

## Academic Affairs Policies and Procedures

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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 UTTC 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, staff and students.

### **Academic Calendar**

UTTC 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 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 on the UTTC website 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. Enrolled as a current UTTC student.

2. Complete a graduation application and submit it to the Registrar's Office no later than fourteen (14) calendar days before the applicable graduation ceremony, as indicated on the academic calendar.
3. Review the advising worksheet (also referred to as the graduation report) with the student's academic advisor to make sure all program requirements are met. This should be completed prior to the last day to add/drop courses for the semester the student intends to graduate.
4. Verify all personal information is correct in my.uttc.edu and on the graduation application. The name entered on the diploma, and the address to which it will be mailed will be taken from the graduation application.
5. Courses considered for meeting graduation requirements must have been completed with a minimum grade of 2.0 ("C", or higher"). Courses that resulted in a grade of less than 2.0 will not meet graduation requirements.
6. Students who are enrolled in the summer semester, and will have fulfilled the graduation requirements for their program of study at the end of the summer semester, will be allowed to participate in the preceding May commencement ceremony. The degree will not be conferred until the end of the summer semester after grades are posted and the student has met the minimum requirements.

\*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, at the ends of the fall and spring semesters. Fall graduates participate in the December graduation ceremony and spring graduates participate in the May graduation ceremony. Students who are completing their graduation requirements in the summer semester are allowed to participate in the May graduation ceremony immediately preceding the summer semester. Diplomas for these students will not be mailed until the summer semester is complete, degree requirements are met, and grades are reported.

### **Graduation Attire**

All UTTC graduation participants must wear full academic regalia, i.e. gown, mortarboard cap, and tassel, in recognition of the significance of commencement (the graduation ceremony). Any exceptions to the academic regalia must be requested in writing and approved by the VPAA at least five (5) days prior to the date of graduation.

### **Accessories Guidelines**

- Gold cords are reserved for honor students (awarded by the Registrar's Office).
- Other cord colors may be available for other honorary societies.

- Sashes and stoles for student organizations, military, and veteran students, cultural representation, and personal adornment may be worn.
- Pins are presented to graduates from the UTTC Graduation Committee.

### **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 of major revisions.

### **Credit Hour Policy**

UTTC uses standard practices for determining course credit for all courses and programs offered by UTTC. 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 not be 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 (1) hour of contact time (50 minutes) and two (2) 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. [SEP]

**Laboratory** - Generally requires a minimum of two hours of contact time (100 minutes) 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. [SEP]

**Practical Application Laboratory/Studio** - Generally requires a minimum of three (3) 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 (4) hours of contact time per week for fifteen (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. [SEP]

**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 course have been evaluated the course for content and rigor. This approval must be documented. [SEP]

**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 hours (based on a 50 minute hour). [SEP]

NOTE: Any programs of study for which professional accreditation and/or licensing bodies (e.g. National Automotive Technicians Education Foundation, or 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)

### **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.

### **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 Registrar’s Office. Ten (10) contact hours equal one (1) CEU.

### **Credit by Examination**

Currently registered students in good standing may receive course credit by taking an examination without formally enrolling in a course under certain prescribed conditions. Credit by examination is an option for students who have strong academic backgrounds or who have studied on their own. Students must be registered in the current semester in which the exam is taken to be eligible for credit by examination. Credit by examination may be applied for in any course listed in the current college catalog.

The examination is created by the appropriate academic department and administered by appointment with the instructor. The examination must be completed in a three (3) hour period and taken within thirty (30) days of approval. A passing grade on an examination is recorded with a grade of *P* for *Passing* on the student's academic record. The credits for the course count toward graduation but neither the credits nor the grade is used in the calculation of the student's grade point average. Examinations that are attempted but not passed are not recorded. Examinations for course credit may only be taken once.

The Petition for Credit by Examination form (available on the Registrar’s webpage) is completed by the student and identifies the course the student wants to petition. The form is subject to the approval of the instructor, the chair of the department involved and the Dean of Instruction or Career and Technical Education Director. The student is responsible for submitting the approved form, with all of the signatures, to the Registrar with the \$10 non-refundable fee. The

completed petition and fee must be submitted to Registrar before the examination is scheduled.

The final result of a student's work in an examination for credit shall be reported to the Registrar in terms of a "pass/fail". Students are not eligible to take a credit by examination in a semester in which they are not currently enrolled.

### **Exclusions**

Credit by examination **may not** be used to:

- Duplicate any credit already earned by the student towards their degree.
- Repeat any course a student has taken previously, regardless of the grade earned.

### **Petition for Credit by Examination Form Instructions**

The student will:

- Enter the course information from the course schedule and indicate how you intend to prepare for the examination.
- Seek signature approval from the instructor who will administer the examination and specify the examination date. The department chair who has oversight of the petitioned course must also sign the form.
- Obtain signature approval of either the Dean of Instruction or the Career and Technical Education Director.
- Submit the approved Petition form to the Registrar with the \$10 non-refundable fee.
- Make an appointment to take the examination within 30 days of when the Petition for Credit by Examination form is approved.
- Complete the examination within a two (2) hour period.

After the examination, the instructor will submit the P/F grade to the Registrar. If a passing grade is entered, the graduation requirement for the course is considered met.

Credits earned by examination may not be acceptable for transfer to other institutions. The student is advised to check with that school for their policy on transfer of credits from a course marked as "pass/fail".

### **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 bill has been paid. An official transcript includes the student's academic record to date and current academic status.

A transcript request must include the student's name, social security number or ID number, and the address where the transcript is to be sent. There is no cost to the student for the official

transcript. 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. The Career Services office is available to assist students with the transfer process.

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.

### **Transcript Evaluations**

The Registrar's Office will complete the transcript evaluations for students from their official transcripts and determine which courses meet UTTC course requirements. Transfer credits with grades of C, or better, are accepted to fulfill courses that apply to the student's degree program. The credits must have been earned at a regionally accredited institution of higher education.

The Registrar's Office will review the students' official transcripts at the beginning of the first semester, prior to registration, and determine which courses are equivalent to UTTC courses. The Registrar's Office may consult with academic advisors to determine transcripting core courses but the Registrar will make the final determination.

### **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 Student Activities and Retention Coordinator works collaboratively with the Admissions Office at UTTC to facilitate all orientation activities.

### **Course Registration**

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

## **Prerequisite and Corequisite Courses**

It is the intent of UTTC to guide students into courses in which they will have the greatest chance for academic success. Prerequisites and corequisites for each course are listed in the catalog description. A prerequisite is a course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program. A corequisite is a course that a student is required to take concurrently (at the same time) in order to enroll in another course.

UTTC requires students to successfully complete prerequisites as pre-enrollment preparation, with successful completion defined as a grade of C or better in the prerequisite course. It is the student's responsibility to meet the necessary prerequisite(s) for any course taken. The student may be dropped from any class where it is verified that the necessary prerequisite has not been met.

There are unique instances in which the prerequisite course can be waived. For example, transfer students who have taken a course similar to the prerequisite can submit the Petition for Prerequisite/Corequisite Override form for approval that will allow the student to register for a course without successfully completing the prerequisite course. This form can be found on the UTTC Registrar's website page.

Corequisite courses at UTTC are courses that require the student to register for two courses at the same time. For example, students enrolled in lab science courses are required to also register for the corequisite lab course. One of the courses provides an opportunity for the student to apply what they are learning in the corequisite course so must be taken at the same time.

If a student chooses to withdraw from a course with a corequisite, the student must withdraw from both the course and the corequisite, and not one or the other. If student fails a corequisite course, and has to retake the course, the student will be required to submit the Petition for Prerequisite/Corequisite Override form prior to registration. If approved, the student will retake the corequisite course he or she failed without having to re-take the corequisite course. This form can be found on the UTTC Registrar's website page.

Questions about prerequisites and corequisites should be resolved with an academic advisor prior to the first day of class.

## ***Next Generation Accuplacer and ACT Entrance Tests***

The *next generation Accuplacer* test is administered to assess the student's academic needs and for assessment purposes. Students who have taken the high school ACT test prior to registration at UTTC will not be required to take the *next generation Accuplacer* test as ACT scores will be used for placement. Transfer students who have successfully completed Gen Ed equivalent courses at other institutions within the past five (5) years will not be required to test.

Cut-off scores are identified to determine the student's placement in courses, particularly in English and Mathematics. The instructors for the developmental courses may recommend a change in the student's registration within the first two weeks of class (prior to Census) if the instructor feels the student is able to complete the next course in the sequence (e.g. MTH 101 instead of ASC 090).

### **Non-Degree Seeking Student**

A non-degree seeking student is an applicant with a high school diploma, GED, or previous college credit, who wishes to take undergraduate courses and does not want to pursue a degree at UTTC.

Non-degree seeking students:

- Are not eligible for financial aid.
- Must meet the pre-requisite requirements prior to registering for courses with pre-requisites.
- May not enroll in cohort or wait-listed program courses.
- Intending to change to a degree-seeking program must re-apply for admission to a degree program.
- Are not assigned an academic advisor.
- Are not eligible for campus housing.
- Cannot register for more than 6 credits per semester.
- Will not receive a UTTC Student ID card.
- Must be in academic and financial aid good standing prior to registration.
- Must provide immunization records prior to acceptance.
- Must pay their total cost of attendance before starting classes.

### **Application Process**

Non-degree seeking students must submit a completed application for admission, with an indication of non-degree seeking status. Applications are processed through the same standard procedure as degree-seeking students.

1. Complete the online admissions application.  
**All documents submitted to United Tribes Technical College become the property of United Tribes and cannot be photocopied or returned.**
2. **All Official Transcripts:** UTTC accepts official transcripts (High School/GED/College or University) mailed directly from the high school or post-secondary institution.
  - High School Transcripts or GED: Official transcripts with a conferred graduation date or official GED scores are required.

- Post-Secondary (College/University) Transcripts: If you have earned college credits from another institution. Official transcripts from all other colleges or universities previously attended (including dual credit) reflecting final term grades or activity such as withdrawals, 'W', will be accepted.
- International Transcripts – All transcripts (Secondary and Post-Secondary) for education completed outside of the U.S. must be evaluated by [World Education Services \(WES\)](#).

UTTC accepts transcripts electronically from National Student Clearinghouse and Parchment. If electronic format is not available, transcripts may be sent to:

UTTC Admissions  
3315 University Drive  
Bismarck, ND 58504

**Official transcripts must be received from all institutions previously attended.**

3. **Placement Test Scores:** Not required for non-degree seeking students.
4. **Immunization Records:** All applicants (campus-based and online) are required to provide proof of the following immunizations.
  - MMR (measles, mumps, and rubella)
    - 2 doses after age 1 if the student was born after 1/1/1957
  - Meningitis vaccination given after the 16th birthday (if age 21 or younger)
  - Tuberculosis (TB) Screening for international students. NDUS 506.1, requires all international students from all countries to be tested for TB unless from a country identified as low risk.
  - Students with incomplete immunization records will not be admitted.
5. **Certificate of Indian Blood:** (if applicable)
6. **Photo ID with Birthdate:** Driver's license, State ID, or Tribal ID
7. **Non-Degree Students are not eligible for financial aid.**
8. *If the non-degree seeking student decides to apply as a degree seeking student, the applicant will be required to re-apply and submit the additional required documents needed for degree seeking applicants.*

**NEXT STEPS**

The admissions process typically takes 1 – 3 weeks, depending on UTTC Admissions office receiving required documentation. Upon completion of the online application, the non-degree seeking student will receive an email and letter with a username and password to login to [my.uttc.edu](http://my.uttc.edu). This online portal provides access to check application status, and serves as the main student portal upon acceptance. Applicants will also receive emails and letters periodically to identify missing requirements.

## **Changes to Course Registration (Add/Drop)**

Students have the flexibility to make schedule changes during the first two (2) weeks of the semester (one (1) week for the summer semester). This period ends at the Census date identified on the academic calendar. Students can add and drop courses during this time without penalty, meaning they will not be charged for any classes dropped and the dropped class will not appear on the student's transcript.

### **Adding a Course(s)**

Students may add courses during the first two (2) weeks of the semester (one (1) week for the summer semester) prior to Census date. Students must meet the pre-requisites for the added course(s), the course must have open seats, and the Add/Drop Course Form must be completed with instructor and advisor consent, Financial Aid approval and delivered to the Registrar's Office. The Add/Drop Course Form is found on the Registrar's Office's webpage, or at Enrollment Services in the upper level Jack Barden Center.

### **Dropping a Course(s)**

If a student chooses to drop a course (s) prior to Census date (see Academic Calendar), courses dropped will not display on the academic record (transcript). The student will not be charged for courses dropped on or prior to Census date.

Dropping all courses prior to Census date will not affect students' financial aid eligibility.

After Census date, students can drop a course but will be responsible for paying for it. The course will appear on the student's transcript with a W grade and will be counted by the Financial Aid Office as attempted credits.

Students wishing to drop a course (s) will complete the Add/Drop Course Form found on the Registrar's Office's webpage, or at Enrollment Services in the upper level Jack Barden Center, and deliver to the Financial Aid Office and the Registrar's Office for required signatures.

Students should be aware that dropping a course (s) after Census date might affect their full-time status. Students are required to contact the Financial Aid Department as the first step in the add/drop process so they are made aware of any impact on financial aid eligibility.

### **Withdrawal for Non-Attendance**

UTTC will initiate a withdrawal at close of business on Census date for students who are registered and have not attended any of their classes during the first two (2) weeks. This will prevent the student from being responsible for payment and having W grades on the transcript. If it has been determined the student has not attended classes, the student's academic advisor will initiate a withdrawal form with the wellness counselor to depart the student based on non-

attendance during the first two (2) weeks. The wellness counselor will complete the Official Institutional Withdrawal Form and submit to the Registrar's Office for processing. The wellness counselor will notify the appropriate parties on campus that the student is no longer enrolled.

### **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 for academic advising is to assist students 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.
- Interprets testing results relevant to placement decisions; determines student academic readiness for college level coursework.
- 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 wellness 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.
- Develops and interprets academic advising worksheets in Jenzabar.
- Facilitates 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.
- Provides recommendations for continuous improvement to all services for academic advising purposes and to integrate practices and technology aimed at improving student services.
- Performs other related duties as assigned.

## Assessing Student Learning

UTTC has established a process that faculty, students and 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 Dean of Instruction, Career and Technical Education Director, 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 and report on the plan annually. The assessment plans and reports for each academic department are available in the Institutional Effectiveness (IE) portal. The college's academic assessment process allows for students to be actively engaged in self-assessment and self-monitoring of learning outcomes.

### Glossary of Assessment Terms

Assessment of student learning is the systematic process of gathering, interpreting, and using information regarding student academic performance for the purpose of improving student learning and the quality of academic programs. In order to do this, outcomes processes have been developed at the institutional, program and course levels. The outcomes are alive and evolve, as needed, based on interpretation of data measures and results.

**Institutional learner outcomes (ILOs)** are overarching principles or concepts that are emphasized throughout many courses in all programs at UTTC. They define exactly what we expect all UTTC students to be able to do by the time they graduate. The ILOs at UTTC also serve as the General Education outcomes.

**Program goals** are specific learning outcomes that are emphasized and reinforced throughout several courses in a specific program of study. They define exactly what the students should know and be able to do (knowledge and skills) upon completion of a program of study at UTTC.

**Course objectives** are the outcomes (knowledge, skills and dispositions) students should demonstrate by the end of specific course. Course objectives are unique to each specific course.

### Co-Curricular Activities and Evaluation

Co-Curricular activities at UTTC provide students with opportunities to become successful student leaders through the development of positive campus community relationships and building strong work habits, confidence, resilience, and belief in self. Through participation in co-curricular activities, UTTC students are able to engage with fellow students, faculty, and staff to promote a sense of belonging at the institution and to connect what is learned in the classroom to their career pathway goals. Co-curricular activities help students to gain

confidence in their potential to acquire new skills and knowledge and work through life challenges.

Examples of Co-curricular activities include, but are not limited to:

- Athletics
- Career Services
- First-year experiences
- Health Promotions
- Land Grant programs
- Library Services
- LTE/Workstudy Opportunities
- Lunch and Learns
- Student Clubs
- Student Government
- Tribal Leader Summit
- Tutoring

### **Coordination and Assessment of Student Learning in Co-curricular Activities**

UTTC recognizes that a student's academic achievement is measured within the curriculum and leadership development is measured in the co-curriculum. The Student Activities and Retention Coordinator will be responsible for the scheduling and coordinating co-curricular program offerings and will maintain a calendar of co-curricular activities. The Student Activities and Retention Coordinator will collect and share data associated with co-curricular activities with the Office of Institutional Research.

### **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 the student, to the instructors, and to the Registrar.

#### **Independent Study Request Procedures**

UTTC 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 Dean of Instruction 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 at the Registrar's Office.
2. The Dean of Instruction 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 Dean of Instruction 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 of the standard tuition rates and applicable fees for 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 Dean of Instruction.
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 expectations for attendance and include it 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**

Class attendance is very important for academic success of all students enrolled at UTTC. Instructors are required to report student attendance into UTTC's Jenzabar data management system on a daily basis during census period (the first two weeks of fall and spring semesters, and the first week of summer semester) and throughout the academic semester. Students can track and monitor their own attendance, per class, on the Learning Management System (LMS) found at my.uttc.edu.

UTTC recognizes particular circumstances may arise that affect the student's ability to attend class; therefore, it is important students communicate with their instructors regarding any emergencies that cause them to miss class (i.e. medical, family emergency). Regardless of the circumstances, the student is responsible for obtaining any information, such as assignments, handouts, and any course changes or announcements that he or she may have missed because of the absence. The student may refer to the course assignments in my.uttc.edu, contact another student enrolled in the course, or set up a meeting with the course instructor to get the missing information.

Attendance, completion of assigned readings and assignments, and engagement is the equivalent of participation since the student's engagement with classmates contribute to everyone's understanding and achievement. Student grades will be impacted by the frequency and quality of participation in class.

Faculty members are required to report student non-attendance during the Census period at the start of each academic term in compliance with federal regulations pertaining to financial aid.

Instructors will initiate an academic attendance "Early Alert" using the Jenzabar retention tool using the following guidelines, beginning with Level 1 and progressing to Level 3:

#### **Early Alert Intervention: Level 1**

The student misses one or more of the following:

- The first week of class

- One full calendar week of consecutive classes
- Three (3) sessions in one course
- Two (2) lab sessions in one course
- One (1) block class session (HEO, Welding, Automotive, Culinary, Sustainable Ag)

OR the student has *less than 70%* overall attendance or less than 70% as a grade in a course.

At this first level of Early Alert intervention, the primary academic advisor will convene a meeting with the student. In preparation for the meeting, the academic advisor will utilize current early alert data to determine if there are additional attendance and/or satisfactory academic progress concerns in other courses. Issues and factors related to absenteeism will be identified and discussed at this meeting with the student. The student will be provided with resources for improving attendance, as well as the consequences for continued absenteeism.

### **Early Alert Intervention: Level 2**

The student misses one or more of the following:

- Four (4) or more sessions in one course
- Three (3) or more lab sessions in one course
- Two (2) or more block class sessions (HEO, Welding, Welding, Automotive, Culinary, Sustainable Agriculture)

OR the student has *less than 70%* overall attendance or less than 70% as a grade in one course.

At this second level of Early Alert intervention, the student will be scheduled for a meeting with the primary academic advisor and wellness counselor to establish an academic contract to identify specific actions that need to be met for the student's academic success. The academic advisor will utilize current early alert data when preparing the contract to determine if there are additional attendance and/or satisfactory academic progress concerns in other courses.

This written contract is signed by the student as acknowledgment and understanding of the problem areas and potential steps for improvement. The student will be informed at this meeting that continued absenteeism and poor academic progress will jeopardize the student's academic standing and result in the student being put on probation or being suspended from college.

### **Early Alert Intervention: Level 3**

The following circumstances will initiate a college-initiated (involuntary) withdrawal from the institution:

- If a student is registered and has not attended any of his or her classes within the Census period, which is the first two weeks of the fall or spring semester and the first week of the summer semester.

- A student who misses two consecutive weeks of all current courses without any communication with the academic advisor or wellness counselor.

AND the student has *less than 70%* overall attendance and less than 70% as a grade in all courses.

In the case of a college-initiated withdrawal due to excessive absences and unsatisfactory academic progress, the primary academic advisor will consult with the wellness counselor who will initiate the Official Institutional Withdrawal form, indicating an involuntary withdrawal for the student.

The wellness counselor is responsible for notifying the student about the withdrawal action, as well as Financial Aid, Registrar's Office, Housing, Safety and Security, Student Accounts, and others as necessary. The student is informed of the right to appeal the withdrawal as part of the notification process.

### **Appeal Process**

The student has the right to appeal the withdrawal action within three (3) business days following the date on the Official Institutional Withdrawal Form. Appeals for withdrawals due to excessive absences and lack of academic progress are submitted to the VPAA.

The appeal must be submitted via email to the VPAA within three (3) business days. Any information that may support the student's appeal should be included in the email, such as circumstances outside of the student's control. The VPAA will respond to the student within two (2) business days, using the means of contact provided by the student in the letter of appeal.

If the appeal is successful, the VPAA will notify the student, the primary academic advisor, wellness counselor, Financial Aid, Student Accounts, Housing and Vice President of Campus Services. If the appeal is not supported, the VPAA will notify the same parties and the Registrar's Office will record the official institutional withdrawal on the student's official record.

The student submitting the appeal assumes all responsibility for filing appropriate documentation in a timely manner. The decision by the VPAA is final.

### **Co-Curricular/Extra-Curricular Participation**

UTTC students serve as representatives of the institution when participating in college sponsored and sanctioned activities and events including, but not limited to travel to professional conferences, student governance activities, and intercollegiate athletics. UTTC consequently encourages and supports student participation in these activities and events within the following parameters to help students properly balance and prioritize academic expectations and co-curricular obligations.

The course attendance policy and its effect on grades may not adversely impact a student who missed course periods for college-sponsored or sanctioned activities so long as the student complies with the terms stipulated below. When the schedule associated with the college-sponsored or sanctioned activity conflicts with class attendance or other academic requirements, impacted students will follow a standard protocol to provide faculty members with prior, written notification of their absences. Except for absences resulting from college-sponsored or sanctioned activities, students participating in the aforementioned activities have the same responsibilities in regard to class attendance and assignments as the rest of the UTTC student body.

## **Definitions**

College-sponsored or sanctioned activities are defined as those activities that involve UTTC students serving as direct representatives of the college in:

- Athletic competitions: This includes both the actual competition time as well as out-of-town travel to and from contests. Practices, exhibitions, and scrimmages are not considered allowable absences with the exception of practices directly related to away-from-home contests.
- Presentations and performances involving research, cultural events, student governance activities, and other such activities when release time from class is deemed necessary.
- College-wide observances and events deemed by the UTTC President to warrant an absence from class (e.g., AIHEC Meeting in DC).

## **Procedures**

1. It is the responsibility of the student participating in the college-sponsored or sanctioned activity to notify faculty of the date(s) they may miss class as far in advance as possible.
2. The type and extent of makeup work shall be at the discretion of the faculty member in keeping with course standards. Unless the instructor and the student make other arrangements, all makeup work is to be completed prior to the approved absence. Faculty shall establish all make up work deadlines taking into account the need for the student to catch up with the course schedule as soon as possible.
3. As long as appropriate prior notification is given according to this policy, students and faculty reach a mutual agreement concerning makeup work, and students complete the work in question, faculty shall not penalize a student for missing a class or exam when participating in a college-sponsored or sanctioned activity.
4. Failure on the part of the student to provide the aforementioned missed class notification and/or to complete all missed assignments by the deadline assigned by the instructor may result in penalty against the student.
5. Students are expected to have a thorough knowledge of their participation schedules when registering for classes to avoid class period conflicts as much as possible.

## **Participation/Class Engagement**

UTTC prepares students for the workforce by holding high academic expectations for all students. Participation points may be utilized to measure students' ability to be on time, to refrain from external distractions (e.g., cell phone usage, holding side conversations with other students), by providing positive contributions to class discussions, participating in individual or group activities, and being prepared for class. Students should refer to the participation/class engagement section of course syllabi for the instructors' expectations for participation/class engagement in each course.

## **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, but is not limited to, chronic tardiness, threatening behavior, confrontations, intoxication, inappropriate physical contact, lewd or disrespectful language or gestures, bullying, direct or indirect intimidation 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 request mediation by the academic department chair or a wellness counselor, or to file a formal complaint to Campus Security subject to a student disciplinary hearing. The formal complaint to Campus Security must be submitted within 48 hours of the incident. Contact Campus Security for the form used to file the complaint. This applies to campus-based students and online students.

## **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 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 dishonestly obtain 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 (e.g., UTTC Librarian) and to apply this information in all submissions of academic work.

### **Academic Dishonesty Procedure**

- A. When an instructor 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, or other applicable type of academic dishonesty, 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 Dean of Instruction within three (3) business days of when the grade is recorded. The Dean of Instruction will conduct a fact-finding investigation and attempt to resolve the matter. The Dean of Instruction 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.

## **Late Assignment Deadlines**

UTTC supports and fosters the student's responsibility for completing and submitting assignments on or before scheduled due dates and times. If an assignment is due, the student should make every effort to submit the assignment on time. Occasionally, a student may experience an unexpected life event that results in the submission of late work. Communication is the key. Instructors are more than willing to work with students in the event of an emergency if the student communicates with them before the date and time the assignment is due to make other arrangements.

Late assignment deadlines will vary among departments but will not exceed more than five (5) business days after which the assignment was initially due. Assignment due dates, late assignment deadlines, and late assignment penalties are outlined in course syllabi. Assignments not submitted by the initial deadline date will be reflected in the course gradebook as a zero (0) until the assignment has been submitted.

## **Missed Tests, Exams and Quizzes (Formal Assessments)**

Students may not make up a missed test, exam or quiz without a valid reason for their absence (illness, family emergency). It is the student's responsibility to contact their instructors before the absence, or within 24 hours after missing the formal assessment. The instructor will review the reason the student missed and determine if the circumstance justifies the student being allowed to take the formal assessment.

Approved make-up assessments must be taken outside of the student's regular class schedule and during a time and location agreed upon between the student and instructor. Students are not to miss another class in order to make-up an assessment for another course.

If the student fails to show on the date and time of the makeup assessment, the student will not be permitted to reschedule the makeup the assessment and will earn a 0% grade.

## **Student Course Load**

A full-time student is registered for a minimum of twelve (12) credit hours during the fall and spring semester and six (6) credit hours during the summer semester. Any student wishing to enroll in more than twenty (20) credit hours in a semester, or in more than nine (9) during the summer semester, must submit a request via email to his or her advisor who will forward it to the VPAA for approval. If the student is approved for an overload, the Registrar will register the student for the additional credit(s).

## **Last Day to Withdraw**

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. The instructor for the course will enter the failing grade at the end of the semester when reporting all grades for the class. An "F" will also 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 wellness 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 of students are initiated upon occurrence of any of the following: (1) the student is unable to meet their payment obligations; (2) lack of required academic progress; (3) excessive absences; or (4) violations to the Student Code of Conduct.

If students are unable to meet their payment obligations with UTTC by the Census date, Student Accounts will submit a request to the student's wellness counselor to depart the student based on non-payment. Payment obligations are defined as having a bill that exceeds \$750 or the ability to pay in full for the self-paying student. The wellness counselor will complete the Official Institutional Withdrawal Form and submit it to the Registrar's Office at the close of business on the Census date for processing. The wellness counselor will notify the appropriate parties on campus that the student is no longer enrolled at UTTC.

The grades recorded for students who choose to withdraw, or are withdrawn, are the same as with the Add/Drop process. Appeals for college-initiated withdrawals that result from excessive absences or lack of academic progress are submitted to the VPAA. Appeals for withdrawals that result from Student Code of Conduct violations are submitted to the Vice President of Campus Services.

### **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 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 the student's 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. The student must have a minimum of a current 'C' grade or higher at the time the incomplete is requested for it to be considered. A request for an incomplete grade cannot be perceived as a "last ditch" effort to pass a course. Copies of the negotiated agreement will be filed with the Registrar, the advisor, and the student. Students have two (2) weeks into the succeeding semester to complete the necessary work.

The instructor must contact the Registrar's Office and request to change the incomplete grade to the appropriate letter grade by the deadline or it converts to an "F."

### **Grade Changes**

The determination of the student's grade by the instructor shall be final. The following policies apply to changes of grades, except for changes of Incomplete (I) and Withdrawal (W) grades:

- In general, all course grades are final when filed by the instructor at the end of the term. These grades become a part of the student's permanent record.
- A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.
- A request for a grade change shall be initiated by the student affected or by the instructor within five (5) business days following the award of the original grade. If the instructor determines there is a valid basis for the grade change, due to a calculation error, a grade change request will be submitted to the Registrar. If the instructor determines there is not a valid basis for the change and denies the student's request, the grade will remain as recorded.

The student may formally appeal the grade via email to the Dean of Instruction or Career and Technical Education Director within ten (10) business days after the award of the original grade. The Dean or Director will respond to the appeal within three (3) business days with the final decision.

### **Grade Submission**

Mid-term and final grades will be submitted in JICS on or before the time and date due. The Registrar's Office will notify faculty of the date and time grades are due. It is the faculty members' responsibility to have grades calculated and submitted on time.

### **Honors**

UTTC students have the opportunity to earn recognition 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.

### **Catalog Rights**

A student must fulfill degree requirements as stipulated in the UTTC college catalog. A student who maintains "continuous enrollment" will adhere to the catalog in effect at the time the student began attending UTTC.

Continuous enrollment is defined as being officially enrolled in one primary term per academic year regardless of the number of credits completed. Active military duty will maintain a student's continuous attendance status providing the student returns at the first registration for fall/spring semester following release.

## 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 or higher 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 or higher is required.

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

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 Appeals Procedure

A student on academic probation whose cumulative grade point average (GPA) remains below the minimum required (2.0 GPA) will be placed on academic suspension for one calendar year. Students who are notified they have been placed on academic suspension may appeal the decision within three (3) business days after grades are due for the semester. Appeals may be considered in cases where there were extreme circumstances outside the student's control that interfered with successful academic work.

Examples of extreme circumstances that may warrant an exception include, but may not be limited to, the following:

- The cumulative GPA is so low that it was mathematically impossible to meet the required standard, but there was significant progress (the term GPA met the required standard).
- The student was directly involved in a serious personal or family issue during the semester.

How to submit an appeal:

- The student's appeal must be made via email to the VPAA.
- The written appeal must contain a clear statement about the extreme circumstances outside the student's control that warrant an exception. The student should submit evidence of the situation.
- The VPAA will review the email and visit with the student's academic advisor(s), instructors, and counselor about attendance, completion of assignments, and how well the student communicated with instructors.
- The appeal must be submitted by the deadline indicated in the suspension letter sent by the Registrar's Office.

After the appeal is submitted:

- The VPAA will acknowledge receipt of the appeal and respond within three (3) business days.
- Once the decision has been reached, the student will receive a written response from the VPAA. The student should not travel back to campus with the expectation of re-enrolling unless he or she has been notified the appeal has been granted.
- The VPAA will officially notify Financial Aid, Housing and the Registrar of the outcome of the appeal. A copy of the decision notification will be placed in the student's file in the Registrar's Office.
- If the appeal is successful, the student's end-of-term academic standing will be changed from academic suspension to academic probation by appeal for one semester. The student will be expected to raise his or her GPA to the required level during that term, or be suspended.
- A student can only have one successful suspension appeal. If a student is suspended for a second time, the student is eligible to re-apply after one calendar year (12 months).
- The decision by the VPAA is final. The student will not attend classes any day after the final decision.

## **Concurrent and Sequential Degrees**

### **Glossary of Terms**

Concurrent degree: UTTC refers to concurrent degrees as dual majors.

Dual major: The student is completing two academic programs, or degree majors, concurrently (at the same time). The student graduates with two degree majors at the same time in the same semester.

### **Dual Major Requirements**

Students must meet the entrance requirements for each major. The dual majors must be declared by completing the Recommended Academic Progress (RAP) form, with signature approval, no later than the end of the first week of the student's second semester.

### **Levels of Study**

Dual majors must be at the same level of study and are only an option for associate degrees (AS and/or AAS). Baccalaureate (BS) degrees and certificate programs cannot be completed concurrently. If a student intends to complete two BS degrees, or certificate programs, they must be complete them sequentially.

### **Graduation Requirements**

- Requirements in effect at the time of entrance to each degree major must be met prior to graduation.
- General education courses may be used to meet the requirements for both majors.
- The student must take courses from both degree majors every semester to qualify as a dual major.
- The student will have one primary advisor for one degree major and a secondary advisor from the other major.
- A student graduates from both degree majors in the same semester.

### **Academic Records**

**Degree Audit:** At the time a student is admitted, the degree and year are listed on the degree audit. Up to two degree majors can be listed. A separate degree audit is generated for each degree.

**Transcript:** The student has one transcript, regardless of having dual degree majors.

**Diploma:** The student receives a diploma for each degree major earned.

### **Student Action**

The student will:

1. Initiate a meeting with the Financial Aid Office to discuss rationale for combining majors and the impact on financial aid eligibility.

2. Meet with the academic advisor from one of the degree majors to complete a Recommended Academic Plan (RAP) form that identifies which courses will be taken when. This advisor is considered the primary advisor.
3. Meet with the academic advisor from the second degree major to expand on the RAP form, adding the courses from the second major. This advisor is considered the secondary advisor.
4. Submit the completed RAP form to the VPAA for approval and signature.

### **Application Deadline and Approval Notification**

If the student's request is approved, the VPAA will reproduce the RAP form and send a signed copy of the RAP form to the student, the Registrar's office, and the department chairs for both degree majors.

### **Cancellation of an Approved Dual Major**

To cancel an approved dual major, the student must notify the primary advisor by email and register for courses in one major only the following semester. The primary advisor will forward the email to the Registrar's Office and the secondary advisor.

## **Sequential Degrees**

### **Glossary of Terms**

Sequential degree: The student graduates with an associate (AS/AAS) or baccalaureate (BS) degree program and enrolls in another AS/AAS or BS degree.

Returning student: The student who "stops out" for one or more semesters and then returns for another degree. Returning students are required to re-apply to the institution.

### **Entry Requirements**

Approval for admission to a sequential degree must be obtained from the Admissions Office. The student must meet financial aid, student accounts and housing (if applicable) requirements, as part of the admissions process, similar to being admitted for any degree program.

Some academic departments have additional entrance requirements. Students should contact the appropriate department chair for specific information.

### **Levels of Study**

- A student who has earned a BS degree may seek another BS degree; a student who has earned an AS/AAS degree may seek another AS/AAS degree or BS degree.

- A student who has earned a BS degree cannot enroll in an AS/AAS degree after completing the BS degree. Instead, the student is encouraged to complete another BS degree or continue his or her education in a graduate degree program.
- A student can complete no more than three AS/AAS degrees from UTTC. After the third AS/AAS degree, the student will apply to the next level and complete a BS degree.

### **Academic Records**

**Degree Audit:** The student's sequential degree will be listed on the degree audit.

**Transcript:** Each student has only one undergraduate transcript, regardless of the number of degrees earned.

**Cumulative Grade-Point Average:** When a student enrolls in a sequential degree, the student's cumulative grade-point average is computed using the grades earned in all UTTC courses, including those from any previous degrees completed.

**Diploma:** Upon completion of the sequential major, the student receives another diploma.

### **Student Action**

The student will:

1. Contact the Financial Aid Office about the availability of funding for a sequential degree. If the student is eligible for continued funding, the student will proceed to the next step.
2. Officially apply for the sequential major, follow the Admissions process for UTTC on the UTTC website.

### **Advisor Assignment**

The student is assigned an academic advisor when accepted for admissions for the sequential degree.

### **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 Dean of Instruction or Career and Technical Education Director and saved in the department's folder on the shared drive.

The advisory committee's purpose is to strengthen the academic programs. The committee exists to advise, assist, support and advocate for education that meets industry needs. 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. For more information about Career and Technical Education (CTE) program advisory committees, see <http://www.nd.gov/cte/forms/docs/AdvisoryCommitteeGuide.pdf>

### **Student Organizations (Clubs)**

A student organization, or club, is required for the CTE degree programs offered at UTTC and encouraged for all other associate and bachelor degree programs. These pre-professional student organizations provide a unique opportunity for career and leadership development, motivation, and recognition for postsecondary students. The clubs meet on a regular monthly basis, have bylaws and 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.

Academic programs with common interests may combine to have one club. For example, American Indian Business Leaders (AIBL), American Indian Science and Engineering Society (AISES), and the Thunder Society are clubs that include students from multiple academic programs.

### **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 UTTC class, and current UTTC 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 instructor must inform via email the Dean of Instruction or Career or Technical Education Director any time faculty and students leave campus for a field trip.

### **Field Trip 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.

### **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 be the instructor of record for the class dealing in firearms instruction. The combination will also be placed in a sealed envelope and be deposited with the 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 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](http://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](http://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 UTTC, 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. All human subject research must be done in compliance with UTTC's Human Subject Research Policies and Procedures.

### **Institutional Review Board (IRB)**

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 UTTC IRB #1 is IRB00005063. For more information about the UTTC IRB, please visit the UTTC website.