

UNITED TRIBES TECHNICAL COLLEGE

Academic Affairs Policies

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Division of Academic Affairs

The Vice President for Academic Affairs (VPAA) oversees and provides leadership for all academic programs and functions at United Tribes Technical College (UTTC). The Academic Affairs division has the lead responsibility for academic planning and academic budget administration, academic personnel decisions, career development, curricular requirements, degree program development, assessment of student learning, and academic accreditation.

The VPAA works closely with the President's Office and the Vice President of Campus Services (VPCS), and provides oversight for grant and program directors, department chairs, faculty, and committees, on a broad array of policy and strategic planning issues. Our purpose is to support the UTTC mission, the UTTC campus community, which includes students, their families, and UTTC personnel who support the students in pursuit of their educational goals.

Academic Affairs Division Goals

Goal 1: Develop educational programs that differentiate United Tribes Technical College as a leader in education, leadership development and innovation in student research

Goal 2: Implement best practices for advancing student learning in an environment focused on student success

Goal 3: Establish a scholarly environment for faculty and staff

Academic Calendar

The college offers instruction in three semesters: fall, spring, and summer. The calendar for the academic year originates with the VPAA, who then forwards the draft to the Administrative Council for preliminary approval, and once preliminary approval is received, the calendar is submitted to the President for final approval. The calendar is consistent with the North Dakota University Systems (NDUS) and federal appropriation legislation.

Semester Description

UTTC operates on a semester basis, a term averaging fifteen (15) weeks of instruction, one (1) week for mid-term, and one (1) week for final exams for a total of sixteen (16) weeks for the fall and spring. The summer semester is typically 8 weeks in length. (See the academic calendar for starting and ending dates of each semester.)

Graduation Requirements

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

1. Be fully admitted to United Tribes Technical College (UTTC).
2. Earn a minimum cumulative grade point average of 2.00 at UTTC.
3. Complete all program requirements as listed on the degree plan for the specific program. The course requirements listed on the degree plan are in effect at the time the student registers for the first courses. The degree plan will remain in effect until the student graduates, changes programs, chooses to change degree plans, or withdraws from the college. If the student returns to college, or changes programs, and a revised degree plan has been approved during the student's absence, the new degree plan will be in effect.
4. Faculty will notify the Registrar's Office is a student chooses to change to a different degree plan.
5. The current college catalog will list requirements for the granting of degrees, diplomas and certificates of completion.

Graduation Ceremonies

UTTC has two formal graduation ceremonies each academic year. Fall graduates participate in the December commencement (graduation) and spring graduates participate in the May commencement. Summer graduates are allowed to participate in the May commencement immediately preceding the summer semester but diplomas will not be mailed until the summer semester is complete, degree requirements are met, and grades are reported.

Curriculum Revision

All curriculum revisions are initiated at the department level and submitted to the UTTC Curriculum Committee for review and action. Examples of curriculum revisions include course prerequisites, credit/contact hours, program requirements, course titles, and course descriptions, new courses and new degree programs. The requests for revisions are reviewed and approved by the Curriculum Committee, and then submitted to the VPAA, who shall have final approval over proposed curriculum revisions. The VPAA will keep the President informed about minor revisions.

Credit Hour Policy

United Tribes Technical College (UTTC) uses standard practices for determining course credit for all courses and programs offered by the College. The purpose of this policy is to provide a consistent measure of the quality of a student's academic engagement and to ensure accuracy of the assignment of credit hours to activities earning academic credit. The award of academic credit for a course is based on the amount of time a student receives direct instruction and works beyond instruction time on the course content.

Semester Credit Hours

UTTC operates on the semester system, with two (2) semesters (fall and spring) comprising the regular academic year. Following the spring semester, UTTC also offers a summer term comprised of a variety of class sessions and formats.

The Federal Credit Hour Definition provides that credit hours be not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit; or the equivalent amount of work over a different period of time.

Definition of Credit Hour and Contact Hour

In accordance with federal regulations, a credit hour is a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma or certificate, or other award. A contact hour is a unit of measure that represents an hour of scheduled instruction given to students.

Credit Hour and Instructional Time Equivalencies

The award of a semester hour of credit is generally based upon the minimum number of minutes of instruction, or the equivalent, per term. The ratio of instructional minutes, or the equivalent to credit hours, generally varies with the type or category of instruction:

Theory - Generally requires a minimum of one hour of contact time (50 minutes) and two hours of outside of class work for each semester hour of credit for a total of 3 hours per credit. Theory instruction includes lectures, recitations, discussions, demonstrations, seminars, presentations, activities, and other recognized types of instruction.

Laboratory - Generally requires a minimum of two hours of contact time and one hour of outside of class work for each semester hour of credit. Instruction is focused on experimentation in a classroom, laboratory, or studio through teacher-assisted, hands-on learning experiences. A laboratory is generally required in conjunction with the theory of a science course. Work is normally completed in the learning environment, but may include out-of-class assignments such as analysis of data and/or laboratory report writing.

Practical Application Laboratory/Studio - Generally requires a minimum of three hours of contact time and no outside class work for each semester hour of credit. Experience-based instruction or the equivalent focused on "real world" activities in an educational environment for the purpose of developing work-related competencies in the use of equipment, tools, machines, or other program-specific work products. Generally required in skill-intensive programs and requires limited out-of-class assignments per week. Emphasis is in the use of equipment, tools, machines, or other technologies often found within a laboratory or studio environment.

Internship - Generally requires a minimum of four hours of contact time per week for 15 weeks for each semester hour of credit. Includes, but is not limited to, internships, apprenticeships, field placements, or clinicals. Internship involves the development of job-related skills by providing the student with a structured employment situation that is directly related to and coordinated with the educational program. Student activity in internships is planned and coordinated jointly by an institutional representative and the employer, with the employer having the responsibility for control and supervision of the student on the job. Work is normally completed in the job/learning environment, but may include other assignments.

Online - Classes that do not have the required face-to-face contact time (hybrid or online courses) and meet the credit hour standard if they meet one of the following criteria:

The course covers the same material in the same depth as a theory version of the same course; and the department and Office of Extended Learning have evaluated the course for content and rigor. This approval must be documented.

Workshops - Workshops must meet the same credit hour calculation as theory classes. The minimum number of hours a workshop must meet for one earned credit hour is 13-14 hours (based on a 50 minute hour).

NOTE: Any programs of study for which professional accreditation and/or licensing bodies (e.g. NATEF) require a minimum number of contact hours must comply with the requirements defined by that body.

The Credit Hour Policy is incorporated into the program review procedure. This policy will be reviewed every three years or more frequently as needed. (Approved March 25, 2017)

Continuing Education Units

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

Credit by Examination

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

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

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

A request for an institutionally developed examination will only be authorized if no nationally recognized standardized examination is available and if the VPAA approves the request.

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

Credit by Examination Procedure

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

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

Block Scheduling of Coursework

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

Transcripts

A transcript request must be submitted in writing. Either a completed "transcript request" form or a letter bearing the student signature is acceptable. Any request from a student who is in debt to the institution will not be honored until the indebtedness has been paid. Each transcript includes the student's entire academic record to date and current academic status.

A transcript request must include the student's name, social security number or ID number, appropriate fees, and the address where the transcript is to be sent. More information about requesting a transcript can be found on the UTTC website on the Registrar's Office page.

Transfer of Credits

UTTC degree programs offer curricula and skills geared toward employment. Other colleges and universities may accept credits earned at UTTC dependent upon the receiving institution's transfer agreements and/or transcript evaluations. The student is responsible for initiating transfer by contacting the admissions or registrar's office at the selected college. This process should be started as early as possible.

Students who have attended colleges elsewhere must notify UTTC of all previous enrollments. Students are required to have all official transcripts from other colleges sent to the UTTC Registrar's office at the student's expense as part of the Admissions process. The Registrar's Office will determine which courses will meet UTTC course requirements.

Transfer credits of C, or better, may be accepted if they apply to the student's degree program. The Registrar will complete the transcript evaluation. The credits must have been earned at a regionally accredited institution of higher education.

Orientation

Orientation is a critical college entry activity held at the beginning of each semester and is an activity required of all new students and recommended for all returning students. Activities include presentations about school policies, financial aid information, student responsibilities, placement testing, available student services, and academic advisors and counselor assignment. The Admissions & Recruitment office at UTTC facilitates all orientation activities.

Registration

All students must officially register prior to attending class. Registration deadlines are listed on the calendar and all students must register within the dates specified. A class schedule is published on the UTTC website each semester with specific days, time, and location for classes.

Accuplacer and ACT Entrance Tests

In order to assess a student's academic needs, the Accuplacer test will be administered each semester for new and transfer students. Those students who have taken the high school ACT test prior to registration at UTTC will not be required to take the Accuplacer test. Transfer students who have successfully completed Gen Ed equivalent courses at other institutions within the past five years will not be required to test. Accuplacer and ACT entrance test scores are used for academic assessment and to recommend course placements.

Upon entry, each student is assessed using the ACT or Accuplacer standardized test. If the student has already taken the test, those scores will be accepted up to three years from the test date.

Academic Advising

Academic advising at UTTC is a developmental process that considers students' academic needs, goals, interests and prior education. Academic advisors promote student success by referring students at risk or in need of additional resources to campus and non-campus resources. The primary objective is to assist with making informed decisions concerning their educational goals. UTTC also employs retention strategies to increase enrollment and enhance diversity by promoting and recruiting for programs of study offered.

Primary Duties and Responsibilities

- Advise students about content and structure of postsecondary programs including graduation and/or transfer requirements for a particular program of study.
- Audits, monitors, and evaluates individual student academic progress.
- Disseminates certificate, diploma and university transfer program information in individual or group sessions.
- Interprets testing results relevant to placement decisions; determines student readiness for College programs.
- Assists students with the development of an educational plan including choosing a program of study and/or clarifying educational goals.
- Informs students about alternatives, limitations and possible consequences of academic decisions (e.g. adding, dropping and withdrawing from courses; change of program, major and/or transfer institution).
- Educates students about course planning and registration processes, refers students to available on- and off-campus resources to meet individual needs including career and personal counseling.
- Makes appropriate referrals for students perceived as at-risk and acts as an advocate as appropriate.
- Maintains up-to-date knowledge about the College's programs and requirements; consults with contacts at various transfer institutions regarding course and program transferability, admission and graduation requirements.
- Develops and interprets academic advising worksheets in Jenzabar.
- Initiates course withdrawals, adds, and drops as required.
- Maintains administrative documents and confidential student records.
- May represent the academic advising department on various internal and external committees.
- Develops and promotes internal communication and resource sharing in order to benefit student success.

- Monitors course enrollment and make recommendations to appropriate staff regarding reserves, restrictions, availability, wait listing, or closure based on program demand and course availability.
- Provides recommendations for continuous improvement to all services for academic advising purposes and to integrate practices and technology aimed at improving student services.
- Gathers, develops and promotes best practices for continuous improvement.
- Participates in individual and team professional development; remains current with technology used to provide advising services.
- Performs other related duties as assigned.

Assessing Student Learning

UTTC has established a process that faculty, students and all staff assess the learning and success of the students and graduates as well as the effectiveness of the overall campus program. The Assessment of Student Learning (ASL) committee coordinates and monitors this assessment work collaboratively with the Director of Institutional Assessment and the VPAA. All staff at UTTC participates in the assessment process within their area of responsibility. All academic departments have developed their own assessment plan. Copies of the UTTC ASL Plan are available upon request from the VPAA or Director of Institutional Assessment. The college's academic assessment process allows for students to be actively engaged in self-assessment and self-monitoring of learning outcomes.

Independent Study Course Procedures

Rationale

These procedures will outline the steps associated with requesting and scheduling an independent study course for a given semester at UTTC. These steps will ensure the requests for independent studies are communicated from instructors to the UTTC VPAA, the Registrar and ultimately to the student.

Independent Study Request Procedures

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

1. When the need for an independent study course for a student is determined, the student's primary advisor will request approval from the VPAA to offer a course as an independent study course provided there is a legitimate student need (i.e., extenuating circumstances). The advisor will complete the Independent Study Contract form that is available from the Registrar's Office.

2. The VPAA will approve, on a case-by-case basis, the independent study course request based on student course need and availability of instructional resources.
3. Provided there is a legitimate student need, approval will be given by the VPAA to offer the course as an independent study.
4. The advisor will inform the student that the course will be offered as an independent study course, and:
 - A. Inform the student the standard tuition rates and applicable fees apply to independent study courses.
 - B. Discuss with the student the dynamics of an independent study course, including limited face-to-face instructional time, adherence to student learning objectives and assessment processes, self-directed learning, timeframe and deadlines, adherence to the other course syllabus requirements, etc.
5. The student requesting the independent study must agree to attend scheduled meetings with the instructor, with a mandatory face-to-face meeting with the independent study instructor at the beginning of the course and at the end of the term.
6. The student must sign the Independent Study Student Contract, a copy of which will be given to the student and the VPAA.
7. Once the advisor has a signed Independent Study Student Contract, the advisor will contact the Registrar's Office to have the course scheduled as an independent study course. The advisor will provide the Registrar's Office with the course, name of the instructor, and name of the student. The Registrar's Office will add the course to the schedule and permit registration for the student. The course will then be closed to additional registrations to ensure other students are not inadvertently enrolled. Independent study courses will be scheduled to run for the same number of weeks as other courses in the term, and maintain established course codes, names and numbers. For ease of identification, these courses will be coded as an "I" section.

The independent study course student and instructor will adhere to established instructional policies, including regular tracking of satisfactory academic progress, grading procedures, and submitting mid-term and final grades as scheduled. The instructor has the responsibility of maintaining the integrity and high expectations for the independent learning process and its outcomes. Faculty do not get compensated for facilitating independent study courses.

Student Attendance Policy

Students are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meetings and the final examination period. Each instructor must inform all classes at the beginning of each semester about the attendance policies and they must be included in the course syllabus.

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

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

Attendance Policy & Withdrawal

Rev. July 22, 2011

Class attendance is very important for academic success of all students enrolled at UTTC. Instructors are required to report student attendance into UTTC's Jenzabar data management system on a weekly basis, no later than 5 PM Central on Fridays of each week. Students can track and monitor their own attendance on the LMS found at my.utt.edu.

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

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

It is important for advisors to monitor attendance for all advisees effective the first week of school. If a student is registered and has not attended any of his or her classes within the first two full weeks of the semester, it is imperative the student is withdrawn for financial aid purposes. The student has the right to appeal the withdrawal action within 3 business days following the date on the withdrawal form using the process outlined in the following paragraph.

There are circumstances that result in a student being involuntarily withdrawn from the college. In these cases (e.g. disciplinary, excessive absences, academic progress), the primary academic advisor will consult with the Academic & Personal Counselor who will initiate an involuntary withdrawal form for the student. The Academic & Personal Counselor will be responsible for notifying the student about withdrawal action through established communication channels that include Enrollment Services, Housing and others as applicable. The student has the right to appeal the withdrawal action within 3 business days following the date on the withdrawal form. The appeal must be presented in writing (email) to the UTTC Vice President of Academic Affairs. Any information that may support the student's appeal can be attached to the email. The Vice President of Academic Affairs will respond to the student within two business days, using the means of contact provided by the student in the letter of appeal. If the appeal is not successful, at the end of the second day, or five days from the date on the withdrawal form, the Registrar's Office will record the withdrawal on the student's official record. The appealing student assumes all responsibility for filing appropriate documentation in a timely manner. The decision by the Vice President of Academic Affairs is the final decision regarding the appeal.

Student Behavior in the Classroom

UTTC students will conduct themselves in the classroom, on the campus and in online courses, in a responsible and respectful manner in accordance with the Student Code of Conduct (SCC). Student behavior that interferes with the learning of their peers will not be tolerated. This behavior includes chronic tardiness, threatening confrontations, intoxication, inappropriate physical contact, lewd or disrespectful language or gestures directed at the instructor or at fellow students, bullying, direct or indirect intimidation, and conversations with other students before, during, or after class (including face to face conversations, email, telephone call and text messages).

Faculty members are expected to maintain professional management of classroom activities at all times in accordance with the Faculty and Employee Handbooks. As such, if a student demonstrates behavior that disrupts or interferes with other students, an instructor reserves the right to ask the student to leave the classroom, to contact campus security, to request mediation by the academic department chair or an academic and personal counselor, or to file a formal complaint subject to a student disciplinary hearing. This applies to campus-based students and online students.

Student Academic Honesty Policy

Academic dishonesty includes plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using course materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing an academic record; or fabricating or falsifying data, research procedures, or data analysis.

Plagiarism is representing the words, creative work, or ideas of another person as one's own without providing proper documentation of source. Examples includes, but are not limited to:

- Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;
- Representing the words, ideas, or data of another person as one's own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;
- Producing without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;
- Paraphrasing without sufficient acknowledgement, ideas taken from another person that the reader might reasonably mistake as the author's; and
- Borrowing various words, ideas, phrases, or data from original sources and blending them with one's own without acknowledging the sources.

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject are and class requirements, including group work and internet use. It is the responsibility of the instructors to make sure students are aware of plagiarism and how to avoid it. Students are encouraged to seek out information about these methods from instructors and other resources (UTTC Librarian) and to apply this information in all submissions of academic work.

Academic Dishonesty Procedure

- A. When the faculty member suspects academic dishonesty, the instructor should first confer with the student. If the student admits to the violation, the instructor should inform the student of the grade penalty and document the action taken. If it is the student's first offense for the semester, the student will receive a failing grade (0%) on the assignment. If the student has committed the same offense more than once in the same course, and the instructor has previously explained plagiarism to the student, the student will fail the course.
- B. If the student chooses to appeal the allegation of academic dishonesty, the student will submit a written statement to the Vice President of Academic Affairs (VPAA) within three business days of when the grade is recorded. The VPAA will conduct a fact-finding investigation and attempt to resolve the matter. The VPAA will render a final decision within five business days.
- C. If the student fails a course due to repeated academic dishonesty violations, it will be reported on the student's permanent academic record in the Registrar's Office.

Cell Phone Usage

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

Student Course Load

A full-time student is registered for 12-18 credit hours in a semester and 6-12 credit hours during the summer semester. Any student wishing to enroll in more than 20 credit hours in a semester (9 during the summer semester) must submit a written (email) request to his or her advisor who will forward it to the Vice President of Academic Affairs for approval. If the student is approved for an overload, the Registrar will have to register the student for the additional credit(s).

Drop/Add Policy Statement

Students must meet with their advisor and submit the signed Add/Drop form to the Registrar's Office to change their registration. Students are encouraged to consult with either their advisor or the course instructor before making the decision to withdraw. Students receiving financial aid should consult the Financial Aid Office to determine whether their eligibility will be impacted by dropping a class.

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

If a student withdraws from a course after the last day to withdraw identified on the academic calendar, a grade of "F" will be reported on the student's transcript for the course. An "F" will be reported if a student stops attending class and does not officially withdraw from the course prior to the appropriate deadline.

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

Withdrawal from the Institution

A student wishing to withdraw from the college and all classes may do so by meeting with their advisor or academic and personal counselor. A student-initiated withdrawal form will be completed and signed by the advisor and counselor. The counselor will process the withdrawal and submit it to the Registrar's Office.

College-initiated withdrawals are initiated when a student is withdrawn for lack of academic progress, excessive absences or as a result of violations to the Student Code of Conduct. The grades recorded for students who choose to withdraw, or are withdrawn, are the same as with the Add/Drop process.

Prerequisites

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

Computation of Grade Point Average

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

A x 3 credits = 4 x 3 = 12 honor points

B x 3 credits = 3 x 3 = 9 honor points

C x 3 credits = 2 x 3 = 6 honor points

D x 3 credits = 1 x 3 = 3 honor points

Total = 12 credits = 30 honor points 30 honor points/12 credits = 2.50 GPA

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

Cumulative GPA accounts for all academic credit earned at UTTC and at any other college or university attended. Term GPA reflects the student's academic average for an individual term, or semester. Cumulative GPA reflects the students' academic average for all courses the students has completed since he or she began their program. Incomplete and withdrawn semester credits are not used in calculating a student's GPA. Semester hours failed are used in calculating the GPA. When a course is repeated, the most recent grade will be used to calculate the GPA.

Grade Appeals

A student may appeal a final grade in any course. The appeal must be done within three business days after the date the final grades are reported for the semester according to the academic calendar. All students should first try to resolve any concerns directly with their instructors before appealing the grade. If the result of the discussion is not satisfactory, the

student may formally appeal the grade to the VPAA by submitting a written statement. The decision of the Vice President is final.

Grade Submission

Mid-term and final grades will be submitted in JICS on or before the time and date due. It is the faculty members responsibility to know when grades are due and to have them submitted on time.

Honors

UTTC believes it is important to recognize students who have distinguished themselves by high scholastic achievement. Students have the opportunity to be placed on the President's List (3.5-4.0) and the Vice President's List (3.0-3.49). These lists are publicized to give recognition to the students. This recognition will also be noted on the students' transcripts. Students who have graduated with honors will be recognized at graduation with a gold honor cord.

Grade of Incomplete

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

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

Satisfactory Academic Progress

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

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

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

The Financial Aid Office has additional requirements for maintaining satisfactory academic progress for financial aid purposes. These requirements are published on the Financial Aid page on the UTTC website.

Academic Probation

The student on academic probation is given another term of enrollment to bring the cumulative GPA up to at least the required minimum of 2.00. Failing that effort, the student is moved from an "Academic Probation" status to one of "Academic Suspension." A notation of "Academic Probation" is added to the student's permanent record/transcript. If a student withdraws during a semester, even prior to the last day to withdraw without academic penalty, the student will be placed on academic probation.

Academic Suspension

If the student on academic probation has not raised his/her cumulative GPA to at least the required minimum of a 2.00 by the end of the second consecutive term of enrollment, that student is placed on Academic Suspension. A notation of "Academic Suspension" is added to the student's permanent record/transcript.

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

Academic Suspension Appeal

A student on academic suspension has the right to appeal to the VPAA for a one-term extension of probationary status if he or she feels there are extenuating circumstances that warrant

consideration. The VPAA must receive a written letter of appeal or email no later than ten (10) business days after the date on the letter from the Registrar's Office notifying the student of the suspension. Extenuating circumstances beyond the student's control and a plan for improved performance must be evident before reinstatement will be considered. If the appeal is granted, the student will be conditionally readmitted under academic contract status.

Field Trips

Field trips are defined as an off-campus instructional experience provided by UTTC faculty to students that involves same day travel, often less than 3-4 hours in a day. Field trips are an important pedagogical tool in many courses and faculty members are encouraged to include field experiences in their courses when appropriate and feasible. The field trip is an extension of the classroom, and brings with it all the responsibilities faculty have in the classroom.

Only students currently enrolled in a United Tribes Technical College class, and current college employees, may participate in a UTTC sponsored field trip. The college employee accompanying the field trip will be responsible for making sure the college's transportation request procedures are followed. The department chair must inform (email) the Vice President of Academic Affairs or Career or Technical Education Director any time faculty and students leave campus for a field trip.

FIELD TRIPS PROCEDURES

1. All participating students must be accompanied by a faculty, staff person, or administrator who will be accountable for the activities of the field trip.
2. The college employee responsible for organizing the field trip must complete a transportation request form and obtain appropriate prior approval for the field trip. Contact information for emergencies during the trip must be included.
3. All participating employees incurring authorized college expenditures must provide complete financial accounting as required by the UTTC Finance Office.
4. No smoking, drugs (other than lawfully prescribed medications), alcoholic, or illegal substances will be allowed during the field trip. Students will be informed of this policy before the trip.
5. All participants assume responsibility for their own safety during college-sponsored field trips. Participating college employees will apprise students of reasonably foreseeable risks.
6. UTTC Student Code of Conduct remains in effect at all times during a field trip.
7. All participants must comply with UTTC's Student Travel Policy.

Program Advisory Committees

Each UTTC academic program approved by the North Dakota Department of Career and Technical Education shall establish a local advisory committee to give direction in program offerings including up-to-date curriculum content. A minimum of two meetings per year is

required with copies of the minutes for each meeting submitted to the VPAA and saved in the department's folder on the shared drive.

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

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

Student Organizations (Clubs)

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

Repair of Privately Owned Vehicles by the Automotive Technology Department

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

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

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

AUTOMOTIVE SHOP SERVICE AND REPAIR AGREEMENT

1. All repairs and service work must meet with current instructional units that students are working on.
2. Repair and service work will be by appointment. Appointments will be made through the instructors only.
3. Extreme care will be taken to avoid accidental damage and each job will be inspected before delivery to the customer. However, the college assumes no responsibility on the work performed or accidental damage done to any vehicle, due to the fact that public funds cannot be used for repairs to private vehicles.
4. All work will be under the supervision of the department chair and/or faculty. No one other than the students or the department personnel will work on the vehicles.
5. The department chair and/or faculty will make all road tests when necessary.
6. No promise can be made as to when a vehicle's repairs will be completed.
7. All repair orders will be paid in full at the time of delivery.
8. Cars not being worked on will be parked and locked in the parking lot. The college will not be held responsible for vandalism, theft, fire, and water or wind damage.
9. It will be the owner's responsibility to remove all valuable articles from their vehicle. The college will not be responsible for lost or stolen goods.
10. It will be the owner's responsibility to procure all parts and supplies necessary for the job other than incidental nuts, bolts, and cotter pins.

Criminal Justice Department Fire Arms Policy

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

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

1. All firearms in the custody of the Department Chair of Criminal Justice will be stored in a gun safe or in an area specifically intended for firearms storage. The combination of numbers or keys for the lock(s) on the safes will be known only to the Department Chair of Criminal Justice and their designee (a certified ND POST Board approved law enforce firearms instructor/trainer) who may the instructor of record for the class dealing in firearms instruction. The combination will also be placed in a sealed envelope and be deposited with the Director of Safety and Security for safekeeping. Off campus storage facilities in a local law enforcement agency may be utilized if a suitable on-campus vault is not available.

2. Live ammunition for training and instructional purposes shall be stored in a gun safe or in an area specifically intended for firearms storage. Ammunition must be stored separately from firearms (i.e. ammunition may not be stored in a safe that is currently being used to store firearms – unless an appropriate locking container is used in conjunction with the safe holding firearms [a “safe’ within a “safe”). Ammunition shall be provided to authorized students only under the direction and supervision of qualified instructors at the firing site. All unused ammunition shall be retrieved by the supervising instructors and promptly returned to the storage site.
3. Only instructors certified by North Dakota Peace Officers Standards and Training Board as competent to teach the safe and effective use of firearms for law enforcement will be allowed to provide instruction.
4. The Department Chair of Criminal Justice and weapon instructor(s) will ensure that the techniques and/or practices taught in the use of firearms conform to the current practices of state and local law enforcement agencies.
5. The supervising firearms instructor will be responsible for the receipt and proper storage of all assigned firearms after the completion of every instructional period.
6. Any college owned firearms unaccounted for will be reported to the Vice President of Campus Services, Director of Safety and Security, and the UTTC President immediately.
7. Regular inventory will be taken after each summer semester of using the firearms.

United Tribes Technical College Range Rules

The college reserves the right to conduct background checks on any user in accordance with state law to verify they are lawfully permitted to handle firearms.

1. Firearms shall always be pointed in a safe direction.
2. Fingers shall remain outside of the trigger guard until ready to shoot, or as otherwise directed by an instructor or range officer.
3. The action shall remain open and the firearm unloaded until the user has taken his/her place on the firing line, and the range has been cleared for live firing.
4. No live firing shall take place except as directed by the range officer/instructor. The range officer will advise of the commands to be followed for live firing.
5. Firing may continue until a predetermined time period has elapsed or until all participants have completed the prescribed course of fire.
6. All firing shall immediately cease when directed by the range officer, or upon any individual calling for cease-fire. Unless otherwise directed by the range officer, unload, open the action, remove the magazine, and ground and/or bench all firearms during a cease fire, unless in possession of a misfire.
7. A shooter experiencing a misfire shall keep the firearm pointed down range, alert the range officer, remove finger from within the trigger guard, and wait 30 seconds.
8. No one shall proceed down range until the range officer has declared “range clear.”
9. Do NOT handle any firearms while others are down range.

10. Alcohol is prohibited on the college premises, and tobacco products are prohibited at the firing line. Anyone appearing under the influence of alcohol or drugs, legal or otherwise, shall not handle a firearm on the premises.
11. No food or beverages shall be placed or consumed on the firing line while firing is taking place.
12. Effective ear and eye protection are required. A billed cap is recommended. Open, loose-fitting clothing that a hot casing could drop within is not recommended. The wearing of shorts while participating in shooting activities is prohibited.
13. If in possession of more than one firearm requiring different ammunition, use one at a time and keep the others stored and their respective ammunition type separate from what is in use.
14. The range officer has the right and responsibility to inspect any firearm or ammunition for safety issues at any time and to prohibit the use of any firearm or ammunition deemed unsafe.
15. The range officer has the authority to warn and to suspend the range privileges of any individual who violates the rules of the range and notify the Department Chair of Criminal Justice of any misconduct related to firearm usage. Appeal of any suspension will be directed in writing to the Vice President of Academic Affairs, responsible for overseeing the Criminal Justice Program and course related to firearms instruction, within ten (10) business days of the suspension. The VPAA or his/her designee will investigate and respond within ten (10) business days. A suspended individual may then appeal to the UTTC President within ten (10) business days. The decision of the President is final.

Safety Glasses

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

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

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

- **Safety Glasses Procedure** - Safety glasses or goggles must be worn by all persons in the lab. There are safety glasses available for loan to visitors. If a student is observed without safety glasses, he or she will be given one reminder by the instructor to put them on. The need for a second reminder in the same day may result in removal from the classroom and possible cause for a failing grade for that day. Students will be required to sign a form verifying they have read and understand the policies and procedures in regard to safety glasses to be worn in the classrooms and that they are aware prescription eyeglasses do meet applicable safety standards for classroom work.

Library

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

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

Eligible Borrowers and Borrowing Privilege

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

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

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

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

- **CONFIDENTIALITY OF RECORDS** - All circulation transactions will be kept confidential. Under no circumstances (except under court order) will a Library employee give out any information about a patron.
- **PHOTOCOPIER** - All materials photocopied in the library must comply with copyright law.

- **ONLINE RESOURCES** - Use of proprietary online resources subscribed to or purchased by the college will be restricted to those parts of the audience indicated by the license with the providers.
- **COMPUTER LAB** - The computer lab in the UTTC Library is primarily for academic use. Priority is given to students with assignments. Students without assignments and members of the public may be asked to give up a computer if students with assignments are in need. All users of the computer lab must comply with copyright law and UTTC Internet Acceptable Usage Policy. Because college computers are unfiltered, minors must have permission of a parent or guardian to use the computer lab.

Copyright Policy

Compliance Policy

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

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

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

Copyright Defined

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). Persons who are not copyright holders for a particular work, as determined by the law, must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection. For more information on copyright, visit: <http://www.copyright.gov/circs/circ01.pdf> or <http://www.copyright.gov/title17/>

Copyright Protection

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

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

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

Fair Use

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

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

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

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

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

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

TYPES OF USE

Face to Face Teaching

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

Classroom Handouts

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

Course Packs

Advance permission of the copyright holder is required for the use of all articles, chapters and other individual works reproduced in any print or electronic course pack. Copyright permission

for course packs is usually granted by the academic period. To reuse a course pack in subsequent academic periods (e.g.: semester, quarter, trimester, etc.), permission will, most likely, need to be obtained again. Many copyright holders provide time-sensitive permission because their own rights may be time-sensitive and could be transferred to different copyright holders at any time.

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

Course Materials for Students with Disabilities

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

Reserves

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

Photocopying In the Library

Photocopy of copyright-protected works is permissible in the UTTC Library without obtaining permission from the copyright owner, under the following circumstances:

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

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

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

Photocopying for Students

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

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

Photocopying by Students

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

Document Delivery Services

Note a distinction between ILL and Document Delivery Services (DDS) exists. Photocopying for DDS requires copyright permission.

Interlibrary Loan (ILL)

The UTTC Library may participate in interlibrary loans without obtaining permission provided that the "aggregate quantities" of articles or items received by the patron do not substitute for

a periodical subscription or purchase of a work. UTTC follows the National Commission on New Technological Uses of Copyrighted Works (CONTU) guidelines for defining “aggregate quantities.” The CONTU guidelines state that requesting and receiving more than five articles from a single periodical within a calendar year or a total of six or more copies of articles published within five years prior to the date of request would be too many under CONTU.

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

Peer-to-Peer File Sharing

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

Copyright and Foreign Works

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

Copyright Ownership

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

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

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

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

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

Obtaining Copyright Permission

Permission to use copyright-protected materials, when required, should be obtained prior to using those materials. It is best to obtain permission in writing (including e-mail). The UTTC Library will assist in obtaining permission and will maintain records of all permissions granted to the college. The time to obtain permission may vary and, when possible, recommended to start the permissions procedure at least six months prior to the time the materials are needed to be used. Often, Copyright Clearance Center is the quickest one-stop resource for obtaining copyright permission.

Fact Finding Questions

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

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

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

Information in the Permission Request

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

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

Reporting Suspected Infringements

If anyone at United Tribes Technical College, including a student, is using any copyright-

protected material without the permission of the copyright holder, the infringements should be immediately reported to the UTTC Library at: (701) 255-3285, ext. 1282.

Human Subject Research at United Tribes Technical College

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

Institutional Review Board (IRB) Purpose

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

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