

# Midwest Technical Institute

“Learn Your Living”

**Main** Campus: Midwest Technical Institute 2731 Farmers Market Road, Springfield, IL 62707 (217) 527-8324

**Branch Campus: Midwest Technical Institute 3600 Glenstone Outer Road, Springfield, MO 65804**  
(417) 227-4950

***Springfield, MO Campus Satellite Location***

**Midwest Technical Institute-Range 5284 W. Sunshine St., Brookline, MO 65619**

Website for Midwest Technical Institute: [midwesttech.edu](http://midwesttech.edu)

## Catalog Revised 1/12/18

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Vice President/Executive Director of Welding: Mike Casper  
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For gainful employment and student success statistics, visit [www.midwesttech.edu/ge](http://www.midwesttech.edu/ge)

The institution reserves the right to: 1) Reschedule a start date and/or combine classes for any term by reason of institutional needs. Rescheduled classes will convene within a six-month period. 2) Reschedule class breaks, classrooms or instructors. 3) Change dates and/or hours of attendance. 4) Change contents, programs, procedures, or fees which may be contained in the school catalog or enrollment agreement. All terms and conditions of the catalog and enrollment agreement are not subject to amendment or modification by oral agreement. For program changes and/or procedure changes, accommodations may be made for currently enrolled students. 5) The most updated version of the MTI Catalog can be found at <https://midwesttech.edu/student-services/course-catalog/>.

“Equal Opportunity Employer/Program”

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## **Midwest Technical Institute School Philosophy**

Midwest Technical Institute (MTI) has a clear mission statement that addresses student opportunities for learning and personal growth.

*“Our mission is to offer workforce training, and to provide graduates with the skills necessary to gain entry level employment in their chosen field.”*

Midwest Technical Institute’s main campus is located in Springfield, IL. Branch campuses are located in East Peoria, IL, Moline, IL, and Springfield, MO. Delta Technical College is a branch campus of Midwest Technical Institute and has two locations in Horn Lake, MS and Ridgeland, MS.

### **MTI Springfield, IL Main Campus History**

MTI was founded in 1995, Lincoln, IL. In December of 1996 an additional building was added to accommodate new equipment and to increase welding stations. MTI received accreditation through the Accrediting Commission of Career Schools and Colleges (ACCSC) in May of 1999. In April of 2000, MTI relocated its main offices to a larger facility to accommodate future growth. Beginning as a trade school primarily offering welding processes associated with Commercial Pipe Welding, the initial program was lengthened due to a demand for Production Manufacturer Welders.

In July of 2000, MTI saw the need for another expansion to its main campus and began offering a program in HVAC/R-MAR (Heating, Ventilation, Air Conditioning, Major Small Appliances, and Refrigeration). In May of 2001 the HVAC/R-MAR facility was expanded another 2,000 square feet, adding another classroom, a climate control area, a service call room, and a sheet metal shop.

MTI began our first Allied Health Program, Medical Assisting, in January 2003. MTI expanded once again to a 50,000 square foot building in Springfield, IL in order to accommodate the growing needs of our school. The Allied Health Programs continue to grow. MTI offers Massage Therapy, which began August of 2004; Dental Assisting, which began April of 2005; Medical Coding Specialist, which began March of 2006; Basic Nursing Assistant, which began May of 2007; Pharmacy Technician, which began August of 2007. Students graduating from MTI will now have a broader scope of opportunities in growing fields of employment.

MTI is a year round vocational school providing program offerings in career fields that are known to be relevant to today’s workforce and where we expect to see growth. The same high standards utilized in our programs from the beginning will continue to be used to ensure that students who are serious about learning a trade will have a legitimate chance to reach their goal.

### **MTI Springfield, MO Branch Campus History**

MTI, Springfield, MO Campus, began as a branch of MTI Springfield, IL in August 2012 and the CDL Training Course was approved August 2014, and the Professional Truck Driving, which began November of 2015. MTI Springfield, MO offers seven vocational programs with opportunities in growing fields of employment. The challenges and opportunities that exist for the students at Springfield, MO are limitless and exciting as the branch grows and thrives. The campus is housed in a 40,000 square foot existing building that has undergone a complete renovation of the exterior and interior. This branch is a year round vocational school providing program offerings in career fields that are known to be relevant in today’s workforce and where we expect to see growth. The same high standards utilized in our programs from the start of our first school, will continue to be used to ensure that students who are serious about learning a trade will have the very best chance to reach their goal. There is adequate classroom and lab space to offer workforce training to prepare students for entry level employment in their respective fields.

## Administration and Faculty

### Springfield, MO Campus

**Liz Cooper**, Campus President  
**Steve Brown**, Director of Education  
**Annette “Vonnie” Sloan**, Registrar  
**Kristen Earls**, Admissions Representative  
**Ellen Carlstrom**, Admissions Representative  
**Jeffery Duke**, High School Recruiter  
**DoniQua Colbert**, High School Recruiter  
**Shelia Neal**, Lead Appointment Coordinator  
**Destany Mills**, Appointment Coordinator  
**Joshua Holland**, Appointment Coordinator  
**Sarah Fraraccio**, Appointment Coordinator  
**Maggie Barnes**, Appointment Coordinator  
**Shawntra Wilson**, Appointment Coordinator  
**John Willis**, Appointment Coordinator  
**Dominic Martello**, Appointment Coordinator  
**Leisa Cook**, Student Services Coordinator  
**Barbara Merckling**, Financial Aid Director/Operations Specialist  
**Joanna Wallen**, Financial Aid Advisor/Student Accounts Advisor  
**Christy Carney**, Administrative Assistant /Receptionist  
**Mike Allen**, Maintenance  
**Robert Merckling**, CDL Training Coordinator

### Medical Assisting

**Catherine Simek**, Medical Assisting Instructor/Externship/Placement, 2010 (AA, Everest College)  
**Jessica Morales**, Medical Assisting Instructor, 2012 (Diploma, Midwest Technical Institute)  
**Kimberly Purdue**, Medical Assisting Instructor, 1994 (Diploma, Strawn School of Practical Nursing)

### Dental Assisting

**Lisa Hays**, Dental Assisting Instructor/Externship/Placement, 1983 (Air Force - American Red Crossing Training)  
**Lisa Helms**, Dental Assisting Instructor, 2005 (Diploma, Springfield College), 2011 (C.D.A., Springfield College)  
**Amanda Ketterman**, Dental Assisting Lab Assistant, 2015 (AA, Ozark Technical Community College), 2015 (Diploma, Midwest Technical Institute)

### Journeyman Welder

**Alex Phillips**, Journeymen Welder Lead Instructor/Placement, 2009 (Diploma, Midwest Technical Institute)  
**Derek Crites**, Journeymen Welder Instructor, 2010 (Diploma, Missouri Welding Institute)  
**Clayton Sisco**, Journeymen Welder Lab Assistant, 2016 (Diploma, Midwest Technical Institute)  
**Christian Privett**, Journeymen Welder Lab Assistant,

### HVAC/R-MAR Technician

**William “Frank” Willette**, HVAC/R-MAR Instructor/Placement, 1975 (Associates in HVAC, Paris Drone Technical Institute)  
**Dan Ludewig**, HVAC/R-MAR Instructor, 1981 (U.S. Army – Air Conditioning and Commercial Refrigeration)  
**Kelson Hombs**, HVAC/R-MAR Instructor, 2006 (BA – Missouri Southern State University)  
**Chance Randall**, HVAC/R-MAR Lab Assistant, 2016 (Diploma, Midwest Technical Institute)

Cosmetology

**Diane Ross**, Cosmetology Instructor, 1988 (Licensed Cosmetologist, Hill Crest College of Cosmetology)

**Cynthia Rhodes**, Cosmetology Instructor, 2013 (in field experience since 1993)

**E'Leasa Barr**, Cosmetology Instructor, 1989 (Licensed Cosmetologist, Missouri College of Cosmetology)

CDL Training Course

**Robert McGowin**, CDL Training Instructor, 2015 (in field experience since 1986)

**Justyn Merckling**, CDL Training Instructor, 2011 (in field experience since 2005)

**Chad Parton**, CDL Training Instructor, 1991 (in field experience since 1993)

**Eric Ramsey**, CDL Training Instructor, 1985 (in field experience since 2007)

**Anthony McGowan**, CDL Training Instructor, 1984 (in field experience since 2011)

## General Information

Contact the Admission Office or Financial Aid Office, Monday-Friday, for information on general institutional issues and/or financial assistance at:

<b>Springfield, MO Campus</b>
Midwest Technical Institute
3600 Glenstone Outer Road
Springfield, MO 65804
(417) 227-4950

### Definition of a Clock Hour/Semester Hour

A clock hour is generally defined as 50 minutes of instruction per every 60 minutes. One semester credit hour consists of at least 15 hours of classroom contact, or 30 hours of supervised laboratory/shop instruction or not fewer than 45 hours of externship/internship or work-related experience.

### Holiday Schedule

**No Classes will be held on the following days:**

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday and Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving and the following day
- Christmas Day

2018 Summer Break 7/2/18-7/13/18

2018 Winter Break 12/24/18-1/4/19

### Notice of Offered Diploma Programs at the Branch Campus Springfield, MO

The chart below specifies which programs are offered at this campus location:

	Springfield, MO
<i>CDL TRAINING COURSE</i>	√
<i>COSMETOLOGY</i>	√
<i>DENTAL ASSISTING</i>	√
<i>HVAC/R-MAR TECHNICIAN</i>	√
<i>JOURNEYMAN WELDER</i>	√
<i>MEDICAL ASSISTING</i>	√
<i>PROFESSIONAL TRUCK DRIVING</i>	√

## **Student Services**

Students are assisted with life skills, career development, budget, and personal financial planning skills as needed. Each program teaches life skills such as resume writing, professionalism, interview skills, etc., which will prepare students for successful employment. As a vocational school, general development is appropriate to the level of education that MTI provides.

### **Career Placement**

The respective Program Director at MTI can provide assistance to currently enrolled students and graduates. Services include job placement assistance and guidance to students and graduates as they seek employment. If the student/graduate is planning to work in another state, the student/graduate is advised that each state has its own licensing/registration requirements. It is the responsibility of the student/graduate to research specific state requirements as to the field of employment the student intends to enter in that state. MTI cannot and does not guarantee a student can or will be licensed or registered for employment in any specific state and cannot and does not guarantee a student will obtain employment or will obtain a minimum starting wage. No one at MTI is authorized by the school to make any such guarantees. Students attending and graduating from MTI are responsible themselves to prepare and submit employment applications to prospective employers. MTI is solely responsible for any content as to any recommendations from MTI which are based on MTI's review of the student's academic and attendance records, and other professional standards and characteristics which MTI uses from time to time to provide evaluations or recommendations. Such evaluations or recommendations are made solely at the discretion of MTI.

### **Advising**

Advice is available to students through academic and administrative personnel. The faculty and staff at MTI are professional men and women who are willing to devote the necessary time to students who seek individualized assistance. Each instructor is available to help a student resolve academic problems which may prohibit satisfactory progress. The respective Program Director may be consulted with any questions or concerns pertaining to a student's education. If the matter is unresolved or concerns still exist, Director of Education may be contacted.

### **Parking and Personal Property**

Parking is available on the school's premises. The school assumes no responsibility whatsoever for loss or damages to a student's personal property or for any damage to any car, loss by theft of any of its contents in, on, or adjacent to school property. Please park only in designated areas. Do not park in any visitor or reserved areas.

### **Learning Resource Center**

The Learning Resource Center facilities are available to students during regularly scheduled class hours under the supervision of an instructor. Books, periodicals, and reference material are to be used on school property only.

### **Housing**

MTI will assist any student desiring to find housing while attending our school. Our student services department has a list of realtors and landlords.

### **Children in the Classroom/Lab Policy**

Children will not be allowed to attend classes or labs at any time at Midwest Technical Institute. If a child is brought in to class or lab settings, the student will be asked to go home and will receive an absence for that day.

## Student Conduct and Suspension/Termination Policy

The school reserves the right to suspend or dismiss, at any time, any student whom it deems "unsatisfactory" for any reason. Students are expected to act with decorum, to obey the regulations of the school, and to pay due respect to its officers, instructors, and other students. "Undesirable conduct", which is inconsistent with general good order whenever it may occur, is held to be sufficient grounds for dismissal. This includes any attempts by a student to present as their own work (anything they have not honestly performed) or an attempt to pass an exam by improper means. A student is expected to conduct themselves properly outside the school area. Alcohol and drugs will not be permitted and/or used on school property. Persons under the influence of alcohol and/or drugs are subject to immediate dismissal.

The school may dismiss any student who fails to maintain passing grades, engages in improper or unlawful conduct, conducts themselves in such a manner that discredits the school, demonstrates disruptive classroom behavior, or maliciously destroys or damages school property. The student will be held liable for repair or replacement of the damaged property. The school reserves the right to suspend or dismiss, at any time, any student who behaves in a manner deemed unsatisfactory by school officials. The school may dismiss any student who fails to maintain passing grades. Students are expected to act with decorum at all times, to obey the regulations of the school, and to show respect to the school's officers, instructors, and other students. Conduct inconsistent with general good order, whenever it may occur, is considered to be sufficient grounds for dismissal. Such behavior includes but is not limited to:

- Attempts by a student to present as his/her own work anything that he/she has not honestly performed.
- Attempts by a student to pass an exam or test by improper means.
- Improper or unlawful conduct.
- Behavior that discredits the school or is deemed by school officials to be disruptive to the everyday operations of the school.
- Malicious destruction or damage to school property. In addition to dismissal, the student will be held liable for repair or replacement of damaged property.
- Bullying behavior. For these purposes, bullying is defined as behavior involving unwanted, negative actions in a pattern of behavior repeated overtime.
- Sexual harassment directed toward students or any person on school property. For these purposes, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature creating an intimidating, hostile, or offensive working or learning environment.
- Alcohol and drugs will not be permitted on school property. Students found under the influence of, or in possession of, alcohol or drugs are subject to immediate dismissal.

The possession, storage or use of weapons of any sort by is strictly prohibited on school property. The term "weapon" refers to firearms, explosives of any type (including fireworks), metal knuckles, and knives with blades more than 3 inches long. This includes hunting bows and arrows and hunting knives. Additionally, "weapon" is expanded to include any instrument that is furnished as a weapon including, but are not limited to, fake or toy guns, pocketknives, or a hand held under clothing to simulate a weapon. Students found in possession of weapons are subject to immediate dismissal.



### **Suspension Policy**

MTI reserves the right to suspend students for 1-3 days for the following reasons (but not limited to):

1. Inappropriate, undesirable, or unprofessional behavior
2. Threats to staff or students (zero tolerance)
3. Cheating or plagiarizing
4. Non-compliance with school rules or procedures (insubordination)
5. Drug or alcohol usage on school property.

Students will receive zero credit or points for day(s) of suspension and will be counted as absent.

# **Admission Policies**

## **Nondiscrimination Policy**

Midwest Technical Institute prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, our school prohibits any form of harassment of students and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.

## **Admission Requirements**

MTI requires all applicants to the school to provide proof of a high school diploma, recognized equivalency certificate, or documentation of home school completion with the exception of CDL Training Course students, see below. Students must be proficient in speaking, writing, reading, and comprehending English.

All Programs:

- A personal interview with an authorized representative of the school.
- Completed Health Affidavit/Screening.
- Valid driver's license, state issued ID, or passport is required.

## **Ability to Benefit Policy and Procedure**

Per the Standard cited in Section VI. (A)(4) of the ACCSC Standards of Accreditation, counseling will be made available to ability-to-benefit students. Ability to benefit is only available to CDL Training Course students. These students will be counseled during the first week of class, and once more before the class ends, for a total of 2 counseling sessions (within the following 3 weeks of enrollment).

Ability-to-benefit students applies only to the CDL Training Course. The course is a total of 4 weeks in length. If a student passes the permit test during the first week of enrollment, he/she is able to continue the course. The permit test issued by the Secretary of State suffices as the ability-to-benefit test in accordance with ACCSC approval.

Counseling sessions for said students will be at no cost to the school or the student. The counselor will refer to other agencies to meet the needs of the student as necessary. A signed release of information will be kept on file from the student. Comprehensive documentation of the student advising sessions will be kept at the school in their student file.

## **Additional Programmatic Requirements**

### **Cosmetology:**

- Students must have the required student permit before the start of the Cosmetology program.

### **CDL Training Course:**

- All CDL students may enroll provisionally. Enrollment will be final after passing the state permit exam. If a student enrolled in the CDL Training Course is unable to pass the state permit test within the first scheduled eight days, their provisional enrollment will expire and a refund will be issued per enrollment agreement.
- Must be 18 years of age or older, 21 years of age for interstate travel
- Possess a valid state driver's license
- Copy of motor vehicle record
- No unpaid tickets anywhere in the United States
- Meet physical qualifications as specified by the State (Blood pressure not higher than 140/90, Vision 20/40 with or without correction, no insulin dependent diabetes, no history of epilepsy or seizures) and possess a D.O.T. physical and drug screening which is provided in tuition cost
- Willing to participate in a controlled substance and alcohol testing program as mandated by the Federal Motor Carrier Safety Administration and the State Department of Transportation

### **Dental Assisting:**

- Students must have the required immunizations. Prior to week 19 of program, proof must be submitted in the student's file or the student may not be allowed to attend classes until immunization requirements are met.
- **Hepatitis B:** Student(s) are offered 3 doses of Hepatitis B vaccine at any local Health Department. There will be no direct charges for the student to pay at the time of service. Students will need to get their first dose of Hepatitis B vaccine by the ninth week of class. If a student has already had the vaccine, they will need to provide proof of dates the vaccine was given. A vaccine waiver may be signed for personal/health reasons. This waiver releases MTI from any incidents that may occur related to the potential or unknown exposure of Hepatitis B. This waiver releases MTI from any incidents that may occur related to the potential or unknown exposure of Hepatitis B.
- **TB Skin Test:** As a 2-step TB test is only valid for one year, MTI Dental Assisting students must provide proof of a 2-step TB test that will be valid through their contracted graduation date. If for any reason the contracted graduation date is revised, the student may need to repeat the 2-step TB test. The student is responsible for obtaining this and providing proof to MTI. The student can receive this test at any local Health Department (or facility of the student's choice) at the student's own cost.
- **MMR:** Students will need to provide proof of at least one MMR (measles, mumps, and rubella) vaccine. If unable to provide proof of at least one vaccine, then the students will need to receive a dose at any local Health Department (or facility of the student's choice) at the student's own cost.
- **Tetanus (Td):** Students must provide proof of an updated, within the last ten years, tetanus. If unable to provide proof in the last ten years, the student will need to receive an updated dose at any local Health Department (or facility of the student's choice) at the student's own cost.
- Satisfactory criminal background history based on a signed background check affidavit.

### **Medical Assisting:**

- Students must have the required immunizations. Prior to week 19 of program, proof must be submitted in the student's file or the student may not be allowed to attend classes until immunization requirements are met.
- **Hepatitis B:** Students are offered 3 doses of Hepatitis B vaccine at any local Health Department. There will be no direct charges for the student to pay at the time of service. Students will need to get the first dose of Hepatitis B vaccine by the ninth week of class. If a student has already had the vaccine, they will need to provide proof of dates the vaccine was given. A vaccine waiver may be signed for personal/health reasons. This waiver releases MTI from any incidents that may occur related to the potential or unknown exposure of Hepatitis B.
- **TB Skin Test:** As a 2-step TB test is only valid for one year, MTI Medical Assisting students must provide proof of a 2-step TB test that will be valid through their contracted graduation date. If for any reason the contracted graduation date is revised, the student may need to repeat the 2-step TB test. The student is responsible for obtaining this and providing proof to MTI. The student can receive this test at any local Health Department (or facility of the student's choice) at the student's own cost.
- **MMR:** Students will need to provide proof of at least one MMR (measles, mumps, and rubella) vaccine. If unable to provide proof of at least one vaccine, then the students will need to receive a dose at any local Health Department (or facility of the student's choice) at the student's own cost.
- **Tetanus (Td):** Students must provide proof of an updated, within the last ten years, tetanus. If unable to provide proof in the last ten years, the student will need to receive an updated dose at any local Health Department (or facility of the student's choice) at the student's own cost.
- Satisfactory criminal background history based on a signed background check affidavit.

### **Professional Truck Driving:**

- Must be 18 years of age or older, 21 years of age for interstate travel
- Possess a valid State driver's license
- Copy of motor vehicle record
- No unpaid tickets anywhere in the United States
- Meet physical qualifications as specified by the State (Blood pressure not higher than 140/90, Vision 20/40 with or without correction, no insulin dependent diabetes, no history of epilepsy or seizures) and possess a D.O.T. physical and drug screening which is provided in tuition cost
- Willing to participate in a controlled substance and alcohol testing program as mandated by the Federal Motor Carrier Safety Administration and the State Department of Transportation

### **Admission Procedures**

Admissions procedures for MTI include:

1. A visit to the school.
2. A personal interview with an authorized representative of the school.
3. Payment of the registration fee\*, if applicable, must be paid by the first day of class unless otherwise authorized. Payment of the registration fee secures a student's seat in a class. All other tuition and fees must be paid on the first day of class unless otherwise authorized.
4. Any student that declines loan amounts offered (Subsidized, Unsubsidized, and/or Plus Loans) which results in an out of pocket expense, will be required to pay that balance in full prior to their start date unless otherwise authorized.

\*The registration fee will be waived for any MTI/DTC graduate returning that does not have a balance owed to the school.

### **Trial Enrollment Period**

Students who enroll will be offered an opportunity to attend our programs for a relatively short period of time without incurring a financial obligation beyond the Registration Fee. The school will ensure that students have the necessary books and other materials needed to succeed during this trial period. This trial period can play a valuable role by allowing a student to attend classes for a brief period before deciding to continue attending their educational program as a regular student, at which time the student would be responsible for program charges.

Any student who officially or unofficially withdraws from school within three (3) calendar days of the official start date of the program will not be considered to have started school, no credit will be earned, and their tuition obligation and cost of course materials will be waived. In any event, any student who does not withdraw within three (3) calendar days of the official start date of the program will be considered to have confirmed their intention to continue the program as a regular student and thus will be classified as a start.

To be officially accepted as a regular student, a student must also meet the below requirements:

- Satisfy all remaining admissions requirements as stated in the institution's catalog and addenda; and
- Complete the financial aid process and submit all of the required documentation.

Any student who attends the trial period and who wishes to receive federal student aid funds after becoming a regular student must meet the other student eligibility criteria as provided in the federal regulations. Once determined to be a regular student, an otherwise ineligible student becomes eligible for federal student aid funds back to the beginning of the enrollment period, as applicable, which includes the trial period

### **Policy for Transfer of Credit**

All outside education or previous training an individual has will be evaluated by the Registrar. Final approval of such determination will be made by the Program Director/Director of Education, at which time all appropriate credit(s) will be granted to the student. If a student wishes to transfer credit to other institutions, they need to consult with that institution in which they may seek to transfer.

Cosmetology students who are internal transfer students (students transferring from one of MTI's or DTC's campuses to another) will receive full credit for all hours\*. For students transferring from another school or approved high school program, MTI or DTC may recognize up to 900. Transferred hours will be applied to the end of the student's contracted hours and will only be awarded based on completion of the program.

Students that transfer hours from a school that has been closed within one year of the proposed transfer, may transfer up to 75% of the total required hours, based on their transcript and proof of obtaining these hours. This will be considered on a case by case basis and final approval of the acceptance of hours will be given by the Campus President.

The cosmetology transfer student will be charged \$12.00 an hour; however, the student will not be charged an amount that exceeds the cost of the Cosmetology program. The student will be charged for a kit and license fees. The student's lab fee will be determined by the hours needed for program completion and by the director.

\*Internal transfer students who go from MTI's or DTC's 1500 hour program to MTI's 2100 program without a gap in attendance will be charged \$3,000.

#### Method of Payment

Option 1: To obtain a personal loan, or pay by cash or check (there is a \$25.00 fee for checks returned for any reason).

Option 2: Apply for Financial Aid (Pell Grants, Stafford Loans, etc.)

Option 3: Obtain outside scholarships and/or grants from state and/or local agencies

Option 4: Pay with a credit card (we accept VISA, MasterCard, and Discover)

If assistance is needed, please contact the Financial Aid Office and/or Student Accounts at:

<b>Springfield, MO Campus</b>
Midwest Technical Institute
3600 Glenstone Outer Road
Springfield, MO 65804
(417) 227-4950

#### FOR PROVISION OF ACCOMMODATIONS TO STUDENTS WITH DISABILITIES

##### Introduction

Midwest Technical Institute/Delta Technical School ("MTI" / "DTC") is dedicated to providing opportunities for all qualified students to participate fully in the academic environment and recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws have in achieving that success. MTI/DTC is committed to making reasonable accommodations for students with qualifying disabilities and making its campus and facilities accessible as required by applicable law. But, MTI/DTC cannot make accommodations that fundamentally alter the nature of its academic programs, cause undue burdens on MTI/DTC, or create a direct threat to the health or safety of students, faculty, staff or others.

**It is the responsibility of the student to make a written request for an accommodation and to follow the processes set forth in this policy. A student who does not request an accommodation will not be given one. Likewise, a student with a Disability who chooses not to request an accommodation is under no obligation to seek or obtain one.**

Nothing in this policy is intended to provide greater or less substantive benefits or procedural protections than are required by these laws. The policy incorporates by reference the specific language of applicable laws and regulations. In the event of any apparent discrepancy between the language of this policy and such legal authority, MTI/DTC's obligations will be determined exclusively by the applicable laws and regulations and any controlling interpretations of those laws and regulations.

##### Definitions

- A. **"Disability"** means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment. Some Disabilities are visible, while others, such as learning disabilities or psychiatric disorders, are "invisible" or not apparent. Factors such as fatigue, pain, or medication side effects can also aggravate an existing Disability.

1. **"Physical or mental impairment" means:**

- a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine;
  - b. Any mental or psychological disorder such as organic brain syndrome, emotional or mental illness, and specific learning disabilities; or,
  - c. Such contagious and non-contagious diseases and conditions, such as: orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, emotional illness, specific learning disabilities, autism, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.
2. **“Major life activities” means:** functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
3. **“A record of such impairment” means:** has a history of, or has been documented as having, a mental or physical impairment that substantially limits one or more major life activities.
- a. Professionals conducting assessments and rendering diagnoses of mental disorders must be qualified to do so. Comprehensive training in the differential diagnosis of mental disorders and direct experience in diagnosis and treatment of adults is necessary. Qualified diagnosing professionals would include, but are not limited to licensed psychologists, psychiatrists, and neurologists, or other professionals with training and expertise in the diagnosis of mental disorders. Such documentation should be on letterhead and contain the professional’s signature and license number. Documentation must be current and dated within the past 6 months: (the age of acceptable documentation is dependent upon the disabling condition i.e. older documentation may be accepted for conditions that are permanent, the current status of the student and the student’s specific request for accommodations).
  - b. ***The documentation supporting diagnoses of mental disorders should provide responses to the following questions:***
    - 1) Does the student have a diagnosable mental disorder?
    - 2) If so, what is the specific (DSM-5) diagnosis?
    - 3) Please provide all pertinent diagnostic information including subtypes and/or specifiers for diagnostic domains & subgroups as well as psychosocial stressors and environmental stressors.
    - 4) What were the assessment or evaluation procedures used to make the diagnosis?
    - 5) Is there historical data that is pertinent to the Disability?
    - 6) What are the major symptoms of the disorder currently manifested by the student, including level of severity?
    - 7) If medications are currently prescribed, are there any substantial side effects for this individual?
    - 8) What are the current functional limitations imposed by this disorder?
    - 9) What is the current prognosis?
    - 10) When did you last see this individual?
4. **“Being regarded as having such impairment” means:**
- a. Has a physical or mental impairment that does not substantially limit major life activities but that is treated by a private entity as constituting such a limitation;

- b. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
- c. Has none of the impairments defined in paragraph (a) of this definition but is treated by a private entity as having such an impairment.

**B. The term “Disability” does not include:**

- 1. *Whatever its original causes, the Disability must be a manifestation of a current behavioral, psychological, or biological dysfunction experienced by the individual. Neither deviant behavior (e.g., political, religious, or sexual) nor conflicts that are primarily between the individual and society are mental disorders unless the deviance or conflict is a symptom of a dysfunction in the individual, as described above. Moreover, “Disability” excludes common personality traits such as poor judgment or a quick temper.*
- 2. *Compulsive gambling, kleptomania, or pyromania; or*
- 3. Psychoactive substance use disorders resulting from current illegal use of drugs. “Drug” means a controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812).

**Identification Of Staff And Roles**

Section 504 of the Rehabilitation Act requires covered Schools to designate at least one individual who will coordinate compliance with the statute. MTI/DTC has designated several individuals who have varying roles in ensuring compliance with the laws protecting qualified individuals with disabilities. The staff members primarily involved in making decisions regarding requested accommodations include:

**A. Campus Staff**

**1. Campus Disabilities Coordinators — (Campus Presidents)**

The Campus President at each campus will serve as the Campus Disabilities Coordinator. Each campus has an assigned Campus Disabilities Coordinator who is the primary contact for students with disabilities at their campus for information related to requesting an accommodation, appealing the denial of a requested accommodation, or access issues. A complete list of the names of the Campus Disabilities Coordinators and contact information is set forth in Appendix A. Students requesting accommodations should contact the Campus Disabilities Coordinator at least three weeks prior to the start of the term for Letters of Accommodation. Campus Disabilities Coordinators oversee all disability services at their campus.

**2. Campus Directors Of Education**

Each campus has a Director of Education. The primary responsibility of these individuals related to this policy is to ensure that academic accommodations set forth in Letters of Accommodation are properly and adequately implemented by faculty. The Director of Education serves as the point of contact for questions and issues regarding academic accommodations and serves as the liaison between the student and faculty members. The Director of Education keeps the Campus Disabilities Coordinator informed of matters related to academic accommodations.

**B. School Accommodation Staff**

**1. School Accommodation Officer and Committee**

The MTI/DTC COO will serve as the School Accommodation Officer and Committee Chair. The School Accommodation Officer, initially, and then with the School Accommodation Committee, reviews and evaluates all requests for accommodations and is authorized to:

- a. determine Disability status;
- b. grant requests for accommodation;
- c. deny requests for accommodation;
- d. grant accommodations that may differ from those requested;

- e. instruct the Campus Disabilities Coordinator to seek from the student additional documentation needed to make such determinations.

The Chair of the Committee selects the other members of the Committee

2. **School Accommodation Officer and Appellate Officer**

The MTI/DTC CFO will serve as the School Accommodation Appellate Officer. The School Accommodation Appellate Officer considers all appeals of the final decisions of the School Accommodation Committee. In cases where the School Accommodation Appellate Officer has a conflict of interest or otherwise is unable to review a particular case, the CEO shall appoint the substitute School Accommodation Appellate Officer. No current member of the School Accommodation Committee may serve as the School Accommodation Appellate Officer or as a substitute School Accommodation Appellate Officer.

## Procedures

- A. **Certification and Accommodation**

MTI/DTC has adopted a two-part process for evaluating and providing reasonable accommodations for its students with a qualifying Disability. Certification is the first stage, and is the process by which the School Accommodation Committee reviews documentation submitted by the student to determine whether the student qualifies as a disabled student. Accommodation, is the second phase in which the School Accommodation Committee formulates a reasonable accommodation for students who are certified as eligible for accommodation.

All students seeking an accommodation for a Disability must complete the process of obtaining certification of a qualifying Disability and obtaining a written Letter of Accommodation from the School Accommodation Committee. This process assists MTI/DTC in making consistent, principled decisions with regard to student accommodations and provides guidance to students and faculty members on the proper manner of accommodating a Disability without compromising the fundamental nature of the academic program, causing an undue burden on MTI/DTC, or causing a direct threat to the health and safety of students, faculty, staff or others.

1. **Certification Phase**

- a. Any student requesting an accommodation should complete and submit a Request for Accommodation form to the Campus Disabilities Coordinator **at least three weeks prior to the start of the term**. This form is found at Appendix B of this document and may be obtained from the School Disabilities Coordinator.
- b. MTI/DTC will make all reasonable efforts to respond to a Request for Accommodation and arrange for any granted requests before the term commences. However, MTI/DTC cannot guarantee that all requests will be resolved by the first day of class. A student who submits a Request for Accommodation with insufficient time for the School Accommodation Committee to consider and resolve a request before the term commences may opt either to attend classes without the requested accommodation or to delay attending classes until the request is decided. **Note that accommodations cannot be provided if they are not specifically requested. It is the responsibility of the student to request an accommodation and to follow the processes set forth in this policy. A student who does not request an accommodation will not be given one. Likewise, a student with a Disability who chooses not to request an accommodation is under no obligation to seek or obtain one.**
- c. **Section I** of the Request for Accommodation form is completed by the student and requires that the student provide:



- (1) a description of the student's disability, including the manner in which the disability limits major life activities relevant to a student's participation in MTI/DTC's programs; and
- (2) a description of the specific accommodation(s) requested.

This section also contains a release section permitting information to be shared with other relevant individuals on a need-to-know basis.

**d. Section II** of the Request for Accommodation form is to be provided by an objective professional qualified to diagnose the disability at issue, verifying the nature and extent of the disability and the manner in which the disability limits major life activities relevant to a student's participation in MTI/DTC's programs. Thus, this section should contain information to both establish the disability and to provide adequate information on the functional impact of the disability so that reasonable accommodations can be identified. Objective professionals include licensed physicians, psychologists, audiologists, speech pathologists, licensed clinical social workers, rehabilitation counselors, marriage and family therapists, learning disability specialists, or other appropriate certified/licensed professionals. The documentation should provide the School Accommodation Committee with a basic understanding of the student's disability and enough information to anticipate how the current impact of the disability is expected to interact with MTI/DTC's structure of courses, testing methods, and program requirements. Section II sets out the particular information needed from the professional.

- (1) If a student has existing, current documentation of their disability from their healthcare provider or diagnostic professional, it may be attached to the Request for Accommodation form, thereby relieving the professional from duplicating the information requested in Section II. Documentation for eligibility should be current, preferably within the last six months; (the age of acceptable documentation is dependent upon the disabling condition i.e. older documentation may be accepted for conditions that are permanent, the current status of the student and the student's specific request for accommodations). If a student has existing and/or current documentation of their disability from their health care provider or diagnostic professional, it may be attached to this section, provided it meets the criteria requested in Section II.
- (2) A high school IEP is not adequate documentation for Section II "Documentation of Disability" since IEP's generally do not provide the information necessary to assess the current nature of a student's disability or to determine the appropriate accommodation, if any, for the disability of a post-secondary student.
- (3) It is important to note that documentation of any one specific disability does not automatically mean the student will be provided any specific accommodation. Likewise, the specific accommodation recommended by the professional, or desired by the student, may not always be granted. Reasonable accommodations are individually determined and based on the functional impact of the condition and its likely interaction with the environment, i.e., course assignments, program requirements, physical design, and the like. Consequently, the accommodation provided to the student will vary individually such that those with the "same" disability may be provided different accommodations and such that the same individual may be provided a different accommodation depending on the environment.

- (4) At times, disability documentation requires augmentation through an interview. The School Accommodation Committee may contact the Campus Disabilities Coordinator to arrange for an interview by the committee with the student and/or the professional submitting documentation on behalf of the student. Such an interview can be extremely valuable in substantiating the existence of a disability, understanding its impact, and identifying the appropriate accommodation.
  - e. MTI/DTC treats all documentation submitted by or on behalf of the student as confidential information and subject to the requirements and protections of The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). For students with disabilities who attend a post-secondary institution, FERPA ensures the confidentiality of the student's documentation and limits access to appropriate MTI/DTC personnel. All requests for accommodations should be made in accordance with this Policy. While students may discuss requested accommodations with faculty members if they so choose, students should be aware that members of the faculty are not authorized to grant such accommodations. Students should consider their rights to confidentiality before discussing any accommodation with MTI/DTC personnel other than those tasked under this Policy to deal with requested accommodations.
2. **Notification and Accommodation Phase**
- Once the School Accommodation Committee has certified a student as eligible for an accommodation, it works with the student and the Campus Disabilities Coordinator along with other appropriate members of the MTI/DTC community such as faculty members and the Campus staff to formulate a proposed course of action to accommodate the student's disability. Input from all of these parties is crucial to devising an accommodation that will not alter the fundamental nature of the program, cause an undue financial burden on MTI/DTC, or cause a direct threat to the health or safety of students, faculty, staff or others.
- a. **Notification**  
Upon determination by the School Accommodation Committee of the proper accommodation, the committee will notify the student, the Campus Disabilities Coordinator, and the Director of Education of the granted accommodation. The Director of Education, in turn, works with the relevant faculty members to ensure that granted academic accommodations are carried out properly for the student for each term. Some accommodations may not require faculty participation or notification. For example, faculty participation or notification is not required in cases where classroom activity is not affected.
  - b. **Accommodation**  
MTI/DTC will provide only reasonable accommodations. Accommodations are reasonable when **they do not fundamentally alter the nature of a program or service, do not represent an undue financial or administrative burden, and do not pose a direct threat to the health or safety of students, faculty, staff or others.** In some instances, a requested accommodation may pose an "undue hardship" on MTI/DTC which prevents the accommodation from being offered. The determination of whether an accommodation creates an "undue hardship" is contingent upon a number of variables and is made by the School Accommodation Committee. Students eligible for funding a requested accommodation from the vocational rehabilitation agency in their home state are encouraged to seek such funding.

**MTI/DTC will not alter the accommodation review process for students who make untimely requests for accommodation, and MTI/DTC provides no assurances to any such student that MTI/DTC will complete its review of the requested accommodation prior to the start of classes. A student who requests an accommodation after classes begin may not have his or her previous coursework reexamined or expunged even if the student can show that he or she had a Disability at the time he or she completed the coursework in question.**

**c. *Modification of Accommodation***

Initial accommodations will be effective from term to term and may be later modified for a number of reasons including, but not limited to:

- (1) The faculty member teaching the course determines that providing the accommodation will fundamentally alter an essential element of the course or program;
- (2) The student realizes that the accommodation is not effective or no longer necessary;
- (3) The School Accommodation Committee substitutes an equally effective accommodation for reasons of administrative efficiency.

Students who believe their existing accommodation is no longer effective or necessary should submit an additional Request for Accommodation form to the School Accommodation Committee as soon as they become aware of the need for the modification or cancellation.

**B. *Appeal***

A student may appeal to the School Accommodation Appellate Officer any final, written decision of the School Accommodation Committee including a decision not to certify a student as possessing a qualifying Disability, a denial of a Request for Accommodation, provision of an accommodation different than the one requested by the student, and a decision regarding the sufficiency of documentation.

All appeals should be in writing utilizing the Accommodation Appeal form as set forth in Appendix B and submitted to the Campus Disabilities Coordinator within five (5) days after the student-appellant receives the School Accommodation Committee's written decision. Upon request and where the student can show good cause, the School Accommodation Appellate Officer has the discretion to permit the student to submit his or her appeal after the five (5) days. The Campus Disabilities Coordinator then forwards the written appeal to the School Accommodation Appellate Officer within three (3) working days of receipt of the written appeal. If requested by the School Accommodation Appellate Officer, the School Accommodations Committee will forward any requested documentation or information in writing to the School Accommodation Appellate Officer. Student-appellants, however, are encouraged to submit a thorough and complete statement in their appeals of the basis for the challenge and should attach any relevant documentation.

In his or her discretion, the School Accommodation Appellate Officer may rely solely on the student's appeal and the written record. However, the School Accommodation Appellate Officer may conduct a hearing or request oral presentations if he or she deems either warranted by the circumstances. If the School Accommodation Appellate Officer conducts a hearing or requests oral presentations, such hearing or presentation will be carried out usually within five (5) working days of receiving all appeal materials from the student and any additional information from the School Accommodation Committee. However, this period of time may be extended due to the unavailability of the School Accommodation Appellate Officer, witnesses, the student-appellant, and the like.

The School Accommodation Committee may, in its discretion, provide temporary relief while the appeal is pending.

The School Accommodation Appellate Officer will render a decision as soon as possible but generally no later than three (3) business days from receipt of all information from the student-appellant and the School Accommodation Committee and the completion of hearing any testimony or oral presentations. The School Accommodation Appellate Officer shall notify the student-appellant, the School Accommodation Committee, the Campus [Director of Education/Academic Dean], and the Campus Disabilities Coordinator in writing of his or her decision. The School Accommodation Appellate Officer may: 1) remand the decision to the School Accommodation Committee for reevaluation (the Committee should attempt to complete its reevaluation within five (5) business days of receipt of the remand decision); 2) grant the relief requested by the student-appellant; or 3) uphold the School Accommodation Committee's original decision. Decisions of the School Accommodation Appellate Officer are final.

It is the responsibility of the School Accommodation Committee to notify the Campus Director of Education and the Campus Disabilities Coordinator of all decisions of the School Accommodation Appellate Officer.

**C. Process for Complaints regarding Disability-Related Harassment or Discrimination**

MTI/DTC prohibits unlawful discrimination or harassment on the basis of Disability. A student who believes that he/she has been harassed or discriminated against on the basis of Disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act may file a written complaint to his/her Campus President. Within twenty (20) business days after receipt of the complaint, the student will receive written notification of the outcome of the Campus President's investigation into his/her complaint to include corrective actions taken, if appropriate based on the outcomes, to prevent further harassment.

A student may appeal to the School Accommodation Appellate Officer any final, written decision of the Campus President regarding his/her claim. A student has ten (10) days from receipt of the written decision from the Campus President to appeal. Upon request, and where the student can show good cause, the School Accommodation Appellate Officer has the discretion to permit the student to submit his or her appeal after the ten (10) days. If requested by the School Accommodation Appellate Officer, the Campus President will forward any requested documentation or information in writing to the School Accommodation Appellate Officer. Student-appellants, however, are encouraged to submit a thorough and complete statement in their appeal of the basis for the challenge and should attach any relevant documentation.

In his or her discretion, the School Accommodation Appellate Officer may rely solely on the student's appeal and the written record. However, the School Accommodation Appellate Officer may conduct a hearing or request oral presentations if he or she deems warranted by the circumstances. If the School Accommodation Appellate Officer conducts a hearing or requests oral presentations, such hearing or presentation will be carried out usually within ten (10) working days of receiving all appeal materials from the student and any additional information from the Campus President. However, this period of time may be extended due to the unavailability of the School Accommodation Appellate Officer, witnesses, the student-appellant, and the like.

The School Accommodation Appellate Officer will render a decision regarding the outcome of the appeal and notify the student-appellant and the Campus President in writing as soon as possible but generally no later than twenty (20) business days from receipt of all information from the student-appellant and the completion of any hearing, testimony, or oral presentations. This decision will include corrective actions taken, if necessary based on the outcome, to prevent further harassment. Decisions of the School Accommodation Appellate Officer are final.

The School will not tolerate unlawful retaliation against any student who in good faith raises an issue regarding violations of Section 504 of the Rehabilitation Act of 1973. If you believe you have been retaliated against in violation of this policy, you are encouraged to immediately report the retaliation in writing to the Campus President.

### **Student Records**

Each campus will maintain appropriate confidential records that identify students with a qualifying Disability. These records shall include the student's name, address, social security number, nature of Disability, support services needed, documentation provided by the student, appeal records, Letter of Accommodation, and other documentation related to any request for accommodation. All such records, including student medical records, shall be considered "education records" protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Although certain medical records are not considered "education records" under FERPA, this exception does not apply to student medical records maintained by a campus to provide services to a student with disabilities. Consequently, accommodation-related records will be protected in accordance with FERPA and its regulations. Information may be released only with the student's informed consent in accordance with FERPA or other applicable law.

### **Appendices**

- A. MTI/DTC ADA/Section 504 Initial Staff Appointments
- B. Request for Accommodation Form (available upon request)
- C. Accommodation Appeal Form (available upon request)

## **APPENDIX A**

### **MTI/DTC ADA SECTION 504 STAFF APPOINTMENTS**

#### **DISABILITIES COORDINATORS**

The Disabilities Coordinators are the Campus Presidents at each Campus and presently are as follows:

- a. Springfield, Illinois – Shelia Wilson
- b. East Peoria, Illinois – Paul Schaefer
- c. Moline, Illinois – Mary Link
- d. Springfield, Missouri – Liz Cooper
- e. Ridgeland, Mississippi – Randal Hayes
- f. Horn Lake, Mississippi – Ralph Fitzgerald

#### **CAMPUS DIRECTORS OF EDUCATION**

The Campus Directors of Education are the Campus Directors of Education at each campus and presently are as follows:

- a. Springfield, Illinois – Shelia Wilson
- b. East Peoria, Illinois – Adam Kuchan
- c. Moline, Illinois – Angela Hoffman
- d. Springfield, Missouri – Steve Brown
- e. Ridgeland, Mississippi – W.B. Bates II
- f. Horn Lake, Mississippi – Thomas Pullin

#### **SCHOOL ACCOMMODATIONS OFFICER AND COMMITTEE CHAIR**

The School Chief Operating Officer currently serves as the School Accommodations Officer & School Accommodations Committee Chair and presently is Beth Anderson.

#### **SCHOOL ACCOMMODATIONS COMMITTEE**

The following School staff members who presently serve on the School Accommodations Committee which is chaired by the School Accommodations officer are:

- a. Beth Anderson, Chief Operating Officer – School Accommodations Officer & Committee Chair
- b. Linette Birky, Executive Director of Compliance – Committee Member
- c. Diana Hutchinson, Director of Admissions – Committee Member
- d. Jenny Roede, Executive Director of Financial Aid Compliance – Committee Member

#### **SCHOOL ACCOMMODATIONS APPELLATE OFFICER**

The School Accommodations Appellate Officer shall be the current MTI/DTC Chief Financial Officer who is presently Terry Reutell.

# **Administrative Policies**

## **School Property**

1. Smoking is permitted in designated area, including electric cigarettes.
2. Littering will not be tolerated.
3. No rolling bags of any kind will be allowed.

## **Tardiness**

Students are expected to report to class on time and remain in class until the scheduled dismissal time. Students will be given credit for every one full hour of class that they are in attendance. The student may appeal the determination of his/her tardiness to their instructor. If issue is not resolved, the respective Program Director can be contacted.

## **Leave of Absence**

Students with a military reserve commitment creating a cause for absence from a scheduled program may petition the Director of Education (DOE) for interruption of training/leave of absence (LOA). Any other reasons for leaving the school will be handled on an individual basis and examined by the DOE. Prior to a LOA, students must submit to the DOE a written, signed, and dated LOA request form that includes the reason for their request. The DOE will meet with the respective Program Director and approve/deny the leave. ALL forms must be signed by the student or the LOA will not be valid and the student may be dismissed.

The leave of absence together with any other leaves of absence must not exceed a total of 180 days in a 12-month period. A student returning from leave of absence must resume training at the same point in the academic program that he or she began the leave of absence, except in a clock-hour program. A student's failure to return from leave of absence will result in dismissal from the program.

## **Make-up Work Policy**

A student should immediately contact his/her instructor after an absence to identify any classroom, shop/lab activities, or externship/internship requirements that need to be made up. The instructor will identify make-up assignments and provide guidelines for completion. Make up work will be approved on a case by case basis with an instructor approval for the CDL Training Course and Professional Truck Driving.

## **Student Transcript Policy**

Students are entitled to access their educational records maintained by MTI and entitled to an official transcript of record provided to them or their designated recipient.

Any student who has enrolled in an academic program at MTI may request an official transcript. The Official Transcript of Record shall consist of a summary of the courses needed to complete a program of study.

Request for Official Transcript is the authorization from the student to MTI to release the above defined transcript of the student's record. An Official Transcript of Record is released upon request of the student. Such requests must be made in writing either by completing the Request for Official Transcript form or by writing a letter. All written requests must be signed by the student.

Transcripts will be issued as soon as possible after receipt of the request and a \$5.00 processing fee is collected. All outstanding debts and obligations to MTI must be cleared prior to release of transcript.

Transcripts are normally issued via U.S. Mail or given directly to the recipient designated by the student. Prior arrangement must be made for transcripts to be picked up by the student or designated recipient. Pick up of transcripts by anyone other than the student must be authorized in writing at the time of the request.

### **Dress Code**

At MTI, students should dress in a way that shows respect for not only themselves, but all other students. Students are expected to be clean and well-groomed in their appearance and:

- Students should not wear shirts or tops that show their midriffs. Skirts and shorts must reach fingertip or below.
- Students will wear clothing that does not reveal underwear and inappropriate areas.
- Students should not wear any article of clothing that has a sexually implied message or picture, or depicts drugs, alcohol, weapons, or vulgarity.
- No low cut, see-through shirts are allowed.
- Please wear proper/appropriate under garments.
- HVAC/R-MAR, Welding, CDL and Professional Truck Driving students are required to wear appropriate work clothing, no shorts or skirts. Loose-fitting shirts or pants are prohibited for safety reasons. Pants must be worn at the waist level. Only closed-toe shoes are allowed in work areas.

Instructors have the right to enforce this policy and ask that a student change clothes for any of the above reasons. If there are repeated offenses to this policy, a student may be suspended or dismissed from school.

### **Cell Phone Usage**

Cell phone usage (includes texting) will only be allowed *QUIETLY* in the student lounge or outside in your cars. Any student who chooses to violate this rule will be sent home and receive zero credit for the remainder of the day.

### **Sleeping in Class**

Sleeping in class is not permitted. Students are expected to stay awake in class. If an instructor must awaken a sleeping student, the student will be asked to meet with the lead instructor for a student advisory session. If the student falls asleep in class a second time, a written warning will be issued. Third offenses will result in the student being deemed absent from class for that day. After a third offense a sleeping student will be asked to leave class, meet with the respective Program Director, and may be dismissed at the discretion of the Director.

### **Accident**

All accidents must be reported to your instructor immediately following the accident and an accident report completed and signed. Once you leave school property, MTI is no longer responsible for any medical bills which may result from this injury. If medical treatment is required, the injured party will be referred to a medical facility, at which time a drug screening will be administered by the medical facility. Please see an Admission Representative for the facility location with a site agreement with MTI.

This procedure must be followed. MTI has no billing policies with any other medical facilities. Students that do not pass the drug screen or do not follow this procedure will be liable for their own expenses.

### **Internet Acceptable Use Policy (IAUP)**

MTI recognizes the need for students to have access to the internet using MTI computers. For this reason, the internet has been made available to students for learning purposes.

Students are specifically prohibited from accessing the following sites using MTI computers:

- Gambling sites
- Hate sites
- Pornographic sites
- Any site engaging in or encouraging illegal activity

MTI reserves the right to use monitoring software to make sure the company's IAUP is being adhered to by its students. If the student violates this policy, the student may be subject to disciplinary measures, including possible dismissal.

## Campus Security Report

Should you need to report criminal actions or other emergencies occurring on campus, please report directly to a school official listed below. Appropriate officials will notify the local law enforcement agency or emergency medical technicians, depending on the seriousness of the incident. MTI does not recognize any off-campus student organizations that would be covered by this act.

The purpose and authority of MTI staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred to and investigated by the Police Department. The goal of MTI is to ensure a safe environment for students, staff, faculty, and visitors.

Non-Emergency Phone Numbers:

<b>Springfield, MO Campus</b>
Liz Cooper Campus President (417) 227-4950
Steve Brown Director of Education (417) 227-4950

Emergency Phone Number: Calling from a MTI phone dial 911.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires postsecondary schools across the United States to disclose information about crime on and around their campuses.

MTI will disclose crime statistics based on the following factors:

- Where the crime occurred
- Type of crime committed
- To whom the crime was reported
- When the crime was reported

This report will be updated every October for the previous three years.

Current students and employees will be provided a copy of the annual Campus Security Report by direct mailing through the U.S. Postal service or by internet <https://midwesttech.edu/student-services/catalog/>. MTI will provide prospective students and prospective employees a statement of the Campus Security reports availability and a description of its contents. MTI will provide a paper copy of the annual security report, upon request, to a prospective student or prospective employee.

ACCESS: MTI is open year round to the public during the following hours:

Monday and Wednesday: 8:00am to 6:00pm

Tuesday and Thursday: 8:00am to 8:00pm

Friday: 8:00am to 4:00pm

1<sup>st</sup> & 3<sup>rd</sup> Saturday: 9:00am to 1:00pm

Sunday: Closed

For security, campus access is limited to students, prospective students, and MTI staff. Guests and maintenance personnel must have identification and permission from a MTI official to enter the campus. MTI reserves the right to ask any visitor, student, staff, or patron to leave the facility following any disruptive behavior. Students and staff are advised to leave the building in a group and to be aware of the surroundings. New students and staff at orientation are advised that they must be responsible for their own security and the security of others.



## **Alcohol, Tobacco, and other Drugs**

MTI recognizes its responsibility to maintain an environment conducive to academic achievement and student professional development. Therefore, students, employees, and all visitors are expected to behave responsibly as part of the academic community, including their behavior in regard to alcohol and controlled substance use. Involvement and/or possession, distribution, use, and/or sale of illegal drugs or alcohol on MTI property will result in disciplinary action up to and including termination of employees or expulsion of students and referral for prosecution. MTI does not currently offer any drug or alcohol abuse education programs. MTI has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

### **Phase One**

#### **Warning of the Dangers of Drug and Alcohol Abuse**

Drug and Alcohol Use impairs memory, alertness, and achievement. It erodes the capacity to perform, think, and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. Schedule A below specifically details the uses and effects as it relates to alcohol.

### **Phase Two**

#### **This Institution has a policy of maintaining a Drug and Alcohol Free Learning Environment**

All students are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited in the Institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after conviction.

In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations or any teaching site, or any "off-site" location i.e., field trips, luncheons, meetings, etc. where the activities are any way related to the institution.

<b>Springfield, MO Campus</b>
Midwest Technical Institute
3600 Glenstone Outer Road
Springfield, MO 65804
(417) 227-4950

### **Phase Three**

#### **Listing of the available Local Drug Counseling, Rehabilitation, and Assistance Programs**

Please refer to Schedule B, page 26.

### **Phase Four**

#### **Non-compliance with the Terms of the Institution's Drug-Free Workplace Statement**

Non-compliance will result in the following action being taken by this institution:

- The student would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state, or local health agency or other appropriate agency.
- Community service with one of the above stated agencies.
- Termination of enrollment.

### **Schedule A**

#### **Alcohol Uses and Effects**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**Schedule B  
Drug Counseling, Rehabilitation, and Assistance Programs**

<b>Springfield, MO Campus</b>
Recovery Outreach Services, LLC
1925 E. Bennett, Suite L
Springfield, MO 65804
(417) 823-9691

**Schedule C  
Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

21 USC.844 (a)

- First Conviction: not more than 1 year imprisonment and fined at least \$1,000 or both.
- Second Conviction: not less than 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$10,000, or both.
- Two or more prior convictions: not less than 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$25,000, or both.

**Campus Sex Crimes Prevention Act of 2000**

The Victims of Trafficking and Violence Act of 2000 requires postsecondary schools to inform students and employees how to learn the identity of registered sex offenders enrolled. Students need to follow the procedures detailed below if a sex offense occurs.

Notify the Campus President of MTI and the proper law enforcement agencies including the Police Department. It is important that the victim preserve evidence for proof of the criminal offense.

<b>Springfield, MO Campus</b>
Liz Cooper Campus President
(417) 227-4950
Steve Brown Director of Education
(417) 227-4950

MTI does not offer sex offense victims specific services, but will provide information about referral agencies upon request. MTI will provide assistance to sex offense victims by changing their academic schedules or offering a leave of absence. Please be advised that MTI does not conduct institutional proceedings. Disciplinary sanction will be taken against proven sex offenders. All sexual offenses are reported to the local authorities. If the accused is convicted, MTI will, based upon the crime, suspend the student, require counseling, and/or dismiss the student. The State Police maintain a website that allows you to search the sex offender database online. To learn the identity of registered sex offenders on or near school property, visit the Sex Offender database at [www.greenecountymo.org/sheriff/sex\\_offender/index.php](http://www.greenecountymo.org/sheriff/sex_offender/index.php).

### Daily Crime Log

All crimes reported on campus, in or on non-campus buildings or property, or on public property within the campus or immediately adjacent to and accessible from the campus are entered into the Daily Crime Log in a timely manner.

CONTACTING US: For any questions regarding parking regulations, school access, or any other issues involving the school, contact us:

Non-Emergency Phone Numbers:

<b>Springfield, MO Campus</b>
Liz Cooper Campus President
(417) 227-4950
Steve Brown Director of Education
(417) 227-4950

Emergency Phone Number: Calling from a MTI phone dial 911.

### Community Service Phone Numbers

<b>Springfield, MO Campus</b>
Crime Stoppers (417) 869-8477
Dispatch (417) 864-1810
Suicide Prevention (800) 784-2433
Women's Shelter (417) 831-6387
Rape Recovery (816) 232-4481
Center for Substance Abuse 800-622-HELP

### Hate Crime

All hate crime data will be reported in a narrative format for the three most recent years. Hate crimes are described as ones that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as described by the Hate Crimes Statistics Act (28 U.S.C. 534).

The following provides information required under Public Law, 34 CFR Part 668, Student Assistance General Provisions, and Campus Safety. This is the most current information as of the date this catalog was revised, which is located inside of the cover. This information is updated in the catalog by October 1<sup>st</sup> of each year and the most up to date catalog can be located at the following website <https://midwesttech.edu/student-services/catalog/>. A paper copy is available upon request.

Campus Crime Legend:

C	On Campus
N.C.	Non-campus Property
P.P.	Public Property

Crime	Springfield, MO								
	2014			2015			2016		
	C	N.C.	P.P.	C	N.C.	P.P.	C	N.C.	P.P.
Murder/Non-Negligent Manslaughter	0	0	0	0		0	0		0
Negligent Manslaughter	0	0	0	0		0	0		0
Rape	0	0	0	0		0	0		0
Fondling	0	0	0	0		0	0		0
Incest	0	0	0	0		0	0		0
Statutory Rape	0	0	0	0		0	0		0
Robbery	0	0	0	0		0	0		0
Aggravated Assault	0	0	0	0		0	0		0
Burglary	0	0	0	0		0	0		0
Motor Vehicle Theft	0	0	0	0		0	0		0
Arson	0	0	0	0		0	0		0
Simple Assault	0	0	0	0		0	0		0
Larceny Theft	0	0	0	0		0	0		0
Intimidation	0	0	0	0		0	0		0
Property: Destruction/Damage/ Vandalism	0	0	0	0		0	0		0
Domestic Violence	0	0	0	1		0	0		0
Dating Violence	0	0	0	0		0	0		0
Stalking	0	0	0	0		0	0		0
Weapons Arrest	0	0	0	0		0	0		0
Disciplinary Referrals: Weapons	0	0	0	0		0	0		0
Drug Arrest	0	0	0	0		0	0		0
Disciplinary Referrals: Drug	0	0	0	0		0	0		0
Liquor Arrest	0	0	0	0		0	0		0
Disciplinary Referrals: Liquor	0	0	0	0		0	0		0

# **Title IX Nondiscrimination & Anti-Harassment Policy of Midwest Technical Institute And Delta Technical College**

## **Policy Statement**

Midwest Technical Institute/Delta Technical College ("MTI/DTC") are committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The Institute considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

Sexual harassment, whether verbal, physical, or visual, which is based on sex is a form of prohibited sex discrimination. Sexual harassment also includes sexual violence. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below.

## **Title IX Statement**

Title IX provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Further information about Title IX can be found at <http://www.iustice.gov/crt/about/cor/titleix.php>

It is the policy of MTI/DTC to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in MTI/DTC's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. MTI/DTC has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

### **Title IX Coordinator:**

Linette Birky

Phone – 309-427-2750

Fax – 309-427-3229

[lbirky@midwesttech.edu](mailto:lbirky@midwesttech.edu)

MTI/DTC has also designated the following deputy Title IX Coordinators to coordinate Title IX compliance at ITS specific campus locations and to receive inquiries regarding Title IX, including complaints of sex discrimination, for the specified campuses:

### **Deputy Title IX Coordinators:**

Shelia Wilson, Campus President, MTI Springfield, IL campus

Paul Schaefer, Campus President, MTI East Peoria, IL campus

Mary Link, Campus President, MTI Moline, IL campus

Liz Cooper, Campus President, MTI Springfield, MO campus

Ralph Fitzgerald, Campus President, DTC Horn Lake, MS campus

Randal Hayes, Campus President, DTC Ridgeland, MS campus

Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the school's Title IX Coordinator or Deputy Title IX Coordinator.

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with the United States Department of Education:

Office for Civil Rights {OCR} Chicago Office  
U.S. Department of Education Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Phone – 312-730-1560  
Fax – 312-730-1576  
Email: [OCR.ChicagoPed.gov](mailto:OCR.ChicagoPed.gov)  
Web: <http://www.ed.gov/ocr>

## **Sexual Harassment**

### **Definition of Sexual Harassment**

Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

### **Examples of Sexual Harassment**

Examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos or sexual humor
- Obscene gestures
- Offensive or unwelcome comments of a sexual nature
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Asking about, or telling about, sexual fantasies
- E-mail and Internet use that violates this policy
- Sexual violence (as defined below)

### **Sexual Violence**

Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity or because of his or her youth.

## **Examples of Sexual Violence**

Some examples of sexual violence include:

- Sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent, no matter how slight the penetration or contact
- Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation, no matter how slight the penetration or contact
- Intentional contact by a man or woman upon a man or woman, without consent: with a person's breasts, buttock, groin, or genitals, touching another with any of these body parts, or any other intentional bodily contact in a sexual manner
- Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
- Prostituting another student
- Non-consensual digital, video, or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity
- Engaging in voyeurism
- Intentionally exposing one's genitals in non-consensual circumstances
- Sexually based stalking and/or bullying
- Knowingly transmitting a sexually transmitted disease to another

## **Roles and Responsibilities**

### **Title IX Coordinator**

It is the responsibility of the Title IX Coordinator to coordinate dissemination of information and education and training programs to: (1) assist members of the MTI/DTC community in understanding that sex discrimination and sexual harassment are prohibited by this policy; (2) ensure that investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment; and (3) ensure that faculty, staff, and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment.

### **Supervisors**

It is the responsibility of those employees who formally supervise faculty, staff or employees to:

- Inform employees under their direction or supervision of this policy
- Notify the Title IX Coordinator or appropriate deputy Title IX Coordinator for their campus promptly if they receive reports, witness, or otherwise learn of complaints sex discrimination and sexual harassment
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy

### **Employees**

It is the responsibility of all employees to review this policy and comply with it.

### **Students**

It is the responsibility of all students to review this policy and comply with it.

### **MTI/DTC**

When the MTI/DTC is aware that a member of the MTI/DTC community may have been subjected to or affected by conduct that violates this policy, MTI/DTC will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sex discrimination or sexual harassment. The Institute will act in accordance with its Complaint Resolution Procedures.

## **Complaints**

### **Making a Complaint**

#### **Employees and Staff**

All MTI/DTC employees, faculty and staff have a duty to report sex discrimination and sexual harassment to the Title IX Coordinator or appropriate deputy Title IX Coordinator for their campus.

#### **Students and Other Persons**

Students who wish to report sex discrimination or sexual harassment should file a complaint with the Title IX Coordinator or Deputy Title IX Coordinator for their campus. Students and other persons may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section II above.

#### **Conduct that Constitutes a Crime**

Any person who wishes to make a complaint of sex discrimination or sexual harassment that also constitutes a crime—including sexual violence—is encouraged to make a complaint to local law enforcement. If requested, MTI/DTC will assist the complainant in notifying the appropriate law enforcement authorities.

#### **Protecting the Complainant**

Pending final outcome of an investigation, MTI/DTC will take steps to protect the complainant of an alleged sex offense from any further harassment or retaliation. This may include allowing the complainant to change his or her academic situation if options to do so are reasonably available.

### **Timing**

MTI/DTC encourages persons to make complaints of sex discrimination and sexual harassment as soon as possible because late reporting may limit MTI/DTC's ability to investigate and respond to the complained of conduct.

### **Investigation and Confidentiality**

All complaints of sex discrimination and sexual harassment will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures. MTI/DTC will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, MTI/DTC cannot guarantee confidentiality to those who make complaints.

### **Resolution**

If a complaint of sex discrimination or sexual harassment is found to be substantiated, MTI/DTC will take appropriate corrective action. Students, faculty, staff and employees found to be in violation of this policy will be subject to discipline up to and including termination, expulsion, or other appropriate institutional sanctions; third-parties (all individuals other than students, faculty, staff and employees) may be removed from MTI/DTC programs and/or prevented from returning to campus.

### **Bad Faith Complaints**

While MTI/DTC encourages all good faith complaints of sex discrimination and sexual harassment, it has the responsibility to balance the rights of all parties. Therefore, if MTI/DTC's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

### **Retaliation**

It is a violation of this policy to retaliate against any person for making a good faith complaint of sex discrimination or sexual harassment and/or cooperating in the investigation of (including testifying as a witness to) such complaint. Encouraging others to retaliate also violates the policy.



### **Vendors, Contractors, and Third Parties**

This policy and the Complaint Resolution Procedures apply to the conduct of vendors, contractors, and any other third parties. If a member of the MTI/DTC community believes that he or she has been subjected to sex discrimination or sexual harassment by a vendor, contractor, or other third party, the person should make a complaint in the manner set forth in Complaints section above. MTI/DTC will respond to the complaint as appropriate, given the nature of its relationship to the vendor, contractor, or other third party.

### **Academic Freedom**

Sex discrimination and sexual harassment are neither legally protected expression nor fall within the proper exercise of academic freedom. MTI/DTC is committed to the principles of free inquiry and free expression, and this policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matter.

### **Education**

Because the Institute recognizes sex discrimination and sexual harassment as important issues, it offers educational programming to a variety of groups such as: campus personnel; incoming students participating in orientation; and members of student organizations. To learn more about education resources, please contact the Title IX Coordinator or Deputy Title IX Coordinator for your campus.

## **TITLE IX COMPLAINT RESOLUTION PROCEDURES**

### **General Principles**

For purposes of these complaint resolution procedures, "Title IX Coordinator" means the deputy Title IX Coordinator for the campus to which the complaint pertains and/or his or her designee. The Title IX Coordinator shall have responsibility for administering these complaint resolution procedures. The Title IX Coordinator shall discharge his or her obligations under these complaint resolution procedures fairly and impartially, and ensure that the investigation process is free from actual or perceived bias or conflicts of interest that would materially impact the outcome.

### **Investigation and Resolution of the Complaint**

#### **Commencement of the Investigation**

Once a complaint is made, the Title IX Coordinator will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. In rare instances, the Title IX Coordinator may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

#### **The Content of the Investigation**

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Title IX Coordinator will review the evidence presented and, depending on the circumstances, may interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

### **Non-Attorney Support Person**

During the investigation process, both the complainant and respondent may ask a non-attorney support person from the MTI/DTC community to accompany him or her. The support person must be a member of the MTI/DTC community and cannot be a potential witness. In cases involving multiple complainants or respondents, the non-attorney support person cannot be another complainant or respondent. The non-attorney support person does not serve as an advocate on behalf of the complainant or respondent, and he or she must agree to maintain the confidentiality of the process.

### **Interim Measures**

At any time during the investigation, the Title IX Coordinator may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Title IX: Non-Discrimination and Anti-Harassment Policy.

### **Pending Criminal Investigation**

Some instances of sexual harassment or sexual violence may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, MTI/DTC will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve MTI/DTC of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, MTI/DTC will proceed with its own investigation and resolution of the complaint.

### **Resolution**

At the conclusion of the investigation, the Title IX Coordinator will determine whether the preponderance of the evidence indicates the respondent has violated the Title IX Non-Discrimination and Anti-Harassment Policy. The Title IX Coordinator will prepare a written report setting forth findings, conclusions, and actions to be taken, if any.

If the resolution determines that sex discrimination or sexual harassment occurred, the actions taken will include those necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the MTI/DTC community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions

The complainant and the respondent will be notified in writing of the outcome of the investigation within three (3) days of its completion. The determination of the Title IX Coordinator shall be final subject only to the right of appeal set forth in the Appeals section below.

### **Informal Resolution**

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. Any such informal means of resolution may only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator, and the complainant will not be required to interact directly with the respondent in order to resolve the matter. Moreover, the complainant may terminate any such informal means of resolution at any time and have his or her complaint resolved through the formal complaint resolution process. In no event will informal means of resolution, even on a voluntary basis, be used to resolve complaints alleging any form of sexual assault.

### **Time Frames**

MTI/DTC will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Title IX Coordinator in writing explaining how much additional time is needed and why it is needed. The Title IX Coordinator shall respond to any such request within three (3) days.

### **Rights of the Parties**

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to present witnesses and other relevant evidence
- Similar and timely access to all information considered by the Title IX Coordinator in resolving the complaint
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Title IX Coordinator

### **Appeals**

#### **Grounds for Appeal**

The complainant or respondent may appeal the resolution of a complaint only on the following grounds:

- The decision was contrary to the substantial weight of the evidence
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Title IX Coordinator, would result in a different decision
- Bias or prejudice on the part of the Title IX Coordinator, or
- The punishment or the corrective action imposed is disproportionate to the offense

#### **Method of Appeal**

Appeals must be filed within ten (10) days of receipt of the written notification of the resolution of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the resolution of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any

The appellant may request a meeting with the appellate official, but the decision to grant a meeting is within the appellate official's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

#### **Appellate Official**

The campus president for the campus from which the complaint originated shall hear all appeals of outcomes regarding complaints against students, faculty, staff, employees and any third parties. Where the complaint concerns the conduct of the campus president, the appeal shall be filed with and heard by the Chief Operating Officer, Beth Anderson.

**Resolution of the Appeal**

The appellate official will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he or she determines to be in the interest of a fair and just decision. The decision of the appellate official is final. The appellate official shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

**Documentation**

Throughout all stages of the investigation, resolution, and appeal, the Title IX Coordinator and the appellate official, as appropriate, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

**Definition of a Module/Outside Work**

A module is 9 weeks in length for HVAC/R-MAR, Medical Assisting 9 weeks, Dental Assisting 9 weeks, and 5 weeks for Journeyman Welding. Completion of subjects is a completed module. Per the U.S. Department of Education regulations, one semester hour equals 30 clock hours of instruction. This institution recognizes work outside of class with additional approved outside clock hours, as evidenced by class syllabi. All outside work is consistent with each program's goals and objectives and policies and procedures relative to the academic program.

**Definition of a Payment Period**

Full Time for financial aid purposes is considered at least 12 credit hours per payment period. For Federal Student Aid and other education benefits a payment period/term will consist of two modules for Dental Assisting, HVAC/R-MAR, and Medical Assisting. For the Journeyman Welder program one payment period will consist of 3 modules. There will be two payment periods per program. There will be two payment periods per program. During the first academic year for Cosmetology a payment period consists of 450 clock hours. During the second academic year for Cosmetology a payment period consists of 300 clock hours. There will be two payment periods per academic year.

## Satisfactory Academic Policy (SAP)

All students must maintain Satisfactory Academic Progress (SAP). The check-points for SAP are defined below for each program. At each checkpoint the students must meet both a quantitative (time) and qualitative (grade) base standard in order to successfully pass SAP.

### **Cosmetology:**

**SAP Check-Points** – SAP is evaluated at the end of each payment period. For the 1500 hour program SAP will be checked when the student has completed 450, 900 and 1200 hours.

**Quantitative Standard** – All students must complete a minimum of 67% of all clock hours attempted at each check-point. If a student fails to meet this standard the student will be placed on a financial aid SAP warning.

**Qualitative Standard** – For the 1500 hour program the students must have the following GPA to meet this standard. At 450 hours students must have a GPA of 65% or higher. At 900 hours students must have a GPA of 70% or higher. At 1200 hours students must have a GPA of 75% or higher. If a student's GPA ends in .50 or higher it will be rounded up to the next whole number, if it ends in .49 or lower it would be rounded down to the next whole number. If a student fails to meet this standard the student will be placed on a financial aid SAP warning.

**SAP Warning** - If a student fails either the quantitative or qualitative standard at the check-point they will be given a SAP Warning. Students' progress will be measured again at the next check-point. If a student fails two consecutive SAP check-points they will be dismissed from the program.

**SAP Appeal** – If a student feels their failure to meet the SAP guidelines was due to an extenuating circumstance they may appeal the decision by obtaining the appeal form from the Director of Education (DOE). The form and all supporting documentation must be submitted back to the DOE within 5 business days of the dismissal with all documentation. The paperwork will be submitted to the main campus' financial aid staff. They will review all submitted paperwork in conjunction with all appropriate staff and the student will be mailed a determination within 10 days of the date it was submitted to the DOE. Extenuating circumstances include death of a close relative, injury or illness of the student or their immediate family members or a tragedy or event.

**SAP Probation** – If a student appeals and is approved they will be placed on SAP probation for one payment period. Failure to meet SAP at the end of the payment period will result in dismissal from the program and the student will not be allowed to appeal again.

### **Allied Health and HVAC/R-MAR:**

**SAP Check-Points** – SAP is evaluated at the end of the payment period.

**Quantitative Standard** – HVAC/R-MAR students must have 90% overall attendance, excluding excused absences, to meet minimum requirements. Dental Assisting and Medical Assisting students must have 90% attendance, excluding excused absences, at the end of 27 weeks to qualify for externship/practicum. Excused Absences is defined as any absence that has supporting documentation that is due to student illness, death in the immediate family, family emergency, personal appearance in court, and may include any situation beyond the control of the student as determined by the DOE and/or Campus President. All Excused Absences must be approved by the DOE and/or Campus President. Excused Absences may not exceed 10% of their overall attendance. Failure to meet these standards will result in dismissal from the program.

**Qualitative Standard** – Students must have a minimum of 70% for each subject/module. If a student's average falls below 70% at the mid-module, the student will be given a written academic warning and have until the end of the module to comply with the standard. At the end of the module, if the student has not satisfied the specific requirements and is not making satisfactory progress, the student will be dismissed from the school and may not be eligible to reenroll.

**Academic Warning** - If the student is not passing at mid-module, the student will be given a written warning that will clearly outline why they are not meeting the standard and what is required of the student to make satisfactory progress by the end of the module.

**Academic Appeal:** A student may appeal the determination of unsatisfactory progress to the respective Program Director based upon extenuating circumstances. In such cases, the Campus President may determine that the student is making satisfactory progress towards the diploma despite the failure to conform within the normal time frame or minimum grade averages.

**CDL Training Course and Professional Truck Driving:**

**SAP Check-Points** – SAP is evaluated at the end of the payment period.

**Quantitative Standard** – Students must have 90% overall attendance, excluding excused absences, to meet minimum requirements. Excused Absences is defined as any absence that has supporting documentation that is due to Student Illness, Death in the immediate family, family emergency, personal appearance in court, and may include any situation beyond the control of the student as determined by the DOE and/or Campus President. All Excused Absences must be approved by the DOE and/or Campus President. Excused Absences may not exceed 10% of their overall attendance. Failure to meet these standards will result in dismissal from the program.

**Qualitative Standard** – Students must have a 70% GPA or higher at the end of each payment period. If a student's GPA ends in .50 or higher it will be rounded up to the next whole number, if it ends in .49 or lower it would be rounded down to the next whole number. If a student fails to meet this standard the student will be placed on a financial aid SAP warning.

**SAP Warning** - If a student fails either the quantitative or qualitative standard at the check-point they will be given a SAP Warning. Students' progress will be measured again at the next check-point.

**Journeyman Welder:**

**SAP Check-Points** – SAP is evaluated at the end of the payment period.

**Quantitative Standard** – Students must have 90% overall attendance, excluding excused absences, to meet minimum requirements. Excused Absences is defined as any absence that has supporting documentation that is due to Student Illness, Death in the immediate family, family emergency, personal appearance in court, and may include any situation beyond the control of the student as determined by the DOE and/or Campus President. All Excused Absences must be approved by the DOE and/or Campus President. Excused Absences may not exceed 10% of their overall attendance. Failure to meet these standards will result in dismissal from the program.

**Qualitative Standard** – Students must have a 70% or higher at the end of all modules, with the exception that a student can fail one module as long as it is not the last module. If the student fails one module they will be given a written academic warning. Failing any module after that will result in dismissal from the program.

**Academic Warning** - If the student is not passing at mid-module, the student will be given a written warning that will clearly outline why they are not meeting the standard and what is required of the student to make satisfactory progress by the end of the module.

**Academic Appeal:** A student may appeal the determination of unsatisfactory progress to the respective Program Director based upon extenuating circumstances. In such cases, the Campus President may determine that the student is making satisfactory progress towards the diploma despite the failure to conform within the normal time frame or minimum grade averages.

**Academic Polices  
Satisfactory Progress**

The maximum time frame to complete a student's training shall not exceed 1.5 times the normal duration of a student's elected program. Satisfactory progress will officially be checked at mid-module and the end of every module.

At MTI, student must meet the following criteria in addition to SAP:

- Meet required classroom and laboratory/shop goals.

- All required competencies for Medical Assisting will be performed and graded as a pass or fail grade. A grade of 90% or above will be considered a passing grade. All competencies in each module must have a passing grade prior to moving on to the next module and to continue in the Medical Assisting program.
- 1500 hour cosmetology students must have a GPA of 75% or higher in order to meet the graduation requirements.
- If a student receives an incomplete in any subject, the student will have 10 days to complete all assigned work. A student may be allowed to progress into the next module on a probationary period. An incomplete is defined as any work that is not completed by the end of a module within the given timeline, as assigned by the primary instructor. If the work from the previous module is not completed within 10 days, the student's progress will be deemed unsatisfactory and they will be dismissed from the school.

Any student allowed to continue in the program, who does not meet academic requirements for graduation, may receive a certificate of attendance (transcript up to the date of drop) in place of a diploma.

### **Grade Scale**

- A - 4.0 - Indicates superior grasp of material, earned through 100% - 90%, excellent performance on all assignments and examinations, and is a very strong indication of career success.
- B - 3.0 - Indicates a good level of proficiency, earned through 89% - 80%, is a strong indication of career success.
- C - 2.0 - Indicates a satisfactory level of achievement earned through 79% - 70%, to enable successful employment or completion of further course work.
- D - 1.0 - Indicates probationary grade and a marginal level of 69% - 60% achievement. Students earning this grade are expected to seek extra help to correct deficiencies. Conferences with the student, instructor, and the respective Program Director will determine the best course of action to take to promote academic success.
- F - 0.0 - Indicates an insufficient comprehension of material, to permit promotion, 59% to 0%, to the next module. Students who earn this grade will be placed on academic probation and must consult the Director of Education for further guidance.

Evaluation Tool for Professional Truck Driving Program: Completion of the PTD program consists of achieving a minimum of a "3" in each area of the Range and Behind the Wheel Evaluation tool.

<b>Evaluation Key</b>
1 = Needs improvement
2 = Below standards
3 = Meets standards
4 = Exceeds standards
5 = Excellent

### **Tutoring Policy**

MTI will offer tutoring for students according to the following guidelines:

- Tutoring will be offered for a minimum of 1 hour Monday through Friday. Times shall be determined according to individual instructors' schedule.
- Tutoring will be offered for academic reasons as well as skill levels that require improvement (Tutoring is available for students who are at risk of failing, i.e. grade of 70% or below and 75% or below for Cosmetology).
- It is the student's responsibility to seek out academic assistance through their instructor, although an instructor may suggest tutoring if they think it would benefit a student.
- A student must have a referral from their instructor.
- If an instructor suggests tutoring to a student and that student refuses, the student must sign a "Waiver of Refusal" which will be placed in their student file.
- It is the student's responsibility to attend a tutoring session at the scheduled time.
- It is the student's responsibility to be prepared when attending a tutoring session.

## Graduation Requirements

Those who meet attendance requirements, satisfy financial obligations to the school, and have a satisfactory completion of classroom and shop/lab goals will receive a diploma and/or transcript stating that they have successfully completed the elected program. Students will also be permitted to sit for approved certification exams. Diplomas and transcripts will not be given to students who have not successfully completed requirements in their elected program.

The HVAC/R-MAR students are required to take and pass the EPA Section 608\* Core, Type I, and Type II certification exams. Successful completion of the HVAC/R-MAR program and EPA Section 608 Core, Type I, and Type II certification exams will entitle the student to a diploma.

\*The Federal Government of the United States requires all individuals who open a system or container holding a controlled refrigerant to be certified. Persons who work on stationary equipment or use refrigerant designed for these systems can become certified by passing a proctored Section 608 examination. Candidates for this test can be certified in any of three equipment categories plus Universal.

Transcripts will be issued as soon as possible after receipt of the request and a \$5.00 processing fee is collected. All outstanding debts and obligations to MTI must be cleared prior to release of transcript.

**Definition of good standing:** Those who meet attendance requirements, satisfy financial obligations to the school, and have a satisfactory completion of classroom and shop/lab requirements.



# Minimum Cancellation and Refund Policies

(Effective 5/99)

## Student Right to Cancel

The student has the right to cancel the Enrollment Agreement until midnight of the fifth business day after the student has been accepted; if the right to cancel is not given to any prospective student at the time the Enrollment Agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies, except D.O.T Physical and D.O.T Drug Screen, paid to date, within 10 days of cancellation. Regardless if the student is provisionally enrolled or fully enrolled, the school will retain all D.O.T Physical and D.O.T Drug Screen costs. Any cancellation by a student should be in writing or orally and given to the managing employee of the school. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within five business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. Institutions are required to keep records of student's initial visits or orientation sessions.

*If a student, provisional or fully enrolled, does not pass the D.O.T. Drug Screen and/or the D.O.T. Physical, he/she will not be allowed to continue in the CDL Training Course or Professional Truck Driving. All monies will be refunded with the exception of the cost of the D.O.T. Drug Screen and D.O.T. Physical.*

**STUDENT LIABILITY FOR TUITION, FEES and COLLECTION COSTS:** All tuition and fees ("tuition") must be paid on the first day of class unless otherwise authorized. There is a fee of \$25 for checks returned for insufficient funds. Payment methods will require an "Installment Judgment Note" be completed. Midwest Technical Institute ("MTI") may require a "Tuition Promissory Note" be signed by students in the CDL program. Payment of program costs and additional fees is the responsibility of the student, regardless of payment methods and whether or not financial aid is available. Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge. If government regulations or early termination require the return of scheduled financial aid, the student must pay MTI the returned amount, together with any unpaid program cost and additional fees, upon demand. In the event tuition is not paid in full by student when due then student shall pay all reasonable and necessary collection costs including, but not limited to, attorneys' fees and court costs, and in addition thereto, student will pay a collection fee to MTI or any collection agent or agency working for MTI of at least 20% of the student's unpaid tuition existing at the beginning of the collection effort.

Schools shall, when a student gives written or oral notice of cancellation, provide a refund within 30 days of said cancellation in the amount of at least the following:

- a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment, all registration fees, tuition and any other charges, excluding the D.O.T Physical and D.O.T Drug Screen, shall be refunded to the student.
- b. When notice of cancellation is given before midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the registration fee, D.O.T Physical and D.O.T Drug Screen which may not exceed \$150 or 50% of the cost of tuition, whichever is less.
- c. When notice of cancellation is given after midnight of the fifth business day following acceptance and after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the program of instruction, the school may retain the registration fee, D.O.T Physical, D.O.T Drug Screen and the cost of any books or materials which have been provided by the school, an amount not to exceed 10% of tuition and other instructional charges or \$300, whichever is less.
- d. When a student has completed in excess of 5% of the program instruction, the school may retain the registration fee, D.O.T Physical and D.O.T Drug Screen but shall refund part of the tuition and other instructional charges in accordance with whichever of the following applies:
  1. After 5% of the program of instruction up to 10% of the program of instruction, the school shall refund at least 90% of the tuition and fees.

2. After 10% of the program of instruction up to 15% of the program of instruction, the school shall refund at least 80% of the tuition and fees.
3. After 15% of the program of instruction up to 25% of the program of instruction, the school shall refund at least 55% of the tuition and fees.
4. After 25% of the program of instruction up to 50% of the program of instruction, the school shall refund at least 30% of the tuition and fees.
5. In case of the withdrawal after 50% of the program, the school shall retain 100% of the tuition and fees.

FROM	TO	% Charge
After Trial Enrollment Period	4.99%	10% (\$300 Max)
5%	10%	10%
10.01%	15%	20%
15.01%	25%	45%
25.01%	50%	70%
50.01%	100%	100%

If a student withdraws or is terminated, refunds will be provided within 30 days of student's drop/dismissal notification date.

- a. A student, who on personal initiative and without solicitation enrolls, starts, and completes a program of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
- b. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
- c. Deposits or down payments shall become part of the tuition.
- d. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.
- e. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 5 consecutive school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
- f. A school shall refund all monies paid to it in any of the following circumstances:
  1. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog;
  2. the school cancels or discontinues the program of instruction in which the student has enrolled;
  3. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
- g. **CDL students only:** The student's enrollment in the CDL Training Course is provisional until such time as the student passes the issuing State's CDL Permit test. If a student enrolled in the CDL Training Course is unable to pass the state permit test within the first scheduled eight days, their provisional enrollment will expire. A student's right to a refund of all tuition and fees shall extend until the earlier of their successful completion of the CDL Permit test or expiration of their provisional enrollment. In all cases the student will not receive a refund of any D.O.T. Physical and D.O.T. Drug Screen costs. Regardless of the provisional nature of the student's enrollment in the CDL Training Course prior to passing the issuing State's CDL Permit test, the student understands that, with the exception of the refund provision contained above, all other aspects of their enrollment are governed by the terms and conditions of the Catalog and Enrollment Agreement.

- h. CDL students only:** The student is aware and in agreement that all or a portion of the student's tuition and fees ("tuition") may be paid by a Tuition Sponsor (an employer who has determined that in return for student's agreement to work for the Tuition Sponsor, some or all of the student's tuition will be paid by the Tuition Sponsor) to Midwest Technical Institute ("MTI"). The terms and provisions of any such agreement between the student and a Tuition Sponsor are separate and apart from the enrollment agreement and strictly between the student and the Tuition Sponsor. The student remains in all cases fully obligated and liable to pay to MTI all tuition. The student has also read, is aware of the terms contained in, and has signed a Tuition Promissory Note stating the student's obligation and liability to pay MTI tuition incurred under the Enrollment Agreement. Further information about the student's liability for tuition is set forth in the subsequent paragraph captioned "Student Liability for Tuition, Fees, and Collection Costs."

#### **Return of Title IV Funds Policy**

This policy applies to all students who withdraw, drop out, or are terminated by Midwest Technical Institute and receive financial aid from the Title IV funds. The term "Title IV Funds" refers to Federal Pell Grants, Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, and Federal Parent Loans for Undergraduate Students (PLUS).

For purposes of the Return of Title IV Funds Policy, a student's withdrawal date is: the student's last day of attendance. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60 percent point in the payment period. Title IV aid is considered 100 percent earned after that point in time.

Students who withdraw from the school or are terminated by the school prior to completing more than 60 percent of their payment period (a period of time for which student receive Title IV aid) will have their Title IV eligibility recalculated based on the percent of the payment period attended.

The percent of Title IV aid earned is calculated as: Number of days completed by the student divided by the number of days in the payment period equal the percent of payment period completed. The total number of calendar days in a payment period and the number of days completed by the student will exclude any scheduled breaks of five days or more, as well as any days the student was on an approved Leave of Absence. In the case of a clock hour program the percentage will be the number of hours scheduled to be completed as of the student's last day of attendance divided by the total clock hours in the payment period.

The amount of aid unearned will be the total amount of aid that was disbursed or could have been disbursed for the payment period. If the amount of unearned aid exceeds the amount earned, then the school, the student or both must return the Title IV funds to the appropriate Title IV account. The amount to be returned equals the amount of aid that was disbursed minus the amount of aid earned. The amount of Title IV aid unearned that will be returned by MTI to the appropriate Title IV program the student or the amount of institutional charges that the student incurred during the payment period multiplied by the percentage of the funds unearned. The Title IV funds will be returned in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS
- Federal Pell Grant
- Other grants or loan assistance authorized by Title IV of the HEA

MTI will return the unearned aid within 45 days from the date the school determined the student withdrew. When the amount of unearned aid is greater than the amount returned by MTI from the student's account, the student is responsible for returning unearned aid to the appropriate Title IV program as follows:

- Unsubsidized Federal Stafford Loan\*
- Subsidized Federal Stafford Loan\*
- Federal PLUS\*
- Federal Pell Grant\*\*
- Other grants or loan assistance by Title IV of the HEA

The student (or the parent in the case of funds due to a parent PLUS Loan) must return or repay as appropriate, the amount determined to be:

\*Any title IV loan program in accordance with the terms of the loan listed on the promissory note; and

\*\*Any title IV grant program as on overpayment of the grant; however, a student is not required to return the following:

- The portion of a grant overpayment amount that is equal to 50 percent of the total grant assistance that was disbursed (and that could have been disbursed) to the student for the payment period of enrollment.
- With respect to any grant program, a grant overpayment amount of 50 dollars or less is not a remaining balance.

Within thirty (30) days of the date the school determined the student withdrew, the student will be notified in writing if they are required to return any federal grant aid (Federal Pell). The student is considered to be in an over payment status. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of 45-days from the earlier of the date the school sends a notification to the student of the overpayment, or the date the school was required to notify the student of over payment.

If during the 45-day period the student repays the overpayment to the school or signs a repayment agreement with the U.S. Department of Education, the student will remain eligible for further Title IV funds. If during the 45 day period the student fails to repay the overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered to be in an overpayment status and, thus, ineligible for any additional Title IV aid until that amount is repaid.

If the total amount of title IV grant or loan assistance, or both, that the student earned is greater than the total amount of title IV assistance that was disbursed as of the date of the institution’s determination that the student withdrew, the difference between these amounts must be treated as a post-withdrawal disbursement. If outstanding charges exist on the student’s account, the institution may credit the student’s account up to the amount of outstanding charges with all or a portion of any:

- Grant funds that make up the post-withdrawal disbursement
- Loan funds that make up the post-withdrawal disbursement only after obtaining confirmation for the student or parent in the case of a parent PLUS loan, that they still wish to have the loan funds disbursed.

#### Refund Policy for Students Using Veterans Education Benefits

The school will charge a sum which does not vary more than 10% from the exact pro rata portion of tuition, fees, and other charges that the length of the completed portion of the program bears to its total length. The exact portion will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the program (number of hours completed divided by the total number of hours in program plus 10% = refund). Refunds due to the student will be made within forty (40) days of the change in student status.

Contact the Director of Education for appropriate paperwork to cancel the Enrollment Agreement:

<b>Springfield, MO Campus</b>
Midwest Technical Institute
3600 Glenstone Outer Road
Springfield, MO 65804
(417) 227-4950

### Reinstatement Policy

**Reentry** – If a student returns to the same program within 180 days of their Last Day of Attendance they may be eligible to pick up where they left off and would be considered to be in the same enrollment for all academic and financial aid purposes. These students would be evaluated on an individual basis as it would depend on the reason they were originally dropped or dismissed and if they were able to return at the point they left off within the allotted time frame. If not eligible for reentry the student may apply under the re-enroll policy.

**Re-enroll** - Any student who withdraws from the Journeyman Welder and Journeyman Welder II Program must pay off any remaining balance owed to the school prior to any further re-enrollment. For any other program a student may re-enroll without paying off their prior balance due to MTI/DTC with approval from the Campus President or Director of Education. Every student that applies for re-enrollment in the same program will be evaluated individually and have to pay all applicable costs that would be incurred by the second enrollment pertaining to books, tools, fees, certification and licensing. These costs will be determined on an individual basis by the Campus President or Director of Education. The amount determined during this process will have to be paid up-front prior to re-enrolling. Students may re-enroll in any program of their choice, once admission requirements have been met and any balance owed is paid in full. If a student re-enrolls in the same program from which they have withdrawn or have been dismissed, they must re-start at the beginning of the program and they will be given a credit for all tuition and fees paid during their prior enrollment minus all applicable costs that would be incurred by the second enrollment pertaining to books, tools, fees, certification and licensing.

**Definition of Student Withdrawal:** “A student ceases to be enrolled prior to completion of their program of study.”

### Stipend Policy

The following are guidelines for student stipends:

- **All tuition and fees are to be paid first.** If the credit balance is created by Title IV funds, stipends will be disbursed to students within 14 days of student’s account reaching a credit balance.
- The stipend will be issued in the form of a check made payable to the student and mailed from the main campus in Springfield, IL to the student’s address on file with the school.
- There is no exact date which stipends will be issued. Nor does every student’s stipend go out on the same day. However, posted in the financial aid and student accounts office is an expected time frame for each program listed by start dates that checks will begin being mailed.

### Notice to Students

Springfield, MO campus is certified to operate by the Missouri Department of Higher Education and for the Cosmetology program certified with Board of Cosmetology and Barber Examiners. You have the right to file a written complaint of violation by this school of any provisions of this law.

*The school must, among other things:*

- Provide information about the College which is free from misrepresentation, deception or fraud, or other misleading or unfair trade practices.
- Provide you with a copy of the College’s current catalog and any addenda for you to read prior to the signing the enrollment agreement.
- Disclose information about the College’s graduation, completions, and job placement rates.
- Give you a fully executed copy of your enrollment agreement.
- Inform you on how to cancel the enrollment agreement and secure a proper refund of unearned tuition and fees.
- Screen you for the program or subject in which you wish to enroll. If the program offered is in a language other than English, the screening must include the language.
- Give you a full refund if you are not accepted or if it cancels or discontinues the program.
- Provide safe and sanitary facilities, equipment and services necessary to implement the program of instruction or subject in which you enroll.
- Refund fees and unearned tuition as prescribed in the “Act” to students who withdraw before completion of the program of instruction in which enrolled.

If you believe your rights have been violated, please refer to the school’s Student Complaint/Grievance Procedure Policy.

# Student Complaint

## Grievance Review Board Procedure

A student of Midwest Technical Institute seeking redress through grievance regarding attendance, academics, or conduct, must first attempt to resolve the matter informally by following the chain of command. The student must first speak with their instructor. If the matter is not resolved at that point, the student can request to meet with the respective Program Director. If the issue is still unresolved, the student can request to meet with the Director of Education. Should the issue remain unresolved, the student must submit a written request for a meeting of the Grievance Review Board within 5 (five) working days of the initial documented concern, at the appropriate address:

<b>Springfield, MO Campus</b>
Midwest Technical Institute
3600 Glenstone Outer Road
Springfield, MO 65804
(417) 227-4950

The request for the meeting must state the following:

1. Name of the grievant.
2. Program in which the grievant is enrolled.
3. Name of the grievant's instructor.
4. Current address and phone number of the grievant.
5. Statement of the grievance, including what resolution is being sought, and any supporting documentation.

Upon receiving a written request regarding a grievance, and it has been established that the proper channels have been followed, a meeting with the Grievance Review Board will be scheduled within 5 (five) business days of receiving the written complaint. The Board will meet, discuss the details of the grievance, and recommend action. A final decision will be given in writing by the Campus President within 2 (two) business days following the Grievance Review Board meeting. Issues remaining unresolved at the institutional level may be directed to the State of Missouri Department of Higher Education. Prior to initiating this formal process, complainants must first call the MDHE at (573) 751-2361 to indicate their desire to file a complaint. At that time, the MDHE will ascertain whether the issue can be resolved through informal means and also determine whether administrative processes available within the institution of concern have been exhausted. If after that screening the complainant still desires to initiate a formal complaint, the MDHE will send the complainant the form to be filled out and returned for that purpose.

Missouri Department of Higher Education

205 Jefferson Street

P.O. Box 1469

Jefferson City, MO 65102-1469

[www.dhe.mo.gov](http://www.dhe.mo.gov)

When filing a cosmetology complaint, be sure to explain your allegations thoroughly in written form and provide copies of any documents, letters, and bills, etc. that supports your complaint. You will receive acknowledgement once the Board office has received the complaint form and supporting documentation. You will be notified in writing of the results of this review. Please understand details relating to the investigation, such as the licensee's response, or statements made relating to the investigation and review process are confidential. Once the complaint form is completed, mail the complaint form to the Board office at:

Board of Cosmetology and Barber Examiners

P.O. Box 1062

Jefferson City, MO 65102

<http://pr.mo.gov/cosbar.asp>

**If the complaint is received via fax, it voids the notary. The complaint form must be notarized and mailed in or it will be rejected and returned.**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

*Accrediting Commission of Career Schools and Colleges*  
2101 Wilson Blvd. / Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting an Admissions Representative. Students seeking comparable program information related to tuition, fees, and program length may contact ACCSC at the above address.

## FERPA Policy and Procedures

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records.

Under the Family Educational Rights and Privacy Act (FERPA), Midwest Technical Institute is permitted to disclose information from your records to your parents, if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Independent students' education records will not be release unless the student signs a consent form.

Two types of education records:

**Directory information** available to third parties without prior written consent:

Student Name  
Dates of attendance  
Attendance Status (enrollment, full time, part time)  
Field of study  
Degrees, honors, and awards

**Non-directory information** not available to third parties without prior written consent:

Social security number  
Student identification number  
Race, ethnicity, gender, and/or nationality  
Disciplinary Actions  
Attendance (absent or present percentages)  
Transcripts, grade reports

Maintained in student's permanent file on site (MTI):

1. Class Registration Form
2. Source and Payment information
3. Completed Enrollment Agreement
4. Copy of high school diploma, transcript, or recognized equivalency certificate
5. Emergency Information
6. Signed Placement Agreement
7. Signed Rules and Conduct Codes
8. Signed Tool List
9. Leave of Absence Records
10. Attendance Records
11. Placement Information
12. Copy of MTI Diploma
13. Copy of Certifications
14. MTI Transcript
15. Financial Aid Award Documentation
  - o Completed FASFA
  - o Copy of Promissory Note
  - o Verification Documentation
  - o Disbursement Records
  - o Other information that may be relevant to student regarding SFA
16. Documentation of request to review files
17. Proof of physical exam and current immunizations \* where applicable
18. Background check \* where applicable
19. Evidence of liability insurance \* where applicable



## FERPA Notification of Rights

The family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of when MTI receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official 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. Students may ask MTI to amend a record by writing the Director of Education, clearly identifying the part of the record the student wants changed, and specifying why it should be changed. If MTI decides not to amend the record as requested, MTI 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 MTI discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. MTI 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 is a person employed by MTI in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom MTI has contracted as its agent to provide a service instead of institutional employees or officials (such as attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities. Upon request, MTI will forward student records to another institution at which the student seeks or intends to enroll. The student has the right to file a complaint with the U.S. Department of Education, concerning alleged failures by the institution 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 20202-5901  
[FERPA@ed.gov](mailto:FERPA@ed.gov)*

The "U.S.A. Patriot Act" effective October 26, 2001, established the following exception relative to the release of information from institutional files:

Ex Parte Orders- MTI can disclose, without the consent or knowledge of a student or parent, personally identifiable information from a student's records to representatives of the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. An ex parte order is an order issued by a court without notice to an adverse party. When MTI makes a disclosure pursuant to an ex parte order it is not required to record that disclosure of information in the student's file.

Lawfully Issued Subpoenas and Court Orders- In the following three contexts, an institution can disclose, without consent, information from a student's education records in order to comply with a lawfully issued subpoena or court order.

Grand Jury Subpoenas-Law Enforcement Subpoenas- For these subpoenas, the court may order MTI not to disclose to anyone the existence or contents of the subpoena of our response. If the court so orders, neither the prior notification requirements nor the recording requirements would apply.

Health or Safety Emergency- MTI is permitted to disclose personally identifiable information from a student's education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals. This is limited to a situation that presents imminent danger or to a situation that required the immediate need for disclosure to avert or diffuse serious threats to the safety or health of a student or other individuals.

Disclosures to the Bureau of Citizenship and Immigration (BCIS) - MTI may release personally identifiable information of a student who has signed a Form 1-20 and any student attending on a M-1 or J-1 Visa to the BCIS.

## Facility/School Equipment

### CDL Training Course & Professional Truck Driving

5 2014 Volvo trucks with sleepers	5 trailers	45 orange cones
Magnolia Online Database Access	Variety of DVDs	MO Department of Transportation Driver Manual

### Cosmetology

AMP Foam Volumnizer	MegaSilk Relaxer reg.	Cotton 1200ft. Cellucotton coil
AMP Root Lift	MegaSilk Relaxer course	Bleaching Powder 1# Box
AMP Shampoo	S/E Foam Wrap	Celebrity Debra Manikin
AMP Shampoo(gallon)	S/E Designing Silk Mouse	Metal Manikin Holder
AMP Cond.	S/E Defining Mouse	Table top manikin Stands
AMP Cond.(gal)	Heat Protectant	Soft & Style Lilac (12 dz. Bag)
AMP Hairspray	Salon Care Foil	Practice Hands nails
BLG- Finishing Spritz	Salon Care Developer gal.	Practice Fingers
BLG-Gelee	Honey & almond Shampoo gal.	Soft & Style Tint bowl black
BLG-Gelee liter	Honey & almond cond. gal.	Wahl Trimmer
BLG- Thermal Active	Wild Cherry shampoo gal.	Sally's Haircutting Combs
BLG-Normalizing Sham.	Wild Cherry conditioning gal.	Weaving Combs
BLG Normalizing Sh.( gal)	Blue gel 2lb	420 State Fingerwave Comb
BLG-Detangling Solution	Yellow gel gal.	Dual Purpose Lift & Pick Comb
BLG-Detangling Sol. (gal.)	Cholesterol 64oz.	OPI Swiss Implement Soaker
BLG-Hydrating Sham.	Hairspray extra hold Aerosol	CA Barefeet Soak gal.
BLG-Hydrating Sham.(gal)	Blue perm rods (dz.)	CA Barefeet Scrub gal.
BLG-Cond. Balm	SuperStar Neutralizer Lt.	CA Creamy Cuticle Remover 2oz.
BLG-Cond. Balm( pro)	SuperStar waving lotions inds.	CA creamy cuticle Remover gal.
ESS Alternate Action Sham	BS cuticle oil	Cuticle oil & conditioning 1/2 oz. yellow
ESS Alternate Action Sham (liter)	zebra med/course file	Foam File Black-100/80 (bag)
ESS So Silver Sham.	course black file	Foam File Black-100/100 Bulk
ESS So Silver Sham (liter)	Buffer soft white Polar	H&B Lotion Cucumber gal.
VAV Freezing Spray	CFC curl activator	Acetone polish remover gal.
Sleek Iron Smoother	CFC rearranger	Non-Acetone Polish remover gal
Sleek Sealing Serum	QH Cholesterol	Pro &" Orangewood Sticks 12/bag
Sleek Shampoo	GIGI Sure Clean	Pedicure Slippers Foam
Sleek Conditioner	C&E Clean-up surface cleaner	Wubbies
Opticurl hot pink/silver box	Fantasea Waxing Applicators or kits	S/E MegaSilk Relaxer mild
Opticolor highlighted hair	Fantasea Mini Trash Bin (white)	Instrinsic 2x2
Color treated hair Orange box	Fantasea Fingerwaving Lotion	Beauty Secrets Non Acetone Remover
MATRIX SoColor	Soft & Style Gloves one size 100ct.	Cleansing cream 3lb pump
Matrix Color Sync	Soft & Style 2" Bobby Pins 100ct	Alm Massage Cream 3lb. W pump
Matrix Sync Activator	Soft & Style 2" Hair Pin- blk	Mud Mask 16oz.
Matrix SoLite Developer	Soft & Style Duck Bill Clips	MSTR DRNCH Daily Moisturizer
Matrix V-Lights Lightener 32oz.	Soft & Style Pin curl clips	Genteel Tonic Dry (64oz)
OPI nail polish	SNS Super Grip clips	Balance Tonic Water (64oz)
Opi Nail lacquer thinner	Roberts Dryfast Setting Lotion	Intrinsic Wipes 4x4
Absolute Liquid	SNS 100 Pc Clear Processing Caps	Intrinsic Wax Roll
Bond Aid	Shampoo Capes 54x36	Olive Shampoo (liter)
Bondex	Cutting Cape 45x54	Olive Conditioner (liter)
Brush Cleaner	Gold Magic Black Rubber Bands	Protein Lotion Perm Normal
Adhesive Mach 5	Gro State End wraps Jumbo	Protein Lotion Perm T&B
MAR alcohol 70%	Bulk Perm Tint 4neutralizer (36/case)	Clean Touch Remover
Bulk Perm Normal & 4Neutralizer (36/case)		

## Dental Assisting

Computers
X-Ray Processor
Ultrasonic instrument cleaner
Dental Operatories (dental chair units)
Composite light curing unit
Plaster vibrator
Vacuum former
Dental hand pieces
Dental Study/demo models
Vacuum suction unit for operatories
TV w/VCR &DVD player
Intra-oral X-ray machines
Autoclave instrument sterilizer
Amalgam mixer
Plaster model trimmer
Material mixing bowls
X-ray viewing boxes
Air compressor for operations

## HVAC/R-MAR Technician

Gas Furnaces (70%, 80%, & 90%)
Electric Furnace
Condensing Units – R22, R410A
Oil Furnace
Gas Fired Boiler
Air handles
Heat Pumps
Package Units
Geo-thermal Units
Acetylene Torches
Wiring Simulators
Digital Manometer
Digital Charging Scales
Combustion Analyzer
Commercial Coders
Ice machine
Walk-in Cooler
Recovery Machines
Vacuum Pumps
Digital Micron Gauges
Digital Psychrometers
Gas Manometers
Rigid Pipe cutter/Threader/Reamer
Nitrogen Cylinders & Regulators
Combustible Gas Detector
Carbon Monoxide Tester
Recovery Cylinders
Sheet Metal Fabrication – Layout Table, Brake, Shear & Pittsburgh Machine

In addition to the above: refrigerant gauges, multimeters, screwdrivers, wrenches, ratchet/sockets, tubing cutters, tubing benders, hammers, vises, swaging/flaring tools, battery powered drills, sheet metal snips, and miscellaneous hand tools.

## Journeyman Welder

Miller-Mark VIII welding machines
Allied 6" bench grinder
Victor-Oxy/Acetylene torch kits
Henkel-Model K-450 rod oven
Dewalt-4 1/2" right angle grinders
Milleromatic 300 MIG machine
Miller maxster 175's and/or 200's
Shear scotsman 5400
MIG stations
Victor-automatic track bevelers
Weldcraft-TIG torche setups
Band saw
Grinding stations
Welding booths
ESAB plasma arcs
Miller econotigs
Black and Decker die grinder
Miller-XMT inverter welding machines
Mathey dearum-manual pipe bevelers
Miller aluminum welder

## Medical Assisting

EKG Machine
Examining tables
Dressing supplies
Thermometers (Tympanic, Digital)
Stethoscopes
Hemocult slides
Urine cups
Variety of syringes
Baby scale
Wall mounted blood pressure units
Hemocue
Speculums (plastic)
Computer Lab
Wheelchairs
Venipuncture equipment (tubes, tourniquets, needles)
Ace wraps, triangular bandages, tubular Gauze
Viewing box
Gait belts
Gloves (Sterile, Non-sterile)
Blood pressure cuffs
Glucose meter
Throat swabs
Multistix for UA's
Measuring tapes
Stand up scale
Dolls for practice weights
Capillary tubes
Skeleton model
Phlebotomy arm
Crutches
Anatomy/Vision charts
Mayo tray
Plastic med cups

**CDL TRAINING COURSE**  
**CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION**

Class Time  
Monday - Friday  
7:00 a.m. – 4:00 p.m.

The maximum number of students in a typical classroom is 5.

Start Date	Graduation Date
December 26, 2017	January 19, 2018

	Springfield, MO
Tuition	\$3,827
D.O.T. Physical	\$50
D.O.T. Drug Screen	\$20
Permit	\$33
State CDL Processing Fee	\$70
Total Cost*	\$4,000

**A Saturday class may be required due to campus holidays.**

**CDL TRAINING COURSE**

**168 total clock hours**

**20 days/40 Classroom Clock Hours/16 Range Clock Hours/16 Over the Road Clock Hours/96 Remedial Training Clock Hours**

Commercial truck driving procedures and techniques, along with classroom theory will be taught and practiced during this 20 day course. The student will learn how to correctly and safely perform required skill standards. This course will prepare the student for passing the state licensing exam and obtaining a Commercial Driver’s License with the issuing State and be trained for an entry level position.

The course includes 40 hours of classroom instruction related to knowledge of the state’s CDL, driving safely, airbrakes, combination vehicles, log books, trip planning, along with public and employee relations. The student will be prepared to take the CDL permit exam the first week of class. If a student enrolled in the CDL Training Course is unable to pass the state permit test within the first scheduled eight days, their provisional enrollment will expire. The permit allows the student to drive while accompanied by a CDL driver. **NOTE: Student must obtain permit prior to field training.**

The student will receive 16 hours of range which will be on a school site field training prior to 16 hours of over the road field training on rural highways, interstate, and city driving. This course will also provide 96 hours of remedial training that includes bookwork, driving skills and practice exams. Field training will include observation performed by a MTI instructor with a CDL.

Upon meeting completion requirements of the CDL Training Course, the student is entitled to a Certificate of Completion. **The student will be responsible for any additional state required test fees.**

**Week 1**

**40 Classroom Hours**

The topics for week 1 will include the State’s CDL knowledge Section 1 pgs. 3-12, Driving Safely Section 2 pgs. 13-51, Air brakes Section 5 pgs. 62-69, Combination Vehicles Section 6 pgs. 70-79, Log Books, Trip Planning, Public and Employee Relations. The student will be prepared with practice tests to take the CDL permit exam.



## **Week 2-4**

### **16 Range Hours/ 16 Over the Road Hours/96 Remedial Training Hours**

The student Occupational Skill topics for weeks 2, 3, and 4 will include reading and interpreting control systems, performing pre-trip vehicle inspection, completing post-trip vehicle condition report, execute shifting, back tractor-trailer straight line backing, back tractor-trailer serpentine backing, back and parallel park tractor-trailer, back and dock tractor-trailer, uncouple trailer, couple trailer, exercise basic control, performing visual search, managing and adjusting vehicle speed, managing and adjusting vehicle space relations, identifying potential driving hazards and performing emergency maneuvers, identifying and adjusting to difficult and extreme driving conditions, reading shipping documents and evaluate cargo load, dealing with accident scenes and reporting procedures, recording and maintaining hours or service reporting procedures, and planning trips.

**CDL TRAINING COURSE**  
**CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION**

Class Time

Week 1 Monday – Thursday 5:30 p.m. – 11:45 p.m.

Week 1 Friday 7:00 a.m. – 4:00 p.m.

Week 2-4 Monday – Friday 5:30 p.m. – 11:45 p.m.

Week 5 Monday – Friday 7:00 a.m. – 4:00 p.m.

The maximum number of students in a typical classroom is 5.

<b>Start Date</b>	<b>Graduation Date</b>
December 26, 2017	January 26, 2018

	<b>Springfield, MO</b>
Tuition	\$3,827
D.O.T. Physical	\$50
D.O.T. Drug Screen	\$20
Permit	\$33
State CDL Processing Fee	\$70
Total Cost*	\$4,000

**A Saturday class may be required due to campus holidays.**

**CDL TRAINING COURSE**

**168 total clock hours**

**25 days/40 Classroom Clock Hours/16 Range Clock Hours/16 Over the Road Clock Hours/96 Remedial Training Clock Hours**

Commercial truck driving procedures and techniques, along with classroom theory will be taught and practiced during this 25 day course. The student will learn how to correctly and safely perform required skill standards. This course will prepare the student for passing the state licensing exam and obtaining a Commercial Driver’s License with the issuing State and be trained for an entry level position.

The course includes 40 hours of classroom instruction related to knowledge of the state’s CDL, driving safely, airbrakes, combination vehicles, log books, trip planning, along with public and employee relations. The student will be prepared to take the CDL permit exam the first week of class. If a student enrolled in the CDL Training Course is unable to pass the state permit test within the first scheduled eight days, their provisional enrollment will expire. The permit allows the student to drive while accompanied by a CDL driver. **NOTE: Student must obtain permit prior to field training.**

The student will receive 16 hours of range which will be on a school site field training prior to 16 hours of over the road field training on rural highways, interstate, and city driving. This course will also provide 96 hours of remedial training that includes bookwork, driving skills and practice exams. Field training will include observation performed by a MTI instructor with a CDL.

Upon meeting completion requirements of the CDL Training Course, the student is entitled to a Certificate of Completion. **The student will be responsible for any additional state required test fees.**

**Week 1**

**40 Classroom Hours**

The topics for week 1 will include the State’s CDL knowledge Section 1 pgs. 3-12, Driving Safely Section 2 pgs. 13-51, Air brakes Section 5 pgs. 62-69, Combination Vehicles Section 6 pgs. 70-79, Log Books, Trip Planning, Public and Employee Relations. The student will be prepared with practice tests to take the CDL permit exam.

## **Week 2-5**

### **16 Range Hours/ 16 Over the Road Hours/96 Remedial Training Hours**

The student Occupational Skill topics for weeks 2, 3, and 4 will include reading and interpreting control systems, performing pre-trip vehicle inspection, completing post-trip vehicle condition report, execute shifting, back tractor-trailer straight line backing, back tractor-trailer serpentine backing, back and parallel park tractor-trailer, back and dock tractor-trailer, uncouple trailer, couple trailer, exercise basic control, performing visual search, managing and adjusting vehicle speed, managing and adjusting vehicle space relations, identifying potential driving hazards and performing emergency maneuvers, identifying and adjusting to difficult and extreme driving conditions, reading shipping documents and evaluate cargo load, dealing with accident scenes and reporting procedures, recording and maintaining hours or service reporting procedures, and planning trips.

**COSMETOLOGY**  
**CLASS SCHEDULE, TUITION, AND PROGRAM DESCRIPTION**

Class Times  
 Tuesday through Friday 8:30 a.m.-4:00 p.m.  
 Saturday 8:30 a.m. – 1:30 p.m.

or  
 Monday through Friday  
 5:00 p.m.-10:00 p.m.

Maximum number of students in an academic classroom is 20 and maximum in a lab setting per instructor is 20.

<b>AM Start Date</b>	<b>Graduation Date</b>	<b>PM Start Date</b>	<b>Graduation Date</b>
January 31, 2017	February 10, 2018		
March 7, 2017	March 17, 2018		
April 11, 2017	April 21, 2018	April 10, 2017	June 29, 2018
May 16, 2017	May 26, 2018	May 15, 2017	August 17, 2018
June 20, 2017	June 30, 2018	June 19, 2017	September 21, 2018
August 8, 2017	August 18, 2018	August 7, 2017	October 26, 2018
September 12, 2017	September 22, 2018	September 11, 2017	November 30, 2018
October 17, 2017	October 27, 2018	October 16, 2017	January 18, 2019
November 21, 2017	December 1, 2018	November 20, 2017	February 22, 2019

**Tuition	\$15,085
Registration Fee*	\$100
Books	\$449
Lab Fee	\$660
Kit	\$513
Testing/License/Student Permit	\$93
<b>Total Cost</b>	<b>\$16,900</b>

\*The registration fee will be waived for any MTI/DTC graduate returning that does not have a balance owed to the school.

**\*\* OTHER INSTRUCTIONAL CHARGES FOR COSMETOLOGY:** During the enrollment contract period, an applicant must remain in compliance with the attendance and academic policy and complete the program by the contracted ending date. Applicants are required to schedule time to make up hours. Cosmetology students who are internal transfer students (students transferring from one of MTI's or DTC's campuses to another) will receive full credit for all hours\*. For students transferring from another school or approved high school program, MTI or DTC may recognize up to 900. For cosmetology students who transfer hours from a school that has been closed within one year of proposed transfer, may transfer up to 75% of the total required hours, based on their transcript and proof of obtaining these hours. Transferred hours will be applied to the end of the student's contracted hours and will only be awarded based on completion of the program. The cosmetology transfer student will be charged \$12.00 an hour, however, the student will not be charged an amount that exceeds the cost of the Cosmetology program. The student will be charged for a kit and license fees. The student's lab fee will be determined by the hours needed for program completion and by the director.

\*Internal transfer students who go from MTI's or DTC's 1500 hour program to MTI's 2100 program without a gap in attendance will be charged \$3,000.

## **COSMETOLOGY**

**13 Months AM or 16 Months PM/1500 Clock Hours which includes 475 theory clock hours and 1025 practical clock hours**

The Professional Cosmetologist will be trained with entry-level skills relating to hair, nails and skin with an emphasis on hygiene, sanitation, customer relations and salon management. The program provides the Cosmetologist with theory and skills-training in basic haircutting, hairstyling, and hair coloring. In addition to training on related hair services, nail and skin care will be introduced and implemented. After study of the nails you will be able to leave with the confidence in manicuring, pedicuring, and advanced nail services. The graduate will be able to perform the basic facial, including but not limited to masks and manual care. He or she will possess a working knowledge of sanitation and disinfection and Missouri Laws governing our professionalism. Upon meeting graduation requirements of the Cosmetology program, the student is entitled to a Cosmetology diploma.

### **COV 100 Cosmetology Orientation (160 theory clock hours)**

#### **Basic Training**

Classroom instruction in tools and their use, shampoo, understanding chemicals, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy and physiology, electricity, and ethics, nail technology and esthetics

### **SCI 100 Cosmetology Sciences (80 theory clock hours) SCI 110 Cosmetology Sciences I (405 practical clock hours)**

#### **Practical Chemical Application & Hair Treatment**

Classroom and practical experience in shampooing, toning and rinsing, scalp and hair Conditioning, hair relaxing, hair coloring, tinting and bleaching, permanent waving, Cosmetic chemistry, chemical safety

### **COV 200 Hair Care (25 theory clock hours) COV 210 Hair Care I (460 practical clock hours)**

#### **Hair Styling & Hair Dressing**

Hair cutting, thinning, shaping, trimming, application of electrical equipment, curling, hair treatments, classroom and practical experience in thinning, shaping, blow drying, all methods of curling all types of hair and all types comb outs & hairstyling

### **LAW 100 MO Rules & Regulations (35 theory clock hours) SCI 200 Cosmetology Sciences II (30 theory clock hours) SCI 300 Cosmetology Sciences III (35 theory clock hours) COV 500 Salon Management (60 theory clock hours)**

#### **Shop Management, Sanitation, State Law & Interpersonal Skills**

Labor law, workers compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right to know laws, pertinent state and local laws and rules classroom and practical experience in sanitation, safety, shop management, personal grooming, hygiene, first aid, electrical devices, salesmanship, math, management, bookkeeping, business ethics, labor law, worker compensation laws, chemical safety and right to know

### **COV 400 Skin Care (20 theory clock hours) COV 410 Skin Care I (60 practical clock hours)**

#### **Esthetics**

Theory of massage, facial treatments, makeup application, removing unwanted hair, skin diseases, disorders, anatomy

### **COV 300 Nail Care (10 theory clock hours) COV 310 Nail Care I (100 practical clock hours)**

#### **Nail Technology**

Classroom and practical experience in artificial nail applications, manicuring, and pedicuring, nail structure and disorders

### **STY 100 Electives (20 theory clock hours)**

#### **Related Electives**

Policies, procedures, guest speakers and related training as designated by the school

**DENTAL ASSISTING (DA)**  
**CLASS SCHEDULE, TUITION, AND PROGRAM DESCRIPTION**

Class Times  
Monday through Friday  
8:00 a.m. - 12:00 p.m.  
or  
10:00 a.m. – 2:00 p.m.  
or  
1:00 p.m. - 5:00 p.m.

The maximum number of students in a typical classroom is 35 and 20 in lab.

Start Date	Graduation Date
May 30, 2017	March 2, 2018
August 14, 2017	May 4, 2018
October 16, 2017	July 20, 2018

Tuition	\$13,960
Registration Fee*	\$100
Books	\$200
Lab Fee	\$660
ADAA membership	\$30
Testing Fee	\$250
Total Cost	\$15,200

\*The registration fee will be waived for any MTI/DTC graduate returning that does not have a balance owed to the school.

**DENTAL ASSISTING**

**36 Weeks/765 Clock Hours which includes 225 Externship Hours/135 Outside Additional Clock Hours/  
26 Semester Credits**

The program provides the DA with entry-level theory and limited “hands-on” training in basic and routine clinical and office tasks. A dental assistant is a person who works closely with a dentist, assisting in all dental procedures. The dental assistant enables the dentist to care for many more patients and to produce more dentistry than they could alone. Seating and greeting the patient, taking radiographs, impressions, sterilization, suctioning, passing instruments, lab work, basic 4-handed dentistry, and educating the patient are just a few duties of the assistant. The dental profession continues to grow as a result of the population living longer, as well as advancements in procedures, treatments, prevention, and cosmetic dentistry. This results in more dental services being desired; therefore, an increasing number of dental assistants will be needed to handle the many responsibilities for which they are uniquely trained.

Students are provided a one year membership to ADAA (American Dental Assistants Association). ADAA provides Dental Assistants with information on how to prepare for recertification and to be compliant with state registration. Also, ADAA provides online continuing education, personal interaction, and e-membership. This membership is not optional.

One complete uniform, which includes scrub pant, scrub top, and white lab coat with patch and name badge is included with program.

Modules can be taken in any order; however the module externship will always be taken last by the student.

## **Module: Dental Anatomy**

### **DA 100 Principles of Dental Assisting I**

#### **60 clock hours-lecture/15 additional outside clock hours/2.5 credits**

This course provides knowledge and understanding of the dental assisting profession, oral health, preventive techniques, and nutrition. The course covers the details of dental history, preparing for patient care, vitals, dental charting, and pharmacology. Students will have an understanding of dental diseases and pathology as well as prevention of dental diseases.

### **DA 111 Dental Materials and Infection Control**

#### **45 clock hours-lecture/11.25 additional outside clock hours/2 credits**

This course provides knowledge and understanding of microbiology, infection control in dentistry, regulations, and guidelines for the dental practice, and occupational health and safety. This course also covers the knowledge of chemical and physical properties of dental materials, their indications for use, and proper manipulation of the materials. The students will have an understanding of emergency management, introduction to the dental office, basic chair side assisting, impression, and laboratory materials.

### **DA 104 Head & Neck Anatomy and Tooth Morphology**

#### **45 clock hours-lecture/11.25 additional outside clock hours/2 credits**

This course provides knowledge and understanding of the oral cavity tooth morphology and head and neck anatomy. The course covers the details of tooth identification and numbering systems. Osteology of the skull, muscles, nerves and arteries of the head and neck are discussed. Students will have an understanding of the formation and development for all primary and permanent teeth.

### **DA 105 Clinical/Lab Dental Assisting I**

#### **30 clock hours-lab/7.50 additional outside clock hours/1 credit**

This course provides clinical dental assisting training for concepts taught in the DA 100, DA 111 and DA 104 courses. "Hands-On" training is provided and students are expected to demonstrate competency with safety standards, infection control, dental anatomy, oral health, and prevention of dental disease.

## **Module: Dental Radiology and Office Techniques**

### **DA 101 Principles of Dental Assisting II**

#### **30 clock hours-lecture/7.50 additional outside clock hours/1 credit**

This course is a continuation of Principles of Dental Assisting I, and provides knowledge and understanding of patient information and assessment and the foundation of clinical dentistry. The course covers the details of the dental office environment, delivering dental care, hand instruments, hand pieces, moisture control, anesthesia, restorative materials, and dental cements.

### **DA 106 Dental Radiology with Lab**

#### **60 clock hours-lab/15 additional outside clock hours/2 credits**

This course provides knowledge and clinical training for dental radiography concepts and techniques in dental radiography. "Hands-On" training is provided and students are expected to demonstrate competency with x-ray equipment and safety, x-ray film processing, intraoral x-rays and extraoral x-rays.

### **DA 113 Dental Practice Management**

#### **45 clock hours-lecture/11.25 additional outside clock hours/2 credits**

This course provides knowledge and understanding of the business of dentistry and the philosophy of the dental practice. This course will cover business and communication management, telecommunication, appointment management on a computer, patient recall, inventory, accounts receivable, marketing the practice, and legal/ethical issues.

**DA 107 Clinical/Lab Dental Assisting II**

**45 clock hours-lab/11.25 additional outside clock hours/1.5 credits**

This course is a continuation of Clinical Dental Assisting I and provides clinical dental assisting training for concepts taught in the DA 101 and DA 106 course. "Hands-On" training is provided and students are expected to demonstrate competency with patient information, assessment, and the foundation of clinical dentistry as well as radiology.

**Module: Dental Specialties**

**DA 102 Principles of Dental Assisting III**

**45 clock hours-lecture/11.25 additional outside clock hours/2 credits**

This course is a continuation of Principles of Dental Assisting II and provides knowledge and understanding of dental materials and comprehensive dental care. This course covers removable and fixed prosthodontics, provisional coverage, endodontics, periodontics, and oral surgery.

**DA 112 Advanced Chairside Functions**

**45 clock hours-lecture/11.25 additional outside clock hours/2 credits**

This course provides knowledge and understanding on theory, background, procedures, and expanded functions on the role of the dental assistant. The areas that will be covered are pedodontics, orthodontics, oral pathology, cosmetic dentistry, and bleaching techniques.

**DA 108 Clinical/Lab Dental Assisting III**

**90 clock hours-lab/22.50 additional outside clock hours/3 credits**

This course is a continuation of Clinical Dental Assisting II and provides clinical dental assisting training for concepts taught in the DA 102 and DA 112 courses. "Hands-On" training is provided and students are expected to demonstrate competency with dental procedures and comprehensive dental care.

**Module: Dental Assisting Externship**

**DA 114 Externship**

**225 clock hours-externship/5 credits**

In the third module, students will meet with their respective externship coordinator to begin planning their externships. The externship is required for all students and must be completed to be eligible for graduation and to receive their diploma. To qualify for the externship phase of the program, a student must first have met the 2.0 G.P.A. or re-taking a subject, a score of 70% or above on the Comprehensive Class Room Final Exam and have an overall attendance of 90% in his or her medical courses. All work is performed under the direct supervision of licensed medical personnel at the site in cooperation with MTI's respective externship coordinator. Externs are not entitled to compensation.

Student will be scheduled for 225 externship hours. Externs are not entitled to compensation.

**Additional Requirements:** Upon successful completion of course work through the 3rd module one complete uniform will be supplied, including scrub pants, scrub top, and lab coat with patch and name badge. Students will be able to purchase additional uniforms as desired. The Hep B Vaccine will also be provided, if needed, beginning in the first module.

Current sites with agreements at the Springfield, MO Campus are:

Jordan Valley Health – Dental*	Goodman Dentistry- Bolivar	Children’s Smile Center *
Dr. Jump-Bolivar	Oral Surgery of Springfield	Smile Zone
Advanced Endodontics	Fordland Clinic – Dental	Heartland Dental*
American Dental Solutions	Lake Family Dentistry	Dr. Snodgrass
Access Dental & Dentures*	Davis Dental	Spring View Dental
OMS Surgical Group	Dr. Scott Olsen	Mid-American Dental
Dr. Schmidt-Branson West	Dr. Cash	

\* has more than 1 site



**HVAC/R-MAR TECHNICIAN**  
**CLASS SCHEDULE, TUITION, AND PROGRAM DESCRIPTION**

Class Times  
Monday through Friday  
8:00 a.m. - 12:00 p.m.  
or  
1:00 p.m. - 5:00 p.m.  
or  
6:00 p.m. – 10:00 p.m.

The maximum number of students in a typical classroom is 35 and 20 in lab.

Start Date	Graduation Date
May 30, 2017	March 2, 2018
August 14, 2017	May 4, 2018
October 16, 2017	July 20, 2018

Tuition	\$13,963
Registration Fee*	\$100
Books	\$197
Lab Fee	\$550
Tools	\$330
Testing Fee	\$60
Total Cost	\$15,200

\*The registration fee will be waived for any MTI/DTC graduate returning that does not have a balance owed to the school.

Individual module will be \$3,800 (9 weeks/180 Clock Hours/45 Outside Additional Hours/7 semester Credits)

**HVAC/R-MAR TECHNICIAN**  
**36 Weeks/720 Clock Hours/180 Additional Outside Clock Hours/28 Semester Credits**

The MTI HVAC/R - MAR program consists of four (9) week modules. Each module contains basic subject content for training in the installation, repair and maintenance for the heating, ventilating, air conditioning and refrigeration industry and basic subject content for training in installation and repair for the major appliance industry. The student is required to take and pass the EPA Section 608\* Core, Type I, and Type II certification exams. Successful completion of the HVAC/R-MAR (HVAC/R and Major Appliance Repair) course and EPA Section 608 Core, Type I, and Type II certification exams will entitle the student to a diploma in HVAC/R-MAR (HVAC/R and Major Appliance Repair). This includes the opportunity for an extensive “hands-on” experience as well as theory, equipment components and operation.

The HVAC/R - MAR program welcomes any person with or without previous electrical, mechanical or construction training or experience, although any previous experience will prove beneficial to that student. The program objective is to provide each student with the basic knowledge and skills as a quality entry level employee in the HVAC/R and major appliance industries.

Students should be aware that employment in the industry by some employers may require them to possess a clean driving record, submit to a criminal background check, provide a drug screen, relocation, climb ladders, work in attics and crawlspaces, move heavy equipment, work in harsh environments and being available for 24 hour service calls. Each graduate will be responsible for following leads provided to them as well as interviewing for employment.

Some industry related fields include but are not limited to: equipment and duct installers, duct cleaners, service technicians, sheet metal, electrical, facilities maintenance, sales, management, marketing, estimating, inspections and self-employment.

Our Springfield, IL program is nationally accredited by HVAC Excellence. For more information about HVAC Excellence, please visit: <http://www.hvacexcellence.org>.

HVAC Excellence student employment ready assessment certifications in basic electricity, basic air conditioning, electric heat, heat pumps, gas heat, light commercial air conditioning and light commercial refrigeration are available to every student at an additional cost of \$15.00. Excellence Certifications are optional for students. These certifications are being recognized across the United States for entry level positions. The NATE (North American Technician Excellence) certification is also available at an additional cost of \$115.00. NATE exams are optional for students. This is the most widely recognized certification. It is designed for the employee with at least 5 years field experience. For more information about NATE, please visit: <http://natex.org/>. If the student wishes to retake the MARC exam the fee is \$20. The retake fee for the EPA is \$20. Students will be eligible to sit for the NASTEC (National Appliance Service Technician Certification).

\*The Federal Government of the United States requires all individuals who open a system or container holding a controlled refrigerant to be certified. Persons who work on stationary equipment or use refrigerant designed for these systems can become certified by passing a proctored Section 608 examination. Candidates for this test can be certified in any of three equipment categories plus Universal.

**Tool Kit includes:** R318450 Rich TB-52 Soft Tool Bag, RRW3 Ratchet Wrench, RRW316 3/16 Hex Key Wrench Insert, RRW516 Hex Key Wrench Insert, 70015 Roth Mini Max Tube Cutter, HHD1 ¼ Magnetic Long Driver, HHD2 5/16 Magnetic Long Driver, WSC1S Wire Stripper, MA143A Mirror Telescopic 1-1/4 RD, MA422G Channel Lock Pliers, 70443 Rothenberg ADJ Wrench 10", LNC7G Malco 7-3/4 Needle Nose Plier, 72151 Mill 6 in 1 Screwdriver, L22101 KNX 101 Left Aviation Snip, L22102 LNX 102 Right Aviation Snip, SC53 Fieldpiece Multimeter, 42004RIT Manifold W/60" Hose 2VLV R22/410A Yellow Jacket, Mini Level

Students are not allowed to use or provide their own gear or tools.

Modules can be taken in any order.

#### **Module:**

##### **Basic Electricity**

##### **45 clock hours-lecture & 135 clock hours-lab/45 additional outside clock hours/7 credits**

This 9 week module will cover electricity applied to comfort systems, testing and identifying electrical components, sizing electrical conductors and over current protection according to NEC. Students will also obtain the knowledge of testing and installing various types of controls, motors, and fans. Students will also obtain the knowledge and "hands on" to properly diagnose and troubleshoot these comfort systems efficiently.

#### **Module:**

##### **Air Conditioning and Heat pump Service and Installation**

##### **45 clock hours-lecture & 135 clock hours-lab/45 additional outside clock hours/7 credits**

This 9 week module will cover electricity applied to comfort cooling systems, testing and identifying electrical components, sizing electrical conductors and over current protection according to NEC. Also theory of heat transfer, Refrigeration cycle, identifying and diagnosing the components of a refrigeration system, Sequence of operation of Air conditioning and various types of Heat pump applications (Air to Air, Geothermal) identifying heat pump components and theory of operation. Students will also practice Refrigerant recovery, recycle, and evacuation techniques as well as refrigerant charging procedures.

**Module:**

**Gas and Electric Heat**

**45 clock hours-lecture & 135 clock hours-lab/45 additional outside clock hours/7 credits**

This 9 week module will cover basic Gas and Electric heating applications including combustion theory, the combustion process, heating efficiencies, ignition systems, different types of furnace configurations, gas properties, gas valves, regulators, sequence of operation, safety precautions when dealing with fossil fuel burning furnaces as well as all electric. It also includes basic maintenance, repair, and troubleshooting techniques along with applied electrical safety and theory of furnace components and controls. This Module also consists of students fabricating various sheet metal fittings using the proper calculations and ACCA charts and procedures. Students will also learn the basic principles of Indoor Air Quality and the importance of human comfort when dealing with different environments and airborne pollutants. Students will read fan airflow charts, perform duct system pressure test, and identify different types of filters along with the proper application for each. Students will also perform the installation and service of whole house humidifiers, UV lights, Electronic air cleaners, and Identify the effects of each according to use in today's industry.

**Module:**

**Major Appliance Repair (MAR)**

**45 clock hours-lecture & 135 clock hours-lab/45 additional outside clock hours/7 credits**

This 9 week module will cover the installation and repair of electric and gas ranges, microwaves, dishwasher, domestic refrigerators, automatic washers, gas and electric dryers, garbage disposals, water heaters, and cook tops. Also basic electricity applied to appliances along with schematic reading procedures, identifying components and electrical symbols, appliance service troubleshooting techniques, identifying proper operating conditions of appliance according to NEC and Manufacturers Specification.

**JOURNEYMAN WELDER**  
**CLASS SCHEDULE, TUITION, AND PROGRAM DESCRIPTION**

Class Times  
Monday through Friday  
8:00 a.m.-1:00 p.m.  
or  
12:00 p.m.-5:00p.m.  
or  
5:30 p.m.-10:30 p.m.

The maximum number of students in a typical classroom is 35 and 20 in lab.

<b>Start Date</b>	<b>Graduation Date</b>
May 30, 2017	January 19, 2018
July 17, 2017	February 23, 2018
August 21, 2017	March 29, 2018
September 25, 2017	May 4, 2018
October 30, 2017	June 8, 2018
December 4, 2017	July 27, 2018

Tuition	\$13,200
Registration Fee*	\$100
Books	\$161
Metals	\$1,568
Gear	\$171
Total Cost	\$15,200

\*The registration fee will be waived for any MTI/DTC graduate returning that does not have a balance owed to the school.

**JOURNEYMAN WELDER**  
**30 Weeks/750 Clock Hours/187.50 Additional Outside Clock Hours/27 Semester Credits**

The program objective of the Journeyman Welder is for students to gain entry level employment in the welding field, as well as making each student a proficient pipe welder using SMAW and TIG processes, as well as teaching MIG & Flux core Welding, while providing skills for pipe welding and manufacturing. The program also teaches field and shop safety, pipe fitting skills, and basic blueprint readings. Certain subjects may be taken out of numerical sequence to accommodate school class scheduling polices.

**Tool Kit includes:** Tig gloves, welding gloves, work gloves, leathers, chipping hammer, wire brush, soap stone, safety glasses, striker, tip cleaner, hood, channel locks, welding cap, bucket, file, cutting goggles

Students are not allowed to use or provide their own gear or tools.

Modules can be taken in any order.

**Module:**

**Properties of Metal**

**25 clock hours-lecture & 100 clock hours-lab/31.25 additional outside clock hours/4.5 credits**

The classroom section of this module explains the different weld defects that are associated with various types of weld processes the techniques and tools used in the fabrication of both plate and pipe with attention to welding code standards and the metallurgical properties of various metals and the need to preheat and post heat.

**Module:**

**Cutting Techniques of Metal**

**25 clock hours-lecture & 100 clock hours-lab/31.25 additional outside clock hours/4.5 credits**

1. Proper personal protective equipment relative to Oxyfuel cutting.
2. Set up and use of Oxyfuel cutting techniques.
3. Set up and use of Plasma cutting as well as Arc Gouging Techniques.

Shop time consists of learning to cut and prepare metal plate, fundamental techniques for performing overlap beads and fillet welds in all positions using SMAW (stick) processes with 7018 electrodes, and cleaning and inspecting welds for defects and discontinuities.

**Module:**

**Production Welding Techniques**

**25 clock hours-lecture & 100 clock hours-lab/31.25 additional outside clock hours/4.5 credits**

1. The use of weld symbols in welding blueprints.
2. The different types of weld joints.
3. The review of drawings and shapes in relation to 3 view drawings.
4. The implementation of GMAW techniques as a cost effective alternative to slower welding processes.
5. The implementation of SMAW techniques as a suitable alternative to stick welding.

**Module:**

**Safety Training/Cranes/Rigging**

**25 clock hours-lecture & 100 clock hours-lab/31.25 additional outside clock hours/4.5 credits**

1. Ten-hour Safety training session.
2. The different types of knot tying for safe material handling.
3. The importance of proper crane signals as well as knowing proper rigging methods.
4. The importance of knowing weight limitations of cranes as well as rigging equipment.
5. Research paper on the history of welding.

Shop time for this module consists of performing SMAW process in all positions on T-joints, Bevel V-groove welds. 6010 electrodes are used for the root pass and 7018 low hydrogen rods are used for the fill. Teaches MIG processes (hard wire and flux core) on carbon steel on metal thickness from 10 gauge to 1/2", in all positions including 1G, 2F, 2G, 3F and 3G.

**Module:**

**Metallurgy/Vocabulary**

**25 clock hours-lecture & 100 clock hours-lab/31.25 additional outside clock hours/4.5 credits**

1. The vocabulary and language spoken in regards to fit up and welding of various applications.
2. The understanding of welding machine set up for different applications.
3. SMAW welding applications and machine set up.
4. GTWA welding applications and machine set up.
5. The different metallurgical properties of metals.

Shop time combines TIG and SMAW processes on carbon and stainless steel pipe, with the emphasis on techniques for welding stainless and carbon 2G, 5G, and 6G positions.

**Module:**

**Basic Math/Basic Fitting Principles**

**25 clock hours-lecture & 100 clock hours-lab/31.25 additional outside clock hours/4.5 credits**

1. This includes solving various math problems with fractions and decimals.
2. The math involved in basic pipe fitting.
3. The use of isometric drawings applied to pipe runs of various configurations.
4. Solving various piping runs with the use of self-drawn isometrics, as well as pulling various measurements in order to complete the task.

Shop time combines TIG and SMAW processes on carbon and stainless steel pipe, with the emphasis on techniques for welding stainless and carbon 2G, 5G, and 6G positions.

**MEDICAL ASSISTING (MA)**  
**CLASS SCHEDULE, TUITION, AND PROGRAM DESCRIPTION**

Class Times  
 Monday through Friday  
 8:00 a.m. - 12:00 p.m.  
 or  
 10:00 a.m. – 2:00 p.m.  
 or  
 1:00 p.m. - 5:00 p.m.

Monday through Thursday  
 5:30 p.m. – 10:30 p.m.\*

\*Module 4, the externship module, which is the last 9 weeks of the program, may require attendance during day time hours.

The maximum number of students in a typical classroom is 35 and 20 in lab.

<b>Start Date</b>	<b>Monday – Friday Graduation Date</b>	<b>Monday – Thursday Graduation Date</b>
May 30, 2017	March 2, 2018	March 1, 2018
August 14, 2017	May 4, 2018	May 3, 2018
October 16, 2017	July 20, 2018	July 19, 2018

Tuition	\$14,672
Registration Fee**	\$100
Books	\$193
Lab Fee	\$110
Certification	\$125
<b>Total Cost</b>	<b>\$15,200</b>

\*\*The registration fee will be waived for any MTI/DTC graduate returning that does not have a balance owed to the school.

**MEDICAL ASSISTING**

**36 Weeks/765 Clock Hours which includes 225 Externship Hours/135 Additional Outside Clock Hours/  
26 Semester Credits**

Goals for the Medical Assistant:

“To prepare competent entry level Medical Assistants in the cognitive (knowledge), psychomotor (skills), affective (behavior) learning domains.” To prepare them as described below for entry level positions normally available in a medical facility such as physicians’, chiropractors’, or podiatrists’ office and clinics.

To prepare the Medical Assisting student to sit for the Nation Center for Competency Testing (NCCT) and National Medical Assistant (NCMA) Certification Exam at the end of the externship, as required for graduation, however, students are not required to pass the exams in order to graduate per MTI policy. Upon meeting graduation requirements of the Medical Assisting program, the student is entitled to a Medical Assisting Diploma.

The medical assisting student must possess critical thinking skills sufficient for clinical judgment. For example, the student must be able to use critical thinking as a basis for identifying/resolving patient problems (cognitive). The medical assisting student must possess communication skills sufficient for interaction with others in verbal and written format. Communication abilities including speech, hearing, reading, writing, language skills and computer literacy are required. For example, the student must be able to read and convey actions and patient responses to health care team members, both verbally and in writing.

The program provides the MA with entry-level theory and limited “hands-on” training in basic and routine clinical and office tasks (psychomotor). This will equip the MA with the competencies required to perform in either a clinical or office capacity. The graduate will be able to assist in EKGs, X-ray procedures, first aid, and phlebotomy. He/She will be able to perform clinical procedures, preparing the patient for physical exams, and assisting the physician with other exams. The MA may help the physician with minor surgical procedures and can sterilize and care for instruments. In some venues, the MA is expected to effectively handle administrative office procedures such as keyboarding, billing, coding, scheduling, transcription, insurance claims, and computerized record keeping.

The MA possesses a thorough understanding of health-related ethics and other business principles that bear on the practitioner’s relationship with the patient (affective). As the medical profession continues to grow as a result of the population living longer and advancements in procedures, treatments, and medications, more patients will require medical services. Therefore, an increasing number of MAs will be needed to handle the many responsibilities for which they are uniquely trained.

All required competencies for Medical Assisting will be performed and graded as a pass or fail grade. A grade of 90% or above will be considered a passing grade. All competencies in each module must have a passing grade prior to moving on to the next module and to continue in the Medical Assisting program.

Modules can be taken in any order; however the module externship will always be taken last by the student.

**Module:**

**MED 101 Clinical Procedures I**

**15 clock hours-lecture & 30 clock hours-lab/11.25 additional outside clock hours/1.5 credits**

This course includes a survey of medical assisting occupations and their education and certification requirements. The course is designed to furnish the student with both theory and practical applications of medical assisting basics, including infection control; taking a temperature, pulse, respiration, and blood pressure; assisting with medical specialties; visual and auditory acuity; assisting with examinations of the eye and ear; and learning about x-ray procedures and safety precautions relating to the procedures.

**MED 121 Anatomy, Physiology & Medical Terminology I**

**45 clock hours-lecture/11.25 additional outside clock hours/2 credits**

This course familiarizes the student with human anatomy and physiology and medical terminology. The course covers the tissues and organs that make up the body systems. Body systems, functions, and diseases, including symptoms, diagnostic tests, treatments, and medications are discussed.

**COA 104 Computer Keyboarding**

**15 clock hours-lecture & 30 clock hours-lab/11.25 additional outside clock hours/1.5 credits**

Virtually every career includes keyboarding skills. This is a skill that provides access to critical information. Medical facilities everywhere have expectations that their staff will have the ability to type an average of 30 wpm. In this course, students will learn general keyboarding with timed writings for speed and accuracy. Techniques and meaningful practice are offered in lab sessions.

**MED 251 Pharmacology I**

**45 clock hours-lecture/11.25 additional outside clock hours/2 credits**

Presentation of the principles of pharmacology relating to the medical assisting profession is at the core of this course. Emphasis is placed on correlation of drug therapy and pathophysiologic conditions, patient education regarding medications, and researching drugs using a drug reference. The course includes the use, action, side effects, contraindications, and routes of administration of drugs most commonly administered in the medical office. It also includes familiarization with the most commonly prescribed drugs, their dosages, how to figure dosages correctly, and drug preparation.

**Module:**

**MED 102 Clinical Procedures II**

**15 clock hours-lecture & 30 clock hours-lab/11.25 additional outside clock hours/1.5 credits**

During these nine weeks, the student will learn how to assist with the physical exam. The student will become proficient in 12-lead EKG hook-ups and troubleshooting. Students will learn to differentiate between normal and abnormal EKGs and will learn to recognize the most commonly occurring major arrhythmias. They will also perform a pulmonary function test, urinalysis, and learn how to assist with minor surgeries. The topic of medication administration will also be covered, as well as assisting with reproductive and urinary specialties.

**MED 122 Anatomy, Physiology & Medical Terminology II**

**45 clock hours-lecture/11.25 additional outside clock hours/2 credits**

This course familiarizes the student with human anatomy, physiology, and medical terminology. This course covers the tissues and organs that make up each body system. Body systems, functions, and diseases, including symptoms, diagnostic tests, treatments, and medications are discussed.

**MED 211 Medical Office Procedures I**

**30 clock hours-lecture & 15 clock hours-lab/11.25 additional outside clock hours/1.5 credits**

Materials for this course are chosen with the goal of providing a “real life” office simulation experience for the students. Students will feel as though they are a member of a real office environment. Students will learn about the office environment and patient reception. Simulations are offered in setting up patient files, scheduling patients, and transcribing. In this era of electronic medical records (EMR), the use and importance of it will be discussed as well as HIPAA Compliance with regard to EMRs. All of these are a vital part of an office environment, and students will need to learn that flexibility of job duties is of utmost importance.

**MED 252 Pharmacology II**

**45 clock hours-lecture/11.25 additional outside clock hours/2 credits**

This will focus on drugs used for specific systems, studying each system separately. Drugs are studied by students becoming familiar with side effects, actions, contraindications, routes of administration, and other factual data about the drugs. There is an emphasis on correctly spelling drug names.

**Module:**

**MED 203 Clinical Procedures III**

**15 clock hours-lecture & 30 clock hours-lab/11.25 additional outside clock hours/1.5 credits**

The student will begin to learn about work with the laboratory tasks routinely performed in the medical facility. An introduction into the collecting and handling of specimens for testing, both at a facility and at an outside laboratory, are covered. Microbiological principles will be discussed as well as hematology, including venipuncture. Assisting with the life specialties, physical therapy, and patient education are also covered in this module.

**MED 212 Medical Office Procedures II**

**30 clock hours-lecture & 15 clock hours-lab/11.25 additional outside clock hours/1.5 credits**

This course familiarizes the student with all aspects of the insurance industry relative to the medical office. Fees, billing, collections, and credit as well as financial management in the medical office will be discussed. Insurance coding (CPT and International Classification of Diseases coding), employability skills, resume writing, interview skills, an introduction to medical transcription, proofreading skills, punctuation, and spelling exercises are incorporated into this course. These duties are essential to the success of the medical assistant in the administrative roll.

**ENG 110 Communications**

**45 clock hours-lecture/11.25 additional outside clock hours/2 credits**

The expectation of the students is to be professional in every situation is high. Students learn to act as professionals through role play and class interactions and assignments. Students are graded on their classroom participation as a major portion of their grade. Students learn to effectively communicate with each other and apply it to the workplace setting. Each student will be introduced to the importance and practice of effective public speaking.



**PSY 101 Psychology/Ethics**

**45 clock hours-lecture/11.25 additional outside clock hours/2 credits**

It is imperative that the ambulatory care employee have knowledge of medical law, ethics and bioethics so that the client may be treated with understanding, sensitivity, and compassion. The goal is to provide students with education involving ethical and legal responsibilities so that they may better serve the ambulatory care provider. Law and ethics will be the focus of discussion. The student will have an understanding of the chronic and acutely ill mental health patient. The student will learn about the most common psychiatric disorders and conditions and be familiar with their signs and symptoms, treatments, and the role of the MA with a mental health patient.

**Module: Medical Assisting Externship**

**MED 291 Externship**

**225 clock hours-externship/5 credits**

In the third module, students will meet with their respective externship coordinator to begin planning their externships. The externship is required for all students and must be completed to be eligible for graduation and to receive their diploma. To qualify for the externship phase of the program, a student must meet the following requirements: 2.0 G.P.A. upon completion of first 27 weeks of course, a score of 70% or above on the Comprehensive Class Room Final Exam, pass all competencies, and have an overall attendance of 90% in his or her medical courses. All work is performed under the direct supervision of licensed medical personnel at the site in cooperation with MTI’s respective externship coordinator. Students are required to follow the policies and procedures of the school as well as those of the externship sites. Externs are not entitled to compensation.

Student will be scheduled for 225 externship hours. Externs are not entitled to compensation.

**Additional Requirements:** Upon successful completion of all coursework through the 27<sup>th</sup> week, one complete uniform will be supplied including scrub pants, scrub top, and lab coat with patch and name badge. Students will be able to purchase additional uniforms as desired. Each student will also be provided the Hep B Vaccine, if needed, beginning in the first 9 weeks of class. Students will be asked to provide their own white shoes (clean, with no writing) as well as a watch with a second hand.

Current sites with agreements at the Springfield, MO Campus are:

Cox Health*	Jordan Valley Health - Medical	Mercy*
Greene County Jail Clinic	Immediate Care	Ozarks Community Hospital*
Cherry Health	MOCH*	

\* has more than 1 site

The Medical Assisting program at Midwest Technical Institute- Springfield, MO Campus has a job placement rate average of 79.59% and an average retention rate of 67.12%, as reported to the Medical Assisting Educational Review Board (MAERB)/ CAAHEP for the past 3 years.

Placement	Retention
>=60%	>=60%
79.59%	67.12%

**PROFESSIONAL TRUCK DRIVING  
CLASS SCHEDULE, TUITION, AND PROGRAM DESCRIPTION**

Class Time

Weeks 1- 4: Monday – Friday 7:00 a.m. – 1:00 p.m.

Weeks 5-20: Monday – Friday 7:00 a.m. – 1:00 p.m. or 10:00 a.m. – 4:00 p.m.

The maximum number of students in a typical classroom is 25.

Start Date	Graduation Date
September 5, 2017	January 19, 2018
October 2, 2017	February 16, 2018
October 30, 2017	March 16, 2018
November 27, 2017	April 13, 2018
December 26, 2017	May 11, 2018

	Springfield, MO
Tuition	\$9,702
Registration Fee*	\$100
D.O.T. Physical	\$50
D.O.T. Drug Screen	\$20
Permit	\$33
State CDL Processing Fee	\$70
Total Cost	\$9,975

\*The registration fee will be waived for any MTI/DTC graduate returning that does not have a balance owed to the school.

**A Saturday class may be required due to campus holidays.**

**PROFESSIONAL TRUCK DRIVING**

**20 weeks/600 Clock Hours**

**20 weeks/300 Clock Hours Classroom Training/24 Clock Hours Range & Observation/24 Clock Hours  
Over the Road/252 Clock Hours Remedial**

Commercial truck driving procedures and techniques, along with classroom theory, will be taught and practiced during this 20 week program. The student will learn how to correctly and safely perform required skill standards. This program will prepare the student to obtain a Commercial Driver’s License with the issuing State and be trained for an entry level position.

The program includes 300 hours of classroom instruction related to knowledge of the State’s CDL standards, driver safety, airbrakes, combination vehicles, log books, trip planning, and public and employee relations. The student will be prepared to take the CDL permit exam within the first four weeks of class. This allows the student to drive while accompanied by a CDL instructor. **Note: Students must obtain a CDL permit prior to field training.**

The student will receive 24 hours of on-site range field training prior to 24 hours of over-the-road field training on rural highways, interstates, and urban areas. This program will also provide 252 hours of remedial training that includes bookwork, driving skills, and practice exams. Field training will include observation performed by a MTI/DTC instructor with a CDL. Throughout this program, there will be dedicated time for the preparation and proper procedures for presenting your skills in a professional manner.

### **Weeks 1-4**

#### **120 Clock Hours Classroom Training**

1. CDL Permit Test preparation
2. CDL Endorsement preparation (doubles/triples and tankers)
3. Vehicle inspection for daily operation and safe practices (pre-trip and post-trip).
4. Hazardous Material (Hazmat) training.

### **Weeks 5-12**

#### **90 Clock Hours Classroom Training/12 Clock Hours Range & Observation /12 Clock Hours Over the Road/126 Clock Hours Remedial Training**

1. Vehicle inspection for daily operation and safe practices (pre-trip and post-trip).
2. Read and identify instrument control systems
3. Basic control of the truck (shifting techniques, double clutching)
4. Coupling and uncoupling
5. Range maneuvers (stop of the line, straight line back, right hand turn, off set-back, 45 degree back, 90 degree backing, parallel parking)
6. Road Training
7. Hours of Service/logging
8. Trip Planning/map reading
9. Communication (CB lingo, dispatching, communicating with the broker, shipper and receiver)
10. Shipping and receiving (warehouse procedures)
11. Wellness
12. Defensive driving (space management, signaling, mirrors, street signs, ramps, city and highway driving, on and off ramps, accident awareness, emergency maneuvers)
13. Hazard awareness (railroad crossings)
14. Extreme driving conditions (skid control)

### **Weeks 13-20**

#### **90 Clock Hours Classroom Training/12 Clock Hours Range & Observation/12 Clock Hours Over the Road/126 Clock Hours Remedial Training**

1. Vehicle inspection for daily operation and safe practices (pre-trip and post-trip).
2. Forklift Training
3. Load securement/cargo handling
4. Preventative maintenance (fluids, filters, tires, air tanks, recognizing and reporting malfunctions)
5. FMCSA rules and regulations
6. Weigh Stations
7. Transportation security
8. ELDT (Entry Level Driver Training)
9. Company speakers (industry expectations)
10. Resume building (review and practice skills for effective job interviewing)
11. Life on the road
12. Professionalism/soft skills (dress attire, customer relations, attitude, promptness, work ethic)
13. Preparation for state range and drive test



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