateboards, skates, or bicycles. See the Student Code of Conduct for information regarding these restrictions.

Violations of these rules may result in dismissal or other disciplinary action including legal action. Students should focus on the behaviors and activities that help keep the learning process positive for everyone.

## STUDENT IDENTIFICATION CARD

Students receive a student identification card on the first day of their class. Students may use the I.D. card to access public college and university library facilities. *Note\* Student I.D. cards are intended for campus use only, and are not considered an I.D. card for the purpose of establishing citizenship or residency.*

## STUDENT TRAINING PLAN

The student training plan is used to track student progress and completion of course material. Course material may include

activities such as, readings, worksheets, tasks, quizzes, exams and hands-on skills demonstration. Completion is defined as finishing a task that meets defined course standards. When students demonstrate mastery of course material, the instructor will fill in the appropriate data in the Student Information System. This will update the student training plan and become a part of the permanent student record.

### **TRANSFER STUDENTS AND COURSE CHALLENGE**

Tooele Tech does not award traditional academic credit. Any student who meets the admission requirements of Tooele Tech may enroll in the institution. A student may request that coursework completed at another institution of higher education transfer to and be credited toward completion of a Tooele Tech course or program. Please see the full Student Transfer policy under the Policy section of the Student Handbook.

If students have previous education or experience that has provided them with the necessary skills to demonstrate competence in a particular course or module; they may request to challenge the course or module.

Each course may have a different path for challenging. Please see the instructor for specific guidelines for their course.

In the case of Title IV students, the Financial Aid Coordinator will need to review eligibility requirements and any hours attended in equivalent coursework will be treated as Transfer Credit in the new program. Transfer Credit hours reduce the amount of Pell eligible hours on a one-to-one basis. Program instructor(s) will post Transfer Credit hours in the Student Information System with the designation of Alt Doc (Alternative Documentation) and will not be included in Satisfactory Academic Progress calculations of the new program.

### **VISITORS ON CAMPUS AND IN CLASSROOMS**

The College allows visitors on campus or in classrooms to preview the instructional setting prior to enrollment. Children or adults are not allowed to be in training areas unless they are authorized to be there. This is a safety issue for students, instructors, and parents.

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## Policies and Procedures

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*Policies are also posted on College web site and are available upon request.*

Students should be aware of the following policies as they represent what the College commitments and expectations are in relation to student's rights, responsibilities, and problem resolution. This is information students can use to help them understand the College and how it works. If you would like to discuss a policy or obtain a copy of the full text of a policy, please see Student Services.

1. Non-Discrimination Policy
2. Admissions and Registration Policy
3. Campus Security and Crime Awareness Policy
4. Computer Resources Acceptable use Policy
5. Copyright Infringement Policy
6. Family Educational Rights and Privacy Act (FERPA) Policy
7. Free Expression on Campus
8. Leave of Absence Policy – Title IV Students
9. Refund Policy
10. Return of Title IV Funds Policy
11. Safeguarding Consumer Information (PII)
12. Satisfactory Academic Progress Policy
13. Student Code of conduct and Discipline Policy
14. Student Due Process
15. Student Grievance Policy
16. Title IX Policy Prohibiting Discrimination and Sexual Harassment
17. Transfer of Credit Policy
18. Visitors in College Facilities Policy

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### NON-DISCRIMINATION POLICY

The College is fully committed to policies of non-discrimination and equal opportunity and vigorously pursues equality and diversity goals in all programs, activities, and employment. In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vocational Amendments of 1976, and the American with Disabilities Act, College programs and activities are open to all qualified students without regard to race, age, color, religion, sex, national origin, or disability.

Students who feel that they have experienced discrimination at Tooele Tech are encouraged to meet with a Student Services advisor. Students may also contact the Office of Civil Rights if they are unable to resolve their concerns through College processes.

Office of Civil Rights  
Customer Service Team  
US Department of Education  
Washington, D.C.

Phone: 1- 800- 421-3481  
TDD: 1- 877-521-2172  
E mail: ocr.ed.gov  
Internet home page: <http://www.ed.gov/ocr/>

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## Admissions and Registration Policy

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### 1. Purpose

The Tooele Technical College (TTECH) policy for admissions and registration includes descriptions of types of admissions and registration, student eligibility, and procedures for College admission and registration. TTECH is a non-discriminatory post-secondary institution, and a campus of the Utah System of Technical Colleges (USTC), which offers programs designed to prepare students for employment in technical occupations in demand and for extended educational programs or degrees in technical areas.

TTECH is an equal opportunity employer and follows the same policies in accepting applications from potential students. TTECH is open to all students without regard to of race, color, religion, national origin, gender disability, age, veteran status, or sexual orientation.

The admission policy is a compliance with the U.S. Department of Education, Council on Occupational Education (COE), and Utah System of Technical College Board of Trustees. Student admissions and registration policies and procedures are evaluated annually by Student Services administration and staff to ensure the continued effectiveness and accuracy as they pertain to current technical program requirements.

Student Services, in collaboration with program Faculty, review and evaluate academic entry levels to confirm that established entry requirements are accurate and updated. Changes are made through an interdepartmental review and updates or changes are distributed to Faculty and Student Services in a timely manner.

Academic skills instruction developed to assist students who are admitted into single courses without a High School Diploma or General Education Diploma (GED) is provided through TTECH's Academic Development Center. The center offers basic academic skills development, GED preparation, as well as concurrent academic skills instruction to assist students in overcoming barriers to student success.

Students admitted into programs are required to have a high school diploma or GED. Title IV Financial Aid eligible students are required to present their high school diploma or GED for verification by enrollment personnel.

### 2. References

- Utah Code 53B-2-106(2)(c) Direction of Instruction, Examination, Admission and Classification of Students
- Utah Code 53B-9 Higher Education for Senior Citizens
- TTECH policy on Accommodations for Students with Disabilities
- Board of Regents Policy R 512, Determination of Resident Status
- Board of Regents Policy R 513, Tuition Waivers and Reductions
- USTC Data Dictionary
- TTECH Student Services Policy and Procedures, Student Transfer
- USTC Policy 205, Student Enrollment and Completion Reporting

### 3. Enrollment Objectives/Definitions

- 3.1. Certificate-Seeking Student: An individual enrolled at TTECH who is not a secondary student (USTC Policy 205.5.1), who is enrolled in an approved program (USTC Policy 200.4.1), and who has indicated intent to complete a program certificate (USTC Policy 200.4.3) regardless of their employment goals.
- 3.2. Secondary Student: A student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419.

**3.2.1.** Regardless of age, the student shall not have previously earned a basic high school diploma, high school certificate of completion, adult education secondary diploma, or high school equivalency diploma (GED).

**3.2.2.** Except as provided in USTC Policy 205.5.1.3, the student shall be no more than 18 years old on or before September 1 of the fiscal year in which they are enrolled at the campus.

**3.2.3.** A student who does not meet the age requirement specified in 204.4.1.2 shall be considered a secondary student if:

(a) the student is documented as a retained senior (as specified in R277-419-2(27)) or as having been enrolled in less than grade 12 during the previous year, and is no more than 19 years old on or before September 1 of the fiscal year; or

(b) the student meets the definition of a student with a disability under UCA 53A-15-part 3 and is no more than 21 years of age on or before September 1 of the fiscal year. For a student turning 22 after September 1 but prior to December 31, his or her classification as a secondary student shall extend to the beginning of the college's winter holiday or until the student no longer qualifies under 205.5.1.1(a). For a student turning 22 after December 31, his or her classification as a secondary student shall extend to the end of the fiscal year or until the student no longer qualifies under 205.5.1.1(a).

**3.2.4.** Application of this policy shall be limited to determination of student enrollment classification, and shall not be construed to imply admission of a student at a grade level inconsistent with ability to benefit.

**3.2.4.1. Ability to Benefit:** Adult students who do not have a high school diploma, GED, or have completed secondary school through homeschooling as defined by Utah law. *Ability to Benefit students are not enrolled as regular students.*

**3.2.4.2. Regular Student:** For Title IV purposes, a regular student is an adult, who is enrolled into courses for which they are qualified for the purpose of obtaining a certificate offered by TTECH, and has a high school diploma, GED or has completed secondary school through homeschooling as defined by Utah law.

**3.2.4.3. Job Re-entry:** Refers to an unemployed adult student enrolled in an instructional course for the purpose of upgrading skills to enhance job opportunities.



**3.2.4.4. Job Upgrade Student:** An individual enrolled at a USTC college who is not a secondary student and who is enrolled in courses that are part of an accredited program and that are designed to enhance existing knowledge and skills, offered with the goal of providing persons in specific occupations the credentials, knowledge, and skills necessary for career advancement (as opposed to maintaining one's current occupation).

**3.2.4.5. Personal Interest Student:** Refers to a student who does not qualify as a regular student and or is seeking registration with the objective of fulfilling a personal interest rather than for the purpose of enhancing employability. Such students may enroll in one or more courses, but not programs and are not eligible for financial aid.

**3.2.4.6. Senior Citizen Waiver:** Senior citizens, 62 years old or older enrolling in accordance with Utah Code Title 53B, Chapter 9, as described in Regents Policy R-510, Section 6.2 are charged the applicable registration fee, enrolled on a space available basis only into courses for which they are qualified, and are subject to payment of other specific course fees and related course costs. Students in this category may apply to receive a TTECH transcript documenting course completions. They, as other students, are subject to the standards for satisfactory performance.

**3.2.4.7. Basic Skills:** Refers to registration of students seeking refresher (remediation) instruction in basic skills areas including GED preparation, basic math, reading comprehension, writing, spelling, or grammar, for the purpose of preparing for entry into a College technical program. Basic skills instruction is offered through TTECH's Academic Development Center. Based on the results of the admissions assessments, students may be registered in a technical program through TTECH while they are enrolled in a basic skills program.

**3.2.4.8. State Custom Fit and Other Specialized Corporate Training:** Refers to customized training designed to meet specific employer needs. May include an employer-sponsored student (employee) enrolled in customized training or in existing training at the College main campus. Utah State funding may be available for qualified companies that are new, expanding, or that need to upgrade their skilled workforce to remain competitive. Students completing requirements of Custom Fit courses may apply to receive a Recognition of Training certificate. They are not eligible to receive financial aid.

**3.2.4.9. Community Education:** Refers to courses offered to the community on a variety of subject areas designed to meet community and business education needs. Community Education courses are not part of College open entry/open exit technical program offerings, and they are not eligible for financial aid. Students who complete Community Education courses may apply to receive a Recognition of Training certificate.

#### **4. Other Definitions**

- 4.1. Resident: Because most non-credit applied technology programs are short-term (require less than a year to complete), the USTC and other USHE institutions offering non-credit courses or programs may, at their discretion, implement a policy that does not require residency classification for students enrolled in non-credit courses or programs. The TTECH does not require residency classification for students enrolled in non-credit courses or programs.
- 4.2. International Student: Refers to non-immigrant students with United States Citizenship and Immigration Services (USCIS) approved student visa. International students are expected to return to their home country at the conclusion of authorized study. The TTECH is not a USCIS approved institution authorized to provide educational services to M-1 visa students.
- 4.3. Transfer Student: Refers to a student applying to the TTECH in accordance with the TTECH Student Transfer Policy.

## 5. Policy

- 5.1. Students Eligible for Enrollment: Any qualified applicant that meets the requirements for admission and registration and agrees to comply with the rules and regulations of the TTECH may enroll in the programs offered by the TTECH. The minimum age for enrollment in Business and Information Technology programs is 14. The minimum age for enrollment in Certified Nursing Assistant, Allied Health, Heavy Duty Diesel Technician, Manufacturing Technology and Service Industry programs is 16. The minimum age for enrollment in the Practical Nursing and Commercial Driver's License programs is 18.
  - 5.1.1. Eligible Adult (non-secondary) students must meet the following admission requirements to be admitted into a certificate program and apply for Title IV federal financial aid:
    - Submit proof of U.S. citizenship or as an eligible non-citizen (a regular Utah driver license, CDL or ID card that has been issued on or after January 1, 2010 may provide evidence of both legal/lawful presence and identity)
    - Have a High School diploma, GED, or has completed secondary school through homeschooling as defined by Utah law
    - Is beyond compulsory school attendance in Utah
    - Meet entrance requirements as outlined for each eligible program
  - 5.1.2. Eligible Secondary students are those students who meet the definition in Section 3.2 above. Secondary students who wish to receive high school credit for course work completed at the TTECH must be referred by their school district.
- 5.2. Career Guidance: Services are offered at no additional cost to currently enrolled students and applicants to the College. Referral to services is provided by the Student Services Office.
- 5.3. Ability to Benefit Admissions: Adult students are not admitted on an ability to benefit (ATB) basis in Certificate of Proficiency level programs. Adult students who do not have a high school diploma, GED, or have completed secondary school through homeschooling as defined by Utah law are admitted as a Basic Skills student or Personal Interest Learner enrolled in single courses and are not eligible to receive Title IV funds.
- 5.4. Services to Students with Disabilities: Adult students with qualifying disabilities may apply to the College to receive accommodations by consulting with the ADA Coordinator. Documentation, as indicated in the Request for Accommodations application, is required.

5.5. Admissions Evaluation: Basic math and reading skills evaluation is one part of the admissions process and provides placement information, which contributes to training plan development. Based on the results of the evaluation, registration into the technical program is designed with or without basic skills upgrades, as required by each College program and documented as part of the admissions criteria.

5.5.1. Proof of Academic Qualification is through the evaluation of secondary or post-secondary transcripts demonstrating the student has received a grade of C or better, or by completion of an academic assessment test.

## 6. Admissions Exceptions:

The following can be evaluated to determine if any portion of the admissions evaluation may be waived:

6.1. Transcripts or degree documenting successful completion of an Associate's degree or higher credential. Documented transferable skills obtained through relevant employment experience attested to by sponsorship of the applicant by their employer. If it is determined that the student is not progressing due to inadequate basic skills, he/she will be referred to the Academic Development Center for basic skills instruction.

Admissions exceptions are granted to the following student populations:

- 6.2. High school students are not be required to complete admissions evaluations but are, based upon the district's or parent's referral, to have the designated entry levels for the targeted technical program. If it is determined that the student is not progressing due to inadequate basic skills, he/she will be referred back to the district, or to the parent in the case of home schooled students for basic skills instruction.
- 6.3. Students who have served in the armed forces: A copy of their DD 214 form will meet the proof of academic qualification. The student will not be required to provide transcripts or complete an academic assessment test.
- 6.4. Certain programs may require academic assessment tests (adult students) unless a transcript is provided showing successful completion of an Associate's degree or higher credential. Information for each program with this admissions exception is clearly stated on all program information material.
- 6.5. Certified Nursing Assistant (CNA), Clinical Medical Assisting and Phlebotomy Technician program applicants are required to provide documentation of a satisfactory Background Check and drug screen, evidence of immunizations including Hepatitis B series, Influenza, MMR or titer, current (within 12 months) TB test and/or X-ray, PPD, Varicella or titer and TDaP.
- 6.6. Commercial Driver's License (CDL) program applicants are required to provide documentation of a satisfactory Background Check, 9-panel drug screen, Dept. of Transportation (DOT) physical card for a 12-month period and a satisfactory motor vehicle record.
- 6.7. Practical Nursing (PN) program applicants are required to complete three prerequisite general education courses (11 semester credit hours) with a grade of B- or higher. These courses

include Human Anatomy, Human Physiology and Human Development. PN program applicants are required to submit a current CPR certification card, fingerprint cards, documentation of a satisfactory BCI Background Check including Sex Offender Check, a negative 10-panel drug screen and provide evidence of immunizations including Hepatitis B series, Influenza, MMR or titer, current (within 12 months) TB test and/or X-ray, PPD, Varicella or titer and TDaP. Program applicants follow a competitive process. Once the application period is closed, applicants will be scored on a point system used to select program students based on residency, prior degrees, experience (work/volunteer) reference letters, interview, and attendance to the TTECH PN Information Session.

The effectiveness of the procedures used in admitting students by exception will be regularly evaluated.

**7. Satisfactory Progress:** The College standard for satisfactory progress requires certificate seeking students in open entry/open exit programs maintain acceptable levels of cumulative progress toward the attainment of course and/or program competencies. Satisfactory progress is required to be at a minimum 67% or higher by a calculation of enrolled hours against competency hours completed.

7.1. In order for financial aid recipients to maintain eligibility for financial aid, students must comply with the satisfactory progress standard. Failure to meet any of the standard requirements may result in denial of federal financial aid at TTECH. If a student fails to meet these eligibility standards, an automatic WARNING status is enforced.

7.2. Student progress is reviewed on a monthly basis by program faculty. Students who do not maintain satisfactory progress will initially receive assistance and advising from their instructor. In the event that student progress does not improve as a result of faculty intervention, the student will be referred to the Director of Student Services or designee. Possible factors contributing to the lack of student progress will be addressed, and strategies for improvement will be discussed with the student. Students who continue to demonstrate a lack of satisfactory progress after appropriate intervention may be subject to probation, disciplinary action or termination following a review with their instructor and the VP of Student Services. Students who do not maintain satisfactory progress may be ineligible to receive scholarship benefits, as determined by the College Student Services staff in accordance with College requirements.

7.3. Satisfactory progress requirements for other (non-open entry/exit) College programs are established and communicated to students in each course or program disclosure information. Students who receive funding through a sponsoring agency must meet that agency's requirements for continued sponsorship, which may include an attendance requirement. Secondary students are required to meet the attendance requirements of the referring district.

## **8. Admissions and Registration Procedures**

8.1. Applications for admissions are accepted through the Student Services Office. Student Services staff, located at the front desk, provide general information regarding admissions and registration processes, as well as information about TTECH programs. Funding information, service options through local school district Adult Education, financial assistance and assessment information is also provided. Applicants completing required admissions assessments complete the registration process, which includes plan development and class scheduling, in the Student Services Office.

- 8.2. The Student Services Office also provides services, which include the following:
- 8.2.1. Providing program information, including tuition and program costs
  - 8.2.2. Evaluating assessment tests or transcripts to determine program placement
  - 8.2.3. Evaluating documentation provided by the applicant's employer to determine eligibility for waiver of assessment requirements
  - 8.2.4. Reviewing College standards for satisfactory performance
  - 8.2.5. Development of College training plan and daily class schedules
  - 8.2.6. Providing information on funding options
  - 8.2.7. Providing assistance with scholarship and financial aid applications
  - 8.2.8. Providing additional information and referral to the Academic Development Center
  - 8.2.9. Assessment services to meet admissions requirements, which include:
    - 8.2.9.1. Basic math computation and applied math assessment
    - 8.2.9.2. Basic reading comprehension assessment

8.3. Referrals to the Director of Student Services or designee for advisement services, which include:

- 8.3.1. Academic and Career Guidance Counseling
- 8.3.2. ADA related services and support
- 8.3.3. Support for students referred by State Division of Rehabilitation
- 8.3.4. Referrals to local community agencies

8.4. Referrals to TTECH placement staff for services, which include:

- 8.4.1. Career library resources
- 8.4.2. Labor market information
- 8.4.3. Resume and cover letter writing and job interview coaching
- 8.4.4. Employment referrals and direct placement for program graduates

8.5. Transfer students are accepted and enrolled in accordance with the TTECH Student Transfer policy.

## 9. Re-registration

9.1. Re-registration is available through Student Services and requires payment of the re-enrollment fee if the student re-enrolls within a year of his/her date of last withdrawal. Program graduates re-registration fee is waived if they return within one-year of his/her completion date to enroll in a new course or program. Re-registration beyond the one-year period requires a re-payment of the College registration fee (see the College fee schedule for specific fee listings). Research of the student's record to determine if holds or restrictions must be addressed is part of the standard process of re-enrollment. Holds placed on student's record require a review, and resolution must be reached before the student is allowed to re-enroll.

9.2. Re-Admission: Students who have been dismissed may apply to be re-admitted for failing to maintain Satisfactory Progress, or who have been absent for 10 consecutive scheduled days (10-day-drop). Students dismissed for delinquent tuition may reinstate after they have cleared their account of all outstanding balances. Students who have been withdrawn three times for being absent for 10 consecutive scheduled days or delinquent tuition three times may reinstate after waiting a period of 30-days. Students dismissed for disciplinary actions may apply to be re-admitted after waiting a period of six months and meeting with the Director of Student

Services. The Director will review their application, and if approved to be re-admitted, will review conditions for reinstatement with the VP of Student Services.

- 9.3. Certificate seeking students re-registering after the beginning of the new program year (July 1<sup>st</sup>) may resume the program of the prior year unless the date of re-registration occurs six months after the start of the new fiscal year programs. In that case, re-registrants must enroll in the new-year program.
- 9.4. If the student re-registers into a program other than the one he/she withdrew from, Student Services staff will review the student's record to determine if the student's current admissions evaluation meets the admissions criteria of the new program. At that time, additional assessments may be required before re-registration is completed.
- 9.5. Students re-registering into the College after an absence of more than six months (180 days) may be required to re-establish competencies in previously completed course work, based on the evaluation of the appropriate program instructor.
- 9.6. Title IV students returning within 180 days will return to the same SAP rate and award period as if he or she did not cease attendance. Title IV students returning after 180 days start a new payment period and SAP calculation beginning on their first day of enrollment.

## **10. Withdrawals – Official**

- 10.1. Students seeking to withdraw from the College must do so officially by completing the TTECH Exit Form available in Student Services. Withdrawal can be made in person, electronically through email or over the phone with student services personnel. Student services staff will verify that all applicable tuition and fees have been paid, and will notify the student if there is a balance on their account. Withdrawal is effective at the end of the school day on which the student applied to withdraw.
- 10.2. Students are responsible for the accuracy of information provided on the withdrawal forms, and all forms completed for the student record, as verified by the student's signature shown on TTECH forms.

## **11. Withdrawals – Unofficial**

- 11.1. An unofficial withdrawal occurs when a student is absent (non-attendance) from school for ten (10) consecutive scheduled days (no more than 14 calendar days) with no contact and will be withdrawn in accordance with Utah System of Technical College regulations. Students withdrawn due to consecutive absences are assessed tuition charges incurred during the period of absence up to the date of withdrawal.



## College Security and Crime Awareness Policy

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### 1. Purpose

In order to provide students with a safe environment in which to learn and to keep parents and students well-informed about College security, the Tooele Technical College (TTECH) adopts the following guidelines.

### 2. Policy

- 2.1. In accordance with the Crime Awareness and College Security Act of 1990, Title IX of the Education Amendments of 1972, and the Violence Against Women Act of 2013, the TTECH collects College crime statistics and prepares a report for distribution to all current students, employees and applicants for enrollment or employment.
- 2.2. By October 1 of each year, TTECH publishes and makes available the Annual Security Report to all prospective students and prospective employees. Such individuals are informed of the report's availability and given the opportunity to request a copy of the complete Annual Security Report.

### 3. Reporting Requirements

- 3.1. College is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose." The College includes the facilities located at 88 South Tooele Blvd.
- 3.2. The report is made available annually in October to all current and prospective students and employees. In addition, the report is made available to all individuals during enrollment or employment orientation. At that time students and employees can review the report and receive a description of the College security procedures and further information regarding the prevention of crimes.
- 3.3. No student will have access to the College facilities, other than the parking area, at any time unless staff members are present. Any off College events which are sponsored by the school are supervised by College employees. Thus, the school will monitor and report any criminal activity to local law enforcement authorities should they occur.
- 3.4. The College does not employ College security officials. The security of the College is the direct responsibility of each employee and the Facility Manager. No such individuals have the authority to make arrests.
- 3.5. All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on College to their supervisor who will the school administration office on the designated form (Incident Report Form). All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The College administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.
- 3.6. All students and employees are encouraged to be responsible for their own security and the security of others.
- 3.7. Sexual assault prevention programs are discussed during new student/employee orientation which includes online training modules on personal awareness and protection, alcohol awareness and its relationship to crime, the prevention of crime, increasing awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. To increase crime awareness and prevention, local law enforcement officers are periodically invited to speak to staff and students.
- 3.8. The school will provide timely warning to the College community of any applicable crimes that have been reported to the College administration or local police agencies that are considered to represent a continuing threat to students and/or employees.
- 3.9. Statistics concerning the number of arrests for on-College criminal offenses, hate crimes, arrests and disciplinary referral statistics, are counted and reported based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. These statistics will be compiled and reported in the Annual Safety Report and will be distributed by October 1 of each year.

## Computer Resources Acceptable Use Policy

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### 1. Purpose

- 1.1. The purpose of the Tooie Applied Technology College (TATC) Computer Resources Acceptable Use Policy is to ensure that all uses of TATC computer resources are ethical, legal and consistent with the stated purpose, goal, and mission of the TATC. Additionally, the policy seeks to protect TATC computer resources from damage and undue wear caused as a result of inappropriate use or harsh treatment.
- 1.2. Increasing global access and contact through computers and computer networks increases the availability of controversial material. Neither the UCAT Board of Trustees nor the TATC have control of the information on the Internet. Certain sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.
- 1.3. The TATC administration recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or proscribed behavior by its members, it does seek to assist in such judgment by providing the following guidelines:

### 2. Definitions

- 2.1. For the purposes of this policy:
  - 2.1.1. User is defined as any TATC administrator, faculty member, staff employee, student and/or visitor.
  - 2.1.2. Financial gain is defined as gain derived from any activity recognized under current U.S. Tax Code as qualifying as a business.
  - 2.1.3. Illegal activities are defined as violations of local, state, and/or federal laws including, but not limited to, copyright violations, harassment, threats, libel, and disorderly conduct.
  - 2.1.4. Disruptive activities are defined as activities including, but not limited to, those defined by Utah Code that interfere with the lawful operations of higher education institutions or that disrupt the activities of the school or its students.
  - 2.1.5. Obscene is defined by reference to current applicable judicial and statutory provisions and is generally understood to mean objectionable or offensive by accepted standards of decency, i.e. whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient; whether the material depicts or describes, in a patently offensive way, sexual conduct specifically defined by the



applicable state law, and whether the material, taken as a whole, lacks serious literary, artistic, political, or scientific value (Miller v. California (413 U.S. 15,93 1973).

- 2.1.6. Inappropriate use is defined as a violation of the intended use, as outlined in this policy, of TATC computer resources.
- 2.1.7. Political lobbying is defined as activities on behalf of a particular party, candidate, or political issue such as constitutional amendments, referenda, etc.
- 2.1.8. P2P (Peer-to-Peer) is a networking term used when two or more potentially global computing devices are directly communicating with one another in an isolated fashion.
- 2.1.9. File sharing is a process using P2P technology to swap copyrighted files, which potentially violates copyright law.
- 2.1.10. Computer resources include all computer hardware, software, peripheral devices, the TATC wiring infrastructure, and the network and Internet environment accessed through these resources.

### 3. Policy

3.1. In addition to any other inappropriate and unacceptable use prohibited by this policy, and without limitation, the following are specifically prohibited:

- 3.1.1. Sharing of passwords and/or accounts
- 3.1.2. Attempts to gain access to any system or account without authorization from administration
- 3.1.3. Use of destructive or invasive software
- 3.1.4. Use of computer resources for personal financial gain
- 3.1.5. Use of computer resources for product advertisement or political lobbying
- 3.1.6. Use of computer resources for disruptive or illegal activities
- 3.1.7. Any file sharing or P2P file sharing allowing computing devices to upload/download information from any other computing device resulting in copyright violation/infringement
- 3.1.8. Use of computer resources to access or display images, sounds or messages which are obscene.
- 3.1.9. Use of computer resources, in a public location, which, while not necessarily obscene or otherwise illegal, nevertheless creates a hostile environment in violation of college policy, state, and or federal law.

3.2. **Authorized Network Use.** TATC hardware/software accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account. Users are encouraged to change their passwords every 60 days.

3.3. **Network Access Time.** Excessive and open-ended use of the network in terms of access time cannot be accommodated due to cost and interference with legitimate needs of other users. Users are cautioned to exercise prudence in the shared use of this resource.

- 3.4. Privacy of Information.** All communications and information accessible via TATC hardware/software should be assumed to be TATC property. Great care is taken by the TATC Network Administrator to ensure the right of privacy of users, however all files on TATC hardware are subject to review without notice.
- 3.5. Use of College-Owned Computer Equipment.** Equipment accessing any network resource and installed software on the equipment is provided for purposes of the official work of the College, not for personal use or entertainment. Users are expected and required to use College-owned equipment primarily for official business in connection with their jobs. College policy does not prohibit incidental personal use of the equipment. However, users are required to exercise reasonable precautions in caring for any equipment authorized for use off-premises, and are personally responsible for any damage resulting from use of unauthorized persons.
- 3.5.1.** All modifications to TATC hardware will be made at the direction and discretion of the Network Administrator upon approval of the Campus President.
- 3.5.2.** Any off-site use of TATC hardware must be approved by the user's immediate supervisor. Equipment taken off-site for instructional purposes must be signed in and out following approved TATC procedures.
- 3.5.3.** While this policy recognizes that a reasonable amount of wear due to use is to be expected, any damage which is deemed to be the result of intentional misuse, abuse, or gross negligence will be the financial responsibility of the assigned user. Additionally, users will be held accountable for any wear or damage caused by use of the equipment for non-approved or inappropriate purposes.
- 3.6. Authorization and Installation of Software.** Software installed on College computer equipment must be installed by TATC Information Technology employees. Installation of personal copies of software or installation of software (including but not limited to computer games) by other College employees may only be done with the approval of the employee's immediate supervisor and with the consent of the Information Technology Department. This policy is intended to ensure compliance with software licensing obligations and also to safeguard against avoidable introduction of computer viruses, as well as avoiding unnecessary potential overloading of memory and hard disc storage capacity of College-owned equipment. Need for the installation of specific specialized software packages (apart from College-wide standard software modules) may be verified in writing by the cognizant administrator and installed by the specific end-user with authorization of the Information Technology Department.
- 3.7. Prohibition on Copying College-Owned Software.** Under no circumstance may unauthorized users copy College-owned software for installation on personal, or any other, computer equipment. In some cases, users wishing to work at home on College business, either on their own time or on an approved telecommuting basis, may wish to utilize personally-owned computer equipment. With specific approval by the cognizant administrator, related College-owned software may be installed on the user's personal computer equipment, but only by TATC Information Technology employees. An inventory of College-owned software installed on a user's personal PC

will be maintained, and the software will be deleted and the deletions verified when the user terminates employment with the TATC.

**3.8. Internet Access and Use.** On a need-to-have basis, the Information Technology Department will activate access to the Internet. Users are expected to exercise sound judgment in the use of this resource, and to limit their use primarily to official College business and to incidental and off-duty personal uses that are appropriate to standards of ethical behavior. Users with off-premises access to the Internet are required to safeguard against its use by unauthorized persons.

**3.9. Policy Consent and Infractions.** All users must sign an agreement to comply with this policy before being assigned any equipment or given any access to College computer resources. All non-employee users must be given ample opportunity to review this policy and are to understand that use of College computer resources constitutes an agreement to be bound by this policy.

**3.9.1.** Use of College computer resources should be appropriate, professional, and consistent with the mission of the institution. As necessary, the College Administration will determine whether specific uses of College computer resources are consistent with this policy.

**3.9.2.** In the event that the Information Technology Department suspects or detects an infraction of this policy, they will report their suspicions to the Campus President for further investigation and/or appropriate action.

**3.9.3.** Violations of the provisions stated in this policy may result in suspension or revocation of any or all computer privileges and or disciplinary actions.

**3.10. Password Requirements.** A strong and secure password is one of the most effective ways to secure TATC's electronic information. The following are the minimum acceptable standards for any password created on a computer system at TATC:

**3.10.1.** Must be 8 characters and contain at least one special character

**3.10.2.** Must not be the same passwords used for personal accounts

**3.10.3.** Must not be shared with anyone

**3.11. Data backups.** Electronic data is only backed up for specific locations. Employees are strongly encouraged to save any data important to the College in a location that is being backed up.

**3.11.1.** Daily backups are performed on staff user data contained in the following locations:

**3.11.1.1.** Windows computers folders: Documents, Desktop, and the Shared Drive

**3.11.1.2.** Google Apps data: Email, Drive, Calendar, Sites, Contacts, and Groups

**3.11.2.** The following data locations are NOT being backed up by the TATC IT department:

**3.11.2.1.** Pictures, Music, Videos, Downloads, Favorites, and **any student data**

**3.11.2.2.** Any other data stored in the cloud or elsewhere on the Internet

**3.11.2.2.1.** Examples of cloud storage include: Dropbox, Evernote, or any other computer system not physically located at TATC.

- 3.11.2.2.2. Although the Learning Management System is in the cloud, it is backed up twice annually.

#### **4. Internet Safety**

##### **4.1. The Following uses of the Internet & computer equipment are prohibited:**

- 4.1.1. Any access by computer users to inappropriate matter on the Internet;
- 4.1.2. Unauthorized access including “hacking” and other unlawful activities by students online;
- 4.1.3. Unauthorized disclosure, use, and dissemination of personal information regarding students;

##### **4.2. Monitoring**

- 4.2.1. TATC reserves the right to monitor and review any material on any machine at any time in order for the

##### **4.3. Filtering**

- 4.3.1. In order to ensure the safety and security of the school’s users, a technology protection measure is in place in order to block or filter inappropriate sites on the internet. This filtering mechanism protects against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with internet access by minors – harmful to minors.



## Copyright Infringement and Sanctions

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Tooele Technical College (TTECH) recognizes and respects intellectual property rights and is committed to fulfilling our moral and legal obligations with respect to the use of copyright-protected works. Any sharing of copyrighted material without proper licensing or permission from the owner/author/software manufacturer is prohibited by law, and is not condoned by TTECH.

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see [Title 17, United States Code, Sections 504, 505](#).

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at ([www.copyright.gov](http://www.copyright.gov)).

Any file sharing allowing computing devices to upload/download information from any other computing device is also a violation of TTECH’s [Computer Resources Acceptable Use Agreement](#). All employees and students are subject to the TTECH’s Computer Resources Acceptable Use Agreement and subject to disciplinary action should the policy be violated.

In the event that an employee or student is suspected of copyright infringement, a report will be submitted to the Vice President of Finance and Operations (employee violation) or to the Vice President of Student Services (student violation) for further investigation and/or appropriate action. Violations of copyright infringement may result in suspension or revocation of any or all computer privileges and/or disciplinary actions in addition to the civil and criminal penalties described above.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).



## Family Educational Rights and Privacy Act (FERPA) Policy

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The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Tooie Technical College (TTECH) receives a request for access. A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask TTECH to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If TTECH decides not to amend the record as requested, TTECH will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before TTECH discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

TTECH discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the TTECH in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the TTECH who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the TTECH.

Upon request, TTECH also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Information TTECH has designated as “directory information” under § 99.37. (§ 99.31(a)(11) is a student's name, their field of study, dates of attendance and the credentials they received.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the TTECH to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires TTECH to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. TTECH may disclose PII from the education records without obtaining prior written consent of the student:

- a. To other school officials, including teachers, within TTECH whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- b. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- c. To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- d. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- e. To organizations conducting studies for, or on behalf of, TTECH, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- f. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- g. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- h. To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- i. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- j. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- k. To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if TTECH determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of TTECH's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- l. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of TTECH, governing the use or possession of alcohol or a controlled substance if TTECH determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## Free Expression on Campus

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### 1. Purpose

In accordance with Title 53B, Chapter 27, Section 302, Campus Civil Liberties Protection Act, the rule establishes general rights to expression on campus as established by law and recognizes narrow limits on speech, including time, place, and manner restrictions.

### 2. References

- 2.1 United States Constitution, Amendment 1, Freedom of Expression and Religion
- 2.2 Utah Constitution, Article 1, Section 15, Freedom of Speech and of the Press
- 2.3 Title 53B, Chapter 27, Part 2, Campus Free Expression Act
- 2.4 Title 53B, Chapter 27, Part 3, Campus Civil Liberties Protection Act

### 3. Definitions

- 3.1 Free Expression means all forms of verbal, written, or symbolic communication, including peaceful assembly, protests, speaking verbally, holding signs, circulating petitions, and distributing written materials.
- 3.2 Free expression does not include speech or conduct that is not recognized as protected by the First Amendment to the U.S. Constitution and Article 1, Section 15 of the Utah Constitution, including speech or conduct that is a true threat, fraudulent, harassment, obscene, defamatory, or otherwise unlawful.

### 4. General Rights of Free Expression on Campus

- 4.1. The college upholds and promotes free expression on campus. Except as limited by regulations consistent with the law and this rule, (a) all faculty, students, and staff have the right to express views and ideas, and are free to criticize, contest, and condemn views expressed on campus and (b) neither the faculty, staff, nor students may obstruct, disrupt, suppress or otherwise interfere with the freedom of others to express views.
- 4.2. The college's outdoor areas are a public forum.
- 4.3. The college may not prohibit:
  - 4.3.1. A member of the college's community or the public from spontaneously and contemporaneously assembling in an outdoor area of the college's campus; or
  - 4.3.2. A person from freely engaging in noncommercial expressive activity in an outdoor area of the college's campus if the person's conduct is lawful.

### 5. Time, Place and Manner Restrictions

- 5.1. The college may reasonably regulate the time, place, and manner of free expression to ensure that it does not disrupt the ordinary activities of the college. This restriction includes established procedures for engaging in organized speech activities, such as protest marches or invited speakers.
- 5.2. These exceptions to the principle of freedom of expression must be viewpoint neutral, generally content neutral, narrowly tailored, and leave ample opportunity for alternative means for expression. The college will not use these exceptions in a manner that is inconsistent with the college's commitment to free and open discussion of ideas.



## **Leave of Absence Policy**

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### **1. Purpose**

To outline the Tooele Technical College (TTECH) leave of absence policy for students participating in Title IV Federal Financial Aid.

### **2. Definition**

- 2.1. A Leave of Absence (LOA) is defined as an approved temporary interruption of training for an extenuating circumstance and has no effect on the Satisfactory Progress Standard.

### **3. Policy**

- 3.1. Students expecting extended absences from school should request a LOA. A LOA may not be less than seven calendar days or exceed 180 calendar days within a 12-month period.
- 3.2. If the student was deemed maintaining Satisfactory Progress prior to a Leave of Absence or withdrawal of training, upon his/her return from the LOA or within 180 of the Last Day of Attendance (LDA), the student is deemed in good standing and may continue the program from the point of interruption.
- 3.3. If the student was not maintaining Satisfactory Progress prior to a LOA or withdrawal of training, and the student returns to the program from the LOA or within 180 from LDA, the same SAP rate applies as when the LOA was approved or from the point of interruption.
- 3.4. A LOA may be granted if the request is submitted in writing (with signature and date) to the Financial Aid Coordinator.
- 3.5. Only one (1) LOA may be granted in any 12-month period and may not exceed 60 days. For very unusual/limited circumstances, more than one LOA in a 12-month period may be permitted but the total number of days of the LOA may not exceed 180 days in a 12-month period.
- 3.6. Complete documentation and certain conditions are needed to support the LOA request: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993) or other exigent circumstance. Circumstances for which FMLA leave may be requested include:
  - Birth of a child or care for a newborn child
  - Placement in your home of a child for adoption or foster care
  - Your own serious health condition
  - To care for your spouse, child, or parent with a serious health condition
  - Qualifying exigency – leave where a spouse, son, daughter, or parent of the employee is on active or ordered to be called to military duty in the Armed Forces. Appropriate documentation is required
  - Service Member Care Leave – An employee who is the spouse, son, daughter, parent or next of kin of a covered service member or veteran
  - Extenuating circumstances approved by the Vice President of Student Services

A student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In this case, the withdrawal date will be the last day of recorded attendance at TTECH, and a Return to Title IV form will be submitted. This may result in the student receiving unearned or overpayment funds. Unearned grant funds are required to be returned to the Department of Education by the student. The student will be notified of any unearned grant overpayment money within 30 days of the end date of the LOA.



## Refund Policy

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The purpose of this policy is to define and outline the respective rights that all students of the Tooele Technical College have in receiving a refund of tuition and fees.

**Open-entry, Open-exit Programs:** Students enrolling in regular open-entry/open-exit programs pay only for the number of hours for which they enroll. Any remaining tuition balance for these programs will be refunded within 30 days (1) of the last day of attendance if written notification has been provided to the institution by the students, or (2) from the date the institution terminates the student or determines withdrawal by the student.

**Defined-entry, Defined-exit Programs:** Refunds for classes and programs that operate with a fixed beginning and ending date, and for which a flat tuition rate is charged in advance, will be made as follows: 100% prior to beginning of class; 50% after the beginning of class up to the point that 33% of the instruction has occurred, and 0% thereafter, with exceptions to be granted on a case-by-case basis by campus officials.

**Refunds for Students Who Withdraw on or Before the First Day of Class:** If tuition and fees are collected in advance of the start day of classes and the student does not begin classes or withdraws on the first day of classes, not more than \$100 of the tuition and fees will be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of the class start date.

**Refunds for Classes or Programs Canceled by the Institution:** One hundred percent of the tuition and fees that are collected in advance of the start date of a class or program will be refunded within thirty days of the planned start date if the class or program is canceled by the institution.

**Refunds for Students Enrolled Prior to Visiting the Institution:** Students who have not visited the College prior to enrollment will have the opportunity to withdraw without penalty within three days following attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Title IV Financial Aid students: Please see *Return of Title IV Policy* for additional information regarding treatment to Title IV aid when a student withdraws.



## Return of Title IV Policy

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**Treatment to Title IV Aid When a Student Withdraws:** The law specifies how Tooele Technical College (TTECH) must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. TTECH participates in Federal Pell Grants only.

The programs offered at TTECH are classified as clock hour consisting of payment periods. Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. When you withdraw during a payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. This is referred to as a Post Withdrawal Disbursement (PWD) which is a disbursement of Title IV aid that was earned, but not yet received prior to a student withdrawing from the program. TTECH must disburse a PWD of federal financial aid funds within 180 days of the last date of your attendance. A PWD will be automatically applied to current institutional charges. It may also be applied to other current non-institutional charges (such as additional books and supplies purchased in the TTECH Bookstore). A notification of the receipt of an eligible post withdrawal disbursement is mailed out via regular U.S. Postal Service at the time the disbursement is posted to your account.

Title IV funds are awarded to you with the assumption that you will attend school for the entire period for which the assistance is awarded. When you cease attendance prior to the planned ending date, you may not be eligible for the full amount of Title IV funds you were scheduled to receive. Attendance is tracked through the electronic Student Information System (SIS) and is verified and submitted at the end of each school day by program faculty. Through the SIS, Financial Aid staff can verify attendance, tardiness and absences. When you notify Student Services staff of your desire to withdraw from the College, you will be officially withdrawn as of the date of your notification. Notification is constituted by completing an *Exit Form* in person or in consultation with Student Services staff. An official withdrawal may also occur if you are dismissed under disciplinary or academic performance policies. An unofficial withdrawal is when you are absent from class for 14 calendar days from your last day of attendance (LDA). For the purposes of Title IV withdrawal date determination, the College identifies your LDA as your withdrawal date, both officially and unofficially.

The Financial Aid Office determines your LDA, the number of clock hours you were scheduled to attend as of the LDA, and the number of clock hours in the payment period. These data elements are used by the Financial Aid Office in completing the Return of Title IV (R2T4) worksheet. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. This is referred to as a Return of Title IV Funds (R2T4) in which a withdrawal calculation is mandatory to determine the amount of unearned aid. The amount of assistance that you have earned is determined on a pro rata basis from your first day of attendance through your scheduled hours as of the LDA. For

example, if as of your LDA you were scheduled to complete 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. If your LDA is after 60% of your scheduled hours have passed, you earn all the assistance that you were scheduled to receive for that period.

- Percentage of Title IV Financial Aid Earned = hours scheduled as of last date of attendance divided by hours in payment period
- Percentage of Title IV Financial Aid Not Earned = 100 minus percentage of aid earned
- Title IV Aid Disbursed = Title IV Financial Aid disbursed and Title IV Financial Aid that could be disbursed
- Total Aid to be Returned to the Department of Education = Percentage of Title IV Aid not earned multiplied by Title IV Aid disbursed

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement which includes only grant funds as TTECH does not process Direct Loan funds.

TTECH may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. TTECH needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV programs that you cannot earn funds once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any loan funds that you would have received had you remained enrolled past the 30<sup>th</sup> day. TTECH does not participate in the Federal Direct Loan programs.

If you receive (or the school or parent receives on your behalf) excess Title IV program funds that must be returned, TTECH must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds

TTECH has 45 days to return any unearned Title IV funds for which it is responsible, and must return the required amount calculated even if it did not keep this amount of your Title IV program funds. The unearned Title IV aid is returned to federal programs in the following order: Federal Direct Unsubsidized Loans, Federal Direct Subsidized Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, and Federal FSEOG (Federal Supplemental Educational Opportunity Grant). *TTECH currently participates in the Federal Pell Grants only.*

If TTECH is not required to return all of the excess funds, you must return the remaining amount. Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the unearned amount. Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45-day period, you will remain eligible for Title IV funds. If no positive action is taken by you within 45 days of being notified, TTECH will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education.

The requirements for Title IV program funds when you withdraw are separate from TTECH's refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. TTECH may also charge you for any Title IV program funds that it was required to return. If you do not already know TTECH's refund policy, you should ask Student Services for a copy, or locate the policy in the Student Handbook or on the web page. TTECH will also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).



## Safeguarding Consumer Information (PII) Policy

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The College establishes and maintains a comprehensive information security program. This program includes the administrative, technical, or physical safeguards the school uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information. The safeguards achieve the following objectives:

- Insures the security and confidentiality of customer records and information
- Protects against any anticipated threats or hazards to the security or integrity of such records, and
- Protects against unauthorized access to or use of such records or information which could result in substantial harm or inconvenience to any customer

Director of Information Technology (IT) oversees and manages a comprehensive information security program (including cybersecurity threats) that includes reasonable measures to secure customer information. The Director of IT regularly tests or otherwise monitors the effectiveness of the safeguards' key controls, systems and procedures; the Director provides employee training and management of information systems of storage and transmittal of confidential information; the Director changes password codes to network systems and shares with staff members who need access to the system; the Director contacts all service providers in the event of a breach of security.

Student Services staff ensures any document with a student's PII, either electronic or paper, is not within viewing site of the public and secured at night. Staff ensure the Records Room is locked at all times and student files are locked each night. Staff ensure that access to the student education records is limited to authorized personnel (student services and College administration).

All staff are responsible learn and follow safeguards that are identified in this policy. Staff ensure that unneeded documents containing student performance, social security numbers, or other personal information are shredded (shedder located in Student Services records room). Staff ensure that all passwords are secure and will not share their password. Staff remember to log out of all computers and programs that allows access to the SIS or other document with PII. Staff do not allow their computer screen to be viewed by members of the public or by school officials who do not have a legitimate educational interest.



## Satisfactory Academic Progress Policy

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Federal financial aid, also referred to as Title IV Funds, is awarded to a student contingent upon that student attending classes and successfully attending an entire payment period. Payment periods determine when funds are disbursed and the exact amount to be disbursed.

Tooele Technical College's (TTECH) academic year consists of at least 900 clock hours and at least 26 weeks of instruction, for full-time students enrolled, attending 24 clock hours per week. The weeks are extended accordingly for three-quarter time and half-time students, as reduced schedules lengthen the time to complete the required clock hours. The College operates year-round; the fiscal year starts on July 1 and ends June 30.

### Definition of Satisfactory Academic Progress

All enrolled students are required to maintain satisfactory academic progress towards meeting the established graduation requirements of TTECH's programs. A student must meet each of the following qualitative and quantitative standards to demonstrate satisfactory academic progress:

#### Qualitative Measure

A student must have a minimum score of 80% on all tests or other course assignments, and demonstrate 100% mastery on related skill assessments before continuing to the next course.

#### Quantitative Measure - Pace

Course material is assigned progress hours based on the average time a student would be expected to complete the material. Progress hours are then measured as a ratio against enrolled hours to determine how many hours a student actually took to complete the course material. Students must be on pace for completing the program in no more than 150% of the weeks in the program. Progress is monitored at the end of each payment period and are performed on scheduled hours. The absolute minimum attendance allowed is 67%. A student must attend at least 67% of the scheduled class hours on a cumulative basis during each evaluation period in order to meet SAP and be eligible for their next Pell disbursement.

The Financial Aid Office recommends that your attendance be at least 80%. It is our experience that students with attendance less than this often fail to meet the progress requirements. If your attendance is less than 80% you will receive a courtesy warning. This warning is only to alert you of the potential risk of low attendance. Students are not eligible for their next Title IV disbursement until they have completed all hours in the payment period.

### Maximum Time Frame

Students must complete the program within 150% of the program length, expressed in calendar time. For example, a 600 clock hour program would take a full-time student 25 weeks, and the school's maximum timeframe is 150% (which is based on 67% attendance – minimum required), then the program's maximum timeframe is 38 weeks.

### Increments for Evaluation

The College evaluates satisfactory academic progress to determine eligibility of disbursements for students receiving Financial Aid (Title IV Funds) at the end of every payment period. Students will be provided progress reports containing both their academic (qualitative) and attendance (pace) results at the end of each month and at the end of each payment period.

### Transfer Students/Hours

Any accepted transfer hours reduce the hours required to complete the program, and are not used in SAP calculations. Transfer hours are accounted for when determining whether the student has completed the program within the maximum timeframe.

### **Prior Enrollment Periods**

Academic progress standards for prior enrollment periods in the same program apply towards federal aid eligibility for up to five years from the date of the most recent withdrawal date. If a student maintained enrollment prior to applying for federal aid, and academic progress in the same program is below 67%, the student will be required to meet satisfactory academic progress standards before financial aid will be activated. Periods of enrollment (in the same program) when a student does not receive financial aid enter into the SAP percentages being evaluated for eligibility.

### **Remedial Coursework**

A student enrolled solely in a remedial program is not considered to be in an eligible Title IV program. When acceptance into an eligible program is contingent on completing remedial work, a student cannot be considered enrolled in that program until they complete the remedial work. Students who are dual-enrolled in an eligible Title IV program, and remedial coursework that is not part of their program curriculum, will not be eligible for Title IV funds for the remedial coursework hours completed. Hours completed in remedial coursework are not used in SAP calculations.

### **Financial Aid Warning**

Any student failing to achieve SAP as defined above in any payment period will be placed on Financial Aid Warning for the following payment period. A Financial Aid Warning allows a student to receive his/her financial aid disbursement for the second payment period, without an appeal or any other action from the student.

A student assigned a Financial Aid Warning will be notified of this status and the steps necessary to be removed from warning status. The documentation will be provided to the student in person or via email if the student has not attended classes on two consecutive days following the school's determination of his/her placement on Financial Aid Warning. A student receiving Title IV, federal student aid will lose his/her financial aid eligibility if SAP has not been met at the end of the Financial Aid Warning period.

### **Appeal Process**

A student who does not meet the satisfactory academic progress standards at the end of a payment period will have his/her Title IV Funds terminated and may elect to continue in the program on a self-funded basis. However, a student may submit a written appeal of his or her Title IV termination within five calendar days of the receipt of the loss of Title IV eligibility notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary conditions will be considered, such as an injury or illness of the student, the death of a relative or other special circumstances. Before an appeal may be granted, a written academic plan will be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The process for completing an appeal is as follows:

1. Go to the Financial Aid office to report that you would like to make an appeal of your Title IV termination.
2. The staff member will ask you for more information to determine if you qualify.
3. The staff member will explain the appeal form and advise you to obtain appropriate documentation verifying your situation.



4. Return the completed appeal form to the Financial Aid office, along with the appropriate documentation.
5. You are allowed one appeal per program.

The Vice President of Student Services (VP) will assess all appeals and determine whether the student may be permitted to continue in the program on probationary status. The student will be sent the written decision within five calendar days of the school's receipt of the appeal. The decision of the VP is final.

### **Financial Aid Probation**

A student reinstated upon appeal is on financial aid probationary status for one payment period, and he/she must meet the terms and conditions set out in the letter granting the appeal. A student on financial aid probation may continue to receive Title IV Funds. At the end of the probationary payment period, the student must have either regained SAP, or is accomplishing what was set forth in the academic plan. Otherwise, the student will lose Title IV eligibility and it may not be reestablished until such time that he/she regains satisfactory academic progress by meeting the defined standards.

### **Reestablishing Aid Eligibility**

A student will be reinstated if he/she prevails upon appeal or at such time that he/she regains satisfactory academic progress by meeting the defined standards.

You are only eligible for payment in the payment period in which you regain eligibility – not for any prior payment periods. Please note that progress standards must also be met in order to be considered for reinstatement. Attendance standards for prior enrollment periods will count towards your current federal aid eligibility for five years from the date of your last withdrawal. You could be required to serve a non-paid probation period, if you had demonstrated poor attendance habits in a prior enrollment period that impacted your aid eligibility at that time, regardless of the time frame.

### **Program Changes**

Students receiving Title IV funds will be allowed up to two programs (one program change) within a two-year period. The Financial Aid Coordinator will review eligibility requirements and will need to approve the change if Title IV funds will be applied to the new program. Any hours attended in equivalent coursework will be treated as transfer credit hours in the new program. Transfer credit hours reduce the amount of Pell eligible hours on a one-to-one basis. Program instructor(s) will post Transfer Credit hours in the Student Information System with the designation of Alt Doc (Alternative Documentation) and will not be included in Satisfactory Academic Progress calculations of the new program.

### **Repeat Coursework**

Financial Aid will only be allowed for repeat courses if technology or other industry standards have changed course requirements substantially enough to warrant student retraining. The course instructor must provide documentation to the Financial Aid Office to substantiate any request for a student to repeat a course. As a general rule, a student's perceived need for review will not constitute a valid reason for repeating a course.

### **Course Failure**

Students who fail to meet the minimum standards necessary to complete the course material will meet with their instructor to discuss improvement strategies. If the student continues to fail and is unable to complete the course material, faculty consults with instruction and student services administrators who collectively make a determination based on the following factors:

If the student's failure is due to physical limitations: Faculty assesses the student's ability to perform the job they are training for.

- If the student's limitation does not prevent them from successfully performing the job they are training for, they are allowed to continue and the course material is marked complete with a note of the extenuating circumstance and the skill level that the student reached.
- If the student's limitation prevents them from performing the job they are training for, the student is counseled to consider a different program that will better meet their abilities and interests and are withdrawn from the program.

If the student's failure is due to a learning disability: Faculty provides referral information to the ADA Coordinator who will discuss ADA Accommodations and the application process.

- If accommodations are approved, a confidential memo is sent to the faculty member outlining the approved accommodations. If the student's learning disability and accommodations continue to be a barrier to success, the student's ability to perform the job they are training for is assessed and the steps are followed as described above for physical limitations.

If the student's failure is due to lack of engagement or interest: Faculty counsels the student to consider taking single courses, or a different program that will meet their interests and abilities and are withdrawn from the program.

### **Leave of Absence, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. A student is required to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so.

A LOA will be granted if the request is submitted in writing to the VP of Student Services. Only one LOA may be granted in any 12-month period and may not exceed 60 days. Complete documentation and certain conditions are needed to support this request. For example, jury duty, military reasons including National Guard requirements, and circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993). A student who has been granted an LOA will be considered withdrawn if he/she does not return to college at the end of the LOA. In this case, the withdrawal date will be the last day of recorded attendance.

Course incompletes are not applicable in TTECH programs. A student does not proceed through the program until course material is passed.

Title IV students who withdraw and return within 180 days will return to the same SAP rate and award period as if he or she did not cease attendance. Title IV students returning after 180 days start a new payment period and SAP calculation beginning on their first day of enrollment.

## **Student Code of Conduct and Discipline Policy**

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### **1. Purpose**

The Tooele Technical College (TTECH) provides this Policy and Procedure in order to articulate the College's commitment to all students, to outline standards for appropriate student group and individual behavior, and to encourage responsible citizenship within the campus community.

### **2. References**

- 2.1.1. Higher Education Opportunity Act
- 2.1.2. Utah Code 53B-4 (Enforcement of Regulations at Institutions)
- 2.1.3. Utah Code 53A-11-910 (Students in Public Schools, Disruptive Student Behavior)
- 2.1.4. Title IX of the Higher Education Act
- 2.1.5. Violence Against Women Act of 2013
- 2.1.6. 10.S. Code § 920 - Art 120
- 2.1.7. Utah Criminal Code 76-5
- 2.1.8. Tooele Technical College Policy – Student Due Process

### **3. Definitions**

- 3.1.1. **Administrative Discipline** - Formal corrective and/or disciplinary action taken against a student by a member of the College staff.
- 3.1.2. **Grievance** - Any reported incident that occurred while the student was enrolled that is the subject of a complaint involving a College student, a faculty member, other College staff, guests visiting the College, or other students. Such incidents must be a violation of College policies and procedures. Incidents or complaints reported may include sexual harassment, racial discrimination, or other types of allegations or grievance issues. Reliable documentation and/or testimony that allow a fair review of the complaint are essential components of the grievance process.
- 3.1.3. **Due Process** - Due process refers to the right to be heard which shall be provided to all of the parties associated with a student grievance. Due process includes the right of notification of statements or charges made and reasonable opportunities to respond in a timely manner prior to disciplinary action taken by the College. Students should be informed of standards and regulations regarding student conduct and performance standards. Resolutions and disciplinary actions, which are outcomes of a complaint, shall be clearly explained and fairly administered. All students are guaranteed the right to due process in accordance with Tooele Technical College Student Due Process Policy.
- 3.1.4. **Student** - The College recognizes student status as a student engaged in an active course of study.
- 3.1.5. **Consent** - Per 10 U.S. Code § 920 - Art 120, "consent" means "freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent. A sleeping, unconscious, or incompetent person cannot consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent while under threat or in fear. Lack of consent may be inferred based on the circumstances of the offense.

All the surrounding circumstances are to be considered in determining whether a person gave consent, or whether a person did not resist or ceased to resist only because of another person's actions."

#### **4. Policy**

**4.1.** The College acknowledges certain rights and privileges that students should receive including:

- 4.1.1** A safe climate conducive to learning with consideration for the dignity of students, permitting them to be treated with courtesy and respect.
- 4.1.2** Reasonable notice of attendance, performance and completion standards and expectations.
- 4.1.3** The right to due process in any proceeding involving the possibility of administrative discipline. This includes the right to be heard and the right to a decision and review by impartial persons.
- 4.1.4** The right to be free from illegal bias, prejudice, discrimination or any form of harassment.
- 4.1.5** The right to privacy and confidentiality of student and academic records.
- 4.1.6** The right to reasonable access to facilities, programs and information.

#### **4.2 Student Responsibilities**

- 4.2.1.** By registering as a student of the College, the student agrees to maintain College standards for student conduct and to do so in accordance with the rights outlined above. Subject to the code will be any conduct that adversely impacts the business of the College, including online and community relationships. Conduct proceedings may be instigated for off-campus behaviors if such behaviors impact the business or reputation of the institution.
- 4.2.2.** Further, students agree that violation of those standards may result in Administrative Discipline which could include suspension from the College.
- 4.2.3.** In regard to academic integrity, the following behaviors are prohibited:
  - 4.2.3.1.** Academic misconduct, including but not limited to cheating, plagiarism, forgery, misrepresentation of another person's work as one's own, providing work or answers to another person beyond the scope of what is expected for an assignment or exam, misrepresentation of attendance, etc.
  - 4.2.3.2.** Behavior that violates College rules or regulations, including classroom policies.
  - 4.2.3.3.** Behavior that unreasonably disrupts or otherwise interferes with the rights of other students to pursue an education or interferes with an instructor's ability to teach, including behavior that would be considered abusive or threatening by a reasonable person toward other students, faculty, staff, or other College representatives.
    - 4.2.3.3.1** Students are specifically forbidden to bring non-student guests (children, spouses, parents, friends, etc.) into class. Guests may wait in public lobbies.
  - 4.2.3.4** Violations of copyright law including plagiarism, illegal duplication and/or modification of materials or files, downloading or uploading copyrighted files without appropriate permission, using College equipment (including College networks) for copyright violation(s), distribution and/or display of materials including literary works, musical works (including accompanying words), dramatic works (including any accompanying music) pictorial, graphic and sculptural works, motion pictures and other audio-visual works, sound recordings, architectural works and works created by state and local governments and any attempt to circumvent copy protection or digital rights management systems while at the College. Conduct which is covered under the "Fair Use" provisions of copyright law shall not be considered a violation.

- 4.2.3.4.1. Students must contact the copyright owner for permission and include citation and reference when using copyrighted material.
- 4.2.3.4.2. Inappropriate disclosure of confidential information to which a student gains access as a result of College training, activities, or employment.
- 4.2.3.5 Investigation and resolution of academic misconduct lies with the instructor but will be made part of the student's disciplinary record in Student Services. The instructor will involve Student Services as is appropriate to account for due process and consistency. If the accused does not agree with the instructor finding or sanction, he/she may file a grievance using the Institutional Grievance Process.
  - 4.2.3.5.1. Prior to being interviewed about allegations of misconduct by a person in a position to expel or institute a 30-day suspension against a student, the College shall provide students with notice of the allegations against them and of their right to have an advisor throughout the process who may, but need not be, an attorney.
  - 4.2.3.5.2. During such an inquiry, investigation, or other informal process, an advisor may only advise the student and may not actively participate in the investigation or informal process.
- 4.2.4. In regard to personal conduct, the following behaviors are prohibited:
  - 4.2.4.1. Behavior that violates federal, state, or local law.
  - 4.2.4.2. Illegal possession or use of weapons.
  - 4.2.4.3. Misrepresentation of one's identity (i.e., providing false identification and/or claiming to be another person) in any context related to College enrollment or training.
  - 4.2.4.4. Possession or use of controlled substances, including illegal drugs and alcohol. Smoking or use of e-cigarettes outside of designated areas is also prohibited.
  - 4.2.4.5. Any use of College facilities, resources, or equipment which, in the judgment of the Administration, is primarily for profit or personal gain.
  - 4.2.4.6. Behavior that unreasonably disrupts or otherwise interferes with the lawful functions of the College and its personnel.
  - 4.2.4.7. Behavior which results in injury or damage to persons affiliated with the College or to College property.
  - 4.2.4.8. Inappropriate disclosure of confidential information to which a student gains access as a result of College training, activities, or employment.
  - 4.2.4.9. Conduct which violates any legal obligations or restrictions placed on the student by the College, external sponsors, courts, or other legal entities (i.e. Protective Orders, Terms of Probation and Parole, etc.) as it would pertain to the student's program.
  - 4.2.4.10. Misuse of campus technology which may include:
    - 4.2.4.10.1. Any use for financial gain;
    - 4.2.4.10.2. Any use for product advertising, client building, or political lobbying;
    - 4.2.4.10.3. Any use which shall serve to disrupt the use of the network by other users;
    - 4.2.4.10.4. Any file sharing or peer-to-peer file sharing allowing computing devices to upload/download information from any other computing device violating copyright;

- 4.2.4.10.5.** Any use of network resources for illegal or inappropriate purposes, or to access materials that are objectionable in an applied technology education environment, or in support of such activities, material or communication that is deemed by a reasonable person to be offensive, such as pornographic or sexually explicit material;
- 4.2.4.10.6.** Accessing private, protected, or controlled records or files regardless of the electronic format without management authorization;
- 4.2.4.10.7.** Divulging or making known to others passwords to College systems;
- 4.2.4.10.8.** Distributing offensive, disparaging, or harassing statements, through email or social media, including those that may incite violence or that are based on race, national origin, sex, sexual orientation, age, disability, political beliefs, or religious beliefs;
- 4.2.4.10.9.** Knowingly or recklessly spreading computer viruses, including acting in a way that effectively opens file types known to spread computer viruses, particularly from unknown sources or from sources from which the file would not be reasonably expected to be connected.
- 4.2.4.11.** Harassment or discrimination toward students or staff for any reason. Harassment based on gender, gender identification, sexual preference, or sex stereotyping is specifically prohibited, and includes retaliation in response to a report of sexual harassment or sexual assault.
- 4.2.4.12.** Allegations of harassment are considered to apply to students' use of personal social media tools. If a student is found to be engaging in cyber bullying, harassment, or any similar behavior toward another student or staff member, the allegations will be investigated and dealt with in accordance with the Student Code of Conduct Policy, regardless of whether the infraction is alleged to have happened on College property.
- 4.2.4.13.** Sexual misconduct and nonconsensual sexual contact of any kind will not be tolerated. This includes but is not limited to rape, voyeurism, intentional exposure for the purpose of exhibitionism, intentional exposure to pornography, sexual harassment (verbal or behavioral), stalking, sexual exploitation, taking photographs of a sexual nature, and/or threats of sexual violence. Incidents of intimate partner abuse and domestic violence may also be considered sexual misconduct.
- 4.2.4.13.1** TTECH is obligated by federal law to investigate allegations of sexual misconduct violence if:
- a.** The accused is a student (investigated by Student Services) or employee (investigated by Human Resources);
  - b.** The incident is alleged to have happened on campus, on campus owned or controlled property, on property contiguous to campus owned or controlled property, or at a campus-sponsored activity; OR
  - c.** The alleged incident occurs off campus but is between two or more TTECH students.
- 4.2.4.13.2.** Investigation and adjudication of reported sexual misconduct will occur concurrently with investigations of law enforcement.
- 4.2.4.13.3.** Title IX of the Higher Education Act requires that institutions of higher education adjudicate allegations of sexual misconduct using specified standards. These standards are outlined in the Procedures section of this policy.
- 4.2.5.** Retaliation against an accuser will not be tolerated and will be adjudicated as a violation of the Code of Conduct.

### 4.3. Procedures for Violations of the Code of Conduct – Behavioral

All students are guaranteed the right to due process (see Tooele Technical College Student Due Process Policy.).

- 4.3.1.** With exception of academic violations, which may be resolved in the classroom at the instructor's discretion, violations of the Code of Conduct will be reported in writing to the VP of Student Services.
- 4.3.2.** If, upon review of the reported incident, the VP believes a violation to have occurred, he/she will notify the student of the allegations against them and of their right to have an advisor throughout the process who may, but need not be, an attorney (see 4.2.3.5.1 and 4.2.3.5.2 of this policy). The VP will convene a meeting with the student. At this meeting, the student will have the opportunity to review the allegations brought against him/her. The accused will have the opportunity to respond to the charges and ask questions regarding the Code of Conduct and processes.

This meeting may result in one of the following:

- A. Acceptance of Responsibility** – the accused accepts responsibility for the behavior described and sanctions are assigned.
- B. Responsibility Assigned by VP of Student Services** – through preponderance of the evidence, the VP is able to determine whether the student is responsible or not responsible for the described behaviors. Sanctions are assigned, as appropriate, per the Sanctions section of this Policy. Determination is provided in writing within three business days to the accused. If the accused accepts this determination, the decision is final. If the accused does not accept this determination, a hearing panel will be convened, as outlined below.
- C. Further Investigation** – if the VP cannot determine whether the accused is more likely than not to be responsible for the behavior, he/she may continue the investigation and a second meeting will be scheduled once the investigation is completed.
- D. Referral to Hearing Panel** – the VP may decide that the nature or severity of the allegation is such that it is best resolved by a hearing panel.
- E. Failure to Appear/Respond** – If the student does not appear for the meeting or appears but refuses to respond, the VP may determine responsibility and assign sanctions, as appropriate.

#### **4.3.3. Hearing Panels**

- 4.3.3.1.** The VP of Human Resources will oversee hearing panels and is charged with ensuring that the panel is procedurally sound. The panel will consist of at least two individuals at coordinator level or higher, one of whom represents the program of the accused. If the allegation is a complaint by an instructor against a student, the VP of Instruction and one coordinator outside the program will be present, in addition to the appropriate program coordinator. The panel will also include two representatives from Student Services, one serving as the student's advocate, and one impartial. Every effort will be made to convene the hearing panel in no fewer than five business days and no more than fifteen business days, unless agreed upon by both parties.

In compliance with the Family Education Rights and Privacy Act (FERPA), the hearing panel shall be closed to the public. Only members of the panel, the accused, his/her advisor, the accuser, and his/her advisor will be admitted to the proceedings, except if the accused or accuser is under 18 years of age, in which case parents of the accused and accuser may be present, as well as a representative from respective high schools. Parents and high school representatives may not participate in the proceedings and are available only to ensure due process.

The hearing is not a court of law. Attorneys are not included as part of the hearing process, except when the violation is considered Sexual Misconduct and the attorney serves as advisor to the accused or the accuser. In either case, the advisor is there to advise the student but may not speak on the student's behalf. The burden of proof rests on the

institution to show, through preponderance of the evidence that the violation of the Code of Conduct did occur.

- 4.3.3.2.** Prior to a formal hearing, unless prohibited by reasonable circumstances, each party shall provide to the hearing committee chair (or hearing committee officer) copies of the documents they intend to submit as evidence and a list of witnesses they intend to call during the normal hearing. This information will be shared with both parties.
- 4.3.3.3.** The VP of Student Services will provide to each panel member and both parties a packet including, but not limited to:
  - A.** The incident report
  - B.** The VP's findings from the initial meeting
  - C.** The accused's response, if any
  - D.** Any supporting documentation for either party (statements from witnesses, etc.)
  - E.** A copy of the pertinent policies
  - F.** Instructions for the Hearing Panel
  - G.** Other instructions or training material pertinent to ensuring due process, including standard of proof whereby students are presumed not to have engaged in a Code of Conduct violation until the College has established a violation by a preponderance of the evidence. These documents need only be in the packs of the panel members.
- 4.3.3.3.4.** During the hearing, the VP of Human Resources shall review the rights and responsibilities of the accused, ensure due process, maintain procedure, maintain impartiality, and answer questions regarding policy interpretation. The VP of Human Resources shall also be responsible for documenting the hearing. While the hearing may be recorded, deliberations of the panel will not be recorded. The panel shall elect a Chair.
  - A.** The accused may have an advisor present. An impartial advisor will be offered by the VP of Student Services. The accused may choose to provide and bring their own advisor in lieu of the impartial advisor. In either case, this advisor is available to confer with the accused but may not speak.
  - B.** The accused may present his/her version of the event or behavior in question.
  - C.** The accused may question the accuser regarding facts pertinent to the outcome of the hearing.
  - D.** The accused may question witnesses and provide rebuttals to statements.
  - E.** The order of presentation shall be first, the accuser; second, the accused; third, closing statements of the accuser; last, closing statement of the accused. The panel may ask questions at any point in the discussion.
  - F.** After both parties have been heard, they shall be excused while the hearing panel deliberates. Depending on the gravity of the case, the VP of Human Resources may excuse parties from campus or ask them to wait. The Chair shall be responsible for delivering the outcome to the student as soon as the panel has made a decision, either in person or on telephone. The Chair will then ensure that a Findings Letter is either hand-delivered or sent through certified mail to the accused.



- G. If the accused does not agree with the decision of the hearing panel, he/she may appeal to the College President. The President will review documents provided to the panel, and shall overturn the decision only if new facts are available that were not available at the time of the panel or there has been a breach in due process. The decision of the President is final.

#### 4.3.4. Sanctions

The College believes in assigning sanctions that are educational and developmental whenever possible. The VP of Student Services, the hearing panel, and the President may assign any of the sanctions listed or a combination of sanctions, or may write a sanction similar in gravity but more appropriately aligned with the violation in question, depending on the severity of the infraction and the conduct history of the accused. This list is intended to provide guidance for sanctioning and is not an exhaustive list.

- A. Warning Letter – notification of the violation and the impact on the College community, as well as indication of how future incidents will be handled. This letter becomes a part of the student’s conduct record.
- B. Educational Experiences – this may be a paper or an exercise whereby the student demonstrates learning that has occurred as a result of the incident and seeks to inform others of the responsibilities associated with the student or employment development process.
- C. Service – the student may be asked to perform service that benefits the College community and is congruous with the resolution of the violation.
- D. Suspension – the student may be removed from any or all College courses for a period of time that is reflective of the severity of the violation. Readmission may be conditional upon certain criteria that are in alignment with the violation
- E. Dismissal – Permanent separation from the College may be recommended only by the VP of Student Services or the hearing panel to the President and requires approval of the President’s Executive Staff. Dismissal will be noted on the student’s transcript.

#### 4.4. Procedures for Sexual Misconduct Violations

The US Department of Education requires specific institutional response to allegations of sexual misconduct as defined in Section 4.2.4.13 of this document.

##### 4.4.1. Reporting

TTECH encourages anyone victimized by sexual misconduct of any kind to report incidents so care and support can be offered. Additionally, this assists TTECH in required statistical reporting to the US Department of Education so we can provide accurate information to current and prospective students. An individual victimized by sexual misconduct is not required to report, but, if he or she chooses to do so, it is up to the person’s preference how it will be reported.

Except where protected by law (clergy, mental healthcare professional, or healthcare professional), third-parties may report allegations of sexual misconduct to the Vice Presidents of Human Resources or Student Services. The College will extend an invitation to those identified as potential victims to offer opportunities for care and support as well as to discuss the College’s processes for responding to such allegations.

The Departments Receiving Reports for the TTECH are:

- |                           |              |          |
|---------------------------|--------------|----------|
| 1. Facility Manager       | 435-248-1820 | Room 213 |
| 2. VP of Student Services | 435-248-1840 | Room 106 |
| 3. VP of Human Resources  | 435-248-1810 | Room 204 |

Reports should include the following:

- 1. The name of the accused and/or a description

2. When and where the violation occurred, as well as any details that will help establish the circumstances surrounding the incident.
3. Witnesses and contact information, if available.
4. The victimized student's description of desired outcomes or resolution.

Reports are classified by the type of information that can be shared and with whom.

Privileged Reports are those that cannot be disclosed to any other party except if there is a threat to self or others. These types of reports require written consent from the individual and are provided to:

1. Counselors (psychologists, psychiatrists, social works, etc.)
2. Healthcare providers (physicians, nurses, etc.)
3. Clergy (priests, bishops, ministers, etc.)

Limited Confidential Reports are those that are provided only to campus administrators charged with campus safety and investigating sexual misconduct violations. Any member of faculty, Student Services staff, or employee who supervises students who receives report of an incident is obligated to report to the Campus Facility Manager or VP of Student Services. Reporting individuals are bound by confidentiality.

Reports of sexual misconduct will not be reported to the family of the victimized student without the student's consent, except when the student is under 18 years of age, or the student is considered a member of a vulnerable population (e.g., disabled, elderly, etc.), or when the student is receiving emergency care as a result of violence.

#### **4.4.2. Confidentiality**

The accuser has the right to confidentiality and may request that identifying information not be included in the report. Such a request may hinder investigation and limit the College's ability to resolve the allegation. Every attempt will be made to observe the wishes and needs of the reporting individual and the victimized student.

#### **4.4.3. Timely Notification**

In compliance with federal regulation, reports of sexual misconduct will be evaluated to determine whether timely notification is appropriate. Campus Security and campus administration will determine the risk to the campus community, considering both safety of students, faculty, and staff, and privacy interests of involved parties, and issue an alert, as is appropriate. Names are not included in these reports.

#### **4.4.4. Timeframe Limitations**

The College encourages individuals who feel they have been victims of sexual misconduct to report violations in a timely manner in an effort to provide care and preserve evidence. However, there is no time limit for reporting.

#### **4.4.5. College Response**

The College will respond to reports of sexual misconduct when any of the following is true:

1. The accused is a student (investigated by Student Services) or employee (investigated by Human Resources);
2. The incident is alleged to have happened on campus, on campus owned or controlled property, on property contiguous to campus owned or controlled property, or at a campus-sponsored activity;  
OR
3. The alleged incident occurs off campus but is between two or more TTECH students.

**4.4.5.1.** The College will make every effort to protect those reporting sexual misconduct throughout the investigation. This may include restricting the accused from various parts of campus and/or contact with the individual reporting the incident and/or the alleged victim.

**4.4.5.2.** Reports can be made anonymously in writing and should include as much information about the alleged incident as possible, including date, time, and place of the alleged incident,

parties involved (if known) and a description of the behavior that will assist in determining the classification of the misconduct. These reports can be sent to the Facility Manager or VP of Student Services. Anonymous reports will assist in required annual reporting and also allow the Facility Manager to determine necessary actions to protect campus.

- 4.4.5.3.** The reporting individual may opt to withdraw the report of sexual misconduct by submitting a statement in writing to the Facility Manager or VP of Student Services. The Facility Manager or VP of Student Services may or may not opt to pursue investigation of the complaint. The accuser is not obligated to participate in the investigation once he/she has withdrawn the report.
- 4.4.6.** The College is obligated to investigate reports of sexual misconduct and to act according to policy as is appropriate.
- 4.4.6.1.** Reports of sexual misconduct will be investigated by the VP of Student Services and Campus Security (Facility Manager). The accuser may also choose to report the incident to local law enforcement, or the accuser may choose to file charges with local law enforcement and not report to the College. Investigations may overlap, but will not be contingent, one upon the other.
- 4.4.6.2.** Participants in the investigation, including accuser, accused, and witnesses, are notified of the investigation and expected to maintain strict confidentiality regarding all aspects of the allegation, investigation, and proceedings. Failure to maintain confidentiality will be considered a violation of the Student Code of Conduct and will be adjudicated accordingly.
- 4.4.6.3.** Within five business days of the report, the accused will be notified in writing of the investigation. The notification will include:
- A. A copy of the written report, sanitized of identifying information to protect the accuser and/or witnesses, as is appropriate;
  - B. Documentation that was submitted to substantiate the report;
  - C. Copies of relevant College policies;
  - D. A statement addressing retaliation;
  - E. Information about the accused's right to respond in writing and provide documentation supporting his/her response within ten business days of receipt of the report (NOTE: This information will be shared with accuser);
  - F. Information regarding interim disciplinary action (suspension, restriction to certain areas of campus, restriction of contact with accuser, etc.) determined to be appropriate to ensure safety of accuser and/or College community.
- 4.4.6.4.** The Facility Manager or VP of Student Services will compile a report of relevant information and determine whether disciplinary action is warranted. Adjudication, if warranted, will occur as outlined in Section 4.3 of this policy.
- 4.4.7.** The Accuser has the right to:
- A. Review and have explained all relevant policies and procedures.
  - B. Timely investigation of the allegations.
  - C. Have adjudication carried out in such a way that contact with the accused is avoided, including separation during hearing panels, interviews, etc., upon request.
  - D. Be accompanied by an advisor throughout the investigation and adjudication.
  - E. Participate or not participate in adjudication.
  - F. Not be asked questions that are not relevant to the incident, particularly regarding past personal conduct.
  - G. Challenge members of the hearing panel he/she believes will not be impartial.
  - H. Privacy in regard to educational and health records, in compliance with federal laws (Family Education Rights and Privacy Act and Health Insurance Portability and Accountability Act).
  - I. Be notified of the outcome of adjudication.
  - J. Appeal the decision of the hearing panel, as prescribed in the Student Code of Conduct.
  - K. Withdrawal from classes or extension of classes with consideration for tuition refund given due to emergency circumstances.
- 4.4.8.** The Accused has the right to:
- A. Review and have explained all relevant policies and procedures.

- B. Timely investigation of the allegations.
- C. Have adjudication carried out in such a way that contact with the accuser is avoided, including separation during hearing panels, interviews, etc., upon request.
- D. Be accompanied by an advisor throughout the investigation and adjudication.
- E. Remain silent throughout proceedings. However, remaining silent will not halt proceedings or prevent investigators from using other evidence and documentation to reach a conclusion.
- F. Not be asked questions that are not relevant to the incident, particularly in regard to past personal conduct.
- G. Challenge members of the hearing panel he/she believes will not be impartial.
- H. Privacy in regard to educational and health records, in compliance with federal laws (Family Education Rights and Privacy Act and Health Insurance Portability and Accountability Act) unless the accused is found to be responsible for the behavior and notification is pertinent to the campus community.
- I. Be notified of the outcome of adjudication.
- J. Appeal the decision of the hearing panel, as prescribed in the Student Code of Conduct.
- K. Withdrawal from classes or extension of classes with consideration for tuition refund given due to emergency circumstances.

#### 4.4.9. Victim Advocacy and Protective Orders

Advocacy groups can assist individuals who feel they have been victimized in seeking protective orders and getting mental and emotional support. The resources listed below are local agencies where assistance can be sought for protective orders, in emergencies, and for recovery. This list is not exhaustive. The College recommends that individuals seek assistance where and when necessary. Information about protective orders can also be found through Utah Legal Services at <http://utahlegalservices.org> or by calling 1-800-662-4245.

**Citizens Against Physical and Sexual Abuse (CAPSA) – Pathways:** 435-843-1677  
<http://www.capsa.org/en/resources/utah-shelter-directory>

**Domestic Violence & Sexual Assault Victim Advocacy (DVSAVA):** 435-882-6888  
<http://www.co.tooele.ut.us/attorney/dvsava.htm>

**Tooele City Police Department:** 435-882-8900 (911 Emergency) 323 N Main St, Tooele UT 84074  
<http://tooelecity.org/city-departments/police-department/>

**Grantsville City Police Department:** 435-884-3411 (911 Emergency) 429 E Main St, Grantsville UT 84029  
<http://www.grantsvilleut.gov/PoliceDepartment.html>

**Mountain West Medical Center:** 435-843-3600 2055 N Main St, Tooele UT 84074  
<http://www.mountainwestmc.com/Mountain-West-Medical-Center/home.aspx>

## Student Due Process

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### 1. Purpose

In accordance with Title 53B, Chapter 27, Section 302, Campus Civil Liberties Protection Act, this rule establishes general elements of due process that must be provided to a student prior to being expelled or suspended for 30 days or more for non-academic code of conduct violations.

### 2. References

- 2.1 United States Constitution, Amendment 14, Due Process
- 2.2 Utah Constitution, Article 1, Section 7, Due Process of Law
- 2.3 Title 53B, Chapter 27, Section 302, Campus Civil Liberties Protection Act
- 2.4 Policy – Student Code of Conduct and Discipline
- 2.5 Policy – Student Grievances

### 3. General Rights of Due Process

- 3.1 In matters of non-academic conduct that may result in either expulsion or a minimum 30-day suspension, the college will provide students the following minimum due process:
  - 3.1.1 **Notice:** Prior to being interviewed about allegations of misconduct, the college shall provide students with notice of the allegations against them and of their right to have an advisor throughout the process who may, but need not be, an attorney.
- 3.2 During an inquiry, investigation, or other informal process, an advisor may only advise the student and may not actively participate in the investigation or informal process.
- 3.3 Explanation of the evidence: Prior to a formal hearing, unless prohibited by reasonable circumstances, each party shall provide to the hearing committee chair (or hearing officer) copies of the documents they intend to submit as evidence and a list of witnesses they intend to call during the formal hearing. This information will be shared with both parties. In all circumstances, including informal processes, the college will provide students an explanation of the evidence against them.
- 3.4 Opportunity to respond: The College will provide students an opportunity for a full hearing at which they can respond to the allegations and evidence against them. With the agreement of all parties, the college may also provide an informal hearing or opportunity to respond or an agreed upon informal resolution.
  - 3.4.1 At formal adjudicatory hearings, students may have an advisor advocate for them. The student's advisor may be an attorney. The student's advisor may actively participate in the hearing in accordance with the college's policies regarding active participation.

- 4. **Standard of Proof:** Students are presumed not to have engaged in a Code of Conduct violation until the college has established a violation by a preponderance of the evidence.

- 5. **Incorporations of Colleges' Policies:** The College has adopted the following policies that are incorporated by reference within this rule:

- 5.1 Policy – Student Code of Conduct and Discipline
- 5.2 Policy - Student Grievances

## Student Grievances Policy

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### 1. Purpose

The purpose of the Tooele Technical College (TTECH) Student Grievance Policy is to provide guidance and procedures for addressing student grievances and complaints in an equitable manner in order to reach fair and appropriate resolutions to student complaints in compliance with TTECH standards for due process. The College policy is developed to ensure that students have the guidance and support necessary to have grievances heard and considered fairly, and so that College personnel have understandable procedures to use when addressing student complaints. Through these procedures, we can continue to promote and support a safe and reasonable learning environment for all students and for College personnel.

### 2. References

#### 2.1 Tooele Technical College Policy – Student Due Process

### 3. Policy

- 3.1. Eligible grievances are those which occurred while a student was officially enrolled at TTECH. Students wishing to file a grievance should do so within a period of ten days from the date of the alleged incident to allow for a timely review of the complaint and related details. The designated TTECH representative shall meet with the student filing the grievance to obtain details regarding the reported incident and names of all parties involved. Students without the reasonable ability to meet with a student services representative in person may request telephone or electronic meetings in order to report concerns, and/or seek an informal or formal grievance. Notification of all parties and an explanation of the charges made against them shall be provided in order to allow for the appropriate due process for all persons involved. The rights and privacy of all parties to the complaint shall be safeguarded by those administering the grievance.
- 3.2. TTECH encourages students to address concerns and grievances on an informal basis whenever possible. In the event that an informal review of the matter does not result in a satisfactory outcome, the student may choose to submit a formal grievance. The informal review allows for a discussion of the concern, and may require additional information gathering before an outcome or recommendation can be provided to the student as a possible resolution of the complaint.

### 4. Definitions

- 4.1. **Grievance.** Any reported incident that occurred while the student was enrolled that is the subject of a complaint involving a TTECH student, faculty member, other College staff, guests visiting the College, or other students. Such incidents may be a violation of TTECH policies and procedures. Incidents or complaints reported may include sexual harassment, racial discrimination, or other types of allegations or grievance issues. Reliable documentation and/or testimony that allow a fair review of the complaint are essential components of the grievance process.
- 4.2. **Student.** The TTECH recognizes student status as a student engaged in an active course of study.
- 4.3. **Guest.** A guest is any person who is visiting the TTECH, for any purpose, who is not currently enrolled as a student. This may include vendors or any member of the general public. A guest may also be a person who is attending a class offered by another institution, agency or other non-College host or local university through extension education, etc. Guests are not eligible to utilize the College Student Grievance procedure, and should seek resolutions to problems through the appropriate representatives of the host agency or institution. Guests may be the subject of a grievance filed by a student.
- 4.4. **Due Process.** . All students are guaranteed the right to due process in accordance with Tooele Technical College Student Due Process Policy. Due process refers to the right to be heard which shall be provided to all of

the parties associated with a student grievance. Due process includes the right of notification of statements or charges made and reasonable opportunities to respond in a timely manner prior to disciplinary action taken by the College. Students should be informed of standards and regulations regarding student conduct and performance standards. Resolutions and disciplinary actions, which are outcomes of a complaint, shall be clearly explained and fairly administered

- 4.5. **Confidentiality.** College staff, faculty and students have a right to privacy and confidentiality, subject to TTECH rules and federal FERPA and GRAMA requirements. TTECH shall exercise reasonable and diligent observance of the rights of all parties associated with a reported grievance. Records pertaining to the complaint or grievance will be maintained by, and housed in the office of the Vice President of Student Services
- 4.6. **Informal Grievance.** An informal grievance is a complaint taken to a Program Director for consideration, and is often a preferred alternative to formal procedures for obtaining a reasonable resolution. While this process is recommended whenever possible, it is not a pre-requisite to filing a formal grievance.
- 4.7. **Formal Grievance.** A process requiring a written complaint relating to an incident which occurred on campus during the period of time when a student was actively enrolled. The formal written grievance shall be submitted to the VP of Student Services. Formal grievances should be presented within 10 working days of the alleged infraction or occurrence to allow a prompt response to the grievance issue. Details and documentation concerning the incident in question must be provided with the formal complaint to the VP of Student Services who shall conduct appropriate notifications and reviews in accordance with TTECH policy.
- 4.8. **High School Student.** Any secondary student as defined in the Utah System of Technical Colleges (UTECH) policy, who is actively enrolled in a TTECH program. A high school student may wish to submit a grievance. Depending upon the nature of the grievance, it may be appropriate to advise the appropriate high school staff member who could act as a representative or advocate for the student. Contacting the high school student's parent shall be the decision of the High School Counselor, as appropriate, based upon the nature of the complaint. If the high school student is attending under the auspices of their parent and not referred from their home High School, TTECH will contact their parent if the student is a dependent for IRS tax purposes per FERPA regulations.

## 5. Procedures for Informal Grievances

- 5.1. Students seeking to address an informal complaint shall consult with the Program Director.
- 5.2. A hearing or meeting with all parties named in the grievance, which provides information regarding charges made in the complaint, as well as a review of the reported incident is required to allow for appropriate due process provided to the parties accused as well as those bringing the complaint. If a satisfactory resolution through informal means is found to be acceptable to all parties involved, no further action shall be required. If no satisfactory resolution is found, the Program Director may recommend, and the student may elect, to use the formal grievance procedure.
- 5.3. If the Program Director is the subject of the grievance, the student may contact the VP of Instruction. A grievance that involves a Vice President will be referred to the President for all required considerations.

## 6. Procedures for Formal Grievances

- 6.1. TTECH students who seek to address a grievance through a formal process must submit a written complaint containing details and all available documentation to the VP of Student Services who will review the grievance (see 3.7). Reliable documentation and/or statements that will assist the College in a fair and accurate review of the complaint are essential components of the grievance process. Such information should be submitted within 10 days of the date of the alleged incident. The written complaint should be signed and dated by the student.
- 6.2. The VP of Student Services shall review the complaint to ascertain if sufficient information has been provided. If not, such information shall be requested from the complainant or from other parties involved in the case. All information requested should be provided in a timely manner in order to allow for a prompt review of the grievance issues. If the student fails to provide the additional information requested within a reasonable period of time, as determined by the VP of Student Services he or she may determine whether or not additional consideration should be given or if the grievance process is thereby cancelled. In the latter instance, the VP of Student Services shall document this decision in the student file.

- 6.3.** When the VP of Student Services has received all required information, including the student's statement regarding the desired remedy that he/she is seeking, he/she will investigate the complaint, request any additional meetings, and formulate a decision. Once determined, the final decision will be recorded for the College record. A letter to the student who filed the grievance explaining the decision and pertinent information should be provided and recorded. This decision, in many cases, may request the student's written response indicating whether he/she accepts the decision of the administrator.
- 6.4.** If the resolution provided by the VP of Student Services is not satisfactory to the student filing the complaint, a request for reconsideration may be submitted. Such reconsideration may be requested by any of the other parties to the grievance. Such a request must be submitted in writing within a 5-day period from the date of the initial grievance decision. A request for reconsideration shall be submitted to the College President. The administrator who presided over the initial formal grievance shall forward all appropriate details and documentation to the College President for review in a timely manner.
- 6.5.** The College President shall review the information provided concerning the grievance, the request for reconsideration, and details regarding the complainant's desired remedy in a timely manner. The College President may select one of the following options:

  - 6.5.1.** To support of the initial grievance resolution provided by the VP of Student Services designating that resolution to be fair and appropriate, based on the information reviewed.
  - 6.5.2.** Determine that an alternate decision is appropriate based on his/her review of the grievance case information. This shall supersede any previously made decisions.
- 6.6.** The College President shall provide a decision in writing in a timely manner and document his/her final decision for the College record. A written decision to the party or parties involved shall be provided in a timely manner following the decision.
- 6.7.** The decision of the College President shall be considered final. No further remedies shall be offered as a part of the College Formal Grievance process.

Students may contact the Commission of the Council on Occupational Education at the address below in cases where the student grievance is not settled at the institutional level:

7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350  
(800) 917-2081 or 770-396-3898  
[www.council.org](http://www.council.org)



## Title IX - Prohibiting Discrimination and Sexual Harassment Policy

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**1.0 Purpose:** This policy defines and prohibits discrimination on the basis of sex, including sexual harassment, in education programs and activities; details how to report a violation of this policy; describes Tooele Technical College's (the College) resources and supportive measures to protect those involved in the process; and outlines investigation, disciplinary, and due process procedures for addressing reported violations of this policy. This policy applies to all persons who are (1) employed by, attending, or affiliated with the College; (2) participating in any College program or activity, including trustees, employees, students, contractors and guests. This Policy is intended to reflect THE COLLEGE'S commitment to stopping and preventing sexual misconduct within the College community. Allegations of sexual misconduct involving students or employees should be referred to the College's Title IX coordinator for investigation and appropriate administrative action in accord with this Policy.

### **2.0 References**

- 2.1** Americans with Disabilities Act (ADA) (as amended)
- 2.2** Campus Sexual Violence Elimination Act (SaVE)—Reauthorization of the Violence against Women Act of 2013 (VAWA)
- 2.3** Family Educational Rights and Privacy Act (FERPA)
- 2.4** Health Insurance Portability and Accountability Act (HIPAA)
- 2.5** Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (Clery Act)
- 2.6** Title VII of the Civil Rights Act of 1964 (Title VII)
- 2.7** Title IX of the Higher Education Amendments Act of 1972 (Title IX)
- 2.8** Utah Code § 53B-27-101 et seq. Campus Advocate Confidentiality Amendments
- 2.9** Utah Code § 53B-28-302 Code of Conduct Violation-Report of Sexual Violence
- 2.10** Utah Code § 53B-28-304 Criminal Retaliation Against a Victim or a Witness
- 2.11** Utah Code § 63G-2 Government Records Access and Management Act (GRAMA)
- 2.12** Utah Code § 63G-7-301 Waivers of Immunity-Exceptions
- 2.13** Utah Code § 76-5-404.1 Sexual Abuse of a Child
- 2.14** Utah Code § 77-36 Cohabitant Abuse Procedures Act
- 2.15** Utah Code § 77-38 Rights of Crime Victims Act
- 2.16** Tooele Technical College Employee Code of Ethics
- 2.17** Tooele Technical College Student Code of Conduct and Discipline Policy
- 2.18** Tooele Technical College EEOC and Anti-Harassment Policy

### 3.0 Definitions

**3.1 Actual knowledge:** Notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or any official who has authority to institute corrective measures on behalf of the College. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the College with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College.

**3.2 Advisor and Appointed Advisor:** A person who advises a Party throughout the process and may act as a representative at the Hearing stage, including making an opening or closing statement, asking questions, and otherwise actively participating. An Advisor may, but need not be, an attorney. The Advisor is expected to abide by the Hearing requirements including civility. An Advisor who is disruptive may be excluded from an interview, hearing, or other proceeding. During the formal investigation or informal resolution process, an Advisor may only advise the student and may not actively participate in the process. If either party chooses to have an Advisor, the Advisor will also act as their support person. If either party does not have an Advisor during the grievance hearing, the College will provide that party with an Appointed Advisor, at no cost to the party. An Appointed Advisor is subject to the same rules and expectations of an Advisor but an Appointed Advisor will only ask questions on behalf of their Party, they will not act as a representative. A Party with an Appointed Advisor may bring a support person to the hearing.

**3.3 Complainant, victim, or alleged victim:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**3.4 Consent:** Consent to engage in a sexual encounter must be given by all participating parties; must be clear, knowing, and voluntary; and may be given only by someone who is 18 years of age or older and is not mentally and/or physically incapacitated. Consent is active, not passive. Consent requires an affirmatively communicated willingness through words and/or actions to participate in sexual activity. Silence, in and of itself, may not be interpreted as consent.

**3.5 Dating Violence:** As defined in 34 U.S.C. 12291(a)(10): dating violence means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

**3.6 Discrimination:** For purposes of this policy, adverse action towards the College employees or students in the terms or conditions of employment; admission or education on the basis of their inclusion or perceived inclusion (in the case of sexual orientation, gender identity, or gender expression) in the protected classes of sex, pregnancy, pregnancy-related conditions, sexual orientation, gender identity, or gender expression that has the effect of denying or limiting participation in a College program or activity.

**3.7 Domestic Violence:** as defined in 34 U.S.C. 12291(a)(8), domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth (ages 11-24) victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**3.9 Emergency measures:** Actions taken to temporarily and immediately address a complaint of a Title IX violation. Emergency measures may include temporary no-contact order(s), changes in academic schedule(s), housing reassignment(s), counseling, or other relevant actions. In extraordinary cases, a Respondent may be temporarily removed from campus prior to the outcome of the grievance process, provided that the College undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment that justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. In such circumstances, the process shall follow the suspension as expeditiously as possible.

**3.8 Formal Complaint:** A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the College. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the College) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

**3.9 Hearing:** A meeting where a Complaint of a violation is heard. The hearing will be live, in real time, either in person or via technology, enabling the Hearing Officer and the parties to simultaneously communicate and see each other while answering questions.

**3.10 Incapacitation:** An individual who is incapacitated cannot give consent to engage in a sexual encounter. Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments. Factors that could be indications of incapacitation include but are not limited to mental or physical disability; lack of sleep; alcohol; illegal, date-rape, or prescription drug use; unconsciousness; blackout; or involuntary physical restraint. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

**3.11 Party:** Complainant or respondent.

**3.12 Preponderance of evidence:** The evidentiary standard used during a sexual misconduct investigation/review to determine if the allegations occurred and if a the College policy violation has occurred. Preponderance of evidence means it is more likely than not, or more than 50 percent in favor, that the misconduct occurred as alleged.

**3.13 Respondent:** Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**3.14 Retaliation:** An action, performed directly or through others, that is aimed to dissuade a reasonable person from engaging in a protected activity or is done in retribution for engaging in a protected activity. Action in response to a protected activity is not retaliatory unless (i) it has a materially adverse effect on the working, academic, or other College-related environment of an individual and (ii) it would not have occurred in the absence of (but for) the protected activity. Examples of protected activities include reporting (internally or externally) a complaint of sexual harassment in good faith, assisting others in making such a report, or honestly participating as an investigator, witness, decision maker, or otherwise assisting, in an investigation or proceeding related to suspected sexual harassment.

**3.15 Sexual assault:** as defined at 20 U.S.C. 1092(f)(6)(A)(v) and the uniform crime reporting system of the Federal Bureau of Investigation, sexual assault means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also unlawful sexual intercourse, including the following:

**3.15.1 Rape**—Any penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent.

**3.15.2 Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**3.15.3 Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**3.15.4 Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**3.15.5 Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Utah law. See Utah Code section 76-7-102.

**3.15.6 Statutory Rape**—Nonforcible sexual intercourse with a person who is under Utah’s statutory age of consent – 18 years old. See Utah Code section 76-5-401 et seq.

**3.16 Sexual harassment:** Conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College education program or activity; or (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

**3.17 Sexual Assault Response Team (SART):** A committee of trained interdepartmental College staff working collaboratively to provide services for the the College community by offering specialized sexual assault intervention services, including but not limited to ensuring the immediate safety of the alleged victim, taking interim measures as necessary, and remediating the effects of substantiated sexual misconduct.

**3.18 Stalking:** as defined at 34 U.S.C. 12291(a)(30), stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

**3.19 Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where a violation is reported but no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

**3.20 Title IX Coordinator:** The College designated and authorized an employee to coordinate its efforts to comply with its responsibilities under Title 34 of the Code of Federal Regulations, part 106, and includes a Title IX Coordinator and a designee of the Title IX Coordinator where the designated Coordinator may not be available.

**3.21 The College community members:** All persons employed by or affiliated with the College and persons participating in any the College program or activity, including but not limited to trustees, advisory board members, administrators, faculty, staff, students, independent contractors, volunteers, and guests or visitors to any the College campus or any property owned or leased by the College.

#### **4.0 Sex Discrimination, Sexual Harassment, and Retaliation Prohibited**

**4.1 Scope of Policy:** This policy applies to all employees of the College and any persons participating, or attempting to participate, in any College Program or Activity. To the extent that any other College policies address sex discrimination, sexual harassment, or retaliation, as defined in this policy, this policy and its procedures govern.

**4.2 Policy:** The College does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX and 34 C.F.R. part 106 and other applicable or successor laws, rules and regulations. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about the application of Title IX and its regulations to the College may be referred to the Title IX Coordinator, to the Department of Education, Office for Civil rights, or both. The College prohibits sex discrimination, sexual harassment, and retaliation as defined in this policy herein. Violations of this policy include but are not limited to acts or attempts of dating and relationship violence; domestic violence; discrimination based on sex, pregnancy, pregnancy-related conditions, sexual orientation, gender identity, or gender expression; hostile environment based on

sex, pregnancy, pregnancy-related conditions, sexual orientation, gender identity, or gender expression (including intimidation and hazing/bullying); sexual harassment; sexual assault (including non-consensual sexual contact or non-consensual sexual intercourse); sexual exploitation (including engaging in sexual trafficking); and stalking.

**4.3 Consent:** All participants in the sexual activity are responsible for ensuring that they have the consent of all involved to engage in sexual activity. Any individual who engages in sexual activity without receiving clear, knowing, and voluntary consent, or in which one of the parties withdraws consent at any point but is forced to participate, has violated this policy. Sexual activity with someone deemed unable to grant clear, knowing, and voluntary consent constitutes a violation of this policy. This includes, but is not limited to, individuals who are:

**4.3.1** Mentally and/or physically incapacitated for any reason (such as by mental or physical disability; lack of sleep; alcohol; illegal, date-rape or prescription drug use; unconsciousness; blackout; or involuntary physical restraint);

**4.3.2** Under the age of consent, generally age 18; or

**4.3.3** Forced to give consent in any way, including but not limited to by coercion, intimidation, duress, deception, threats, implied threats, and/or physical force.

**4.3.4** Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity. Past consent to sexual activity does not imply ongoing future consent. The current or past existence of a relationship does not imply consent. Whether an individual has taken advantage of a position of authority over an alleged victim may be a factor in determining consent or coercion.

**4.4 Sexual Conduct with Subordinate Employees or Students:** Employees shall not engage in sexual conduct with subordinate students or employees unless there has been proper disclosure and potential for abuse of power has been removed. Subordinate students and employees cannot consent, as defined in this policy, to sexual conduct amid the potential for abuse of power. The purpose of this restriction is to prohibit the abuse of power by employees and the exploitation of subordinate students or employees.

**4.4.1** Subordinate students are College students or applicants whose educational opportunities could be adversely impacted by employees.

**4.4.2** For purposes of this section, sexual conduct is any sexual relationship or sharing any sexually explicit or lewd communication, image, or photograph. Sharing sexually explicit or lewd communication, image, or photograph does not include any communication, image, or photograph that faculty shares with students as

part of a legitimate academic exercise, such as pedagogical requirements for specific classes such as health, science, art, behavioral science, etc.

**4.4.3** For purposes of this section, educational opportunities include admission, receipt of financial aid, assessment of academic performance, or placement in clinical or internship assignments, and graduation.

**4.4.4** All employees engaging or intending to engage in sexual conduct with a subordinate student or employee shall immediately disclose the relationship to their direct supervisors, and the VP of Human Resources who will confer with the Title IX Coordinator, or be subject to disciplinary action, up to and including termination. Supervisors who receive such reports or who otherwise become aware of such relationships shall promptly report the relationship to the VP of Human Resources who will confer with Title IX Coordinator, who shall work with the relevant parties to remove the subordinate relationship to ensure compliance with Utah Code § 63G-7-301 and this policy. If the subordinate relationship cannot be removed or otherwise appropriately managed, the employee shall be subject to discipline, up to and including termination.

**4.5 Retaliation Prohibited:** Neither the College nor any member of the College community may retaliate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

**4.5.1** Intimidation, threats, coercion, or discrimination, including charges against an individual for policy violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by title IX or this part, constitutes retaliation.

**4.5.2** Any retaliatory threat or act of violence against victims or witnesses of sexual violence, moreover, is a third-degree felony under Utah Code § 53B-28-304 and may be subject to criminal prosecution.

**4.5.3** Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination under this policy.

**4.6** Nothing in this policy shall be interpreted as diminishing any party's rights protected under the United States Constitution or employee rights under Title VII of the Civil Rights Act of 1964 to be free from discrimination on the basis of race, color, religion, sex, and national origin under.



## 5.0 Title IX Notification

5.1 THE COLLEGE must notify applicants for admission or employment, students, employees of:

5.1.1 The name or title, office address, electronic mail address, and telephone number of the employee designated as the Title IX Coordinator.

5.1.2 The nondiscrimination policy statement contained in section 4 of this policy, the College grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the College will respond.

5.1.3 The College must prominently display the contact information and policy statement described in 5.1 on its website and in each handbook or catalog that it makes available to applicants for admission and employment, students, employees, or organizations holding professional agreements with the College.

5.1.4 Notification of those who are not students or employees may be accomplished by posting the information on the College's website.

## 6.0 Reporting

**6.1 How to Report.** Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), to the Title IX Coordinator using any of the following methods:

6.1.1 In person at the College Student Services (business hours only)

6.1.2 By mail to Tooele Technical College, 88 S Tooele Blvd., Tooele UT 84074 (anytime);

6.1.3 By telephone 435-248-1840 (business hours only);

6.1.4 By electronic mail, [titleix@tooeletech.edu](mailto:titleix@tooeletech.edu) (anytime); or

6.1.5 By any other means that results in the Title IX Coordinator receiving the person's oral or written report.

**6.2 Who Must Report:** The following employees are officials with authority to institute corrective measures who must report sexual harassment or other sex discrimination to the Title IX Coordinator:

**6.2.1** The president and the president's administrative team;

**6.2.2** All supervisors, when reports concern their direct or indirect subordinates as potential complainants or respondents;

**6.2.3** All program directors, when reports concern students as potential complainants or respondents.

**6.2.4 Reports of Minor Abuse:** Consistent with Utah Code section 62A-4a-403, anyone who reasonably suspects any incident of sexual harassment or abuse involving a minor shall be immediately reported to campus security officer, and may also report the incident to the local police department. Employees who become aware of allegations involving a minor shall notify the Title IX Coordinator and their supervisor if they have reported the allegation to the police.

**6.3 Who May Report:** All other faculty, staff, and students who become aware of sex discrimination or harassment are encouraged to report such issues, with the consent of the alleged victim, to the Title IX Coordinator.

**6.4 Who May Not Report:** Licensed mental health counselors and medical professionals working within the scope of their license, or designated advocates authorized by the Title IX Coordinator, generally may not report incidents of sexual harassment except with written consent or in instances of imminent danger or when the victim is a minor or vulnerable adult.

## **7.0 Confidentiality.**

**7.1** The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the College ability to provide the supportive measures.

**7.2** The College will otherwise keep Title IX matters confidential to the extent possible and consistent with law.

## **8.0 Training**

**8.1** The College shall train or request training documentation of Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process on the definition of sexual harassment, the scope of the College's education program or activity, how to conduct an investigation and grievance process including live

hearings, appeals, informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

**8.1.1** Training materials do not rely on sex stereotypes and promote impartial investigations and adjudications of formal complaints of sexual harassment.

**8.2** The College shall train or request training documentation of decision-makers on how to determine issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, on evidentiary standards, and on live hearing procedures.

**8.3** The College shall ensure that external investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

**8.4** The College will provide training to the Title IX Coordinator(s), hearing officer(s), and other necessary parties on all technology to be used in Live Hearings.

**8.5** All materials used to train Title IX Coordinators, decision-makers, and any person who facilitates an informal resolution process is made publicly available on the College's website.

## **9.0 Recordkeeping**

**9.1** The Title IX Office must maintain the following records for a period of seven years:

**9.1.1** Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required by this policy, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the College's education program or activity;

**9.1.2** Any appeal and the result;

**9.1.3** Any informal resolution and the result; and

**9.1.4** All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

**9.2** For each report to the Title IX Coordinator of sexual harassment in a the College's education program or activity against a person in the United States, the Title IX Office must create, and maintain for a period of seven years,

records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the Title IX Office must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's education program or activity. If the College does not provide a complainant with supportive measures, then the Title IX Office must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken.

## **10.0 Preliminary Review of Reports and Formal Complaints**

**10.1 Scope and Applicability of These Procedures:** All reports and formal complaints of sex discrimination, sexual harassment and retaliation, as defined in this policy, are subject to the procedures set forth in this section.

### **10.2 Preliminary Review of Reports of Sexual Harassment:**

**10.2.1 General Response:** Upon receiving a report of sexual harassment, the Title IX Coordinator shall promptly contact the complainant to (1) discuss the availability of supportive measures, (2) consider the complainant's wishes with respect to supportive measures, (3) inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and (4) explain the process for filing a formal complaint.

**10.2.2 Emergency Removal of a Student:** The College may remove a respondent from the College's education programs or activities on an emergency basis, provided that the appropriate officials undertake an individualized safety and risk analysis, determine that an immediate threat to the physical health or safety of any student, employee, or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

**10.2.2.1 Employee Leave:** An employee respondent may be placed on administrative leave in accordance with Employee Disciplinary Action Policy.

**10.2.3** The Title IX Coordinator must further assess the reported conduct for any Clery obligations, including issuance of a timely warning, and report to campus or local law enforcement when necessary.

### **10.3 Grievance Process General Principles:**

**10.3.1** Complainants, respondents, and witnesses shall be treated equitably and with respect throughout the grievance proceedings.

**10.3.1.1** The College will evaluate all relevant evidence—both inculpatory and exculpatory—objectively and determine credibility without respect to a person’s status as complainant, respondent, or witness.

**10.3.2** Deadlines and timeframes provided in this policy may be extended for good cause with written notice to the parties including the reasons for the extension. Good cause may include considerations such as the unavailability of a party, a party’s advisor, or witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

**10.3.2.1** Parties may submit a request for a temporary delay to the Title IX Coordinator. Any request for temporary delay or limited extension should include a good cause statement and the reason(s) for the request. If no good cause is found or other considerations predominate, the Title IX Coordinator will deny the requesting party’s request in writing.

**10.3.3** Any person designated as a Title IX Coordinator, investigator, or decision maker shall be free of conflict of interest or bias for or against Complainants or Respondents generally or individually.

**10.3.4** Respondents, complainants, and witnesses shall not knowingly make materially false statements or knowingly submit materially false information during the grievance process. However, a determination regarding responsibility alone is not sufficient to conclude that any individual proffered a material falsehood.

**10.3.5** Complainants and respondents shall have supportive measures made available and be given the opportunity to request modifications necessary for physical and/or emotional safety.

**10.3.6** Complainants, respondents, and other participants in the Title IX process may request accommodations necessary under the *Americans with Disabilities Act (ADA)* through the Title IX Coordinator, who will refer the request to the appropriate ADA coordinator and then implement approved accommodations.

**10.4 Formal Complaint:** A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sex discrimination, sexual harassment, or retaliation. A formal complaint may be filed by a complainant who is participating in or attempting to participate in an education program or activity of the College at the time of filing the formal complaint.

**10.4.1** A formal complaint shall be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information posted for the Title IX Coordinator in section 6.1 above. The College shall maintain and supply a form to be used for formal complaints.

**10.4.2** The formal complaint shall contain written notice of the allegations of sex discrimination, sexual harassment, or retaliation, including a concise statement describing the incident, when and where the misconduct occurred, why the complainant believes it violates the College policy, and a proposed resolution. The complainant shall be instructed to provide and preserve all corroborating or potentially relevant evidence in any format, list potential witness names, and sign the statement. From this information, the Title IX Coordinator shall prepare a Notice of Investigation as defined in Section 12.3.

**10.4.3** By filing a formal complaint, the complainant is giving consent for the Title IX Coordinator, designated deputy coordinators, and/or investigators to discuss the information provided with other persons who may have relevant factual knowledge of the circumstances of the complaint, and is authorizing the collection and examination of all records and other documentation relevant to the complaint.

**10.4.4** The Title IX Coordinator may independently initiate a formal complaint and investigation if necessary to provide safe and nondiscriminatory educational programs and activities, unless doing so would be clearly unreasonable in light of the known circumstances, The Title IX Coordinator may consider a variety of factors, including a pattern of alleged misconduct by a particular respondent, in deciding whether to sign a formal complaint. When the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or otherwise a party under this policy and must remain free of bias or conflict of interest with respect to any party. In this situation, the complainant is treated as a party, though their right to not participate is protected.

**10.4.5 Consolidation of Formal Complaints:** The College may consolidate formal complaints against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same or similar facts or circumstances.

**10.4.6 Dismissal of the Formal Complaint:** The College must investigate all allegations in a formal complaint unless the conduct alleged in the formal complaint:

**10.4.6.1** Would not constitute sexual harassment as defined in this policy even if proved;

**10.4.6.2** Did not occur in the College education programs or activities; or

**10.4.6.3** Did not occur against a person in the United States.

**10.4.7** If the conduct falls within the criteria outlined in 10.4.6, the College must dismiss the formal complaint with regard to that conduct for the purposes of Title IX; such dismissal does not preclude investigation or action under another provision of the College policy, rules or regulations.

**10.4.8** the College may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

**10.4.8.1** A Complainant notifies the Title IX Coordinator in writing that the Complainant wants to withdraw the formal complaint or any allegations therein;

**10.4.8.2** The Respondent is no longer enrolled or employed by the College; or

**10.4.8.3** Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint.

**10.4.9** Upon a required or permitted dismissal of the formal complaint, the Title IX Coordinator shall promptly send written notice of the dismissal and the underlying reason(s) simultaneously to the parties.

**10.4.10** Any party may appeal the dismissal of a formal complaint in accordance with section 15.0 of this policy.

## **11.0 Informal Resolution**

**11.1** For matters that proceed after the filing of a Formal Complaint, the College may offer an informal resolution process after a formal complaint is filed. Informal resolution may include a limited inquiry into the facts, but typically does not include an investigation. Informal resolution should be flexible enough to meet the needs of each case, and may include mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, conducting targeted preventive educational and training programs, or providing remedies for the individual harmed by the offense.

**11.2** Participation in the informal resolution process is voluntary; the College may not require either party to engage in informal resolution as a condition of enrollment or employment or enjoyment of any other right, waiver of the right to

investigation and adjudication of formal complaints of sexual harassment. Either Party has the right to withdraw from the informal resolution process prior to coming to a final agreement and resume the formal investigation.

**11.2.1** The College is not obligated to offer or facilitate informal resolutions. Because each case is different, the Title IX Coordinator shall determine whether a formal complaint of sexual harassment, discrimination, or retaliation is appropriate for informal resolution.

**11.3.1** When offering an Informal Resolution process the Title IX Coordinator shall provide to the parties a written notice disclosing: the allegations, the requirements the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; the Title IX Coordinator shall

**11.3.2** Obtain the parties' voluntary, written consent to the informal resolution process before proceeding.

**11.4** The College endeavors to conclude informal resolution promptly and shall keep a written record of all informal resolution efforts in accordance with section 11.0 of this policy.

**11.5** After concluding informal resolution of a complaint, the Title IX Coordinator shall notify the complainant and respondent of the resolution that was agreed upon.

## **12.0 Formal Investigations**

**12.1** If a Complainant files a formal complaint or the Title IX Coordinator signs a formal complaint, the College shall conduct a thorough, impartial investigation by interviewing witnesses, collecting documentary evidence, and preparing a written report of findings. When a Formal Complaint is filed, the Complainant consents to release their identity to the Respondent party. The purpose of the investigation is to establish whether there is a reasonable basis, based on a preponderance of the evidence, to conclude the Respondent violated this Policy. The College reserves the right to engage an outside investigator to conduct all or part of the investigation. Investigations under this policy shall incorporate the following standards:

**12.1.1** The burden of proof and the burden of gathering evidence sufficient to reach a determination rests on the College and not on the parties.



**12.1.1.1** The College shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the [institution] obtains the party's voluntary, written consent to do so for a grievance process under this policy.

**12.1.2** The College shall presume the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

**12.1.3** The College will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. This section notwithstanding,

**12.1.3.1** Retaliation is prohibited. Attempts to alter or prevent a witness's or party's testimony are forms of prohibited retaliation.

**12.1.3.2** Parties may be directed to cease communications with one another (i.e., a "no contact order").

**12.1.3.3** Parties' communications remain subject to state laws protecting against defamation and tortious invasions of privacy, such as intrusion upon seclusion, publication of private facts, and false light claims.

**12.1.4** The College shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

**12.1.5** Investigators or others shall not question the complainant about, or otherwise seek evidence, regarding the Complainant's sexual predisposition or prior sexual conduct with anyone other than the respondent(s).

**12.1.6** Parties may choose to be accompanied by an advisor of their choice, who may but need not be an attorney, to any related meeting or proceeding. The advisor may not disrupt the meetings or other proceedings or speak on behalf of the party. Generally, the advisor is limited to listening and quietly conferring with the party. If an advisor is disruptive even after warning, the investigator may exclude them from meetings.

**12.1.7** At any time before or during the investigation, the investigator may recommend that the College provide support measures for the party or witness. Any individual's intentional interference with support measures may be considered retaliatory and a separate violation of this Policy.

**12.1.8** If either Party fails to participate in the investigation, the investigator(s) may make findings without the response of that party, potentially leading to an unfavorable outcome for that party, or the College may dismiss the case according to section 10.4.6 of this policy.

**12.1.9** The College will provide to a party whose participation is expected or invited, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

**12.1.10** The College will provide each parties with equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including all inculpatory or exculpatory evidence, whether relied upon or not in reaching findings, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

**12.2** The Title IX Coordinator shall choose the investigator(s), except in cases where the Title IX Coordinator or others involved in the investigation have a conflict of interest, in which case the College's Counsel shall select an external impartial investigator(s).

**12.3** Upon initiating an investigation, the College shall provide the parties with a copy of the formal complaint, a notice of investigation, and a copy of this policy. A notice of investigation shall include statements informing the parties that the Respondent is presumed not responsible for the alleged conduct and that a determination of responsibility is made at the conclusion of the grievance process; that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and who may inspect and review evidence; and inform the parties of any provision in the College's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during a grievance process.

**12.4** If, at any point during the investigation, the College determines a need to investigate allegations not included in the formal complaint, the College must provide notice of the additional allegations to the parties, as known.

**12.5** Upon conclusion of the investigative fact-finding, the investigator(s) shall prepare a draft report that summarizes the Complainant's allegations, and Respondent's responses, summarize the relevant evidence and the material witnesses supporting or opposing the allegation(s) and includes preliminary findings of fact and conclusions.

**12.6** Before the report is finalized, investigators will give Complainant and Respondent and their advisors equal opportunity to review any evidence obtained as part of the investigation that is directly related to the allegations in the formal complaint, including evidence upon which the College does not intend to rely on in reaching a determination of responsibility, whether inculpatory or exculpatory, in electronic or hard copy format.

**12.7** The parties may submit a written response or information to the investigator within ten business days of the date of the notice of the opportunity to review the draft report and evidence. This is the parties' final opportunity to submit any additional information or witnesses. In the absence of good cause, investigators shall not consider information discoverable through the exercise of due diligence that is not provided to the investigator(s) at this juncture.

**12.7.1** The Investigator(s) shall consider any written response, information, or evidence provided by the parties.

**12.8** The investigator(s) shall then prepare a final investigation report that contains a statement of the allegations, the positions/responses of the parties, a summary of relevant evidence and material witnesses the investigator(s) relied on, and the proposed findings of facts, conclusions and recommendations.

**12.8.1** The proposed findings of fact, conclusions and recommendations by the investigator are based on the investigator's review of the evidence. The Hearing Officer must independently and objectively view the evidence as adduced at the hearing and make their own findings, conclusions and recommendations and cannot simply defer to the investigator's recommended findings of fact, conclusions and recommendations.

**12.8.2** A recommended decision of "unfounded" indicates that the investigator concludes either that there is insufficient evidence to conclude that the event(s) occurred as alleged, or even if the event(s) occurred, it/they did not constitute sexual harassment or retaliation.

**12.8.3** A recommended decision of "inconclusive" means that the investigator concludes the evidence did not reach a preponderance of evidence.

**12.8.4** A recommended decision of "substantiated" means that the investigator concludes that a violation of the Policy has been established by a preponderance of evidence.

**12.9** The Title IX Coordinator, or designee, and the College's Counsel shall review each draft investigation report or summary before it is finalized to ensure compliance with this policy.

**12.10** The final report shall be provided to the parties and their advisors, if any, in an electronic or hard copy format, at least ten days prior to any hearing under this policy, for their review and written response.

**12.11** The final investigation report shall be submitted to the responsible the College administrator or designee with authority to implement actions and/or discipline necessary to resolve the complaint (unless a conflict of interest exists, in which case the Office of General Counsel will recommend to the President a designee to serve as an alternative responsible the College administrator) and the Title IX Coordinator. The final investigation report shall be kept in the investigation file and may be used as evidence in other related proceedings, such as subsequent complaints, disciplinary actions, and/or hearings or appeals.

**12.12** Nothing in this procedure shall be interpreted to alter the status of otherwise at-will employees.

### **13.0 Live Hearings**

**13.1** Upon receipt of the Final Investigation Report, the Title IX Coordinator will appoint a Hearing Panel. A Hearing Panel may consist of up to three persons to be selected from a list of qualified and trained individuals. A Hearing Officer may be appointed who is not a voting member of the Hearing Panel but will be charged with administering the Hearing, ruling on evidence, and other procedural matters in consultation with and on behalf of the decision makers.

**13.2** Upon appointing a Hearing Officer or Hearing Panel (hereinafter "Hearing Officer"), the Title IX Coordinator or Hearing Officer will issue to the parties and the parties' advisors, in either an electronic or hard copy format, a Notice of Hearing containing dates, deadlines, and/or requirements appropriate for the orderly administration of the live hearing as determined by the Hearing Officer assigned to the live hearing under this policy.

**13.2.1** The Notice of Hearing will contain a statement informing the parties that the hearing will be in real time, either in person or via technology, enabling the Hearing Officer and the parties to simultaneously see and hear the party and witnesses answering questions.

### **13.3 Required disclosures**

**13.3.1** As outlined in Section 11, the parties and the parties' advisors received in either an electronic or hardcopy format a copy of the Final Investigation Report and all evidence, exculpatory or inculpatory—whether or not the evidence was relied upon to reach the findings in the Final Investigation Report—related to the allegations in the Formal Complaint.

**13.3.2 Disclosure of expert testimony.** A party shall disclose the identity of any person who may be used at hearing to present expert opinion evidence to the College and other parties no later than five business days prior to the date of the Live Hearing.

**13.3.2.1** Unless otherwise stipulated, this disclosure shall be accompanied by a written report prepared and signed by the witness or party. The report shall contain the subject matter on which the expert is expected to testify; the substance of the facts and opinions to which the expert is expected to testify; a summary of the grounds for each opinion; and the expert's qualifications of the witness.

**13.3.2.2** A party seeking to present the testimony of an expert witness at the Live Hearing shall certify that the individual providing the expert testimony is qualified to offer the opinions.

**13.3.2.3** The Hearing Officer may exclude expert testimony that is not relevant.

**13.3.3** At least seven calendar days before the hearing date, the College, Complainant and Respondent must provide each other a list of witnesses and documents that they will be presenting to the hearing officer.

**13.4 Advisors:** Parties may be accompanied to the Live Hearing by the advisor, who may be, but is not required to be, an attorney.

**13.4.1** The College will not limit the choice or presence of a party's advisor, but the Hearing Officer may limit an advisor's participation if the advisor becomes unreasonably disruptive to the proceedings or exclude the advisor in extreme cases.

**13.4.2** If an attorney appears on behalf of a party, notice served on the attorney is considered notice to the party.

**13.4.3** Advisors may participate in the Live Hearing through asking the other party and any witness all relevant questions and follow-up questions, including those challenging credibility.

**13.4.3.1** Cross-examination at the live hearing must be conducted directly, orally, and in real time by a party's advisor and never by a party personally.

**13.4.3.2** If a party does not have an advisor present at the live hearing, the College must provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

**13.5** The College is not a party to the Hearing, but the College shall generally arrange for and produce witnesses and evidence insofar as they are under the control of the College.

**13.5.1** the College must remain objective and impartial throughout the grievance process, including impartially presenting the investigative report to the Hearing Officer for determination.

**13.5.2** The standard of proof for determining a violation of this Policy is preponderance of the evidence.

**13.5.3** At the hearing it shall be presumed the Respondent is not responsible for the alleged conduct until evidence is produced showing otherwise.

### **13.6 Hearing Officer Responsibilities**

**13.6.1** The Hearing Officer cannot be the same person(s) as the Title IX Coordinator or the investigator(s).

**13.6.2** The Hearing Officer shall conduct necessary pre-hearing proceedings to maximize the fairness and efficiency of the Live Hearing including the following:

**13.6.2.1** The Parties will be advised of the names of the Hearing Panel members and Hearing Officer prior to the hearing, and any Party may object in a timely manner to a member for actual bias. An objection shall be reviewed by the Hearing Officer prior to the hearing and a substitute shall be selected if bias is found. Hearing Panel members shall also withdraw themselves if they are biased. The Hearing Panel members shall select one of their number as the Hearing Officer to make administrative decisions and conduct the hearing or a non-voting Hearing Officer may be appointed to make administrative decisions and conduct the hearing in consultation with and on behalf of the Hearing Panel. The Hearing Officer shall notify the Parties of the hearing schedule and procedures. During all phases of a hearing, a Respondent and a Complainant may each be accompanied by one advisor.

**13.6.2.2** A pre-hearing conference may be scheduled by the Hearing Officer to discuss scheduling and evidentiary issues and to make pre-rulings on matters of contention. This may include stipulations as to the evidence and the investigation report, anticipated timing, and reasonable time limits for presentations of evidence.

**13.6.3** The Hearing Officer shall regulate the course of the hearing to obtain full disclosure of relevant facts and to afford all parties a reasonable opportunity to present their positions. In general, each Party will be

asked to make an opening statement summarizing their position. Witnesses, including the Parties, shall then be called by the Hearing Officer who will ask questions to elicit the witness' testimony. The Hearing Officer shall afford the parties' advisors the opportunity to ask questions and conduct cross-examination. The Parties will then be asked to make a closing statement.

**13.6.3.1** Before a party or witness answers a cross-examination or other question, the Hearing Officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

**13.6.4** On the Hearing Officer's own motion or upon objection by a party's advisor, the Hearing officer:

**13.6.4.1** May exclude evidence that is irrelevant or unduly repetitious.

**13.6.4.2** Shall exclude irrelevant questions directed to a party or witness.

**13.6.4.3** Shall exclude evidence privileged in the courts of Utah unless the parties specifically waive the privilege at issues.

**13.6.4.4** Shall exclude questions or evidence about the Complainant(s)' sexual predisposition or prior sexual behavior as not relevant unless 1) questions or evidence of the Complainant(s)' prior sexual behavior are offered to prove that someone other than Respondent(s) committed the conduct alleged by Complainant(s), or 2) questions or evidence concern specific incidents of the Complainant(s)' prior sexual behavior with respect to Respondent(s) and are offered to prove consent.

**13.6.4.5** May receive documentary evidence in the form of a copy or excerpt if the copy or excerpt contains all pertinent portions of the original document.

**13.6.5** Standard of Evidence admitted by the Hearing Chair or Hearing Panel.

**13.6.5.1** For cases that fall within the Federal Title IX regulations (34 C.F.R. Part 106). If a party or witness does not submit to cross-examination at the Live Hearing, the Hearing Officer must not rely on any statement of that party or witness in reaching a determination regarding responsibility and cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence for the Live Hearing or refusal to answer cross-examination or other questions.

**13.6.6** The College shall record the hearing and provide a copy or transcript of the hearing to the parties for inspection and review.

**13.6.7** The hearing shall be conducted with all parties physically present in the same geographical location, or the Hearing Officer may choose to hold the Live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.

**13.6.8** Nothing in this section precludes the Hearing Officer from taking other appropriate measures necessary to preserve the integrity of the hearing.

**13.6.9** After the close of the Live Hearing, the Hearing Officer or Hearing Panel will issue a Written Determination regarding responsibility and sanctions, if any.

### **13.7 Written Determination**

**13.7.1** The Hearing Officer or Hearing Panel will provide the Written Determination to the Title IX Coordinator within 30 calendar days after the Live Hearing concludes. The written determination must include:

**13.7.1.1** Identification of the allegations potentially constituting sexual harassment as defined in this policy.

**13.7.1.2** A description of the procedural steps taken from the receipt of the Formal Complaint through the determination including any notifications to the parties, interviews with the parties and witnesses, site visits, methods used to gather other evidence, and hearings held.

**13.7.1.3** Findings of fact supporting the determination

**13.7.1.4** Conclusions regarding the application of the College's policy to the facts.

**13.7.1.5** Using the criteria established in Section 14 of this policy, a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, and disciplinary sanctions the College imposes on the Respondent, and whether the institution will provide remedies designed to restore and preserve equal access to the College's education program or activity to the Complainant.



**13.7.1.6** The College's procedures and permissible bases for the Complainant and Respondent to appeal.

**13.7.2** The Hearing Officer shall provide the Written Determination to the Title IX Coordinator, the responsible College official, the parties and the parties' advisors simultaneously.

**13.7.3** The determination regarding responsibility and sanctions becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **14.0 Sanctions and Remedies**

**14.1** The hearing panel shall promptly determine the appropriate sanctions and remedies based on the hearing findings, including offering remedies to the Complainant and/or College community, implementing changes in programs and activities, providing training, and imposing any disciplinary sanctions. In consultation with the Dean of Students and the College's counsel or designee, (and with Human Resources when the Respondent is an employee) the hearing panel shall ensure any proposed sanctions and remedies are appropriate to end the prohibited conduct, to prevent further violation of this policy, and remedy the effects of any violation. In determining the appropriate sanction(s), the hearing panel shall be guided by the following considerations:

**14.1.1** The severity, persistence, or pervasiveness of the misconduct;

**14.1.2** The nature of violence in the misconduct and/or use of weapons, drugs, or alcohol (if applicable);

**14.1.3** The impact of the misconduct on the complainant;

**14.1.4** The impact or implications of the misconduct on the the College community;

**14.1.5** Prior misconduct by the respondent, including the respondent's relevant prior disciplinary history;

**14.1.6** Whether the respondent has accepted responsibility for the misconduct;

**14.1.7** The maintenance of a safe, nondiscriminatory, and respectful working and learning environment; and

**14.1.8** Any other mitigating, aggravating, or compelling factors.

**14.2** Respondents who are found to have violated this policy may be subject to the following sanctions:

**14.2.1** Faculty/Staff: Possible sanctions against faculty and non-faculty employees for violations of this policy include verbal counseling, written warning, probation, reassignment, transfer, demotion, reduction in pay, suspension, termination of employment, and an order of no trespassing on campus and/or in the College programs, services, and activities. Sanctions imposed pursuant to this Policy shall preclude a separate grievance or other challenge even if normally allowed under other College Policies.

**14.2.2** Students: Possible sanctions against students for violations of this policy include fines, restitution, interim suspension, suspension, suspension withheld, warning, probation, expulsion, withholding awarding of certificate, revocation of certificate, discretionary sanction, organizational sanction, and notation on the student's transcript.

**14.2.3** Vendors/Contractors/Visitors: Possible sanctions against vendors, contractors or visitors to campus who are neither students nor employees of the College include banning the individuals from all or part(s) of the College and/or ending business relationships with the vendors and contractors.

**14.3** The hearing panel shall send proposed sanctions and remedies—subject to an appeal if made—in writing to the Complainant, Respondent, Title IX Coordinator, and the appropriate College administrator. However, the sanctions shall not disclose to the Complainant the discipline imposed on a Respondent student, except under the following circumstances:

**14.3.1** The discipline directly affects the other party, such as when the Respondent student is ordered to stay away from the other party, is transferred to another job site, worksite, class, or is suspended or dismissed from the College; or

**14.3.2** The Complainant alleged sexual harassment involving a crime of violence or a non-forcible sex offense; or

**14.3.3** The Respondent student gives their written permission to disclose the discipline.

**14.4** The College complies with all applicable reporting requirements and reserves the right to report findings of criminal misconduct to the police.

**14.5 Student Amnesty:** The College strongly encourages students to report incidents of sexual misconduct to college officials. However, the College recognizes that students who have been drinking alcohol and/or using drugs at the time

that sexual misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. A Complainant or witness acting in good faith who reports any incident of sexual misconduct to College official or to police will not be subject to the Student Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the incident being reported.

**14.5.1** This Policy only provides amnesty from violations of the Snow College Student Code of Conduct. It does not grant amnesty for criminal, civil, or legal consequences for violations of Federal, State, or Local law. For information regarding immunity from alcohol-related criminal offenses, please see Utah Code section 32B-4-423.

## **15.0 Appeals**

**15.1** Any party may appeal the hearing panel's decision regarding responsibility or from the dismissal of any portion of a formal complaint for any of the reasons listed below.

**15.1.1** A procedural irregularity that affected the outcome of the hearing.

**15.1.2** New evidence that was not reasonably available at the time of the decision or dismissal.

**15.1.3** The Title IX coordinator, the investigator(s), or the hearing officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome.

**15.2** If the respondent has been determined responsible for sexual harassment, any party may simultaneously appeal the decision regarding sanctions for any the following reasons:

**15.2.1** The decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome.

**15.2.2** The sanction is clearly unreasonable in light of the known circumstances.

**15.3** The Appeals Officer must receive written notice of a party's intent to appeal within 10 calendar days after the hearing officer issues the decision.

**15.4** The Appeal Officer must be free of any bias or conflict of interest with respect to any party.

**15.5** The Appeal Officer must not be anyone involved in the grievance process before the appeal.

**15.6** The parties may submit a written statement to the Appeal Officer supporting or opposing the decision of the hearing officer based upon the grounds set forth above.

**15.6.1** The Appeal Officer must receive any written statements within ten (10) days from the hearing officer sending the notice to the parties.

**15.7** The Appeal Officer will review all written statements, reports, evidence, and recordings and make a written decision.

**15.8** The Appeal Officer's written report may affirm or modify the hearing officer's decision, remand the decision to the hearing officer, order a new investigation or overturn the decision.

**15.9** The Appeal Officer will simultaneously issue a report to both parties detailing the decision and the rationale for the decision.

**15.10** The Appeal Officer's decision is final.



## Transfer of Credit Policy

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### 1. Purpose

The purpose of the Transfer of Credit policy is to specify the regulations which apply to credit transferred into a student's training plan from courses taken at the College as part of a different training plan, from courses and experience gained outside of the College and from courses taken at other institutions as covered by an existing articulation agreement.

### 2. Policy

The Tooete Technical College is a clock-hour institution that does not award traditional academic credit. Any student that meets the admission requirements of TTECH may enroll in the institution. When a student requests that experience gained outside of College coursework or coursework completed at another institution of higher education transfer to and be credited toward completion of a TTECH course or program, the transfer coursework will be evaluated as follows:

**2.1.** Transfer of credits within TTECH: When a student desires to transfer from one TTECH program to another, or when it is determined that a student is not enrolled in the proper program, Student Services staff will work with the student to find a more suitable training area. Students may transfer into a different program within TTECH as long as they meet the admission requirements of the new program. Coursework that are common to different TTECH programs are transferable from one program to another within the institution.

The student's sponsor or sponsoring agency will be required to sign off on the change before it can be accepted. In the case of Title IV students, the Financial Aid Coordinator will need to review eligibility requirements and will need to approve the change if Title IV funds will be applied to the new program. Any hours attended in equivalent coursework will be treated as Transfer Credit in the new program. Transfer Credit hours reduce the amount of Pell eligible hours on a one-to-one basis. Program instructor(s) will post Transfer Credit hours in the Student Information System with the designation of Alt Doc (Alternative Documentation) and will not be included in Satisfactory Academic Progress calculations of the new program.

**2.2** Transfer of credits for coursework completed at another institution or covered by an existing articulation agreement: Transfer of acquired competencies and skills will occur after review by the program instructor(s) and posted in the Student Information System with the designation of Alt Doc. These hours will not be included in Satisfactory Academic Progress calculations. Student must complete at least 66% or 2/3 of their program course requirements while enrolled at the College.



## Visitors in College Facilities Policy

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### 1. Purpose

- 1.1 This policy identifies the categories of individuals and the circumstances under which they may enter Tooele Technical College (TTECH) Facilities.

### 2. References

- 2.1 Utah Code Ann. Sec. 76-8-703, Criminal trespass upon an institution of higher education

### 3. Definitions

- 3.1 Employee – any individual who is directly remunerated through the College payroll system for work performed on behalf of the college.
- 3.2 Student – any individual who is currently identified as actively enrolled in the College student information system.
- 3.3 Affiliate – non-employee, non-student who has a formal, recognized connection to the College including (but not limited to) vendors, volunteers, and state, local, and federal government officials.
- 3.4 Guest – any individual (not a student, employee or affiliate of the Tooele Technical College) who is hosted by an employee or affiliate of the Tooele Technical College or any individual who can demonstrate legitimate business with the College such as enrollment, pre-enrollment investigation, testing or need to access other College services.

### 4. Policy

- 4.1 Employees, students, affiliates, and guests who comply with the parameters contained in this policy will have access to TTECH facilities.
- 4.2 All individuals in College facilities are expected to behave in an appropriate manner and are not permitted to interfere with the orderly conduct of the activities of the College.
  - 4.2.1 Employees may access any College facility which is necessary and appropriate for the completion of their assigned duties.
  - 4.2.2 Students are permitted access to the classrooms/labs into which they are scheduled. They may access other classrooms/labs or their assigned classroom/lab outside of their schedule only with express permission of the responsible instructor or a College administrator.
  - 4.2.3 Affiliates may access facilities which are expressly assigned to them through a formal written agreement with the College or by permission from Administration when accompanied by an instructor or College administrator or the administrator's designee.

- 4.2.4** Guests may only access areas which would reasonably be considered public (salon, café, bookstore, Student Services) if they have been specifically invited by, or are accompanied by, a College administrator or the administrator's designee.
- 4.2.5** Classroom and lab facilities are protected space due to instructional and safety concerns and should not be entered by anyone without express permission as outlined in this policy.
- 4.2.6** Spaces designated through signage as mechanical, electrical, or otherwise restricted access may not be entered by anyone without express permission from a College administrator or authorized employee.
- 4.3** Individuals who do not fit one of the listed categories (employee, student, affiliate or guest) are not permitted access to College facilities unless they are accompanied by a member of the administration at the level of Director or Executive.
- 4.4** Individuals who violate this policy will be asked to leave by Campus Security. Should they fail to comply with the request, they will be liable for prosecution for criminal trespass as outlined in Utah Code Ann. Sec. 76-8-703, criminal trespass upon an institution of higher education.
- 4.5** If a faculty member or other employee becomes aware of a violation of this policy, they are directed to notify the Facilities Manager, Vice President of Operations, President or their immediate supervisor who will take appropriate action.

## **Appendix**

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The documents listed below will be updated periodically as information changes.

1. Calendar
2. Directory – Staff and Faculty
3. Faculty Credentials - Currently being updated
4. Fee Schedule
5. Program Cost List
6. Consumer Information



**FY 2020 - 2021  
TOOELE TECHNICAL COLLEGE**

Monthly  
Instr. Days

Monthly  
Instr. Days

21

July 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Ind. Day	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Plo. Day	25
26	27	28	29	30	31	

January 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Years	2
3	4	5	6	7	8	9
10	11	12	13	14	15 TCSD Off	16
17	18 MLK Day	19 3rd term	20	21	22	23
24	25	26	27	28	29	30
31						

19

August 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 In-service	21 TTECH Holiday	22
23	24	25 TCSD 1st term	26	27	28	29
30	31					

February 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Pres. Day	16 TCSD Off	17	18	19	20
21	22	23	24	25	26	27
28						

21

September 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 In-service	20
21	22 TCSD Off	23 4th term	24	25	26	27
28	29	30	31 TCSD - Spring Break			

22

October 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 TCSD Off	17
18	19	20	21	22	23	24
25	26	27	28	29 2nd term	30 TCSD Off	31

April 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 TCSD Off	2 Spr. Break	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19

November 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving	27	28
29	30					

May 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 TCSD Last day	29
30	31 Mem. Day					

16

December 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 TCSD Off	22	23	24 Winter Break	25	26
27	28	29	30	31		

June 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Name	Job Title	Tel. Ext.	Email Address	Room Number
Paul E. Hacking	President	1801	paul.hacking@tooeletech.edu	202
Amy Kallman	Nail Tech. Instructor	1884	kkallman@tooeletech.edu	235
Austin Donovan	Software Dev. Instructor	1888	adonovan@tooeletech.edu	227
Autumn Szep	Nail Technician Instructor	1884	aszep@tooeletech.edu	235
Bill Hill	IT Instructor	1887	bhill@tooeletech.edu	228
Boston Bentley	Head Custodian	1820	bbentley@tooeletech.edu	213
Brett McEachern	Business Instructor	1880	bmceachern@tooeletech.edu	223
Bryan Barton	Practical Nursing Instructor	1863	bbarton@tooeletech.edu	131
Bryan Scott	Software Development	1888	bscott@tooeletech.edu	227
Simply Bliss BBQ & Cafe		1822		Cafe
Carol Doerr	Receptionist Cashier	1821	cdoerr@tooeletech.edu	
Cheryl Sheppard	CNA Instructor	1865	csheppard@tooeletech.edu	133
Clint Bryant	Director of Facilities	1820	cbryant@tooeletech.edu	213
Craig Emett	Financial Aid Coordinator	1847	cemett@tooeletech.edu	104
Crystal Osbahr	Cosmetology Instructor	1886	cosbahr@tooeletech.edu	149

Name	Job Title	Tel. Ext.	Email Address	Room Number
Daniel Reed	IT Instructor / IT Specialist	1887	dreed@tooeletech.edu	228/234
David Bate	Business Instructor	1880	dbate@tooeletech.edu	223
Debbie Blair	Receptionist Cashier	1820	dblair@tooeletech.edu	219
Don Smith	Evening IMAT Instructor	1870	dsmith@tooeletech.edu	152
Donna Hesleph	Academic Dev. Instructor	1882	dhesleph@tooeletech.edu	226
Doug Allred	Electrical Apprent. Inst.	1874	dallred@tooeletech.edu	166
Doug Lindquist	Welding Instructor	1872	dlindquist@tooeletech.edu	157
Doug Webb	Custodian	1820	dwebb@tooeletech.edu	213
Ellen Lange-Christenson	VP Student Services/Mrkt.	1840	elange@tooeletech.edu	106
Finance Office		1812 /		
Gail North	Evening Receptionist	1843	gnorth@tooeletech.edu	100
Gary Snow	Heavy Duty Diesel	1873	gsnow@tooeletech.edu	169
Greg Price	Welding Instructor	1872	gprice@tooeletech.edu	157
Human Resources		1810	hr@tooeletech.edu	
Irene Coester	Evening IMAT Instructor	1870	icoester@tooeletech.edu	152

Name	Job Title	Tel. Ext.	Email Address	Room Number
Jackie Cook	Cosmetology Barbering Inst.	1886	jcook@tooeletech.edu	149
Janae Duersch	Admin. Assist. - Nursing	1864	jduersch@tooeletech.edu	132
Jay Olson	IT Director	1808	jolson@tooeletech.edu	233
Jeff Thompson	CDL Instructor	1886	jthompson@tooeletech.edu	166
Jerry Hansen	Diesel Instructor	1873	jhansen@tooeletech.edu	169
Jess Clifford	SBDC Director	1892	jclifford@tooeletech.edu	207
Joe Mena	Advisor / Veteran Services	1844	jmena@tooeletech.edu	103
Kari Lawton	Cosmetology Barbering Inst.	1886	klawton@tooeletech.edu	149
Kent Thygerson	VP of Finance & Operations	1810	kthygerson@tooeletech.edu	204
Kelly Nobles	Diesel Instructor	1873	knobles@tooeletech.edu	169
Kimberly Giblon	SBDC/CF Admin. Assistant	1893	kgiblon@tooeletech.edu	Second Floor
Kimberly Langi	Allied Health Instructor	1860	klangi@tooeletech.edu	120
Kimberley Rice	Placement & Recruitment	1845	krice@tooeletech.edu	108
Linda Carter	C.N.A. Instructor	1861	lcarter@tooeletech.edu	145
Lisa Bryant	Enrollment & Admin. Assist.	1843	lbryant@tooeletech.edu	100

Name	Job Title	Tel. Ext.	Email Address	Room Number
Maratee Andrus	Accounting	1811	mandrus@tooeletech.edu	216
Mark Aiken	VP of Instruction	1849	maiken@tooeletech.edu	210
Mark Walker	Economic Dev. Director	1895	mwalker@tooeletech.edu	206
Melanie Overy	Nursing Skills Instructor		mover@tooeletech.edu	
Michael Boren	Program Director	1853	mboren@tooeletech.edu	208
Michelle Davis	Accountant Fiscal Services	1813	mdavis@tooeletech.edu	216
Michael Rice	Industrial Maintenance	1870	mrice@tooeletech.edu	152
Michelle Holm	Enrollment Specialist	1846	msorenson@tooeletech.edu	100
Milenna Russell	Marketing Specialist	1805	mrussell@tooeletech.edu	214
Misty Roberts	Student Records & Data Specialist	1842	mroberts@tooeletech.edu	105
Ryan Giles	Nursing Skills Instructor	1861	rgiles@tooeletech.edu	145
Ryan Nowotny	Custodian	1820	rnowotny@tooeletech.edu	213
Sarah Ussing	Accounting	1812	sussing@tooeletech.edu	205
Scott Wolfe	Composites Instructor	1870	swolfe@tooeletech.edu	149
Sean Farris	Marktnng/Recruit. Director	1854	sfarris@tooeletech.edu	209

Name	Job Title	Tel. Ext.	Email Address	Room Number
ShaNell Wilson	Cosmetology Barbering Inst.	1886	smerrill@tooeletech.edu	149
Sheila Sferas	Allied Health Instructor	1860	ssferas@tooeletech.edu	120
Sheldon Riches	POST Director	1859	sriches@tooeletech.edu	140
Stacie Dunn	Testing Center/Admin.	1841	sdunn@tooeletech.edu	100
Student Services		1800	info@tooeletech.edu	101
Suzanne Anderson	Student Services Director / Adviser	1848	ssanderson@tooeletech.edu	102
Tera Porter	Executive Assistant	1802	tporter@tooeletech.edu	201
Tiffany Vickers	CPT Instructor	N/A	tvickers@tooeletech.edu	Off campus
Tim Booth	CDL Instructor	1874	tbooth@tooeletech.edu	166
Tracy Schaffer	Program Director	1862	tschaffer@tooeletech.edu	130
Will Kimball	Custodian	1820	wkimball@tooeletech.edu	219

## Tooele Technical College - STUDENT FEES – FY 2021

Updated 6.3.20

	Monthly Fees	One Time Fees	Course Based Fee Per Hour
<b>Allied Health</b>			
Central Sterile Processing Technician		\$10.00	
Clinical Medical Assistant	\$40.00		\$0.75
Phlebotomy Technician	\$40.00		\$0.75
<b>Apprenticeship</b>			
Electrical Apprentice, per course		\$175.00	
<b>Business Technologies</b>			
Business Technology	\$10.00		\$0.20
<b>Information Technologies</b>			
Cybersecurity			\$0.20
Software Development	\$15.00		\$0.20
<b>Manufacturing Technologies</b>			
Industrial Maintenance and Automation Technician	\$60.00		\$0.75
Welding Technician I	\$60.00		\$0.75
Welding Technician II	\$60.00		\$0.75
Welding Technician III	\$60.00		\$0.75
<b>Nursing</b>			
Certified Nursing Assistant		\$40.00	
Practical Nursing		\$392.00	
Practical Nursing Application Fee		\$30.00	
<b>Public Safety</b>			
Peace Officer Standards and Training, per course		\$60.00	
<b>Service Industries</b>			
Barbering	\$40.00		
Cosmetology/Barbering	\$60.00		
Nail Technician	\$60.00		
Nail Technician Instructor	\$0		
<b>Transportation Technologies</b>			
Commercial Driver's License (CDL) Class A		\$1,940.00	
Commercial Driver's License (CDL) Class B		\$1,200.00	
Commercial Driver's License (CDL) - Refresher course		\$540.00	
Heavy Duty Diesel Technician	\$35.00		\$0.65
Diesel Technician	\$35.00		\$0.65
<b>Other</b>			
Registration Fee		\$40.00	
Schedule Change - each		\$5.00	
Transcript - each		\$3.00	
Re-enrollment*		\$20.00	

\*Re-enrollment fee not applicable for students returning for additional training within one year of course/program completion.

\*\*Registration Fees and Program Fees for High School Students will be waived.

**Fees as of July 1, 2020 and subject to change without notice.**

Division & Certificates of Proficiency	Clock Hours	Associated Industry Certification Exams	Articulates w/ USU*	Articulates w/ TCSD	Pell Eligible	Program Cost Est.*
<b>BUSINESS and TECHNOLOGY</b>						
Business Technology	930		X	X	X	\$2,355
Cybersecurity	1320	CompTIA A+, Net+, Security+; CISCO CCNA; KLCIP; Linux LPIC 1 & 2	X	X	X	\$3,580
Software Development	1200		X	X	X	\$2,640
<b>HEALTHCARE</b>						
Certified Nursing Assistant	128	UNAR CNA		X		\$384
Clinical Medical Assistant	915	NCCT M.A. and Phlebotomist	X	X	X	\$3,058
Phlebotomy Technician	335	NCCT Phlebotomist		X		\$1,210
Practical Nursing	900	NCLEX-PN	X		X	\$3,612
<b>MANUFACTURING TECHNOLOGIES</b>						
Industrial Maintenance and Automation Technician	960		X	X	X	\$2,869
Welding Technician I	265	AWS welding certification		X		\$989
Welding Technician II	970	AWS welding certification	X	X	X	\$2848
Welding Technician III	1225	AWS welding certification	X	X	X	\$3,549
<b>POST SATELLITE ACADEMY</b>						
Special Function Officer (SFO)	238		X			\$2,241
Law Enforcement Officer (LEO)	302		X			\$3,187
<b>SERVICE INDUSTRIES</b>						
Barbering	1000	UT/NIC Barbering	X	X	X	\$2,964
Cosmetology/Barbering	1600	UT/NIC Cosmetology/Barber	X	X	X	\$4,890
Nail Technician	300	UT/NIC Nail Technician		X		\$1,121
Nail Technician Instructor	150	UT/NIC Nail Technician Instructor				\$340
<b>TRANSPORTATION TECHNOLOGIES</b>						
Commercial Driver's License (CDL) Class A	160	DLD-CDL Class A & endorsements				\$2,705
Commercial Driver's License (CDL) Class B	100	CDL Class B				\$1,845
Diesel Technician	900	ASE Medium/Heavy Duty Diesel certification; Esco EPA 608 & 609 certifications	X	X	X	\$2,585
Heavy Duty Diesel Technician	1220	ASE Medium/Heavy Duty Diesel certification; Esco EPA 608 & 609 certifications	X	X	X	\$3,278

\* Program costs are based on a full-time student completing the program within standard time as determined by program curriculum. Course electives may affect costs.

TTECH's 900 + hour programs are equivalent to 30 USU credits towards an Associate of Applied Science - General Technology degree in one of four emphasis areas: General Business, Health Professions, Design and Creative Arts or Industrial Technology.





**Course Offerings – FY 2021 (Single courses external to program certificate courses)**

Division & Certificates of Skills Competency	Clock Hours	Associated Industry Certification Exams	Prerequisite or Background Info.	Articulates w/ TCSD	Course Cost Est.*
<b>APPRENTICESHIP</b>					
Electrical Apprenticeship	648	UT. Journeyman Electrician Exams	Community Need		\$4,376
<b>BUSINESS and TECHNOLOGY</b>					
Exploring Software Development	90		Prereq. - Software Development	X	\$235
<b>HEALTHCARE</b>					
Central Sterile Processing Technician (CPT)	80	IAHCSMM national certification	Community Need		\$175
Certified Medical Assistant Refresher	35		Certification Exam Prep.		\$135
BLS Healthcare Professional CPR	3	BLS Provider	Community Need		\$17
Heartsaver CPR	3	Heartsaver CPR	Community Need		\$34
Heartsaver First Aid	2	Heartsaver First Aid	Community Need		\$23
Heartsaver First Aid and CPR	5	Heartsaver First Aid and CPR	Community Need		\$23
<b>MANUFACTURING TECHNOLOGIES</b>					
Composites I (High School Students)	90		UAP Pathway	X	\$0
Advanced Composites (High School Students)	90		UAP Pathway	X	\$0
<b>NURSING</b>					
Certified Nursing Assistant - High School only	179	UNAR CNA	Community Need	X	\$25 Uniform
<b>POST SATELLITE ACADEMY</b>					
Basic Corrections Officer	136		Community Need		\$304
<b>TRANSPORTATION TECHNOLOGIES</b>					
Commercial Driver's License (CDL) Learner's Permit Class	32	DLD - CDL Learner's Permit	Prereq. - CDL A & B		\$104
Commercial Driver's License (CDL) Refresher	40		Community Need		\$625
Commercial Driver's License (CDL) Restriction Removal	80	DLD - CDL Class A & Endorsements	Community Need		\$1,150
Hazmat Endorsement	40	DLD - CDL Hazmat Endorsement	Exam Prep.		\$318
Passenger Endorsement	80	DLD - CDL Passenger Endorsement	Exam Prep.		\$556

\* Course costs are based on a full-time student completing the course within standard time as determined by program curriculum.

# CONSUMER INFORMATION

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This information with active links can be found at:

<http://tooeletech.edu/about-tatc/information/consumer-information/>

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- Student Right to Know
- Perkins Performance Report and Improvement Plans
- Family Educational Rights and Privacy Act (FERPA) requirements
- The Health and Safety Plan
- Clery Act Information
- Sexual Violence Awareness and Prevention Program
- Crime Report
- Student Consumer Complaints
- Ethics Hotline
- Vaccination information
- Availability of Employee for Dissemination Purposes
- Method of Disclosure
- Services to Students with Disabilities
- Tuition and Financial Information
- Financial Aid Information/Office of Financial Aid
- Cost of Attendance
- Net Price Calculator
- Eligibility for Federal Student Aid
- Determining and Activating an Award
- Disbursement of Funds
- Disbursement for Books and Supplies
- Attendance Requirements
- Satisfactory Academic Progress Requirements
- Maximum Time Frame
- Early Completion (Non-Title IV Recipients Only)
- Program Changes
- Early Withdrawal – Return of Title IV Funds
- Scholarships
- Constitution Day
- Voter Registration

## **Student Right to Know**

The Student Right to Know Act requires an institution that participates in any student financial assistance program under Title IV of Higher Education Act of 1965 (as amended) to disclose information about graduation rates to current and prospective students . The Higher Education Act of 1992 required that these same institutions report this data to the National Center for Education Statistics (NCES) through completion of the IPEDS graduation rate survey. Information about Tooele Tech (including student body diversity, completion, retention, graduation and financial aid performance rates) can be easily accessed through College Navigator, which is a service provided by the National Center for Education Statistics.

## **Perkins**

- Perkins Continuous Improvement Plan 2017
- Perkins Continuous Improvement Plan 2018
- Perkins Local FAUPL
- Perkins Performance Report

## **Family Educational Rights and Privacy Act (FERPA)**

Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution at any age.) These rights include:

The right to inspect and review the student’s education records within 45 days after the day TTECH receives a request for access. A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask TTECH to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If TTECH decides not to amend the record as requested, TTECH will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before TTECH discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

TTECH discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the TTECH in an administrative, supervisory, academic, research, or support staff

position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the TTECH who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the TTECH.

Upon request, TTECH also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the TTECH to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires TTECH to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. TTECH may disclose PII from the education records without obtaining prior written consent of the student —

To other school officials, including teachers, within TTECH whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State post-secondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

To organizations conducting studies for, or on behalf of, TTECH, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 31(a)(10))

Information TTECH has designated as “directory information” under § 99.37. (§ 99.31(a)(11)). Directory information designated at TATC is a student’s name, their field of study, dates of attendance and the credentials they received.

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if TTECH determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of TTECH’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of TTECH, governing the use or possession of alcohol or a controlled substance if TTECH determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## **Health and Safety Plan**

Health and safety at Tooele Tech is undertaken in accordance with relevant institutional, industrial, governmental agency regulations and policies and procedures contained in the Institutional and Student Health and Safety Plan. This plan is intended to promote a safe, secure, healthful learning and work environment.

## **Clery Act Information**

In 1990, the Higher Education Act of 1965 (HEA) was amended to include the Crime Awareness and College Security Act of 1990 (Title II of Public Law 101- 542). This amendment required all postsecondary institutions participating in Title IV student financial aid programs to disclose College crime statistics and security information. In 1998, the act was renamed the Jeanne Clery Disclosure of College Security Policy and Crime Statistics Act in memory of Jeanne Clery, a university student

who was killed in her dorm room in 1986. More commonly known as the Clery Act, this law requires colleges and universities to:

- Collect, classify and count crime reports and statistics
- Issue College alerts
- Publish an annual security report
- Submit crime statistics to the Department of Education
- Maintain a daily crime log
- Disclose missing student notification procedures for institutions with on-campus student housing
- Provide fire safety information for institutions with on-campus student housing

Under the Clery Act, the on-campus category includes the following: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

The College strictly maintains and enforces the safety and security of the campus community. The College complies with safety and security guidelines by the Crime Awareness and Security Act of 1990; The U.S Department of Education; State and Local Laws and local law enforcement agencies; and various publications. The College strictly forbids the possession of firearms or other weapons on school property or during school related outings per state law. The College has zero tolerance policy regarding immoral conduct and enforces campus safety and security regulations pertaining to verbal, sexual, and physical harassment of a fellow student or staff member as well as threat of physical violence against a fellow student or staff member.

The College does not employ College security officials. The security of the College is the direct responsibility of each employee and the Facility Manager. No such individuals have the authority to make arrests.

### **Disciplinary Actions Against Those Who Commit Sexual Assault**

A student suspected of an alleged sex offense is subject to both criminal prosecution and disciplinary action under the Student Code of Conduct and Discipline Policy. Disciplinary action can be initiated even if criminal charges are not pursued. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both shall be informed of the outcome.

Please see the *Student Code of Conduct and Discipline Policy* for a description of each type of disciplinary proceeding and standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault or stalking. The policy also includes a list of possible sanctions that the College may impose following the results of any institutional disciplinary proceeding and the range of protective measures that the College offers to the victim following an allegation of dating violence, domestic violence, sexual assault or stalking.

### **Alcohol and Other Drug Policies and Procedures**

The Tooele Technical College is committed to preventing alcohol and other drug abuse on campus. Abuse, misuse, possession, manufacture or distribution of alcoholic beverages or other drugs is expressly forbidden on campus.

It is the intent of these policies and procedures:

- To create an environment that will be free from alcohol and other drug abuse.
- To foster an attitude on the part of the campus members that discourages the inappropriate use of alcohol and other drugs.
- To promote healthy lifestyles for all members of the campus community.
- To educate all members of the campus community, including faculty, staff and students regarding the negative consequences resulting from the use and/or misuse of alcohol and other drugs.
- To encourage alcohol and other drug-free activities within the campus community.
- To create a more productive student body through awareness and education which will allow for positive and personal growth.

**Institutional Sanctions on Drug and Alcohol Abuse**

Sanctions on staff may be imposed by the institution and are up to and include: oral reprimand or warning, written reprimand or warning, required or recommended counseling or rehabilitation, termination and referral for prosecution. For more detailed information on sanctions and procedures, see the [Drug and Alcohol-Free Workplace / Drug and Alcohol Testing Policy](#) available through the Human Resources office.

Sanctions for students which may be imposed by the institution may include disciplinary action up to and including expulsion from school and referral for prosecution. For additional information on student sanctions and procedures, see the [Student Code of Conduct](#).

THE RISKS INVOLVED				
Types of Drugs	Health Risks	Federal Laws	Utah Laws to Possess	Utah Laws to Possess with Intent
<b>Schedule I:</b> Narcotics, such as heroin; hallucinogens such as LSD, mescaline and peyote.	Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, unpredictable behavior with hallucinogens; possible damage to unborn fetus.	Minimum penalty: low end amount (size depends on drug) – 5-40 years High end amount – 10 years to life. Maximum fine: \$2-4,000,000. If death or serious injury occurs – 20 years to life. Students convicted of drug offenses may also lose or become ineligible for financial aid.	Up to five years and/or up to \$5,000 fine (third degree felony).	From 1-15 years and/or up to \$10,000 fine (second degree felony).
<b>Schedule II:</b> Narcotics, such as opium, morphine, methadone and	Psychologically and physically addictive; depression, withdrawal symptoms, convulsion, respiratory failure, frequent accidents; possible damage to unborn fetus; cocaine and amphetamines	Minimum penalty: low end amount (size depends on drug) – 5-40 years. High end amount – 10 years to life.	Up to five years and/or up to \$5,000 fine (third degree felony).	From 1-15 years and/or up to \$10,000 fine (second

codeine; depressants, such as methaqualone (quaalude) and some barbiturates; stimulants, such as cocaine and some amphetamines; and phencyclidine (PCP), a hallucinogen.	increase blood pressure which can lead to irregular heart beat and death; amphetamines can cause agitation; increase in body temperature, hallucination, convulsions and possible death.	Maximum fine: \$2-4,000,000. If death or serious injury occurs – 20 years to life. Students convicted of drug offenses may also lose or become ineligible for financial aid.		degree felony).
<b>Schedule III:</b> Stimulants (including some amphetamines); depressants (including some barbiturates); and some narcotics.	Psychologically and physically addictive; drowsiness, withdrawal symptoms, abdominal and muscle cramps, anxiety, tremors, insomnia, convulsion, possible death, possible damage to unborn fetus.	All drugs, any amount. Maximum: three years/\$250,000. Students convicted of drug offenses may also lose or become ineligible for financial aid.	Up to six months and/or up to \$1,000 fine (Class B misdemeanor).	Up to five years and/or up to \$5,000 fine (third degree felony).
<b>Schedule IV:</b> Depressants, including the benzodiazepines (e.g., valium, librium and dalmane), choral hydrate, some barbiturates and others (e.g., opium, codeine) than drugs included in schedules I-IV.	Psychologically and physically addictive; drowsiness, withdrawal symptoms, abdominal and muscle cramps, anxiety, tremors, insomnia, convulsion, possible death, possible damage to unborn fetus.	All drugs, any amount. Maximum: three years/\$250,000. Students convicted of drug offenses may also lose or become ineligible for financial aid.	Up to six months and/or up to \$1,000 fine (Class B misdemeanor).	Up to five years and/or up to \$5,000 fine (third degree felony).
<b>Schedule V:</b> Chemical compounds with smaller quantities of certain drugs, included in schedules I-IV.	Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms including runny nose, watery eyes, panic, chills, cramps, irritability, nausea and possible damage to unborn fetus.	All drugs, any amount. Maximum: three years/\$250,000. Students convicted of drug offenses may also lose or become ineligible for financial aid.	Up to six months and/or up to \$1,000 fine (Class B misdemeanor).	Up to one year and/or up to five years and/or \$2,500 fine (class A misdemeanor).
<b>Marijuana:</b> Marijuana, THC, hashish, hash oil, tetrahydrocannabinol.	Psychologically and physically addictive; increased risk of lung cancer, bronchitis and emphysema, contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system, decreased sperm count in men and irregular ovulation in women, possible sperm and ovum damage.	Under 50-kg – Max: 20 years / \$1,000,000 100 - 1,000-kg – Max: 5 years / \$42,000,000 Over 1,000-kg – Min: ? years-life / \$4,000,000 Hashish oil under 100-kg penalties are more severe from like quantities of Marijuana. Students convicted of drug offenses may also lose or become ineligible for financial aid.	Under 1 oz: Up to six months and/or up to \$1,000 fine (Class B misdemeanor). 1-16 oz: Up to one year and/or up to five years and/or \$2,500 fine (Class A misdemeanor). 16 oz. or more: Up to five years and/or up to \$5,000 fine (third degree felony).	From 1-15 years and/or up to \$10,000 fine (second degree felony).



<p><b>Alcohol:</b> Beer, wine, distilled spirits.</p>	<p>May be psychologically and physically addictive. Obvious effects represent the body's reaction to the poisoning effects of alcohol, and hangover. Can cause vitamin deficiencies, stomach problems, infection, skin problems, sexual impotence, liver damage, disorders of the heart and blood vessels, pneumonia, cancer of the lungs, throat and mouth; accidents and suicides. Drinking while pregnant increases risks of damage to the fetus. Withdrawal from long-term use without medical supervision can be fatal.</p>	<p>Alcohol may only be used by those 21 years of age or older.</p>	<p>Minors may not buy, possess or drink alcohol, nor lie about their age, nor have someone else lie about their age to obtain alcohol (class B misdemeanor). No one may purchase an alcoholic beverage or product if under the influence of alcohol or other drugs (class B misdemeanor).</p>	<p>Selling or otherwise furnishing or supplying alcohol to a minor is a class A misdemeanor . Up to five years and/or up to \$5,000 fine (third degree felony).</p>
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### Additional Utah Laws

Utah laws are not based on the amount of the drug with the exception of marijuana. Penalties for illicit drug use are governed by federal laws and penalties, and the State of Utah will enforce them to their fullest extent as provided by federal law.

- Obtaining or distributing under false pretenses: Maximum penalty five years imprisonment +/- \$25,000 fine (felony).
- Paraphernalia: use, possession or sale of drug-related paraphernalia. Maximum penalty: five years imprisonment +/- \$5,000 fine (felony).\* \*Under some circumstances is classified as a misdemeanor.
- Inhalants: sale or use of psychotropic chemicals (glue, paint, etc.) to get high. Maximum penalty: six months imprisonment and/or \$1,000 fine (misdemeanor). Penalties are based on type of drug and quantity involved in the violation. Penalties increase if death or injury occurs as a result of a violation and/or previous offenses have occurred.
- Prohibited acts occurring in public or private school-related sites or with a minor: Punished one degree more than regular maximum penalty.
- Dram Shop Liability: You may be held responsible for damages as a result of alcohol you served even though you did not directly cause the injury.
- Intoxication as a Defense: Generally you cannot claim innocence because you were under the influence of alcohol or other drugs.
- DUI: It is illegal to be in physical control of a motor vehicle while under the influence of alcohol or other drugs.
- Not a Drop: A person under the age of 21 may not operate a vehicle with any measurable amount of alcohol in his/her system.
- Open container: It is illegal to have an open container of alcohol in a motor vehicle except in areas not accessible to the driver and passenger.
- Property: Used in connection with a controlled substance violation may be confiscated.

For detailed information on the effects of various types of alcohol and drugs on health and wellness, please refer to the following National Institute of Drug Abuse web site: [NIDA](http://www.nida.nih.gov)

All reported drug and alcohol related incidents reported on campus are reviewed by the Safety Committee at its quarterly meetings. Response plans are formulated and executed as necessary.

Thank you to CEU for originating the information in this section, and Davis Tech for sharing.

Students convicted of drug offenses may also lose or become ineligible for financial aid. *See below for Losing and Regaining Eligibility.*

### **Losing and Regaining Eligibility**

Students convicted of possession or sale of drugs can be disqualified for Federal Student Aid (FSA) funds. Convictions count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	<b>Possession of Illegal Drugs</b>	<b>Sale of Illegal Drugs</b>
<b>1<sup>st</sup> offense</b>	1 year from date of conviction	2 years from date of conviction
<b>2<sup>nd</sup> offense</b>	2 years from date of conviction	Indefinite period
<b>3+ offenses</b>	Indefinite period	

A student regains eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

It is the student's responsibility to certify to the College that they have successfully completed the rehabilitation program. When a student regains eligibility during the award year, the College may award Pell for the current payment period.

### **Biennial Review**

The College conducts a review of its program every odd numbered year (2019, 2021, 2023 etc.) to determine its effectiveness and implements changes to the program if they are needed to ensure that any disciplinary sanctions are consistently enforced. The review determines the effectiveness of the sanctions on students and employees for violations of the standards of conduct consistent with local, state, and federal law.

### **Standards for a qualified drug rehabilitation program**

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

### **Sexual Violence Awareness and Prevention Program**

On March 7, 2013 the Campus Sexual Violence Elimination (SaVE) Act was signed into law by President Obama. This Act requires colleges to provide primary and ongoing sexual assault awareness and prevention training to all students and employees. In order to comply with these regulations, Tooele Tech has partnered with Everfi, a nationally recognized student wellness service provider, in order to offer our employees and students an online sexual assault prevention and awareness training program called Haven.

Tooele Tech wants to work together with students to create a fun, healthy and vibrant campus community. As part of that commitment, we require all employees and incoming students to complete AlcoholEdu and Haven Plus – two non-opinionated, research-based courses that provide a unique learning experience regarding important prevention skills and strategies. Whether or not you drink, AlcoholEdu empowers employees and students to make well-informed decisions and provides some simple strategies to help keep you and your friends safe. In Haven Plus, employees and students learn about the elements of healthy relationships, the importance of sexual consent, and the role of bystanders in creating safe, healthy communities.

### **Crime Report**

In order to provide students with a safe environment in which to learn and to keep parents and students well-informed about College security, Tooele Tech, in accordance with the Crime Awareness and College Security Act of 1990, Title IX of the Education Amendments of 1972, and the Violence Against Women Act of 2013, collects College crime statistics and prepares a report for distribution to all current students, employees and applicants for enrollment or employment. This report includes statistics of campus crime for the preceding 3 calendar years. The College Security and Crime Awareness Policy details efforts taken to improve campus safety.

- [Crime Report](#)
- [2017 Annual Security Report](#)
- [College Security and Crime Awareness Policy](#)

## **Student Consumer Complaints**

TTECH is committed to the highest standards of ethical conduct and compliance with all applicable laws, regulations, and policies governing higher education. The Student Code of Conduct and Discipline policy demonstrates TTECH's commitment to the compliance process.

Students who have complaints against the college relating to fraud, false advertising, or other deceptive practices can file a complaint with the Utah Division of Consumer Protection, 160 East 300 East, 2nd Floor, Salt Lake City, UT 84111, telephone No. 801-530-6601, toll free in Utah at 1-800-721-SAFE or online at [www.dcp.utah.gov/complaints/index.html](http://www.dcp.utah.gov/complaints/index.html). In addition, students involved with distance and correspondence education can file a complaint with their state's enforcement authority.

Students who have complaints relating to issues that are covered by the Student Code of Conduct and Discipline policy should follow the college's process for filing a complaint.

Students who have complaints against the college can file a complaint with the Utah System of Technical Colleges Board of Trustees, 310 S Main, Ste. 1250, Salt Lake City, UT 84101, telephone 801-341-6000.

Students who have complaints relating to the college's quality of education or other issues appropriate for its accrediting body to consider, can file a complaint with the Council on Occupational Education at <http://www.council.org/>.

Copies of documents describing the college/university's accreditation and state approval are available for review upon written request from the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.

## **Ethics Hotline**

The Utah System of Technical Colleges (UTECH) recognizes its obligation to its students, faculty, staff, and friends to maintain the highest ethical standards in its operations. To help meet this goal, UTECH has established this confidential reporting mechanism, the UTECH Ethics Hotline. Via the Hotline, you can alert us to activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of UTECH policies or the public's trust.

We encourage your appropriate use of the Hotline. The UTECH Ethics Hotline is hosted by a private contractor, EthicsPoint. EthicsPoint will not divulge the identity of a hotline reporter without the reporter's consent. Access the UTECH Ethics Hotline.

## **Vaccinations**

Students enrolling in health care programs will undergo the necessary vaccinations required of their respective program. For details, please see the program web pages for individual program requirements or click link to view Health Care Program Entrance Requirements.

## **Availability of Employee for Dissemination Purposes**

The College is required to designate an employee or group of employees to assist enrolled or prospective students in obtaining all of the information specified below. If the College has designated one person for an area of responsibility, that person shall be available, upon reasonable notice, to any enrolled or prospective student throughout the normal administrative working hours listed. If more than one person, often an entire office, is designated, their combined work schedules have been arranged so that at least one of them is available, upon reasonable notice, throughout the normal administrative working hours listed.

Availability of Employees for Information Dissemination Purposes:

- Institutional and federal financial aid information : Financial Aid Services (435.248.1847)
- Employee Information : Human Resources (435.248.1810)
- Accreditation, Approval and Licensure of Institution and Programs: Instructional Services (435.248.1849)
- Student Financial Services : (435.248.1847)
- Students with Disability : ADA Office (435.248.1840)
- Gainful Employment Information : Financial Aid Services (435.248.1847)
- Campus Crime and Safety : Facilities Management (435.248.1820)
- Admissions/Readmissions : Registrar (435.248.1842)
- Graduation/Retention Rates : Registrar (435.248.1842)
- Health Record Requirements : Enrollment (435.248.1848)

Entire office's, as indicated above, are designated for each item listed. Combined Work schedules have been arranged so that at least one person is available, upon reasonable notice, throughout the normal administrative working hours listed. Otherwise, inquiries should be directed to:

Ellen Lange-Christenson  
VP of Student Services and Marketing  
elange@tooeletech.edu  
(435.248.1840)

### **Method of Disclosure**

The College's Financial Aid Department (Department) provides information through various channels, including publications such as the College's financial aid brochure, web site, e-mails and catalogs (electronic and print). The Department e-mails a variety of important information to the student's primary e-mail address. The Department will use this as the primary means for contacting students. The Department uses the website and to notify students of any targeted or general announcements. Students may find other consumer information topics throughout [Tooele Tech's website](#).

### **Misrepresentation**

Per federal regulations (Subpart F of Part 668), Tooele Technical College will hold itself to the highest levels of integrity and will not provide any false, erroneous, or misleading statements to a student or prospective student, to the family of an enrolled or prospective student, or to the U.S. Department of Education.

Tooele Tech is committed to operating in an environment of integrity. Each member of the College community is responsible for assuring that the actions and activities conducted at the College promote such an environment.

Through the hiring, training, and evaluation processes employees learn the culture and official policies and are educated to represent the College with integrity.

For specific information in the following areas, please contact the departments listed:

- Nature of and information on educational programs and information on the admissions process: contact the Enrollment Office.
- Nature of financial charges and information on financial aid: contact the Financial Aid Department and the Finance Office.
- The employability of graduates as well as career planning and job search strategies: contact the Placement Specialist.

#### Fraud and Misrepresentation for Financial Aid Purposes

Tooele Tech's Financial Aid Department is committed to maintaining the highest level of integrity in all interactions with students, parents, and the Department of Education. The Financial Aid Department carefully monitors all financial aid documents for potential errors or discrepancies – including willful misrepresentations, or fraud.

Per Federal regulations, Tooele Tech is required to report to the Department's Office of Inspector General (OIG) any individual who is suspected of fraud, or deliberate misrepresentation of information which may affect an applicant's eligibility for Title IV aid (see statute 34 CFR 668.16(g)(1)). In addition to reporting our suspicions to the OIG, the College may also verify award eligibility for previous aid years; students may be required to repay some or all aid which has previously disbursed. Section 490(a) of the Higher Education Act outlines the potential penalties of financial aid fraud:

"Any person who knowingly and willfully embezzles, misapplies, steals, obtains by fraud, false statement, or forgery [...] or attempts to so embezzle, misapply, steal, obtain by fraud, false statement or forgery [...] shall be fined not more than \$20,000 or imprisoned for not more than 5 years, or both, except if the amount so embezzled, misapplied, stolen, obtained by fraud, false statement, or forgery, or failed to be refunded does not exceed \$200, then the fine shall not be more than \$5,000 and imprisonment shall not exceed one year, or both."

By accepting Tooele Tech's Terms and Conditions of a financial aid award or receiving Title IV Financial Aid, students acknowledge and accept the above relevant statutes.

#### Foreign Diploma Verification

High school diplomas from a foreign country are recognized as a valid diploma if the foreign secondary school credentials are evidence of completing the equivalent of a secondary education in the United States. The College does not have the expertise to make that determination therefore the student must use a foreign diploma evaluation service.

If an applicant indicates that he or she cannot obtain documentation of his or her completion of a secondary school education in a foreign country, applicants must submit:

1. Proof of their attempt to obtain documentation of their completion of a secondary school education in a foreign country, i.e., a copy of an e-mail or letter, including proof of mailing;
2. A signed and dated statement that indicates that the applicant completed his or her secondary school education in a foreign country, the name and address of the foreign high school where the applicant completed the secondary school education and the date when the foreign high school diploma was awarded.
3. A copy of the entry status documentation that identifies the applicant's current or prior status as a refugee, an asylee, or as a victim of human trafficking and who entered the United States after the age of 15.

### **Services to Students with Disabilities**

The TTECH facility was built in 2013 and meets the Americans with Disabilities Act (ADA) accessibility standards. TTECH has ADA accessible parking, curb ramps, entrance and exit points, and emergency assembly areas. Restrooms and drinking fountains are ADA accessible and the facility has elevator access to second floor (an emergency evacuation sled is available for physically disabled staff and students). In addition, the facility was designed with extra wide hallways, large meeting areas and each classroom and lab is ADA accessible.

In compliance with the Americans with Disabilities Act (ADA), adult students with qualifying physical and intellectual disabilities may apply to the College to receive reasonable accommodations by consulting with the ADA Coordinator located in the Student Services office. Documentation, as indicated in the Request for Accommodations application, is required.

What is a reasonable accommodation?

For purposes of reasonable accommodation, a student or applicant with a disability is a person who has learning, physical or psychological impairment which limits one or more major life activities such as walking, seeing, speaking, learning, or working.

Reasonable accommodations are modifications or adjustments to the tasks, environment or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program. TTECH is responsible for providing necessary accommodations when a student discloses a disability. TTECH is required to make reasonable adjustments or modifications and to provide auxiliary aids and services for students with disabilities, unless to do so would fundamentally alter the nature of the programs or result in an undue burden. Providing accommodations do not compromise the essential elements of a course or curriculum; nor do they weaken the academic standards or integrity of a course. Accommodations simply provide an alternative way to accomplish the course requirements by eliminating or reducing disability-related barriers. They provide a level playing field, not an unfair advantage.

What is the process to request a reasonable accommodation?

- Review the Request for Accommodations application (see above)
- Gather your documentation, ensuring it contains your diagnosis and list of recommended accommodations

- Make an appointment to meet with the ADA Coordinator by calling 435-248-1800

### **Tuition and Financial Information**

Tuition and fees for open-entry courses are assessed monthly and are due on the first day of the month. Students can enter a full program or a single course and still pay month-by-month. Tuition is calculated for every session scheduled and is considered delinquent on the 16th day of the month, and a \$20.00 late fee will be assessed. Statements are not sent to students.

If students are ill, on vacation or simply absent, they will be assessed tuition for those days they are scheduled to attend because a seat is reserved for them even if they are not present.

If a student fails to officially withdraw through Student Services, he/she is still on the class roll until ten (10) consecutive absences have occurred. At that time the student will be withdrawn from the College (10-day drop).

For non-Title IV financial aid students, tuition and fees will be assessed during this 10-day period even though the student was not present.

Depending on the student's schedule, this could result in owing another month's tuition and fees. If a student wishes to reinstate, a \$20 fee will be assessed and the student may be required to speak with the Student Development Coordinator to discuss his/her goals and College expectations.

Students receiving Title IV financial aid funds official withdrawal date is the last day of their attendance, and tuition and fees will not be assessed during the 10-day period.

### **Financial Aid Information/Office of Financial Aid**

Financial Aid Availability:

Federal Title IV Financial Aid is available for students who demonstrate financial need. Financial aid is meant to assist students in completing an eligible training program successfully and acquire a College credential. It is the policy of TTECH to award financial aid only to students enrolled for the purpose of obtaining a credential (Certificate of Proficiency 600 hours or more in length) who maintain satisfactory attendance and progress.

To apply for any type of federal student aid you must apply for a four-digit numeric code that is used together with personally identifying information, to provide access to Federal Student Aid (FSA) websites at: <https://fsaid.ed.gov/npas/index.htm>.

Complete your FAFSA application each year at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To be eligible to receive any type of Federal Financial Aid at TTECH the students must:

- Be a U.S. citizen or eligible non-citizen (as defined by federal regulations).
- Have a high school diploma or General Education Development (GED) certificate.
- Maintain satisfactory progress and attendance in the program of study according to the standards of the institution.



- Not be in default on any federal loan or owe repayment on any grant at any school previously attended.
- Be enrolled in an eligible program.
- Be in good standing with TTECH.

Types of assistance include Pell Grants, State Grants, and TTECH Scholarships (see Financial Assistance).

### Cost of Attendance

Provided below is the estimated cost of attendance at TTECH for a typical student in a 900 hour program, enrolling full-time (24-hours per week) and completing in 9 months. These costs are based on an average cost per program so your actual costs may vary.

Independent Students (not living with parents)		Dependent Students
<b>Tuition</b>	\$1,575	\$1,575
<b>Registration/Testing</b>	\$40	\$40
<b>Fees</b>	\$90	\$90
<b>Off-Campus Living</b>	\$8,535	\$0
<b>Transportation</b>	\$1,200	\$1,200
<b>Misc-Personal Expense</b>	\$3,300	\$2,100
<b>*Books/Supplies</b>	\$1,096	\$1,096
<b>Total</b>	<b>\$15,836</b>	<b>\$6,101</b>

\*Amount reflects average costs

### **Net Price Calculator**

The Net Price Calculator gives students an estimate of what they will pay to attend the Tooele Technical College.

### **Eligibility**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. You are not eligible to receive a Federal Pell Grant if you are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense.

The amount of your Pell Grant eligibility is determined by the Department of Education. A need-based formula assigns students an index number that is called an "Expected Family Contribution (EFC)". This index number reflects the amount a student is expected to contribute to his or her own education costs. Students with an EFC above a certain range are not eligible for a Pell Grant.

The TTECH does not participate in federal student loan programs. If you do not qualify for federal funding you may apply for college scholarships or secure funds from private or public agencies outside TTECH (Dept. of Workforce Services, Division or Rehabilitation Services, etc.).

Please click link for more information on the Federal Student Aid website.

### **Determining and Activating an Award**

If you are eligible for financial aid, the financial aid office will package your award and provide you with an Award Letter within 30 days from when you have completed a FAFSA. Need is calculated as the cost of attendance (see above) minus your EFC. All funding sources available to pay your school costs are applied in determining your need.

You must begin the financial aid process by contacting the financial aid office in-person. Three conditions must be met in order for you to receive your financial aid award. 1) You must be eligible; 2) you must have started school; 3) you must have submitted all required paperwork.

### **Disbursement of Funds**

Financial aid award processing, from the time your financial aid file is complete (or the day you start school) up until any Title IV funds are disbursed to your student account, may take up to 30 days. However, the Financial Aid Office can provide you vouchers for tuition, program fees, required books and supplies up to the maximum amount of your eligibility.

### **Disbursement for Books and Supplies**

If you qualify for adequate funds, book vouchers can also be provided for required books, supplies, and curriculum on the first day of class.

Once a student qualifies to receive a disbursement, the financial assistance office will disburse Federal Pell Grant to the student's tuition account. The Federal Pell Grant will be applied against all tuition and fee charges for the entire payment period, and any other charges the student has authorized TATC to pay. If a student has funds remaining after these charges have been paid the school will release this Title IV refund to the student within 14 calendar days.

All students are highly encouraged to complete the Student Direct Deposit Enrollment Agreement which can be found here. TTECH recommends that all students receive their Title IV refunds via direct deposit (EFT) to increase the efficiency and security of their refund delivery. However, students may opt out on the form if they are unable to participate. Students who opt out of EFT will have their refund mailed to the last known address on file in the Financial Aid Office. You are responsible for updating address information directly with the Financial Aid Office. Funds returned undeliverable will be sent back to the U.S. Department of Education.

Tuition and fees are charged at the beginning of the payment period for the entire payment period.

You can only receive a Federal Pell Grant at one school at a time.

You must notify the Financial Aid Office if it is your intention to transfer to another school. You must officially stop your federal aid at TTECH before accessing aid at a new school. If you fail to do this, any costs that accrue or Federal Aid overpaid are your responsibility.

In keeping with federal grant regulations, TTECH pays federal grant funds in increments called payment periods. Payment periods are defined by federal regulation and are determined by your program length, the academic year of your program, and for students receiving aid in more than one year, the remainder of the program. See the chart in the Satisfactory Academic Progress Policy to view the payment periods in your program.

### **Attendance Requirements**

The Financial Aid Office recommends that student's attendance be 80% or higher. It is our experience that students with attendance less than this often fail to meet the progress requirements. In addition, federal aid funds are earned through school attendance and progress. The absolute minimum attendance allowance is 67%. If attendance is less than 80% the student will receive a courtesy warning. This warning is only to alert the student of the potential risk of low attendance. If the student's attendance falls below 67% aid will be suspended.

Once a student's aid has been suspended they can regain eligibility by getting their cumulative attendance to 67% and maintaining it at that rate. Students are only eligible for payment in the payment period in which they regain eligibility – not for any prior payment periods. Please note that progress standards must also be met in order to be considered for reinstatement.

Attendance standards for prior enrollment periods will count towards the current federal aid eligibility for five years from the date of the student's last withdrawal. The office will require the student to serve a paid probation if their attendance was poor during the prior enrollment. In addition, a student could be required to serve a non-paid probation period, if they demonstrated poor attendance habits in a prior enrollment period that impacted aid eligibility at that time, regardless of the time frame.

See the Satisfactory Academic Progress Policy for more information.

### **Satisfactory Academic Progress Requirements**

All enrolled students are required to maintain satisfactory academic progress towards meeting the established graduation requirements of TTECH's programs. A student must meet each of the following qualitative and quantitative standards to demonstrate satisfactory academic progress:

#### **Qualitative Measure**

A student must have a minimum score of 80% on all tests or other course assignments, and demonstrate 100% mastery on related skill assessments before continuing to the next course.

#### **Quantitative Measure – Pace**

Course material is assigned progress hours based on the average time a student would be expected to complete the material. Progress hours are then measured as a ratio against enrolled hours to determine how many hours a student actually took to complete the course material. Students must be on pace for completing the program in no more than 150% of the weeks in the program. Progress is monitored at the end of each payment period.

The Financial Aid Office recommends that your attendance be at least 80%. It is our experience that students with attendance less than this often fail to meet the progress requirements. If your attendance is less than 80% you will receive a courtesy warning. This warning is only to alert you of the potential risk of low attendance. Students are not eligible for their next Title IV disbursement until they have completed all hours in the payment period.

The absolute minimum attendance allowed is 67%. A student must attend at least 67% of the scheduled class hours on a cumulative basis during each evaluation period in order to meet SAP and be eligible for their next Pell disbursement.

### **Maximum Time Frame**

Students must complete the program within 150% of the program length, expressed in calendar time. For example, a 600 clock hour program would take a full-time student 25 weeks, and the school's maximum time frame is 150% (which is based on 67% attendance – minimum required), then the program's maximum time frame is 38 weeks.

### **Early Completion - Non Title IV Recipients Only**

TTECH's model of competency based learning can result in students completing their program in fewer hours than the length of the program. Federal Aid can only be earned for hours you actually attend the program. Students receiving Federal Aid are required to attend all of the hours in their respective program in order to be eligible for Federal Aid.

### **Program Changes**

Students will be allowed one program change (two programs) in a two-year period. In the event that a student is seeking funding for coursework previously funded, the student must show just cause that the technology has changed enough to render the training obsolete. Time cannot be the only factor involved in the request unless the coursework is more than five years old.

### **Early Withdrawal - Return of Title IV**

When students withdraw from school before completing the period of enrollment they have been paid for, they are subject to the TTECH Financial Aid policy on Return of Title IV. The Financial Aid Office will conduct a calculation to determine how much of the aid was earned. Any funds not earned must be returned to the U.S. Department of Education. If the student received more funds than they are entitled, they are considered overpaid. Those funds must be paid back to the U.S. Department of Education directly and students will lose their financial aid eligibility until those funds are repaid. If TTECH must return unearned aid that was used to pay direct school costs accrued by the student, TTECH will return those funds to the U.S. Department of Education and bill the student for any outstanding charges.

See the Return of Title IV Policy for additional information.

### **Scholarships**

TTECH scholarships may be awarded to students based on their financial need. Scholarships are to be used to further technical pursuits for employment. All Scholarship Applications are available in the Student Services office.

TTECH works hard to bring scholarship offerings to students attending the College. The College receives funds from various organizations, foundations, and individuals that are intended to assist students in off-setting their education expenses.

Adult Scholarship Deadline: The scholarship office accepts applications each month for award consideration in the subsequent month. The application deadline is the 15th of each month.

### **Constitution Day**

In 2004, Congress passed a provision that every school and college that receives federal funding must teach students about Constitution of the United States each year on September 17, the day this historical document was adopted in 1787. Each year on September 17 (or the 16<sup>th</sup> or 18<sup>th</sup> if the 17<sup>th</sup> falls on a weekend) holds a Constitution Assembly for its students. The students are exposed to elements of the Constitution through creativity, classroom involvement, and break time activities.

### **Voter Registration**

Register to Vote Online

Now it's easier than ever to register online! Simply visit the Online Voter Registration website to find out more. You need to have a current Utah Driver's License or ID Card in order to register using the online system.\*

You may use the voter registration website to:

- Register to vote in Utah
- Change your name or address on your voter registration record
- Affiliate with a party or change your party affiliation

Your Online Voter Registration must be submitted 7 days prior to the upcoming election to be eligible to vote in that election, however, you will not be eligible for Early Voting unless you register 30 days or more prior to that election.

If you want to register online to vote, your address must match the address on file with the Driver License Division (DLD). If your address with the DLD is not current, you may update that online at their website by clicking [here](#). This must be done before submitting your online voter registration. After updating your address please allow 24 hours before returning to register to vote online.

If your address is not current with DLD you may still use the online voter registration system, but you will be required to print the form, sign it and mail it in.