



LAKE AREA
TECHNICAL INSTITUTE

It's your world.

Student Handbook

2017-2018

Revised 8/18/17

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Student Responsibility for Student Handbook Information

You, as a student, are responsible for knowing the information in the handbook and the most current course descriptions. Lake Area Tech reserves the right to change regulations and policies as necessary.

Accreditation

Lake Area Technical Institute is accredited by Higher Learning Commission, 230 S LaSalle St, Suite 7-500, Chicago IL 60604, (800)621-7440, www.hlcommission.org.

Statement of Non-Discrimination

Lake Area Technical Institute does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs, activities, and employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Vice President, PO Box 730, Watertown SD 57201
(605) 882-5284 x 225

Those in need of accommodations should notify their instructor and make appropriate arrangements with the Office of Disability Services at (605) 882-5284 x 216.

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Value Statements

- We believe in integrity, honesty, and a caring attitude.
- We believe all people are valuable and should be treated with respect.
- We believe in promoting a positive image for technical education.
- We believe all employees contribute to the success of the institution.
- We believe that excellence and quality performance promotes success.

Mission Statement

Lake Area Technical Institute: superior, comprehensive technical education that changes lives and launches careers.

Vision Statement

Lake Area Technical Institute will be the leader in technical education working in partnership with business and industry and all levels of education. Lake Area Tech staff will integrate the latest technology and methods of delivering quality education to meet emerging global workforce demands. Lake Area Tech will continue to develop marketing strategies to promote technical education and will maintain excellence in all programs.

Student Rights and Responsibility

As members of the LATI community, students have both rights and responsibilities which are explained below:

Students have the right to competent instruction under conditions conducive to learning. LATI should endeavor to provide for students those privileges, opportunities, and protections which best promote the learning process in all its aspects. The following statements outline those academic rights of students essential in helping LATI fulfill this responsibility. The principles presented are designed to facilitate communication, foster academic integrity, and defend freedoms of inquiry, discussion, and expression among members of the LATI community. Such principles should safeguard and enhance conditions conducive to learning.

- ✘ LATI will provide advisors to assist students in academic planning, but students are responsible for being thoroughly familiar with all academic requirements which must be met for a degree.
- ✘ Students have the responsibility to take advantage of the educational opportunities presented by the Institute, to participate in the learning process in a serious and conscientious manner, and to respect the rights of other members of the LATI community.
- ✘ Students have the right to have classes conducted under the following provisions:
 - Faculty will clearly state course goals, testing, and grading which should be intellectually justifiable.
 - Faculty will be available to students and will announce or print on course syllabi contact information, such as office hours, email address, etc.
 - Faculty will model respect for each student as an individual, regardless of race, sex, national origin, religion, age, disability, or veteran status.
 - Faculty will ensure students the right to raise relevant issues, doubts, or alternative opinions during classroom discussion without concern for academic sanctions.
 - Faculty will not disclose student grades or class standing in a classroom situation without the student's permission.
 - Faculty will serve as academic advisors and will assist students with registration, class schedules, graduation requirements, and will work to assure academic progress with the assistance of the Director of Enrollment.
- ✘ Students have the right to exercise full rights as citizens without interference or fear of Institute disciplinary action.
- ✘ Students have the right to be free from unlawful sexual or racial harassment on LATI property or off school property during an Institute-related activity.
- ✘ Students may form, join, and participate in groups which promote the common intellectual, social, economic, political, recreational or cultural life of campus.
- ✘ The Institute will not exclude any person from participating in its programs or activities on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

2017-2018 Academic Calendar

AUGUST

- 21 New Student Kick Off Day
- 22 Fall Semester Begins — Full Day of Classes for All Students

SEPTEMBER

- 4 Labor Day Holiday
- 5 Last Day to Drop a Class for Full Refund or to Add a Class
- 22 Tuition Payment Due

OCTOBER

- 9 Columbus Day Holiday – No Classes
- 13 Instructor Inservice – No Classes
- 19 Midterm
- 19 Last Day for Withdraw Pass (WP) & to Make Up Incompletes

NOVEMBER

- 10 Veterans Day Holiday (Observed)
- 23-24 Thanksgiving Break

DECEMBER

- 19 Fall Semester Ends
- 20-31 Winter Break

JANUARY

- 1-5 Winter Break
- 5 New Student Orientation
- 8 Spring Semester Begins – Full Day of Classes for All Students
- 15 Instructor Inservice – No Classes
- 22 Last Day to Drop a Class for Full Refund or to Add a Class

FEBRUARY

- 8 Tuition Payment Due
- 19 Presidents' Day Holiday

MARCH

- 6 Midterm
- 6 Last Day for Withdraw Pass (WP) & to Make Up Incompletes
- 12-16 Spring Break
- 30 Good Friday Holiday

APRIL

- 2 Easter Break

MAY

- 11 Spring Semester Ends
- 11 Graduation
- 16 Summer Session Begins
- 28 Memorial Day Holiday

JUNE

- 13 Last Day for Withdraw Pass (WP) & Make Up Incompletes
- 13 Midterm

JULY

- 4 Independence Day Holiday
- 12 Summer Session Ends

Lake Area Technical Institute
Bookstore Policies 2017-2018

Hours of Operation

- ✘ Monday - Friday 7:00 a.m. to 5:00 p.m.

Purchases

- ✘ Books and supplies may be purchased using cash, checks, Campus Cash or credit card (VISA, MasterCard, Discover). Proper ID is required when using a credit card or your personal checking account.
- ✘ Payment for purchases is required at the time of pick up.
- ✘ If charging to Vocational Rehabilitation, Veterans Rehabilitation, WIA, or other governmental agency, you must provide written authorization.
- ✘ Absolutely **NO** personal charges for textbooks, supplies or tools!

Returns

- ✘ Be sure to check with your friends and notices on the bulletin board before purchasing any textbooks from the Bookstore. This will minimize the need for returns.
- ✘ Do **NOT** write in your books if you plan on returning them. A marked book is a USED book!
- ✘ Textbooks can be returned for a full refund within 2 weeks of the date printed on receipt. **Due to health considerations, once uniforms have been delivered to a student, the uniforms cannot be returned.**
- ✘ Books purchased with a shrink-wrap **MUST** be returned with the shrink-wrap intact.
- ✘ Refunds will be paid by check or cash. Purchases made using a credit card will be credited back to the credit card used to make the purchase.
- ✘ Cosmetology kits are non-refundable.
- ✘ Tools are not returnable.
- ✘ Tools must remain on campus until paid in full.

Book Buyback

- ✘ Book buy back will be twice a year, in December and May. The Bookstore pays 50% of the new book price for books that the Bookstore has a use for the following semester. The Bookstore's needs are dictated by the text requisition completed by the instructor and anticipated class enrollment.
- ✘ Books are also purchased for a used book company once the Bookstore's needs are met.
- ✘ The Bookstore reserves the right to reject any textbook due to book condition, writing in the book, or new editions being released by the publishers.

Tuition and Financial Information

Lake Area Tech is supported by state and federal technical education funds. Since these funds constitute only part of the actual cost of a student's training, tuition and fees must be assessed to defray both education and operation expenses. According to federal guidelines, Lake Area Tech students must be enrolled in courses that apply towards their intended major, degree or certificate.

Student Status

Full-time

12 or more semester credits (7 semester credits in summer session).

Three-quarter-time

9 to 11 semester credits (5 to 6 semester credits in summer session).

Part-time

6 to 8 semester credits (4 semester credits in summer session).

Special Status

A student taking less than a full credit load who is not registered to a specific program is considered special status. A special status student is not eligible to receive financial aid.

All tuition and fees must be paid in full on the designated dates at the beginning of each term. No credit will be granted nor will post-dated checks be accepted. Exceptions can be made only on a case-by-case basis through prior arrangements with the Campus Accounts Office.

Terms of Payment

The student's tuition and fee bill is available on My Portal. The payment is due on the established date each semester. Awarding of any degree or diploma is contingent upon the payment of all tuition, fees, or other school charges.

All tuition/fee payments are due 30 days after the start of the fall and spring semesters and 20 days after the start of the summer session or a payment plan must be in place with the Campus Accounts Office. Students who have financial aid pending should verify this with the Financial Aid Office. Students who still owe any part of their tuition and fees will be withdrawn from LATI and will not be permitted to continue into a succeeding semester until all the financial obligations for the preceding semester are paid in full. In addition, all outstanding account balances (daycare, bookstore, library fees, parking, etc.) must be paid in full upon receipt of newly awarded financial aid or the student will be withdrawn from school. Unpaid tuition and fee balances will be turned over to a collection agency 90 days from the date the student withdraws from school. The collection fees will be the responsibility of the student.

Books and Supplies

Students need to purchase required textbooks, workbooks, and supplies. A list of required materials and their costs is furnished to students. Many of the necessary materials can be purchased directly from Stax (bookstore). Some programs require uniforms. Students may prefer to use their Campus Cash card to make these purchases.

Refund Policy

Refunds of tuitions/fees for financial aid recipients will be made in accordance to the U.S. Department of Education Return of Title IV Funds. Students not receiving financial aid will receive a refund based on the institutional refund policy. The LATI institutional refund policy mirrors the Department of Education policy. Further information and examples of the refund policy are available by contacting the Financial Aid Office at LATI.

Applying for Financial Aid

All financial aid is determined by the information that the student provides on the Free Application for Federal Student Aid (FAFSA).

Lake Area Tech financial aid consists of the following:

Federal Pell Grant

A federal grant program that provides funds to students who demonstrate financial need. If a student withdraws from school, these funds may need to be repaid immediately.

Federal Campus-Based Programs (Perkins, FWS, and SEOG)

Lake Area Tech has limited funds available for student loans through the Federal Perkins Loan Program. Additional information on the terms and conditions of these loans can be obtained from the Financial Aid Office. The Federal Work Study Program (FWS) and the Federal Supplemental Educational Opportunity Grant (SEOG) are programs for students who have exceptional need. Lake Area Tech receives limited funding in these programs as well.

Federal Direct Loan

These loans are available through the Department of Education. Amounts up to \$3,500 are available for first year students and \$4,500 for second year students. Additional unsubsidized loans are available up to \$2,000 for dependent students and \$6,000 for independent students. Repayment begins six months after graduation. Additional information on the terms and conditions of these loans can be obtained from the Financial Aid Office.

Federal Direct Plus Loan

A loan program for parents of dependent students who wish to borrow to meet school costs.

Alternative Loans

Lake Area Tech works with several lenders to offer alternative loans to our students. These are non-federal private loans. More information on applying for these loans can be obtained from the Financial Aid Office.

Other Sources of Financial Aid

- | | |
|-------------------------------------|---|
| ✗ National Guard Tuition Assistance | ✗ WIOA (Workforce Innovation & Opportunity Act) |
| ✗ Veterans' Benefits | ✗ Vocational Rehabilitation |
| ✗ Tribal Education Funding | ✗ LATI Foundation Scholarships |
| ✗ SDEAF Grant | |
| ✗ SD Need Based Grant | |

Please contact the Financial Aid Office at Lake Area Tech before withdrawing from school.

Financial Aid Transfers Between Schools

When students transfer from one school to another, their financial aid does not automatically go with them. Students must take the necessary steps to continue receiving aid at their new school by contacting the financial aid office at the new school to make sure aid will be available.

The school code for the new school must be added to the FAFSA before aid can be awarded at the new school.

Satisfactory Academic Progress Policy

Students must meet Satisfactory Academic Progress (SAP) in order to graduate from Lake Area Technical Institute and in order to continue to receive federal financial aid. This includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loan, Federal Direct Subsidized and Unsubsidized Loans, and Federal PLUS.

Please note that other entities providing funding for students may require the student to maintain a certain number of credits and/or grade point average (GPA). This includes, but is not limited to, funding from Vocational Rehabilitation, Department of Labor and Regulation, Tribal Funding, LATI Foundation Scholarships, and scholarships from outside organizations.

Satisfactory Academic Progress uses quantitative (cumulative credits completed) and qualitative (cumulative grade point average) measures in meeting the requirements. Review of SAP is done at the end of each academic term (fall, spring, and summer).

Students must successfully complete 67% of cumulative credits attempted and maintain a cumulative GPA of at least a 2.0. In order to graduate from LATI, a student must have at least a 2.0 GPA. A student meeting these requirements is considered to be in good academic standing.

The Director of Enrollment manages SAP for both academics and financial aid. The same SAP standards are applicable to both areas. Thus, if a student is suspended for academics, he/she is also suspended for financial aid.

Warning

After one unsuccessful term, a student will be placed on Warning status if he/she fails to maintain these standards at the end of the term, LATI can reinstate eligibility for one semester or payment period without a student appeal.

The student is provided notice in writing and/or e-mail of the Warning status.

Suspension and Appeal

After two unsuccessful terms, a student will be placed on Suspension status with the right to appeal to the Director of Enrollment.

The student is provided notification in writing and/or e-mail of the Suspension status.

A student placed on Suspension status must appeal in order to have his/her financial aid reinstated and to be allowed to continue in school.

The student must complete an Appeal form and will appear before the SAP Committee. The student's appeal must explain why he/she failed to make satisfactory progress and what has

changed in his/her situation that will allow him/her to make satisfactory academic progress in the upcoming semester.

The circumstances for an appeal can include, but are not limited to:

- the death of a relative;
- injury or illness of the student; or
- other special circumstances as determined by the school.

Other situations that will be considered include, but are not limited to, the following:

- Family difficulties, such as divorce or illness;
- Interpersonal problems with friends, roommates, significant others, etc.;
- Difficulty balancing school and work, family responsibilities, etc.; or
- Financial difficulties

At the discretion of the Director of Enrollment and SAP Committee, a student may not be required to appear in person. The written appeal will be reviewed and a decision will be made by the SAP Committee.

Any stipulations imposed on the student such as no failing grades, completion of all courses, no attendance issues, etc. will be provided to the student in writing following the approval of the appeal. This notification will also be provided to the Financial Aid Office and the Department Supervisor of the student's program.

The SAP Committee includes at least two LATI instructors, the LATI Counselor, the Retention Coordinator, the Director of Financial Aid, and the Director of Enrollment.

Limitation of SAP Appeals

There is no limit on the number of times a student can appeal.

Probation

Once a student has been granted a successful appeal, the student is then placed on Probation.

Students on suspension who successfully appeal will be reinstated on a probationary status. During probation, which lasts one term, students are expected to successfully meet the terms outlined in the SAP plan. Students may continue in subsequent semesters as long as they continue to meet the terms of their SAP plan. Students will need to meet the 2.0 cumulative GPA and successfully complete at least 67% of cumulative credits attempted.

Maximum Timeframe

The maximum time frame for an undergraduate program measured in credit hours is a period no longer than 150 percent of the published length of the program.

The maximum time frame for an undergraduate program measured in clock hours, a period of no more than 150 percent of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive financial aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Program	Diploma Option	AAS Degree	Number of Credits Required for Degree (Dip/AAS)	Maximum Credit Hours
Agriculture				
AG - Aviation	YES	NA	38.5	57.75
AG – Business	NA	YES	79.5	119.25
AG – Commodity	NA	YES	82.5	123.75
AG – Dairy	NA	YES	77	115.5
AG – Large Animal	NA	YES	78	117
AG – Precision	NA	YES	77	115.5
AG – Ranch Management	NA	YES	72	108
Ag – Swine	NA	YES	75.5	113.5
AG - Production	NA	YES	70	105
Automotive Technology	NA	YES	71.5	107.25
Aviation Maintenance Technology	YES	YES	75.5/90.5	113.25/135.75
Building Trades Technology	NA	YES	72	108
Business				
BSA – Management and Marketing	NA	YES	76	114
BSA – Human Resources	NA	YES	76	114
BSA - Entrepreneurship	NA	YES	72	108
BSA – 3 rd year Entrepreneurship	NA	YES	39*	58.5
BSA – Photography Media	NA	YES	71	106.5
Caterpillar Think Big	NA	YES	76	114
Computer Information Systems				
CIS – Network Specialist	NA	YES	72	108
CIS – Programming	NA	YES	70	105
CIS – Security	NA	YES	72	108
CIS – Visual Communications	NA	YES	70	105
Cosmetology	YES	NA	55.5 (2100)	82.5
Custom Paint Fabrication	YES	YES	39/74.5	58.5/111.75
Dental Assisting	YES	YES	43/68	64.5/87
Diesel Technology	NA	YES	71	106.5
Diesel Technology for AT grads	NA	YES	71	106.5
Electronic Systems Technology	NA	YES	72	108
Energy Operation	NA	YES	75.5	113.25
Energy Technology	NA	YES	73.5	113.25
Energy Technology 3 rd year for ROB grads	NA	YES	29.5*	44.25
Environmental Technology	YES	YES	35.5/69	53.25/103.5
Financial Services				
FS – Agri-Financial	NA	YES	74.5	111.75
FS – Business Accounting	NA	YES	74.5	111.75
FS – Consumer Financial	NA	YES	74.5	111.75
Heavy Equipment operator	NA	YES	35.5/66	53.25/99
High Performance Engine Machinist	NA	YES	72	108
HPEM 3 rd year Option (AT, AVM, DT, PM grads)	NA	YES	30*	45
Human Service Technician				
HST – Activity Technician Mental Health	YES	YES	33.5/68.5	50.25/102.75
HST – Child Development	YES	YES	34.5/68.5	51.75/102.75
HST – Developmental Disabilities	YES	YES	33.5/68.5	50.25/102.75

HST – Youth Offender	YES	YES	33.5/68.5	50.25/102.75
Law Enforcement	NA	YES	74	111
Law Enforcement Hybrid	NA	YES	37	55.5
Med Fire Rescue				
MFR – Emergency Medical Specialist	NA	YES	67.5	101.25
MFR - Paramedic Diploma	YES	NA	46	69
MFR – Med/Fire Rescue	NA	YES	75.5	113.25
Medical Assisting	NA	YES	63	94.5
Medical Lab Technician	NA	YES	69	103.5
Occupational Therapy Assistant	NA	YES	74.5	111.75
Physical Therapist Assistant	NA	YES	74	111
Practical Nursing	YES	NA	47	70.5
Precision Machining	NA	YES	67.5	101.25
Robotics	NA	YES	72	108
Welding				
WLD - Diploma	YES	NA	40	60
WLD – Advanced Welding (AAS)	NA	YES	77	115.5
WLD – Marketing	NA	YES	70	105
WLD – Precision Machining	NA	YES	74.5	111.75

*Maximum credit hours for 3rd year options is based only on the additional credits required since the student has already completed the other requirements for an AAS degree.

Transfer Students

Transfer students who did not meet SAP at a former school will be eligible to attend and to receive financial aid at LATI. Students will only be evaluated on their academic progress while attending LATI.

Transfer credits will be evaluated and included on the transcript only for credits that apply toward his/her LATI degree and credits that meet the minimum academic standard. The credits will count toward earned and attempted cumulative credits, but not the cumulative GPA since the credits are assigned a “TR” grade versus an actual letter grade.

For students accepted into “Human Service Academics” there may be courses transferred in that do not apply to the student’s LATI degree. For example, Sociology and Speech are not requirements for our PN program, but are requirements for other programs.

For more information on our transfer credit policies, please see these specific sections in the Student Handbook:

- Transfer of Previously Earned College Credits to Lake Area Tech
- Transfer of General Education College Credits
- Transfer of Technical Studies Credit
- Transfer of Credit from LATI to Other Colleges and Universities

Incompletes/“F” Grades/Withdrawals

Incomplete grades, “F” grades, and Withdrawal grades will reduce the completion ratio, because they are counted as attempted, but not earned credits. They also count against the maximum attempted hours.

If an incomplete is not completed within eight weeks of the following semester the “I” grade turns to an “F” grade, a student withdraws from a class, or receives a failing grade in any required class; the student will need to repeat the class. Those credits will be used to determine

the amount of successfully completed classes. Grades for courses that the student is required to repeat will replace the previously earned grade.

If an Incomplete changes to a grade after the SAP review has been completed, the grade change will be reflected in the next review unless the student notifies the Director of Enrollment of the grade change and it changes the student from suspended to their previous SAP standing, An Incomplete can potentially increase the GPA and/or increase the percentage of completion.

Transferring Programs

For students who change programs, for prior credits, and for grades which do not count toward the new program, these credits and grades will be excluded in the review of SAP. After one successful semester in the new program, the student can appeal to the Director of Enrollment to have the prior credits and grades excluded from SAP.

Academic Amnesty

A student that switches programs and is successful after one semester in the new program can appeal to the Director of Enrollment to forgive any courses with failing grades in the previous program that do not apply to the new degree.

Academic Course Policies

Course Offerings - Each course required for graduation will be offered at least once during the length of the program. A student dropping or failing a course will be able to retake the course at a later time. Tuition and fees are again assessed for the class. When the student successfully completes the course, the student's transcript will reflect the highest grade earned.

Passing Grades - A student must successfully complete all of the required coursework in order to graduate from a program. A grade of "D" or better must be achieved in each required course. Individual programs may have a policy that requires a grade higher than a "D."

Transfer Students - Transfer students will be evaluated on an individual basis to determine the length of time needed to complete their degree or diploma. Students changing programs will have the normal timeframe to complete the new program.

Academic Grade Level - A student's academic grade level in a two-year program will be determined as follows:

- 0-33 credits (Grade Level 01)
- 34+ credits (Grade Level 02)

Credits will be evaluated and a determination made by the current program if the student has already completed another program at LATI.

Remedial Coursework - Remedial coursework is included in the qualitative assessment of SAP, but the courses are not included in the student's GPA.

Withdrawals and Nonattendance

If a student does not attend any class within the first 10 days of the semester, the student is counted as a "No Show" and the student's courses are dropped and his/her registration is canceled. Any financial aid disbursed will be reversed.

Any non-attendance periods after day 10 (census date) is subject to the departmental attendance policy. Once that departmental attendance policy is exceeded, the student will be

administratively withdrawn from the institution. His/her "last date of attendance" is used as his/her official withdrawal date.

Incomplete Courses or Grades

An incomplete grade during a SAP evaluation period is considered as an "F" grade. Students have until the mid-term of the following semester to complete the coursework, otherwise the "I" changes to an "F".

Repeated Coursework

A student may repeat a course one time after passing it, and receive federal financial aid for the retake. Even though the Department of Education considers a "D" as a passing grade, individual programs may require a "C" or higher in a course to be considered passing.

Once a student successfully repeats a course with a passing or higher grade, LATI will use the highest grade toward cumulative credits attempted and cumulative GPA.

Audited Courses

Audited courses will not impact GPA, but they do impact attempted and earned credits. Audited coursework does not count toward financial aid eligibility.

Pass/Fail Courses

Pass/Fail courses counts toward attempted credits and earned credits. A Pass does not count toward GPA. A Fail counts toward the GPA as it is counted as an F.

WP (Withdrawal Pass) and WF (Withdrawal Fail) Grades

WP and WF grades will count toward attempted credits and earned credits. A WP does not count toward the GPA. A WF counts toward the GPA as it is counted as an "F."

Remedial Coursework

We only offer non-credit Remedial Coursework. They do not count toward quantitative or qualitative standards. LATI offers the following remedial coursework: Math 090 and Reading 090. ESL (English as a Second Language)

LATI does not offer any ESL courses. Students needing ESL training should see the Developmental Education Instructor for further guidance.

Continuing Education Courses

LATI offers "continuing education" courses through Corporate Education. These courses are for non-credit. While a student enrolled in a degree program could take a "continuing education" course, the student would register and pay for the course through Corporate Education. It would not be included on the student's transcript, thus it would not be included in the SAP evaluation.

Multiple Degrees or Concentrations

If a student graduates in one program and then chooses to pursue another degree in another program, the Registrar's Office will evaluate the prior coursework to determine which, if any, courses will "transfer" to the new program. Because of the wide range of courses required for each of our programs, this evaluation is conducted on a case-by-case basis.

Any accepted credits will count as credits attempted and completed.

Double Majors

If a student chooses to major in more than one program simultaneously, the student is required to contact the Registrar's Office so that the correct advising trees are established for the student.

The most common double majors at LATI include EST/ROB, ET/EO, and BSA/FS. In all of these programs, there is a set of "core" classes that are common to both, including General Education requirements. These situations will be evaluated on an individual basis.

Quantitative standards (pace) will be determined by the Director of Enrollment. Students who are pursuing double majors are subject to the maximum timeframe rules, but may be reviewed on a case-by-case basis by the Director of Enrollment. For example, a student double majoring in Business and Financial Services may require an exception to the maximum timeframe rules.

Change of Program (Without Graduating from a Program)

For a student who changes programs, the prior credits and grades that do count toward the new major, are included in the SAP evaluation.

A student can "reset" his/her academic progress by changing majors, however this is limited to three times, including HSA status. Any request to change programs beyond three times will require the approval of the LATI President.

Cosmetology SAP Policy

Cosmetology, a 2100 clock hour program, will have SAP evaluated every 525 hours. This is documented on the form provided to the Financial Aid Office that provides the date the student has met 525, 1050, and 1575 clock hours. Students enrolled in Cosmetology must abide by the Cosmetology attendance policy. Excessive absences may result in termination from the program.

SAP is evaluated at the end of each payment period. Maintaining SAP is required for a student to continue to receive federal financial aid and remain in the program. A student meeting the minimum requirements in attendance, written exam, practical evaluations, and advancement criteria at the end of an evaluation period is considered to be making SAP.

Cosmetology Transfer Students

LATI will accept the transfer hours completed at another college based on what is accepted by the South Dakota State Board of Cosmetology. Transfer students will start fresh and will be evaluated based only on attendance percentage and grades for the time attending LATI. Evaluation periods for transfer students will be determined on an individual basis.

Cosmetology Evaluation Periods

Students will be evaluated in knowledge and skill development at the end of each evaluation period. Students must achieve an 80% cumulative GPA (2.0 GPA) and attend 90% of scheduled hours in order to maintain SAP.

Cosmetology SAP Definitions

Warning – The first time the student does not successfully maintain qualitative and/or quantitative standards. The student is notified in writing of the Warning status.

Suspension with Right to Appeal – The second time the student does not successfully maintain qualitative and/or quantitative standards. The student is notified in writing of the Suspension with Right to Appeal status. The student must appeal in writing and appear before the SAP Committee prior to being allowed to continue. If a SAP meeting is unable to be scheduled within 24 hours, the student will be allowed to continue to attend class until the appeal meeting is held.

Probation – The status given to a student who successfully appeals the SAP Suspension.

Suspension – If a student does not meet SAP standards after the appeal meeting, a mandatory suspension will be imposed.

Cosmetology Qualitative Component

A student who fails to receive an 80% overall average in all courses by the end of an evaluation period will be subject to termination and/or loss of financial aid eligibility (if applicable).

A student will be put on Warning if not meeting all of the requirements of pre-clinical. The student must then work independently to complete these skills.

Cosmetology Quantitative Component

If a student's attendance percentage is below 90% of scheduled hours at the end of an evaluation period, the student is considered to not be making SAP.

The expected time frame in which the student must complete the program (not counting approved leaves, holidays, weather related, or other school closures) is no more than 66 weeks/2310 scheduled hours.

If a student's attendance falls below 95% at any time, the student will be advised immediately of the repercussions of falling below 90% at the next evaluation period and an administrative plan of action will be implemented.

Cosmetology Suspension and Appeal

If at the end of an evaluation period, a student on SAP Warning who is not complying with the SAP standards, the student will be placed on Suspension status with the right to appeal to the Director of Enrollment.

A student may appeal the Suspension by presenting a written appeal, based on extenuating circumstances.

The SAP Committee (or designated individuals of the SAP Committee) will review the appeal. The appeal will be approved or denied, based on whether facts indicate the student will be able to improve to minimum levels by the next evaluation period. If approved, the student will be placed on Probationary status, retain financial aid eligibility (if applicable) and be required to follow any prescribed plan.

If denied, the student will be suspended.

Student Activities

Although students are not required to participate in school activities, the philosophy of the institution is that these are also an important part of a total education.

Student life consists of many activities outside the classroom. Extracurricular activities provide for many positive social and professional experiences which students may encounter off-campus.

Student Activities include:

- | | |
|------------------------|-----------------------------|
| ✗ Dances | ✗ Café Campus Entertainment |
| ✗ Comedy Shows | ✗ Intramural Sports |
| ✗ Vikings Trip | ✗ Theme Parties |
| ✗ Pizza Parties | ✗ Fall/Spring Picnics |
| ✗ Go-Karts | ✗ Golf |
| ✗ Mall of America Trip | ✗ Miniature Golf |
| ✗ Premier Movies | ✗ Bowling |

Student Clubs and Organizations

A variety of clubs and organizations is available including:

- ✗ American Physical Therapy Association, Student Special Interest Group
- ✗ Associated General Contractors, AGC Student Chapter
- ✗ Automotive Tech Club
- ✗ Campus Activities Board
- ✗ Campus Crusades for Christ (CRU)
- ✗ Diesel Tech Club
- ✗ Home Builders' Association, Student Chapter
- ✗ Medical Laboratory Technology Club
- ✗ Occupational Therapy Assistant Club
- ✗ SkillsUSA
- ✗ Student Ambassadors
- ✗ Student Voice

American Physical Therapy Association, Student Special Interest Group:

Students in the Physical Therapist Assistant program may join this group. The members organize and participate in the Physical Therapy Awareness Month activities. They host a number of community service projects each year and work with the University of South Dakota Physical Therapy students to grow in the profession. The dues for this group are \$105.00 each year. Their membership allows the students to attend the state and national meetings, network with professionals and gain access to the up to the minute physical therapy research and practice.

Associated General Contractors, AGC Student Chapter:

Any student enrolled in the Building Trades Technology program is eligible to be a member of the AGC, Student Chapter. This group promotes professional development in the commercial construction industry and works with the local and state AGC organization.

Automotive Tech Club:

Membership is open to any student enrolled in the Automotive Technology, Custom Paint & Fab or High Performance Engine Machining programs. The club holds a Car Care inspection in conjunction with National Car Care month every October and a car show in April.

Campus Activities Board (CAB):

The Campus Activities Board is responsible for planning activities for the student body within a given budget on a year-long basis. The activities range from intramural sports, pizza parties, snow sculpturing, Vikings trips and everything in between. The student body is encouraged to get involved with CAB by attending meetings to voice their opinion.

Campus Crusades for Christ (CRU)

Membership is open to all students. Campus Crusades for Christ is a non-denominational campus-based organization for students. Meetings are held every Tuesday at 7 pm in the LATI Student Center where students can gather for fellowship, bible study and fun in a Christian based atmosphere.

Diesel Tech Club:

Membership is open to any student enrolled in the Diesel Technology or Caterpillar ThinkBIG program. The club plans, organizes and hosts diesel related activities throughout the year.

Home Builders' Association, Student Chapter:

Membership is open to Building Trades Technology students. This group promotes professional development in the construction industry and works with the local and state NAHB organizations. They work at the local Home Builders Show and have the opportunity to attend the International Home Builders Convention.

Medical Laboratory Technology Club:

Membership in this organization is open to any student enrolled in the Medical Laboratory Technician program. This group plans, organizes and hosts a number of public relations activities during the year.

Occupational Therapy Assistant Club:

Any student currently enrolled in the Occupational Therapy Assistant program is eligible to be a member of the OTA Club. The club is responsible for planning and conducting professional presentations, special projects and fund-raising events.

SkillsUSA

This student organization is open to any Lake Area Tech student. The SkillsUSA club helps students develop leadership skills and helps the student prepare for the State SkillsUSA contest that is held in the spring of each year. The state winners are then eligible to compete at the National SkillsUSA contest that is held in June.

Student Ambassadors:

The Student Ambassadors are selected by their instructors to represent their program at campus events and activities throughout the year. They have the opportunity to earn scholarships and share their passion with community members and incoming students. This is an elite group of Lake Area's most dependable, responsible, and inspiring students.

Dependable

- ✗ Checking emails/texts regularly and responding in a timely fashion
- ✗ Being **prompt** to events and wearing Student Ambassador attire
- ✗ Attend all events as needed

Responsible

- ✗ Accountable for informing their instructors of absences for ambassador events and making up what they missed
- ✗ Maintaining a 2.5 GPA while serving as an ambassador
- ✗ Capable of representing their program as a whole (not only a specific option)

Inspiring

- ✘ Through sharing their passion for their programs, they serve as a **role model** for prospective students
- ✘ They display a **positive attitude**, while assisting with campus events in and out of the classroom
- ✘ Willing to professionally and respectfully represent Lake Area Technical Institute

Student Voice Organization:

Student Voice, a student run organization, provides the students a say in campus policy and decisions by establishing direct, open dialogue between students and LATI administration. Representing all the students of LATI, membership consists of representatives elected by the students in each program. Representatives serve a one-year term, from October to May.

Community Activities

The Watertown area has a variety of other activities in which Lake Area Tech students may participate during their free time. A sampling is listed below:

- | | |
|------------------------|-----------------------------------|
| ✘ Athletic Leagues | ✘ Tennis |
| ✘ Library | ✘ Golfing |
| ✘ City Band | ✘ Parks |
| ✘ Boating | ✘ Hunting |
| ✘ Movies | ✘ Water Sports |
| ✘ Watertown Symphony | ✘ Community Theater |
| ✘ Bowling Leagues | ✘ Zoo |
| ✘ Museums | ✘ Miniature Golf |
| ✘ Car Races | ✘ Go-Karts |
| ✘ Skate Park | ✘ Frisbee Golf |
| ✘ Cross-Country Skiing | ✘ Swimming Pools (Indoor/Outdoor) |
| ✘ Snowmobiling | ✘ Biking Parties |
| ✘ Fishing | ✘ Bike Paths |
| ✘ Roller Derby | |

Prairie Lakes Wellness Center

Located north of the LATI campus at 1515 15th St NE, this facility offers a variety of recreational activities. Students are encouraged to make use of the indoor swimming pool, sauna, whirlpool, weight room, racquetball courts, land and water aerobics, gymnasium, cardiovascular equipment, walking and running track and other facilities and activities provided by the recreation center. Students with a current LATI ID card have free access to the Prairie Lakes Wellness Center.

Religious Activities

Active cooperation exists between area churches and Lake Area Tech. Students are encouraged to attend services of the denomination of their faith and to participate in the many organized church activities. Students can also participate in the Lake Area Tech Campus Crusades for Christ (CRU).

Intramurals

Students are encouraged to participate in regular recreational and intramural activities. Activities may include golf, volleyball, flag football, bowling, basketball, dodge ball and softball.

INTRAMURAL CODE OF CONDUCT

The purpose of Intramural Sports is to provide recreational activities for the students, faculty and staff of Lake Area Technical Institute which are safe, competitive and enjoyable. The game atmosphere should remain good-natured and the participants and spectators should maintain good sportsmanship throughout their participation in all facets of the Intramural program.

Any student of Lake Area Technical Institute is eligible to play intramurals.

DISQUALIFICATION

Disqualification will be issued for actions such as, but not limited to, the following:

- Damaging, or in any way abusing Lake Area Technical Institute property, fields, gyms, rink, equipment, etc.
- Consumption/possession of alcoholic beverages, cigarette smoking, or use of any illegal substances.
- Verbal or physical misconduct directed at any person whether they be a(n) intramural official, opponent, teammate, fan, administrator, etc. Any question regarding what constitutes misconduct should be directed to administration.
- Excessively disputing any official's judgment call (i.e. safe/out, ball/strike, in/out, fouls, penalties, etc).
- Dangerous use of equipment.

SPORTSMANSHIP

Good sportsmanship is vital to maintaining the appropriate recreational atmosphere of intramural sports. All intramural participants and spectators are expecting to conduct themselves in a civil and sporting manner at all times – before, during, and after contests. Behavior that promotes intolerance or prejudice, degrades any racial, ethnic, gender or religious group, infers an explicit sexual reference, demeans on the basis of skill or intellect or promotes destructive behavior is considered disrespectful to Lake Area Technical Institute and its members, and will be addressed and dealt with accordingly.

AUTOMATIC EXPULSION

Any administration of Lake Area Technical Institute has the right to suspend individuals or teams from further participation in the intramural program for violations of conduct befitting an intramural participant or team.

Services for Students

Several program services (some include a nominal fee) are available for public and student use at Lake Area Tech. These program services include the following:

Automotive Technology: Auto repairs (availability dependent on curriculum sequence)

Cosmetology: Hair cutting, styling, perms, and other services

Dental Assisting: Dental x-rays and polishing, as scheduled with dental assisting students

Electronic Systems Technology: Repair simple electronic equipment

Financial Services: Assistance with income tax preparation (dependent on eligibility)

Medical Assisting: Blood pressure checks

Student Services

Many student services are available at Lake Area Tech. The services are listed in this section of your handbook.

Educational Services Center (ESC/Library)

The Educational Services Center, located in the Leonard Timmerman Library, offers the following services:

Tutoring/Mentoring

The Educational Services Center is available for support sessions in math, reading, and other courses. Tutoring is available as needed throughout your course work. The Educational Services Center operates on a drop-in basis or by referral, and the Center is also available for quiet study. Peer tutors are also available on request. Mentoring for single parents and/or other students is additionally available through the ESC.

Developmental Courses

Lake Area Technical Institute supports all students. Those who may need additional assistance in math, reading and/or writing, as well as English language learners, will be enrolled in applicable developmental courses.

Equity

Equity Project

The LATI Equity Advisor visits area high schools, encouraging students to consider nontraditional career paths. Students at LATI in nontraditional programs can also consult with the Advisor if issues arise in their program of study. The Equity Advisor's office is located in Room 114A of the Main Building.

Student Services Office

Career Counseling

Since so much of a person's life is spent at work, career happiness is very important. Guidance is available for students when investigating career choices or in reaffirming the choice already made.

Personal Counseling

Knowing that student life can be stressful, Lake Area Tech provides free professional mental health counseling for either school-related or non-school-related issues. At times, referral to another counseling service may be warranted. Check with the on-campus counseling staff if you have concerns you need to discuss. Specific referrals for drug and alcohol-related issues will be made by on-campus counselors. Lake Area Tech has four counselors that may be contacted via email, phone, chat or walk-ins.

Retention

The Lake Area Tech Retention Advisor is responsible for advising students who may be at risk of dropping out of their program and/or college. The Retention Advisor will assess the students' needs, attempt to resolve issues and develop solutions. The Retention Advisor is available weekdays and is located in the Student Services Office.

Online Success Coach

The Online Student Success Coach is a resource for all online students. The coach is a mentor, motivator, and a point of contact for students who have concerns or are not able to contact or communicate with their instructors. The Coach monitors the progress of students to

ensure retention and to keep students on the path to success. Online students with questions, need a mentor, some motivation, or to develop a plan of study, are encouraged to contact the Online Coach located in Student Services.

Diversity

Lake Area Technical Institute values and respects the dignity and worth of all students and the diverse opportunities that are available to everyone. Members of diverse groups possess gifts, talents, experiences, histories, and cultures that allow them to make valuable contributions to the educational mission of the institution and to all those associated with the institution.

The Diversity program supports the recruitment, transition, retention, persistence and graduation of all diverse students; seeks to increase cross cultural engagement, encourages the appreciation of cultural and human difference, and advocates for the respectful inclusion of indigenous knowledge; and is devoted to strengthening relationships with, and among, the students, staff, and faculty of LATI, and the diverse populations of South Dakota.

ADA Policy

The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability in employment, programs and services provided by state and local governments, goods and services provided by private companies, and in commercial facilities.

The ADA was signed into law on July 26, 1990. It contains requirements for new construction, for alterations or renovations to buildings and facilities, and for improving access to existing facilities of private companies providing goods or services to the public. It also requires that State and local governments provide access to programs offered to the public. The ADA also covers effective communication with people with disabilities, eligibility criteria that may restrict or prevent access, and requires reasonable accommodation of policies and practices that may be discriminatory.

Students are entitled to reasonable accommodations under provisions of the Americans with Disabilities Act. Those in need of such accommodations should notify their instructor and make appropriate arrangements with LATI's Office of Disability Services, 882-5284, Ext. 399. Inquiries regarding compliance of Americans with Disabilities Act may contact the Special Needs Coordinator, Watertown School District 14-4, P.O. Box 730, Watertown, SD 57201.

Lactation rooms, located in the Manufacturing, Energy & Transportation Center, are available to students, employees and visitors.

Nondiscrimination/Accessibility

Lake Area Technical Institute does not discriminate on the basis of race, color, religion national origin, sex, disability, or age in its programs, activities, and employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Vice President, PO Box 730, Watertown SD 57201
(605) 882-5284 x 225

Those in need of accommodations should notify their instructor and make appropriate arrangements with the Office of Disability Services at (605) 882-5284 x 399.

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Library Facilities

The Leonard H. Timmerman Library is full of helpful resources and services. The library's collection includes various online databases, ebooks, streaming educational videos, books, reference materials, magazines, journals and newspapers. The LATI **Library website** puts many of these information resources right at students' fingertips. The website also helps students with research-based tasks such as locating sources, utilizing sources and citing sources. At the library, full-time staff is available to assist students with their research questions. Other services available through the library include interlibrary loan, computer access, printers, photocopier, collaborative workstations, and scanners. E-readers and iPads are available for loan.

The library, located in room 210 of the Main Building, supports both collaborative and individual study. The space also includes study rooms students can use as quiet individual study spaces or as places to meet and work in groups. A Maker-Space is also available to students through the library services. Library hours are 7:30 a.m. to 8:00 p.m. Monday through Wednesday, 7:30 a.m. to 6:30 p.m. on Thursdays, and 7:30 a.m. to 4:00 p.m. on Fridays. Summer hours are abbreviated.

Special Facilities for Disabled Students

Lake Area Tech complies with the 1973 guidelines established by the US Department of Health, Education, and Welfare and is recognized as having educational facilities that are accessible to the disabled with mobility impairments. Wheelchair entrances are located at door 2A near the library, 3A near Cosmetology and at the front entrances of the Student Center, Agriculture & Environmental Center, Manufacturing, Energy & Transportation Center and Automotive & Construction Technology building.

Financial Aid

The financial aid office personnel provide assistance in understanding the financial aid programs available. They will be glad to explain the benefits of and application procedures for financial aid. Their office also provides students with information on financial literacy and default management.

Housing

The Housing Coordinator, located in the Student Services or at Ext. 290, keeps a current list of housing options available to suit your needs and budget. This list is available on the Lake Area Tech website.

Placement and Student Employment/Work Study

Placement of Lake Area Tech graduates is administered through the placement office in cooperation with various departmental personnel and the South Dakota Department of Labor and Regulation. Lake Area Tech placement information gathered through the annual placement survey is available through this office and on the Lake Area Tech website.

The South Dakota Department of Labor and Regulation has an on-campus job representative who also serves as the placement coordinator. Students awarded work study as part of their financial aid package should visit with the Employment Representative about a work study job. Work study jobs are available throughout the campus and with several eligible off-campus employers.

Part-time Employment

Many students find part-time employment in businesses in Watertown while attending Lake Area Tech, either by contacting employers directly or through South Dakota Department of Labor and Regulation.

The Employment Representative on campus has the full listing of jobs called into the South Dakota Department of Labor and Regulation and will be happy to make referrals to those jobs. Employers also call the school directly for part-time employees, and these listings are available through the Employment Representative in Student Services. Students who are available to work at least every other weekend and who are willing to work 15-20 hours per week have the most success in obtaining employment.

Insurance

Since the school provides no insurance coverage, students attending Lake Area Tech are expected to obtain their own health, accident insurance, and personal property insurance. Students are encouraged to inquire with local insurance agencies for policies.

Lake Area Tech Children's Educare Center

Lake Area Tech is extremely proud of the Children's Educare Center. Conveniently located on campus, this fully-licensed facility provides quality day care and preschool for infants, toddlers, pre-schoolers and part-time kindergartners. Enrollment is limited.

Application forms for enrollment and fee schedules are available from the Educare Center.

It is recommended that an interview with the parent and child be arranged prior to the center caring for the enrolled child. This interview provides an opportunity for parent(s), child, and staff to get acquainted and eases the adjustment period for the child. Contact the Educare Center for an appointment at 882-5284, ext. 440 or stop by during operating hours which are 6:30 a.m. to 5:45 p.m, Monday-Friday.

Instant Cash Machine

An instant cash machine is located in the student center. The cash machine dispenses in increments of \$10. Students are advised that there is a foreign fee transaction, depending on your bank. If you would like more information, contact Stax (bookstore).

Campus Cash

Lake Area Tech students who wish to open a debit account are encouraged to do so at the beginning of the semester. The student's ID card will serve as a Campus Cash debit card if the student chooses to set up an account.

Activating Account

To activate the account, students complete the Campus Cash form on My Portal (My Finances under Student tab) with a minimum deposit of \$20. Additional deposits may be made through My Portal at any time.

Using Card

The card must be presented at the time of purchase and shall be the only means of accessing the participant's account. The Campus Cash card is not an ATM card. With the student ID/debit card, students may make purchases at Market 65 Food Service, The Mind Grind Coffee House and Stax Bookstore.

Refunds

The Campus Cash account stays active until the student notifies the LATI Business Office that the account is to be closed. Refunds, upon written request, on closed accounts will be made at the full value of the unused balance; however, no refunds will be made for balances less than \$5. The student must complete a Student Activity Fund form from the LATI Business Office. Campus Cash would be written in as the Activity Fund.

Any outstanding financial obligations to Lake Area Technical Institute will be applied to the remaining balance before refunding. Refunds will be issued within fourteen (14) days. In addition, any Campus Cash Spending Account with an unclaimed balance under \$50 that has been inactive for a period of twelve (12) months, will be deposited into Lake Area Tech's general fund.

Lost, Stolen or Damaged Cards

Should the participant's Campus Card be lost, stolen or damaged it must be reported to the LATI Business Office (located in Student Services) immediately.

Check Cashing

The Stax Bookstore provides a check-cashing service. Students who write a check for cash must present their driver's license or student ID. There is a \$10.00 limit on the amount for which a check may be written. If a student makes a purchase, the check may be made out for \$10.00 over the amount of the purchase. No two-party checks are accepted. No checks will be cashed in the school offices.

Insufficient Funds

Any check written to Lake Area Technical Institute (LATI, Lake Area, Lake Area Tech, etc.) that are returned due to non-payment for any reason will be referred to FCI First Check of Grand Forks, ND and will be subject to all costs necessary for collection (service charges, collection costs, attorney fees, etc.). Offenders will be placed on a cash-only basis and will lose check-cashing privileges.

Student Identification Cards

All students registered for six credits or more per semester will be eligible for an ID card. Student Photo ID cards will be issued by the Stax Bookstore for all new students. The same ID card will be used until the student exits.

The student ID is to be presented when attending all Lake Area Tech student activities and utilizing the Watertown Community Recreation Center. Students must also present their student ID when using the state library. Students may also use the ID card as a debit card to make purchases on campus.

A charge of \$10 is assessed for replacement ID cards.

Transportation

Students are required to furnish their own transportation to and from school. When training requires students to be off-campus, students must make their own transportation arrangements.

Motor Vehicle Registration and Parking Permits

Permits

Permit and parking requirements will be strictly enforced.

Students that wish to park a vehicle in a Lake Area Tech parking lot between 7:00 am and 2:00 pm must display an official parking permit. It is the students' responsibility that the tag is visible either on the rear view mirror or on the driver's side dash due to heavy tinting or other hanging objects. **Failure to properly display a permit constitutes a parking violation.**

Cost for parking permits for the 2017-2018 school year is \$75. Permits allow students to park in designated 'Student Parking' areas only.

Aviation Maintenance Technology students are not required to purchase a parking permit to park in the Aviation Annex parking lot.

Online students are not required to purchase a parking permit unless they plan to use the campus, such as the library, during patrolled hours. Online students required to be on campus by an instructor to attend campus will be given a temporary student parking permit for the date and time required.

Lost or stolen permits should be reported to the Student Services office. Replacement parking permits for lost or misplaced permits are \$75.

Students that have forgotten their permits may purchase a temporary parking permit from Student Services. Cost is \$1 per day for a maximum of 3 days. Only students that have purchased an official parking permit are eligible for temporary permits twice in any semester.

Update your information with Student Services if you change vehicle or license plates.

Any LATI student who attempts to obtain or loan a parking permit to a non-LATI student will lose all parking privileges on the Lake Area Tech campus.

Overnight parking is prohibited. Vehicles parked in Lake Area Tech parking lots during snow removal or abandoned may be towed at the owner's expense.

For your property protection, most parking areas are monitored by cameras.

Fines

Student vehicles parked incorrectly or without a visible permit in a LATI parking lot will be issued a LATI parking violation and may be towed from the campus at the owner's expense. Students wishing to appeal a parking violation must do so in person within two weeks of the violation issue date in Student Services. At that time, a photo of the vehicle in violation will be reviewed with the student to determine the outcome of the appeal.

Parking violations are \$50 each and payable in Student Services. Handicapped parking violations will result in a \$100 fine.

Students with unpaid parking violations may be unable to login to My Portal until the violation has been satisfied. Financial Aid monies may also be impacted by unpaid violations. It is recommended that students pay parking violations within 3 days of issue to avoid this from occurring.

All fines must be paid before any grades, diploma or transcripts will be issued.

Anyone using a lost or stolen parking permit is subject to a \$100 fine and other disciplinary action as deemed appropriate.

Through an agreement with local law enforcement, license plate numbers will be traced for unidentified vehicle owners with a LATI parking violation.

Parking violations may be subject to a municipal ticket in which fines will be paid to the City of Watertown.

Refunds

Students that withdraw from school within ten (10) days of starting may request a refund. The parking permit must be surrendered and a refund form must be completed within the first ten days of the start of school. Refund forms are available in Student Services.

Designated Student Parking Areas

Click [here](#) for map.

Regulations for Off-Campus Parking –City of Watertown

Parking of Vehicles Prohibited (18.0101)

- a. No motor vehicle or other vehicle of any kind shall be parked or remain upon any street following a snowstorm of more than 2” on Monday, Wednesday, or Friday or upon any avenue on Tuesday, Thursday, or Saturday until said street or avenue has been plowed. (E-506)
- b. No motor vehicle or other vehicle of any kind shall be parked or remain upon any street or avenue when signs have been posted banning parking during a specified time or for a specified purpose (for example: snow emergency; no parking 2-5; no parking, Tuesday evening street cleaning). The Safety Committee shall have the authority to authorize such signing. (E-506)
- c. No motor vehicle or other vehicle of any kind shall be parked and remain upon any street, avenue, parking lot or public way when the Police Department or Street Department has placed barricades thereon for maintenance, cleaning, plowing, or any other legitimate purpose. Any owner, or person in charge of a vehicle parked prior to placement of barricades shall remove it upon request. (E-506)
- d. No motor vehicle or other vehicle shall be parked or remain upon any street or avenue right-of-way in any one location within the limits of this city for a period of time exceeding 24 consecutive hours. (E-506; E-544-1)
- e. No motor vehicle or other vehicle shall be driven over or across any cement walk, except at a regular street, alley or private crossing. (13.0406)

Vehicle May Be Removed; Cost, Etc. (18.0102)

- a. Any motor vehicle or other vehicle which is in any such street or avenue contrary to the provisions of Section 18.0101 hereof may be removed from such street or avenue by any member of the Street Department of said city, or any person requested by such member of said Street Department to remove said motor vehicle or other vehicle, and the sum of \$35.00 shall be taxed against the owner of such vehicle as a cost to cover the expense of so removing such motor vehicle or other vehicle. Neither said city nor any other person shall have any liability for any damage which may be done to any motor vehicle or other vehicle so moved, as long as reasonable care is used in the moving of such motor vehicle. (E-544)
- b. The Police Department may remove or cause to be removed any vehicle found in violation of the provisions of 18.0101, sub-section (e). Any vehicle stored on city

property under this Ordinance shall become liable for a charge of \$1.50 per day. Such vehicle may be hauled from the place where it is found to a place of storage. The costs of such removal shall become a possessory lien under state law, and the city may foreclose such lien and sell the vehicle for payment of all charges, as provided for by state law. The Police Department may issue a tag for violation in lieu of removal of the said vehicle and such offense shall constitute a misdemeanor under these Ordinances. (E-288-1)

Ordinance	Violation	Fine
18:0101A	Parking snow removal area - snowbird	\$40
18:0101D	Parking over 24 hours	\$15
18:0101B	Parking in handicapped zone	\$100
18:0101E	Parking of semis on streets	\$40
18:0312	Wrecked/Non-operational	\$25
19:0129	Parking on sidewalks	\$15
19:0401	Parking on left-hand side of street	\$15
19:0404	Parking certain hours (2-5 am)	\$15
19:0406	Parking in alley	\$15
19:0407	Parking by fire hydrant	\$15
19:0409	No parking (no parking signs)	\$25
19:0409	Parking in yellow zone	\$25
19:0417	Parking over 2 hours (downtown)	\$15
19:1007	Parking without permission	\$15
19:1008	Nuisance parking (private lot or driveway)	\$15
19:0418	Parking in residential	\$15
19:0408	Residential parking only	\$15
CODE 11	No parking in private/tech parking lot	\$15
19:0401	Park away from curb 12"	\$15

Market 65 Food Service

Market 65 Food Service facilities are located in the Lake Area Tech Student Center. A wide variety of meals and snacks are served from 7:15 am to 4:00 p.m. each day. A link to the weekly menu is on My Portal with daily specials. The food service operates as a “cash and carry.” Students are not required to purchase meal plans however; students may wish to utilize their Campus Cash cards to purchase food items at Market 65.

Vending machines are also available throughout the campus.

Student Commons

The Lake Area Tech Student Commons is located in the Student Center on the main campus. Students gather in the Student Commons for meals, student entertainment, activities, socializing, and studying.

The Mind Grind Coffee Shop

Students at Lake Area Tech have access to one of the best campus coffee houses in the region. The Mind Grind offers a variety of specialty coffee drinks and smoothies so students don't have to leave campus to get their fix. “Daily Grind” specials are available as well for those who like to sample a little bit of everything at the right price. A link to the weekly menu is on My Portal with daily specials. The Mind Grind is open each school day from 7:00 am – 3:00 pm.

Academic Life

Registration

Students must be officially registered in order to be admitted to class. New students will be registered to individual courses by the Director of Enrollment's Office. Current or returning students will be registered by their program advisor. Registration will be posted to My Portal prior to the beginning of the semester.

Class Schedule Change

Any changes in a student's registration (including adding or dropping a course) must be completed on a course drop/add form and signed by the student and his/her advisor or the department head. This form is to be turned in to the Director of Enrollment's office.

Adding a course

Students may still register for classes after the semester has begun as long as the class has not been in session for ten (10) days, five (5) days for summer session, and the instructor agrees to the registration. Tuition will be adjusted accordingly.

Tuition refund resulting from a schedule change

If a student drops a class within the first ten (10) days of the semester (five days for summer session), a full refund for the tuition and any applicable fees will be refunded to the student. If a student drops the class after this time, no refund is issued.

Withdrawing from an individual course

If a student chooses to withdraw from a class before the midpoint of the course, the student needs to complete a course drop form and is issued a grade of "WP" to indicate official withdrawal. The "WP" grade does not affect the student's grade point average.

A student officially withdrawing from a class after the midpoint of the semester will receive a grade of "WF" which does affect the student's GPA, until the course is repeated.

A student who stops attending class without officially withdrawing will have a grade of "WF" recorded on the transcript when the student has exceeded the attendance policy for the class.

A student dropping or failing a course will be able to retake the course at a later time. When the student successfully completes the course, his/her transcript will indicate the failing grade has been repeated. The original "F" will no longer affect GPA.

Dropping a course may result in a reduction of financial aid, may affect a student's graduation date, and may affect a student's status. **Students are encouraged to consult with their program advisor or a counselor before making this decision.**

Underloaded Courses

Lake Area Tech is committed to your graduation date, but program course electives, courses not required for graduation, must have a significant number of students registered to offer the course.

Withdrawal From School

Students who wish to withdraw from school before the end of the semester are required to obtain a signed withdrawal and official release from the Director of Enrollment. The student is

responsible to pay any outstanding tuition and fees or other charges. Unpaid balances after 90 days will be sent to a collection agency. Students must also return any school property, including laptops, when withdrawing from school.

Class Attendance

Attendance is important both to the mastery of course skills and to the development of proper work habits. Students are expected to attend all classes; no absence is excused in the sense that students are responsible for work missed during any absence. Attendance is recorded on a daily basis, and that information is recorded on students' academic records. All instructors will inform the students of the importance of class attendance and make them aware of the policies concerning attendance. **EACH PROGRAM HAS AN ATTENDANCE POLICY THAT ALL STUDENTS ARE EXPECTED TO FOLLOW. STUDENTS WITH EXCESSIVE ABSENCES WILL BE REPORTED TO THE ADMINISTRATION AND MAY BE SUBJECT TO DISMISSAL.**

Inclement Weather

When inclement weather is apparent, students are encouraged to listen to the local radio stations (KWAT 950, KIXX 96, KSDR, KS93, KXLG) or to KELO TV to be informed of campus closings. Note: LATI is not included with the Watertown School District closings.

Students with children should be informed that when the Watertown School District closes due to weather conditions, the Watertown Boys and Girls Club also closes.

Wireless Emergency Notification Systems (WENS)

LATI offers students and staff the opportunity to receive notifications of school closings and other emergency notifications via text messages to their cell phones and e-mails. Students are responsible for signing up for this free service through the LATI website. Students are also responsible for ensuring their contact information is correct.

Public Address System

LATI also has a public address system for immediate notification of faculty, staff, students, and visitors in most buildings. The PA system is used only for emergencies, including severe weather, when instruction of appropriate actions will be given.

Class Etiquette

All LATI students are expected to consider the rights and learning environment of other students while in the classroom. **Students are not permitted to bring children to class or the library, nor should the children be left unattended anywhere on campus.** Students are to shut off cellular phones and pagers while in class and in the library. Appropriate standards of public behavior are expected to be followed.

IT Policies

LATI computer equipment and software licenses are property of the State of South Dakota. Marking, stamping, engraving and any other form of defacing government property is a criminal offense. Unauthorized use or duplication of software is a violation of US copyright law.

LATI computer equipment and software are for academic use only. Computer equipment and software may not be used for personal gain, illegal activity or viewing pornography. Unauthorized or non-academic use of LATI computer equipment and software will result in loss of computing privileges and possible expulsion. Peer to peer file sharing of intellectual property is not allowed.

LATI's policies against sexual or other harassment apply fully to all technology systems, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

All systems and users are monitored.

Internet/computer accounts are inactivated immediately when a student drops from enrollment. Accounts, including email, of graduates are inactivated September 1st. Graduates need to keep this in mind when submitting resumés and job applications.

My Portal

My Portal is a communication tool used for incoming, current and former students. Student schedules, text books, tuition statements, financial aid, and other items of importance can be viewed through My Portal. Accessing course materials, assignments and taking quizzes and tests for courses is done through My Portal.

Former students/graduates, in good standing, are also able to access information such as the unofficial transcript and 1098T tax form through My Portal using the default login and password of initials+student id # and INITIALS + last four of Social Security # respectively.

Service Desk

Students that are experiencing issues with email, My Portal or other computer issues can email the Service Desk for help at service.desk@lakeareatech.edu. It is helpful to include a screen shot of an error message, if present, in the email. Service Desk may also be contacted for campus maintenance issues, for example: spills, slippery sidewalk, uncomfortable room temperature or burnt out lightbulbs. Include 'Maintenance' in the subject line.

Grading Systems

Letter grades are used to indicate the quality of a student's work in a course. Grade points are assigned for each letter grade so that a grade point average can be calculated.

The system is as follows:

Grade	Credit Point
A	4
B	3
C	2
D*	1
F	0
I	0

Grades that do not calculate into the GPA: AP (Advanced Placement due to performance test), AU (Auditing), IP (In Progress), NR (Grade not received from instructor), P (Pass with C or better), PL (Credit given for Prior Learning), R (Repeated Course), TO (Test Out), TR (Transfer Credit), W (Withdrawal), WP (Withdrawal Pass).

A student's grade point average is determined by adding all grade points and dividing by the sum of all credits passed and failed. If a student is currently enrolled an Incomplete must be removed no later than mid-point of the following grading period. If the Incomplete is not removed by that time, it will automatically be changed to "F". An Incomplete calculates as a "0" for grade point average purposes. **NOTE TO STUDENTS: NOT ALL COURSES ALLOW AN INCOMPLETE GRADE. SOME MAY REQUIRE AN INCOMPLETE TO BE MADE UP BEFORE THE MIDPOINT.**

*In most technical programs, any grade below 80% is a failing grade, there is no "D".

Optional Associate of Applied Science Degree

Optional A.A.S. degrees are available in Aviation Maintenance Technology, Custom Paint & Fabrication, Environmental Technology, Heavy Equipment Operator, Human Services Technician, Dental Assisting, and Welding Technology. Students pursuing the optional A.A.S. degree must consult with their academic adviser for more details.

Course Auditing Policy

Should a student or community member wish to audit a course (attend lectures but not take tests or receive credit), the tuition charge will be \$20 a credit hour. Auditing of lectures must be approved by the course instructor and will be allowed only if class size permits. Auditing computers or other courses involving labs is not permitted. A maximum of three credits total will be allowed to be audited per semester. Exemptions to this policy must have approval from the Director of Enrollment.

President's List

The President's List is a list of students published at the end of a semester that gives recognition to outstanding students who, through their initiative and ability, have indicated a seriousness of purpose in their educational program. The President's List is limited to those who have achieved a semester grade point average of 3.5 to 4.0. Students with a 4.0 will be noted on the list. Only full-time students enrolled in a program and have completed all of the coursework by the end of the semester are included on the President's List. **To graduate with honors, a cumulative GPA of 3.5 – 3.74 must be achieved and 3.75 – 4.0 cumulative GPA must be achieved to graduate with high honors.**

Student Grade Reports

Grade reports can be viewed online through My Portal on the Lake Area Tech website. Students need to carefully check all entered grades. Responsibility for the accuracy of the grade report is shared by the student. Any discrepancies should be reported to the instructor of the course immediately. If, after contacting the instructor, a student does not feel the proper grade has been entered, he/she should contact the Director of Enrollment's Office.

Standards of Progress

Performance standards appropriate to business and industry are established by individual programs. Students failing to perform at these levels will be counseled and assisted in overcoming the problems or in finding alternatives more appropriate to their interests and capabilities. School policy discourages students continuing in a program found to be inappropriate for them.

Unclaimed Personal Property

If personal property is found after a student leaves LATI, the student will be notified by mail. The property is stored and must be claimed from the Campus Accounts Office within 1 (one) calendar year of the student's last date of attendance. Any books left by the student are taken to the Bookstore to be sold as value diminishes over time and the proceeds are deposited in the Student Loan Fund. Students claiming personal property within one year of drop date will receive property and a check for returned books written from the Student Loan Fund.

Any property unclaimed after one year of the last date of attendance will be disposed of and/or sold at a discount by the Campus Accounts Office.

General Education

An integral part of LATI's mission statement is the comprehensive, foundational nature of the technical education we provide. The required general education classes are critical to LATI's 4 core values, known as ROCK: Responsibility, Outcomes, Communications, and Knowledge. General Education provides the broad knowledge and skills to enable LATI graduates to work effectively within society.

General Education Purpose Statement

The purpose of LATI General Education is to provide the building blocks for success. Through core general education courses, students gain skills and knowledge for effectiveness in communication, computer, math, and the sciences.

General Education Student Learning Objectives:

- ✗ Demonstrate critical thinking and problem-solving skills.
- ✗ Develop professional competencies.
- ✗ Demonstrate effective oral and written communication.
- ✗ Apply mathematical concepts to solve problems.
- ✗ Locate, organize, and effectively use information from a variety of sources.
- ✗ Demonstrate technological literacy.
- ✗ Demonstrate an awareness of the organization and diversity of the human community.
- ✗ Use theories and concepts to understand human behavior.

Transfer of Previously Earned College Credits to Lake Area Tech

Any credits transferred to Lake Area Tech must meet the following criteria:

1. An official transcript must be submitted from an accredited post-secondary institution. This will be kept in the student's official file at Lake Area Tech.
2. Credits must have a grade of "C" or above to be considered for transfer. When a course has been repeated for credit, the last grade earned will be evaluated for transfer.
3. Grades for transfer will be recorded on the Lake Area Tech transcript with a "TR" notation. Transferred grades are not calculated in Lake Area Tech's grade point average.
4. There is no charge to transfer credits for presently enrolled full-time students.
5. Transfer credits are not eligible for financial aid.
6. The minimum unit to be transferred is one half credit. Courses accepted in transfer from institutions with different credit and/or grading systems than LATI's will be converted.

Transfer of General Education College Credits

In addition to the preceding criteria, the following policies apply:

1. No age restrictions are placed on the life of the general education credit to be transferred. The course to be transferred must be applicable to the student's degree program at Lake Area Tech. Credit will not be given for duplication of courses.
2. General education credits fulfilling the Associate of Applied Science degree requirements must be approved by the Director of Enrollment.

Transfer of Technical Studies Credit

In addition to the previous criteria, the following policies apply:

1. Technical Studies credits fulfilling the Associate of Applied Science degree or diploma requirements must substantially match Lake Area Tech's curriculum.
2. The decision to accept specific technical credits will be made at the program level.
3. Time limit for accepting transfer technical credits will be five (5) years. Credits earned more than five (5) years ago must be verified and approved at the Lake Area Tech program level. (Computer courses are considered as technical courses.)
4. A minimum of one-third of the technical credits must be from Lake Area Tech in order to be granted a diploma or degree.

Prior Learning (PL) is granted in cases where a student may have work experience or other experiences where technical credit may be granted. This decision is made by the program department head. Certain types of verification may be requested.

Transfer of Credit from LATI to Other Colleges and Universities

LATI neither implies, nor guarantees, that credits earned will be accepted by other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students seeking to transfer credits earned at LATI, or those transferred into LATI, to other postsecondary institutions should contact the college or university to which they seek admission to inquire as to that institution's policies on credit transfer and acceptance.

Test-Outs Exist for These Courses*:

ACCT 210 Principles of Accounting I

Students who have had two or more semesters of Accounting at the high school level and who received a "B" or better may elect to try the Accounting I test-out. The test consists of an accounting simulation which covers the concepts from chapters one through fifteen in the text.

Students who wish to take the test can be enrolled in any section of Accounting I. They need to schedule the test the Financial Services department. There is a fee of \$40 per credit to take the test. A minimum score of 80% is needed to pass. Should the test-out be successful, the student will not have to pay for ACCT 210 and the student transcript will reflect the credit earned and the fact that it was earned by Prior Learning (PL).

CSC 100 or CIS 102 Computer Test-out Policy

Several LATI programs require a one or three credit computer course. An opportunity to test out of these classes is available. The instructor will explain this option the first day of class. The test must be done during the first ten (10) days of the semester. A fee of \$40 per credit is required for the test.

MA 115 Medical Terminology

Students who have taken medical terminology in high school may test out of this class. Check with the Director of Enrollment's Office for details. A fee of \$40 per credit is required for this test. Fee is waived if part of a tech prep articulation agreement.

MATH 100

Students may request to test out of any general math course. The test must be done during the first ten (10) days of the semester. A fee of \$40 per credit is required for the test.

*Only one test-out is allowed.

Accuplacer Policy and Procedures

Lake Area Tech complies with the Board of Regents' request that all students demonstrate a readiness for ENGL 101 and MATH 102. Students registering for these courses will be contacted if they need to take the Accuplacer test.

Process for Applying Diploma Credits to A.A.S Degree

Lake Area Tech graduates who have previously received a diploma and desire to receive an A.A.S. degree will be subject to the following conditions.

1. All technical credits must have been earned within the past five (5) years by time of completion. Credits older than five (5) years will be verified at the department level. The verification process may include documentation by current employer or previous employers.
2. Any general education credits transferred in must meet the transfer requirements of LATI.
3. Technical education courses must meet the requirements of the current program.
4. Transferring credits for enrolled students is subject to current policy.
5. Non-enrolled students will be charged \$20.00/course for transferring credits. Maximum transfer fee is \$100.

Requirements for Graduation

In order to graduate, a student must successfully complete all the required courses in a program and earn the required number of credits needed to graduate. A passing grade is required in all credits used to meet the graduation requirements and a cumulative GPA of 2.0 or higher. Note: Individual program graduation requirements may be more stringent.

Formal graduation ceremonies are held at the end of the spring semester.

Transcript Request/Fee

While enrolled at Lake Area Tech, a student may request transcripts (at no charge) in person. After the student graduates, transcript request must be made in writing. There is no charge for the first transcript which is mailed to a graduate with his/her diploma. A \$5.00 charge is assessed for each additional transcript. E-Transcript can be ordered through the website for \$9.00. Students and former students, including graduates, in good standing may print an unofficial transcript from My Portal at any time.

Student Confidentiality Policy (FERPA)

Legislation enacted in November 1974 sets forth requirements designed to protect the privacy of students' educational records. The statute governs access to records maintained by educational institutions and the release of educational information. In brief, the statute provides students access to their permanent file and an opportunity for a hearing to challenge the records if inaccurate or inappropriate. Permission must be obtained from the student before releasing personally identifiable data from the records. A student has the right to file a complaint with the DOE concerning alleged violation of confidentiality.

The following information may be released to the public regarding many Lake Area Tech students as necessity or desirability arises: name, major field of study, enrollment status (full-time or part-time), dates of attendance, graduation status, awards, and school or institution most recently attended.

Any student not wanting this information released to the public must make objection in writing to Lake Area Tech Student Services Office within ten (10) calendar days of the beginning

of the school year in the fall or the term in which the student first enrolls. Students must renew this obligation at the beginning of each school year. Questions regarding FERPA should be directed to the Director of Enrollment.

Scholarships

Numerous scholarships are available for students presently enrolled. Scholarship information can be obtained from department instructors, the Financial Aid Office, and the Foundation Office.

Institute Conduct Policies

As evidence by our Value Statements . . .

Value Statements

- We believe in integrity, honesty, and a caring attitude.
- We believe all people are valuable and should be treated with respect.
- We believe in promoting a positive image for technical education.
- We believe all employees contribute to the success of the institution.
- We believe that excellence and quality performance promotes success.

Lake Area Tech believes that basic regulations are necessary to serve the needs of the school community. Any infringements of these policies will be regarded as cause for a student to be considered for disciplinary action including probation or expulsion from the institute in accordance with proper disciplinary proceedings.

1. A student is expected to conduct himself/herself at all times according to acceptable standards of good taste and citizenship.
 - a. Non-Voluntary Termination – A student may be terminated at a time other than the end of the semester for behavioral misconduct or failure to make required tuition payment. This process includes the right to have a hearing and appeal.
2. Students convicted of a felony, chemical use, etc. have jeopardized their opportunities for employment. Such convictions may also prevent their being bonded, certified or licensed.
3. A student who has failed to discharge a financial obligation to Lake Area Tech may be suspended pending settlement of that obligation. If a student leaves Lake Area Tech without fulfilling his/her obligation, that student is denied transcripts and/or is denied future registration at Lake Area Tech.
4. A student furnishing false or misleading information on admission, registration, student ID, or any other forms or who alters school records is subject to disciplinary action by authorized representatives of Lake Area Tech.
5. No pets allowed in or on any LATI property with the exception of service animals (e.g. seeing-eye dogs).
6. A student who willfully damages or removes school property or who obstructs the normal operation of the institute shall not only pay the costs, but will be subject to expulsion, to arrest, or to any other civil or criminal action required.
7. Possession of keys to an institute building by unauthorized persons is strictly forbidden. Duplication of keys issued to a student is prohibited.
8. **Use or possession of alcoholic beverages or non-prescribed drugs by students is not permitted on campus at any time or on school sponsored activities, such as field trips, professional organization contests, intramural sports, dances, etc. Students who violate this policy will be subject to disciplinary action.**
9. Dishonesty and/or plagiarism in class, laboratory, shop work, or on tests is regarded as a serious offense, and the student is subject to disciplinary action including dismissal by the instructor and authorized representatives of the institute.
10. A student caught stealing any campus property or student property will face disciplinary actions by the school and possible criminal charges.
11. **No weapons of any type are allowed on campus. (Example: This would include a hunting rifle in a vehicle parked on school grounds.) Refer to Watertown School District Policy JDDAA SDL 13-32-4.2,13-32-7; 22-1-2.**

12. **No harassment or hazing in any form, including all electronic communication, is allowed (includes clothing with offensive graphics and/or words).**
13. **Students who threaten other students or staff, physically or verbally, will be subject to immediate expulsion by the LATI President or Vice President. This action includes the right to a hearing and appeal.**
14. Student lockers may be searched in the event that Lake Area Tech authorities have reasonable suspicion to warrant such an action.
15. Safe driving habits are expected of all staff and students on campus and at designated worksites. Failure to do so may warrant disciplinary action.
16. Situations other than those mentioned above may warrant disciplinary action.

Grievance Procedures

Formal Student Complaint Process

Lake Area Technical Institute recognizes that there may be conditions that are in need of improvement and that students and others should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means can do much to maintain harmonious relationships between the Institute and the students and community.

LATI desires that all types of complaints be handled informally at the level closest to the origin of the complaint, but that channels also provide for filing official complaints when resolution is not achieved.

In the event resolution cannot be reached, students may file a formal complaint by submitting the official complaint form to the Vice President. The complaint form is available on the website at <http://www.lakeareatech.edu/campus-life/file-a-complaint/>. Upon receipt, the Vice President will assign the complaint to the appropriate supervisor. The supervisor will take action on the complaint and document the date resolved. All formal complaints and resolutions will be logged and analyzed for continuous improvement. Types of complaints include, but are not limited to:

- Academic – Instructor Complaint
- Academic – Grade Appeal
- Academic – Other _____
- Student Services – Customer Service
- Student Services – Accommodations
- Student Services – Other _____
- Human Resources – Employee Complaint
- Financial – Appeal of Charges
- Title IX – Sexual Misconduct

Title IX Complaints – Sexual Misconduct

Title IX complaints of sex discrimination—including sexual violence or other sexual misconduct—will be overseen by the Vice President who also serves as the Title IX Coordinator. These complaints will be handled in accordance with Department of Education regulations and a resolution will be completed within the required 60 day timeframe. The grievance procedure is outlined in the steps below:

1. INVESTIGATION

Once informed of possible sexual violence, Lake Area Tech will take immediate and appropriate action to investigate or otherwise determine what occurred. All complaints will be reported to the Vice President as the Title IX Coordinator who will assign an impartial investigator. If the investigator determines the accusation is substantive, it will continue through the hearing process. All complaints are documented.

2. STOP, PREVENT, & REMEDY

If the investigator finds evidence that sexual violence may have occurred, Lake Area Tech will take prompt and effective steps to end the sexual violence, prevent its recurrence, and address its effects, whether or not the sexual violence is the subject of a criminal investigation. This may require faculty accommodations to protect both the accuser and the accused.

3. GREIVANCE PROCEDURE

After investigation, a three person panel of trained, impartial faculty and staff will preside over the hearing. The hearing procedure includes an equal opportunity for both parties to present witnesses and other evidence as well as a right to appeal the decision to the President.

Procedural rights are equal for both the victim and the accused. This includes the same opportunity to present witness testimony during the hearing, the opportunity to be accompanied by an advisor of choice, and simultaneous written notification on the status of the proceedings. Lake Area Technical Institute uses the preponderance of the evidence standard to resolve complaints of sex discrimination.

4. NOTIFICATION

The Vice President as the Title IX Coordinator will notify both parties of the outcome of the complaint in writing within 60 days of the complaint.

Appealing A Course Grade

Students who question the appropriateness of the grade received for a course should first contact the instructor of that course. If, after contacting the instructor, a student does not feel he/she has been treated fairly, he/she should proceed through the formal complaint process. Students have until the mid-point of the following semester to appeal a course grade.

Course Sequence

In many LATI programs, courses are offered on an academic rotation and may only be offered once a year. Should a student fail a course required to continue in the program, the student will discontinue the program and re-enter the following academic year, if a spot in the program is available. Specific programs may have additional stipulations before re-entry is allowed. Refer to specific program policies for more information.

Should a student fail an internship/OJT/SOE/fieldwork placement, the student may be withdrawn from the program. The option of repeating the experience may be allowed under some

circumstances, depending upon the reason for the failing grade and individual program/accreditation standards.

Sexual Harassment

Sexual harassment is a form of sex discrimination which is prohibited by federal law. It is the policy of Lake Area Tech that sexual harassment is unacceptable and shall not be tolerated. No member of the Lake Area Tech community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, harassment because of sexual orientation, and other verbal or physical conduct of a sexual nature. Sexual harassment exists when:

- Submission to such conduct is made either explicitly or implicitly a condition of a student's education.
- Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive education environment.

Copies of the complete Lake Area Tech Sexual Harassment Policy are available for review in the counselor's office. Any student who feels he/she is being subjected to sexual harassment should report the incident immediately to an instructor, department head, Counselor, Vice President, Lake Area Tech President, or the Watertown School Superintendent, depending on the involvement of listed individuals.

Latex Policy

The Lake Area Tech campus is designated **LATEX SAFE**. This is defined as being as free as possible and reasonable of all latex products.

THERE WILL BE NO LATEX GLOVES OR BALLOONS ALLOWED IN LATI CAMPUS BUILDINGS. The powder from the balloons and gloves carries the latex in the air which can cause reactions with a person's skin or when ingested on food handled by latex gloves.

Immunization Requirements for All Students

South Dakota legislation requires any student born after 1956 entering a postsecondary education institution in South Dakota for the first time after July 1, 2008, shall, within 45 days after the start of classes, present certification from a licensed physician that the student has received or is in the process of receiving the required two doses of immunization against measles, rubella and mumps OR has the presence of an immune antibody titer against measles. This documentation may be accomplished by either a State Health Department certificate, high school immunization record or it may be included on the LATI Report of Health Evaluation signed by a licensed physician.

Students who are unable to ascertain their immunization status must obtain, at their own expense, the necessary tests and vaccinations.

In the event the South Dakota State Department of Health declares an epidemic of measles or rubella, students who have no vaccination or immunity against the required preventable infectious diseases may be dismissed from the campus.

Additional Immunization Requirements for Health Programs

Students enrolled in health programs including Dental Assisting, Medical Assisting, Med/Fire Rescue, Medical Lab Tech, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Cosmetology and Human Services Technician must provide proof of additional vaccinations. For specific requirements, contact your program or view the LATI Report of Health Evaluation that is distributed to all applicants in the health programs listed above.

Drug-Free Workplace

Lake Area Tech complies with the Drug-Free Workplace Act of 1988. This institution adheres to the guidelines set forth by the United States Office of Management and Budget on January 31, 1989. Lake Area Tech is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace by individuals associated with this institution is expressly prohibited. Individuals found in violation will be reported to the appropriate authorities.

Individuals with drug-related concerns are encouraged to contact a LATI counselor to discuss drug counseling and rehabilitation services. Questions regarding the drug-free workplace requirements should be discussed with the Vice President.

LATI Policies On Illegal Drugs and Alcohol

In conformance with existing law, LATI faculty, staff, and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and /or alcohol as prohibited by state and federal law at school-sponsored or approved events or on school grounds. Consistent with its mission, LATI will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the student involved to investigation. Faculty and staff found in violation are subject to disciplinary action.

Health Risks Associated With Substance Abuse

LATI encourages faculty, staff and students to be aware of the health risks associated with substance abuse. In general, the health risks related to the abuse of alcohol and other drugs are both direct and indirect. The direct effects of substances on the body influence every organ, particularly the brain, liver, and cardiovascular system. Death and injury from drug-related accidents, suicide and homicide are some of the indirect health effects. Physical effects may be immediate and acute, as in drug overdose, or long-term and chronic, as in alcohol-related liver disease or neurological impairment. For health risks associated with controlled substances, see chart on next page.

Federal Trafficking Penalties

Penalties for distribution of methamphetamine, heroin, cocaine, cocaine base, PCP, LST, fentanyl and fentanyl analogue carry various penalties based on the amount of drugs in possession. Conviction on first offense of limited quantities carries penalties of not less than five years or more than 40 years and fines of not more than two million dollars; in the case of an associated death the penalty will be not less than 20 years or more than life imprisonment. First offense conviction for large amounts of illicit drugs will not be less than two years or more than life imprisonment and fines of not more than four million dollars; in the case of an associated death the penalty will not be less than 20 years or more than life imprisonment. Second offense convictions carry longer imprisonment terms.

Penalties for the federal trafficking of marijuana or hashish and derivatives include penalties ranging from five to 30 years and fines of two million to ten million dollars depending on first or second conviction and the amount of marijuana or hashish in possession.

LATI Policy On Substance Abuse

LATI recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. LATI will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

In-House Policy Review

Personnel at Lake Area Tech will conduct an evaluation of the policy and procedures governing the drug and alcohol policy on a biennial basis and implement changes if they are needed to ensure that the disciplinary sanctions described in the policy are consistently enforced.

Student Penalty

Any student who violates the policy may be suspended from class for a period up to ten days, or expelled. Any student in violation of the policy will be referred to legal authorities for prosecution. Students considered for reinstatement may be required to complete a rehabilitation program specified by legal authorities or personnel of Lake Area Tech.

Controlled Substances – Uses & Effects

DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
NARCOTICS				
Heroin	Diacetylmorphine, Horse, Smack	Euphoria,	Slow and shallow breathing,	Watery eyes,
Morphine	Duramorph, MS-Contin, Roxanol, Oramorph SR	Drowsiness,	Clammy skin,	Runny nose,
Codeine	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine, APAP w/Codeine	Respiratory Depression,	Convulsions,	Yawning,
Hydrocodone	Tussionax, Vicodin, Hycodan, Lorcet	Constricted pupils,	Coma,	Loss of appetite,
Hydromorphone	Dilaudid	Nausea	Possible death	Irritability,
Oxycodone	Percodan, Percocet, Tylox, Roxicet, Roxicodone			Tremors, Panic,
Methadone & LAAM	Dolophine, Methadose, Levo-alpha-acetylmethadol, Levomethadyl Acetate			Cramps,
Fentanyl & Analogs	Innovar, Sublimaze, Alfenta, Sufenta, Duragesic			Nausea, Chills and sweating
Other Narcotics	Percodan, Percocet, Tylox, Opium, Darvon, Buprenorphine, Meperidine (Pethidine), Demerol, Talwin (Talwin is not designated a narcotic under the CSA)			
DEPRESSANTS				
Chloral Hydrate	Noctec, Somnos, Felsules	Slurred speech,	Shallow respiration,	Anxiety,
Barbiturates	Amytal, Florinal, Nembutal, Seconal, Tuinal, Phenobarbital, Pentobarbital	Disorientation	Clammy skin,	Insomnia,
Benzodiazepines	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Paxpam, Restoril	Drunken behavior without odor of alcohol	Dilated pupils,	Delirium,
Glutethimide	Doriden		Weak and rapid pulse,	Convulsions,
Other Depressants	Equanil, Milltown, Noludar, Placidyl, Valmid, Methaqualone		Coma,	Possible death
STIMULANTS				
Cocaine ¹	Coke, Flake, Snow, Crack	Increased alertness,	Agitation,	Apathy,
Amphetamine/ Methamphetamine	Biphentamine, Desoxyn, Dexedrine, Obetrol, Ice	Excitation,	Increased body temperature,	Long periods of sleep,
Methylphenidate	Ritalin	Euphoria,	Hallucinations,	Irritability,
Other Stimulants	Adipex, Didrex, Ionamin, Melfiat, Plegine, Captagon, Sanorex, Tenuate, Tepanil, Prelu-2, Preludin	Increased pulse rate & blood pres., Insomnia, Loss of appetite	Convulsions, Possible death	Depression, Disorientation
CANNABIS				
Marijuana	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	Euphoria,	Fatigue,	Hyperactivity,
Tetrahydrocannabinol	THC, Marinol	Relaxed inhibitions,	Paranoia,	Decreased appetite,
Hashish & Hashish Oil	Hash, Hash Oil	Increased appetite,	Possible psychosis	Occasional reports of insomnia
HALLUCINOGENS				
LSD	Acid, Microdot	Illusions & hallucinations	Longer, more intense "trip" episodes,	Unknown
Mescaline & Peyote	Mescal, Buttons, Cactus	Altered perception of time & distance	Psychosis,	
Amphetamine Variants	2, 5-DMA, STP, MDA, MDMA, Ecstasy, DOM, DOB		Possible death	
Phencyclidine & Analogs	PCE, PCPy, TCP, PCP, Hog, Loveboat, Angel Dust			
Other Hallucinogens	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn			
ANABOLIC STEROIDS				
Testosterone (Cypionate, Enanthate)	Depo-Testosterone, Delatestryl	Virilization, Acne,	Unknown	Possible depression
Nandrolone (Decanoate, Phenpropionate)	Nortestosterone, Durabolin, Deca-Durabolin, Deca	Testicular atrophy,		
Oxymetholone	Anadrol-50	Gynecomastia, Aggressive behavior, Edema		

¹ Cocaine is designated a narcotic under the CSA.

Source: *Drugs of Abuse, Drug Enforcement Administration, U.S. Department of Justice.*

Policies for Posting Information on Campus

Stax Bookstore staff will need to initial and date all information being posted by any individual or off-campus group. Off-campus information may only be posted on the bulletin boards on campus. (Bulletin board sites include TEC, MET, Student Center, Library and Aviation.)

Information generated by student organizations or groups on campus will not need approval by Stax Bookstore staff and may be posted on each of the bulletin boards as well as above each water fountain.

Information generated on and off campus may only be posted for a maximum of two weeks.

Material advertising alcohol, tobacco or casinos will not be allowed on campus.

Military Call To Active Duty

Students will be allowed to withdraw without penalty from Lake Area Technical Institute and receive a 100% tuition refund upon presenting an original copy of their orders to the Director of Enrollment. If the instructor, the student, and the Vice President agree, a grade of "I" (incomplete) can be given with no tuition reimbursement. The students will then be allowed to later complete the course work according to the agreement arranged with the instructor and the Director of Enrollment. Activated students may be eligible for tuition rates equal to when they were activated.

Tobacco Use On Campus

LATI recognizes that tobacco use represents a health and safety hazard which can have serious consequences for the students and staff. In order to protect the students, staff, employees, visitors and guests of LATI from an environment that may be harmful to them, and because of possible harm to personal well-being, LATI hereby prohibits tobacco use by students, employees, visitors, or guests in all LATI buildings and in all school vehicles at all times.

Tobacco use is prohibited on the west side of the campus and all main entrances. Absolutely no tobacco products are allowed at or near the Student Center entrances. Usage is allowed only outside the designated 10 foot zones marked by the red dots at certain locations.

For the purpose of this policy, "tobacco use" will mean all uses of tobacco, including cigars, chewing tobacco, cigarettes, e-cigarettes and pipes.

If tobacco products are used on LATI grounds, the individual using the products is responsible for their proper disposal. Students and employees who violate the provision of this policy shall be subject to disciplinary action which may result in suspension or discharge.

Student Right to Know and Campus Security Act

Crime Awareness and Campus Security Act of 1990

Compliance Policies and Procedures - Lake Area Technical Institute

- (1) Policies and procedures for reporting criminal actions or other emergencies occurring on campus or satellite facilities and the institution's response to such reports.**

Policy

As an employee or student of Lake Area Tech, it is your responsibility to report on-campus crimes, (murder, rape, robbery, larceny-theft, simple assault, aggravated assault,

burglary, intimidation and destruction, damage, vandalism of property, motor vehicle and other thefts or crimes) to local law enforcement and to the Lake Area Tech Administration Office.

Procedures

1. Employee: To report a crime in progress, or other emergencies, go to the nearest telephone and dial 9-911 or 9-882-6210 (Watertown Police Department).
2. Student: To report a crime in progress, or other emergencies, contact a Lake Area Tech employee or, if an employee is not readily available, go to the nearest telephone and dial 9-911 or 9-882-6210 (Watertown Police Department).
3. If a crime is discovered after it has occurred, report the crime to the Lake Area Tech Administration Office.
4. All crimes should be reported to the Lake Area Tech Administration in Student Services as soon as possible.
5. Reports on all criminal activity will be kept in the Lake Area Tech Administration Office concerning time, place, and nature of the crime.
6. Summary data pertaining to crime activity will be compiled and made available to prospective students and employees.

(2) Statement of current policies and procedures concerning security and access to campus facilities including campus residences and security considerations used in the maintenance of campus facilities.

Policy

It is the policy of the Lake Area Technical Institute that all buildings shall be locked and unlocked by Lake Area Tech employees. Lake Area Tech employees must be present when the buildings are unlocked or open. Employees are responsible for the safety of others.

Procedures

Unless other arrangements have been made, the Student Center, Buildings 1, 2 & 3, and Technical Education Center, located at 1201 Arrow Ave, open at approximately 6:00 am during weekdays and closes Monday through Thursday at approximately 9:00 pm. On Friday, the buildings are locked at approximately 5:00 pm. The Agriculture & Environmental Center and Manufacturing, Energy & Transportation Center opens at 6:30 am and closes at 4:00 pm Monday through Friday.

The Automotive & Construction Technology, Custom Paint & Fab and Aviation Maintenance Technology buildings open from 7:30 am – 4:00 pm each weekday unless other arrangements have been made.

The Children's Educare Center located at 1226 Arrow Avenue NE opens at 6:30 am and closes at 5:45 pm weekdays.

All buildings remain locked after hours and throughout the weekend unless arrangements have been made. When utilization occurs in the evenings or on weekends, Lake Area Tech personnel will be present.

Location of Facilities

Lake Area Technical Institute has twelve buildings located at two sites. Each building has adjoining parking lots or street parking.

1. Eleven buildings are located at 1201 Arrow Ave.
2. Aviation Maintenance Technology facility is located at the Municipal Airport

(3) A statement of current policies concerning campus law enforcement, including (I) the enforcement authority of security personnel, including their working relationships with state and local police agencies;

(II) policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

Policy

Lake Area Tech does not have personnel designated for campus law enforcement. The local law enforcement agencies work with Lake Area Tech personnel in an informational and advisory capacity.

Employees and students have access to telephones and are instructed to call local law enforcement in case of criminal actions or other emergencies. All Lake Area Tech employees and students are encouraged to report incidents to the Administration office as soon as possible. Form A is used for reporting purposes.

(4) A description of the type and frequency of programs designated to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

A general orientation is held at the beginning of each term for new students informing them of campus security procedures and practices. An in-service workshop is held annually for staff informing them of campus security and emergency procedures.

The Student Handbook is available in its entirety at www.lakeareatech.edu. Police and emergency phone numbers are listed in the directory portion of the handbook. Drug and alcohol abuse education in-services are conducted each term in all classes by the Lake Area Tech counseling staff.

(5) A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution, including student organizations with off-campus housing facilities.

Lake Area Tech has no off-campus organizations.

Campus Cameras

Lake Area Tech video records activities in public areas. In the event of an emergency, video feeds are available in real time to LATI administration and the Watertown Police Department. Currently, cameras tape activity in hallways, outside door entries and select labs on campus. Eventually, coverage of exterior areas will be added.

Statistics of Criminal Offenses:

2013-2014

Murder	0
Sexual Assault	0
Robbery	0
Aggravated Assault	0
Simple Assault	0
Burglary	0
Larceny-theft	0
Intimidation	0
Destruction, damage or vandalism of property	0

2015-2016

Murder	0
Sexual Assault	0
Robbery	0
Aggravated Assault	0
Simple Assault	0
Burglary	0
Larceny-theft	0
Intimidation	0
Destruction, damage or vandalism of property	0

2014-2015

Murder	0
Sexual Assault	0
Robbery	0
Aggravated Assault	0
Simple Assault	0
Burglary	0
Larceny-theft	0
Intimidation	0
Destruction, damage or vandalism of property	0

2016-2017

Murder	0
Sexual Assault	0
Robbery	0
Aggravated Assault	0
Simple Assault	0
Burglary	0
Larceny-theft	0
Intimidation	0
Destruction, damage or vandalism of property	0

Crime Awareness and Campus Security Act of 1990
Lake Area Technical Institute
Sample Form

Form A

Date _____
mm/dd/yy

Location of Crime _____

Description of Crime

Date Crime Occurred _____
mm/dd/yy

Time Crime Occurred _____ a.m. _____ p.m.

Date Crime Reported _____
mm/dd/yy

Crime Reported to: (Please Check)

- _____ A. Watertown Police Department
- _____ B. Lake Area Tech Administration
- _____ C. Other _____
(Please write in)

Reporting Person's Signature _____
mm/dd/yy

Personnel Completing Form _____
mm/dd/yy

Community Resources

The following resources are listed for your convenience in locating services in the Watertown community. Feel free to call these agencies for assistance or check with the counselor's office for more information.

Abused Child and/or Adult

Social Services 882-5000
 Child Protection 882-5000
 Child Protection Hotline 866-847-7335
 Watertown Resource Center 886-4300

Accident

Emergency 911
 Prairie Lakes Healthcare System .. 882-7800
 401 9th Avenue NW

Alcohol and Drug Treatment

Lake Region
 Mental Health Center..... 886-0123
 123 19th Street NE
 After Hours Call 886-5841
 Alcoholics Anonymous 886-9070

Children's Services

Lake Area Tech Children's
 Educare Center882-5284, ext. 440
 1226 Arrow Avenue
 Boys and Girls Club..... 886-6666
 Head Start 882-4398

Counseling

Lake Area Tech Counselor..... 882-5284
 Ext. 216
 Lake Region Mental
 Health Center 882-9006
 Beacon Center 886-4300
 Lutheran Social Services..... 882-2740
 Boys and Girls Club..... 886-6666
 County Health Nurse 882-5177

Driver's License Station

2001 9th Ave SW Ste 100 1-800-952-3696

Family Planning Services

Watertown Family Planning Clinic. 882-1852

Food

Salvation Army 886-4030
(Banquet Night - Each Monday a full meal is served at 5:30 pm at Grace Lutheran Church for anyone who is low income.)
 Social Services (Food Stamps) 882-5000
 WIC (Women, Infants, and
 Children)..... 882-5181

Fuel Assistance

Social Services..... 882-5000
 Interlakes Community Action..... 882-5965

GED (General Equivalency Diploma)

Career Learning Center 882-5080

Adult Basic Ed

English as a Second Language
 Career Learning Center 882-5080

Health

Codington County Public
 Health Nurse 882-5177
 Lake Area Tech school nurse .. PN Dept
 HIV Confidential Testing 882-5097
 or (605) 626-2373
 (You may call collect)

Housing

Low Income Housing
 Info. LATI Housing Coord.
 Watertown Housing Authority... 886-7731

Legal Assistance

East River
 Legal Services1-800-952-3015

Libraries

Leonard H. Timmerman
 Library Lake Area Tech
 Watertown Regional Library..... 882-6220
 160 6th St. NE

Medical Assistance (financial)

Social Services 882-5000

Police Station

882-6210

Rape

Rape Crisis Team 886-4300

Recreation

Prairie Lakes Wellness Center
 1515 15th St NE..... 882-6250
 Watertown Park & Recreation Department
 125 S. Broadway..... 882-6260

Transportation

Watertown Area Transit 882-5287
 Lake City Cab Company 886-0080

Unemployment Insurance

South Dakota Dept. of Labor... 882-5131

Veterans

Veterans Service Office 886-8511

Visually Impaired Service

South Dakota Services to Visually Impaired
 Aberdeen, SD 1-605-622-2395

Study Skills for the Technical Institute

Developing successful study skills is a way to develop good employment skills. Well-organized, efficient people are always in demand in the workforce. Skills that compliment a great work ethic will also lead to success in the classroom. Below are some tips for improving understanding by reading more effectively, taking better notes and improving time management skills. Students are encouraged to discuss these and other study hints with the Educational Services staff and individual instructors.

The SQ3R Reading and Study System

Many instructors prefer the SQ3R reading and study system. Research indicates that it is an extremely effective method for both comprehension and memory retention because it is a system of active reader involvement. Practice with this process will eliminate ineffective rereading of textbook assignments.

Survey

Page through the chapter, skimming the introduction, glossary and summary or outline. Take note of titles, subtitles, bold-faced words, charts, illustrations and graphs. This preview will give you a general idea of the main points of the chapter.

Question

Look for questions at the end of the chapter, study questions supplied by the instructor or form your own questions while conducting the survey. Read to find the answers. Make reading an active process to help you remember more later.

Read

As you read the chapter, don't read word-by-word, sentence-by-sentence. Search for the main idea of the chapter, skimming through unnecessary details. Use a pen or highlighter for underlining and make notes in the margins to emphasize major points. Develop a consistent method for marking your textbook so the notes will have more meaning when you start the review.

Recite

After reading a section, take a moment to recall major points using margin notes and highlights as prompts. Look back at the section to check for accuracy. If this step is done out loud you learn the material more quickly than reading the notes over and over. A little time spent now will be worth the end result.

Review

Scan the entire reading assignment. Answer the review questions paying close attention to the margin notes, underlining or highlights. Plan to review the textbook and any class notes daily. Frequent repetition is the key to increasing your memory. Research indicates a 70% increase in retention after two months of using the system and, eventually, a reduction in time spent reviewing for exams.

Notetaking Tips

Taking good notes is essential to your success. Your memory isn't reliable on its own. After only 24 hours, up to 80% of what you absorbed in lecture is forgotten. Regular review, however, can reverse these numbers so that you can retain at least 80% of the course material.

Read/skim the lecture material before class. You will know the main points of the subject, be familiar with the vocabulary, and receive your first review of the material.

Go early, stay late. Make sure you have all materials ready when the instructor begins lecturing. The first minutes may be a review of the previous lecture. The last five minutes may be a summary of the most important points of the day.

Sit close to the instructor. Sitting in the front makes it easier to avoid distraction and easier to hear.

Listen for main points and definitions of new terms. Learn the verbal and visual clues your instructor uses to emphasize important ideas.

Use abbreviations. Be consistent and create your own set of abbreviations or symbols to save space and time.

Use lots of paper. Leave lots of white space to add more information during a review session. Don't cram notes together; it will make them difficult to read.

Leave spaces if you can't keep up. Write down what you can, leave spaces and listen carefully. Borrow a friend's notes or ask the instructor after class.

Review. Reading notes out loud is an effective way to reinforce the lecture.

Compare notes. Exchange notes with a classmate or two for review and to give you another perspective on the topic.

Time Scheduling Suggestions

The most successful system for most students is to combine long-range and short-range planning. A student can make a general schedule for an entire semester and then prepare a more specific plan for two or three days at a time.

Plan enough time for study. Two hours of study time for each hour spent in the classroom is an appropriate and realistic guideline.

Study at the same time every day. Having regular hours at least five days a week will make it easier to maintain an active approach to study.

Make use of free hours during the school day. Utilize these hours to review and edit notes of the preceding class and study material for the following class.

Space study periods. Fifty to ninety minutes of study for each course should be followed by ten to fifteen minute relaxation periods.

Plan for daily reviews. Short periods of time planned each day for each class will provide adequate review.

Leave some unscheduled time for flexibility. Lack of flexibility is the major reason schedules fail!

Allot time for planned recreation, campus or church activities. Begin planning a schedule by listing activities that come at fixed hours and cannot be changed. Classes, labs, sleep and work are such examples. Next, schedule flexible time commitments that can be interchanged with other hours if changes are needed.