



MOUNT MARTY COLLEGE

2013 – 2014
STUDENT HANDBOOK
WATERTOWN

MISSION STATEMENT

Mount Marty College, an academic community in the Catholic, Benedictine liberal arts tradition, prepares students for a contemporary world of work, service to the human community, and personal growth.



This planner belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

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EMERGENCY NUMBERS

Police

Emergency 911
 Routine Business 882-6210

Fire Department

Emergency 911
 Routine Business 886-4733
 Emergency 911
 Ambulance 886-7759

CLINICS

Brown Clinic 886-8041
 Sanford Clinic & Health Services 886-8600

OTHER RESOURCES

Prairie Lakes Healthcare System 882-7000
 Rape & Abuse Hotline 886-4300
 Child Abuse Hotline 886-4300
 Watertown Resource Center 886-4300
 Human Services Agency 886-0123
 Alcohol & Drug Prevention 886-0123
 Lake Region Mental Health 886-0123

GENERAL DIRECTORY

Mount Marty College – Watertown

Address 1030 Arrow Avenue
 PO Box 1385
 Watertown, SD 57201

Bookstore 886-6777
 Director's Office 886-6777
 E-mail watertown@mtmc.edu
 Office 886-6777
 Office FAX 886-6512

Lake Area Technical Institute

Library 882-5284 ext 231

Mount Marty College – Yankton Offices

Academic Dean 605-668-1584*
 Admissions 605-668-1545*
 Career Planning & Placement 605-668-1363*
 Financial Assistance 605-668-1589*
 Pages Bookstore 605-668-1540*
 Registrar 605-668-1515*

*Yankton offices may also be reached
 by calling 855-MtMarty (686-2789)

WATERTOWN STAFF

Dr. Linda Schurmann, Director
 Cassandra Johnson, Assistant to the Director
 Brent Shaffner, Enrollment Counselor
 Dr. Krisma DeWitt, Associate Dean
 Carole Lantgen, Office Manager

ACADEMIC CALENDAR

FALL 2013

August 26 First Day of Classes
 August 30 Last Day for Adding Classes
 September 2 Labor Day, No School
 October 14 Native American/Columbus Day
 No School
 October 14-18 Midterm Week
 October 29 Last Day to Change a Class to Pass/Fail
 Last Day to Withdraw from a Class
 Last Day to Withdraw with a Grade of "W"
 November 11 Veteran's Day
 (No School Watertown)
 November 27-29 Thanksgiving Break, No Classes
 December 10-13 Final Examinations
 December 14 Fall Commencement (Yankton)
 December 16 Grades Due to Registrar

SPRING 2014

January 13 First Day of Classes
 January 17 Last Day for Adding Classes
 February 17 President's Day, No Classes
 March 3 - 7 Midterm Week
 March 10 - 14 Spring Break
 March 24 Last Day to Change a Class to Pass/Fail
 Last Day to Withdraw from a Class
 Last Day to Withdraw with a Grade of W
 April 17 - 21 Easter Vacation
 May 5 - 8 Final Examinations
 May 3 Commencement Ceremony (Watertown)
 May 10 Commencement Ceremony (Yankton)
 May 12 Grades Due to Registrar

Note: Student, staff and faculty directory
 information may be obtained by using the directory
 feature on www.mtmc.edu.

MOUNT MARTY COLLEGE

STUDENT HANDBOOK

2013 - 2014

The Mount Marty College Student Handbook contains information regarding activities, services, rules, regulations, procedures and policies. Additional information is available in the college catalog. If discrepancies occur in student life policies, the student handbook will take precedence. Further questions regarding campus life should be directed to the Office for Student Affairs.

Mount Marty College reserves the right to revise or change policies, fees, schedules and other regulations affecting students whenever considered necessary.

STATEMENT OF NON-DISCRIMINATION

Mount Marty College welcomes students of all faiths. Mount Marty College promotes a policy of nondiscrimination in all programs with respect to sex, race, age, color, national origin, religious preference and disabilities.

ACADEMIC INFORMATION

Please refer to the current school catalog for all academic policies and procedures.

GENERAL INFORMATION POLICIES/PROCEDURES

AIDS STATEMENT

In response to the national concern regarding the epidemic of infection with HIV which causes AIDS, Mount Marty College reiterates its stance regarding the sanctity of life. In addition, Mount Marty College prohibits discrimination against any individual for reasons of race, color, creed, national and ethnic origin, handicap or sex. Mount Marty College is committed to providing ongoing educational programs for all our constituencies regarding prominent health and wellness concerns such as AIDS, drug and alcohol use and other topics.

CAMPUS SECURITY

Uniform Crime Report

The Security report reflects the number of reported incidents of specific crimes on the campus of LATI as defined by the ICR required by the Student Right

to Know Act and the Crime Awareness and Campus Security Act of 1990. The report is annually published and distributed to students and employees. The reprint of Crime Report is available through LATI Administration Office. The report includes the number of reported occurrences on campus of murder, sexual assault, burglary, and auto theft. The report also includes the number of arrests made annually for liquor law violations, drug abuse violations and weapons possession.

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 a student or employee of Mount Marty College on the Watertown LATI campus, it is your responsibility to report on-campus crimes (murder, rape, robbery, aggravated assault, burglary, motor vehicle and other thefts or crimes) to local law enforcement and the LATI 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 Mount Marty College or LATI 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 Mount Marty College office and the Lake Area Tech Administration Office.
 4. All crimes should be reported to the LATI Administration in the front office as soon as possible.
 5. Reports of all criminal activity will be kept in the LATI 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 LATI employees. LATI 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 main building and Technical Education Center, located at 230 11th Street NE, opens at approximately 6:00 a.m. during weekdays and closes Monday through Thursday at approximately 10:00 p.m. On Friday, the buildings are locked at approximately 6:00 p.m.

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.

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

Policy:

Mount Marty College and LATI do not have personnel designated for campus law enforcement. The local law enforcement agencies work with LATI personnel in an informational and advisory capacity.

Employees of Mount Marty College and students have access to telephones and are instructed to call local law enforcement in case of criminal actions or other emergencies. All Mount Marty College employees and students are encouraged to report incidents to the college office and LATI's Administrative Office as soon as possible.

- (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. Employees and students receive a copy of the Student Handbook. Police and emergency numbers are listed in the directory portion of the handbook.

CHANGE OF ADDRESS

Any change of name, either through court action or marriage, or address change is to be reported to the Dean for Student Affairs, Registrar, Financial Assistance Office and Business Office.

COMPLAINT POLICY

The Division of Student Affairs will address and systematically process student complaints that it receives in a timely manner. In addition, the Code of Student Community Standards states that each Mount Marty College student has the right to initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the College academic community.

If a student has a complaint, the recommended general strategy is for that student to first contact the Office of Student Affairs or the Director at the corresponding MMC location with the issue at hand, unless there are good reasons for not doing so, such as a desire to maintain anonymity with the Department. A complaint form is available by stopping by the Office of Student Affairs, at www.mtmc.edu/student or it can be emailed upon request.

If, for any reason, a student does not want to personally or directly contact a staff member to discuss a complaint, they may contact the person in the next highest level of authority, which would commonly be the supervisor (director, dean, or vice president). The student can request an appointment to meet with the supervisor and/or send a signed written description of the issue or problem and request that their identity be kept confidential. That request will be honored unless there are over-riding reasons to do otherwise.

Advice to Students – Steps to Submitting a Formal Written Signed Complaint:

1. First try to resolve your complaint informally by talking with a staff member in the department most directly connected with your complaint. The staff member may request that you provide additional documentation if necessary, or schedule an appointment to address your concern.

2. If you want to submit a formal written signed complaint, please do so with the next highest level of authority. If you are not sure who the appropriate person is, simply ask any staff member for assistance. The written signed complaint must include the following information:

- a. The actual complaint (be as specific as possible), and
- b. The specific outcome you are seeking.

3. The Dean of Students or designee will address the complaint with the individual in a timely basis and to the best of his/her ability. Appropriate actions and steps will be taken; if necessary, to resolve the issue for the good of the complainant and the department with the goal of service improvement.

4. If the problem remains unresolved, the Dean or staff member may refer the student to the Vice President or his/her designee.

General Information for Addressing Student Complaint from other areas:

All students are taken seriously at the overall Division of Student Affairs. Students are encouraged to attempt to resolve complaints by visiting the following areas to directly resolve their concerns with the appropriate staff members:

Issues related to services to students in Watertown: Contact the Director of Watertown location.

Issues related to academic transcripts, transfer credits: Contact the Registrar.

DANGEROUS WEAPONS

The possession of firearms of all descriptions including air powered weapons, firecrackers and any other exploding devices, and any instruments that can be construed as dangerous weapons are not permitted on the College's premises. The possession or use of such weapons on College premises shall be considered sufficient cause for immediate suspension pending an investigation

DISABILITY SERVICES

Mount Marty College takes great pride in the academic achievements of its students and is committed to ensuring equal learning opportunities for all students. Students with disabilities may request reasonable and appropriate accommodations through Disability Services. The Disability Services office, housed in the Student Counseling Center, seeks to provide students with equal access to their Mount Marty College education in accordance with the College's procedures, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. All new construction will meet ADA standards in the interest of accessibility, while renovations will be made to older buildings when

reasonable. Services for other accommodations are offered to students with qualifying and documented learning, physical and psychological disabilities.

Newly enrolled students, as well as students recently diagnosed, should contact the Disability Services office as early as possible to request accommodations. The Disability Services Coordinator will assist the student with the registration process, including obtaining proper documentation if not already submitted and determining specific accommodations to be requested.

Students will be required to complete the registration form, and, if necessary, a release of information for the office to request disability verification; this verification is provided by an appropriate practitioner or institution, depending on the nature of the disability (e.g., IEP/504, physician letter, psychological/psycho educational evaluation, etc.). An accommodation request form may be completed at this time or after the appropriate documentation is received by the office for further clarification of beneficial and practitioner-recommended accommodations.

When the relevant documentation is received, and specific accommodations have been requested by the student, the Disability Services Coordinator makes the determination as to whether the accommodations are reasonable and appropriate in terms of the disability's impact on learning and the nature of college-level expectations. The approved accommodations will be stated in the Accommodations Memo issued to the student, signed by the appropriate people, and returned to the Disability Services office. Each semester, a new memo must be obtained and presented to instructors to secure accommodations for that semester

Student Disability Grievance/Appeal Procedure

Mount Marty students have the right to file a grievance when they believe they are a qualified individual with a disability and have been adversely affected by an improper application of College policy.

When a student believes they have been subjected to prohibited discriminatory treatment in the context of the College's compliance with the Americans with Disabilities Act of 1990, they are initially encouraged to work with MMC personnel to resolve the matter informally. If the parties involved cannot agree on an equitable resolution, the following procedure should be followed:

1. The student may file a written complaint with the Dean for Student Affairs. If the Dean is of the reasonable opinion that the matter of the complaint falls within the functional review area of another office or department of the College, the complaint will be referred for inquiry and resolution.
2. The Dean/Officer hearing the grievance will conduct an inquiry into the matter, with the discretion to appoint an individual(s) to review the matter as he/she determines is appropriate. The Dean/Officer will establish a schedule and procedure of inquiry, and after gathering all relevant information, make a final decision. This decision will be communicated in writing to the student, and will conclude the matter. Any recommended corrective action will be implemented.
3. All parties should seek to act promptly in resolving disagreements and grievances involving disabilities. Each phase of the process should be completed within 10 days, with the understanding that particular matters may take longer for a variety of reasons.

DRUG AND ALCOHOL POLICY

The manufacture, possession, distribution or use of illicit drugs or alcohol by students or employees on the property of the school or at any school related activity is strictly prohibited. Compliance with these standards is mandatory.

Health Risks

The use of drugs or alcohol in school can have severe detrimental effects on those under the influence and others around them. Health risks which accompany the use of marijuana, cocaine, heroin, PCP, LSD, alcohol and other drugs include memory loss, impairment of judgment, slowed reflexes, addiction, hallucinations, bizarre behavior, loss of concentration, loss of productivity and slowed mental processes.

Student Penalty

Any student who violates Mount Marty College's or LATI's drug and alcohol policy is subject to sanction(s) including suspension or expulsion. The sanctions do not preclude Mount Marty College from mandating substance abuse assessment at the student's expense; participation in an approved substance abuse treatment program at the student's expense; suspension or expulsion for the initial violation of the College's drug and alcohol policy. Students who are charged or convicted of local, state and/or federal alcohol or drug statutes may be subject to college disciplinary action in addition to

penalties imposed by local, state and federal law. Students violating local, state and/or federal statutes on LATI property and/or at a college sponsored event may be referred to law enforcement officials.

FIRE EXITS

Appropriate fire exits for each classroom are posted above the classroom door in the LATI facility and at the Redlinger Center.

IDENTIFICATION CARDS

Students may obtain a student ID card at the College Office.

IMMUNIZATION POLICY

Mount Marty College requires all students to complete the Immunization Health Questionnaire prior to the first day of classes. Forms are available in the Mount Marty College office. Students who do not provide immunization documentation may be subject to exclusion from class if it is determined that there is a contagious disease outbreak. If an individual can neither prove current immunity nor submit to vaccination, they will be subject to exclusion orders as recommended by the South Dakota Department of Health. In these cases, Mount Marty College will make reasonable efforts to accommodate the exclusion order, but accommodations may not be possible in all cases. Mount Marty College, in cooperation with the South Dakota Department of Health, will respond to public health emergencies caused by the outbreak of contagious diseases. If you have further questions, please call the Health Services Director, at 668-1587.

INCLEMENT WEATHER POLICY

It is the responsibility of the Director to cancel classes in adverse weather conditions. Cancellation announcements will be made on local radio stations. Students should check their MMC email also for weather announcements. Students who commute need to use their own judgment in deciding whether to attend class given the weather conditions in their area; however, the student is responsible for making up all missed work. Since individual instructor's policies vary, students should contact their instructor if they are unable to attend class.

LOST AND FOUND

Lost and found articles may be turned in and picked up at the main administrative office of LATI or Mount Marty College office.

OFF-CAMPUS STUDENT ACTIVITIES

All students are responsible for their own behavior and personal safety while engaged in off-campus activities. Students are requested to report any criminal activity that occurs off-campus to the local police and to the Director. Any student engaged in criminal activity or activity which is contrary to the student conduct policies of the College as stated in the Student Handbook, may be subject to college discipline.

ONLINE COMPUTER ACCESS

Students must retrieve account information to include username and password to access technology services at Mount Marty College.

1. Access the Mount Marty website at www.mtmc.edu and click on [LancerLink](#) on the top right corner of the page. Once you arrive at the LancerLink page, you should see the following in the middle of the page: Get Connected – Get My MMCID – username and password
2. Click on the Link. This brings you to the Get Connected page. Click on [Get My MMC ID \(username and password\)](#)
3. This form is a one-step process that allows you to securely obtain your account information. Insert your correct information to include the following and click submit:
 - a. First and Last Name
 - b. Date of Birth (MM/DD/YYYY)
 - c. Last four digits of your Social Security Number
4. Once our system has confirmed the information you entered is correct, your username and default password will be displayed in the black box. Your name, birth date, and social security number must match what we have in our computer system. If you experience trouble accessing your account information, please contact the Admissions Office at 1-800-658-4552 ext. 1545 to verify your information.

Email

E-mail services are provided to all students. All faculty and staff utilize the MMC e-mail service to communicate to students so it is recommended to check e-mail daily.

1. E-mail can be accessed through the student LancerLink page by utilizing your username and password.
2. Instructions for setting up Outlook Exchange can be found online by going to Mount Marty's

website at www.mtmc.edu and following the steps below:

- a. Click [Students, Faculty & Staff](#) found in the upper-left corner.
- b. You are now at the LancerLink page. On the left side of the page click [Help Desk](#).

Instructions on how to work with your e-mail system:

1. You may have to save attachments to your computer when using Outlook Web Access. Once you have saved them, you can minimize or exit out of your Internet browser to open the attachments. They will remain in your e-mail for later access.
2. Your most recent 25 e-mails will be displayed when you log on to your e-mail. To access older e-mails, use the navigational arrows at the top right of Outlook Web Access to toggle between pages of e-mail.

Moodle

Moodle is an Internet-based course delivery learning system designed to support teaching and learning. You will need to sign up for new account information to access Moodle.

1. Retrieve your Moodle account information online at www.mtmc.edu on the LancerLink page. Click on [Logon to Moodle](#) and click on [Yes, help me login](#) button and enter your MMC e-mail address.
2. An e-mail will be sent to your MMC e-mail address, which you will need to confirm. Click on the link provided in the e-mail and another e-mail will be sent to you with your username and password.
3. Moodle can be accessed at www.mtmc.edu by clicking on LancerLink in the top right corner of the page.
4. Students will be able to utilize Moodle for the following purposes:
 - View grades for assignments, quizzes, exams
 - Submit assignments
 - Access course documents include handouts, presentations and syllabi
 - Post messages and participate in discussion forums and chats

WebAdvisor

WebAdvisor is an interactive web application that enables you to access information about academics, billing and financial aid.

1. To access WebAdvisor, go to the Mount Marty website at www.mtmc.edu and click [LancerLink](#) on the top right side of the page.
2. Once you arrive at the LancerLink page, click on [WebAdvisor](#) on the right side of the page. Once you arrive to the WebAdvisor page click [Log In](#) located on the top blue navigation bar.
3. Enter your user ID and password on the Log In page and hit the submit button. This will bring you back to the main home page of WebAdvisor. Click on the [Current Students](#).
4. Students will be able to utilize WebAdvisor for the following purposes:
 - o Search for sections for courses
 - o View grades
 - o View GPA by term
 - o View your transcript
 - o Complete a program evaluation for different majors for degree completion
 - o View a summary of your test scores from admission
 - o View your class schedule
 - o View your profile of biographical information

File Maintenance

File Storage and backup is provided to students for file maintenance.

1. To access your current files or to backup new files go to the LancerLink and sign in using your username and password.
2. Access the link that says [My Network Drive NetShare](#). The resulting page can be opened as a Windows Explorer window by clicking [Learn How](#).

Questions or Problems?

Contact the IT Helpdesk on the Yankton Campus
 Phone 605/668.1561
 E-Mail..... helpdesk@mtmc.edu
 Location..... Bede Hall 116, Yankton
 Hours..... Monday – Friday, 8 a.m. to 5 p.m.
 Mount Marty Website www.mtmc.edu

PARENTAL NOTIFICATION

Mount Marty College recognizes that the student is legally responsible for his/her own education. The college also recognizes the concern of parents for the welfare of their sons and daughters. The college reserves the right to communicate with parent(s)/guardian(s), or someone acting in the absence of either, of students who are (1) younger

than 18, or (2) financially dependent on his/her parent(s)/guardian(s) as defined by the federal government for income tax purposes, regarding such matters as the following:

Discontinuation or extended absence from college and/or classes.

Medical treatment or psychiatric examination in emergency situations or to maintain one’s status as a student.

Misconduct which is of such a nature that the student is in danger of temporary suspension, suspension or dismissal.

Information about business and financial matters.

Grades, academic progress reports and other academic information.

Mount Marty College does not assume a duty or responsibility to notify the parent(s)/guardian(s) or anyone acting in the absence of either, of the student in regard to the above or other matters.

PARKING POLICY

Parking at 1030 Arrow Avenue is limited to staff and faculty only from 8:00am – 3:00pm.. Use street parking where designated and available. Students attending morning and early afternoon classes from 8:00am – 3:00pm must purchase a LATI parking tag (available for purchase at the Mount Marty office) if parking in Lake Area Technical Institute parking lots. The LATI parking tag costs \$50 per semester, and must be displayed when in use. NOTE: There is no tag needed for MMC students parking in LATI lots after 3:00pm. Student-operated vehicles that are improperly parked in areas not open to student parking may be fine or towed at the owner’s expense.

NOTE: MMC students are advised that Lake Area Tech is not liable for accidents/issues occurring in LATI parking lots for students who are attending classes at the Redlinger Administrative Center.

Any student-operated vehicle parked on the LATI campus before 3:00 p.m. without displaying an official parking permit hang tag is subject to a fine of \$10 and may be towed from the campus at the owner’s expense. Parking violations may be subject to a municipal ticket in which fines will be paid to the City of Watertown. Handicapped parking violations will result in a \$100 fine. Parking in cosmetology customer parking, staff, visitor, or no parking zones will result in a \$10 parking fine. If the parking permit hang tag is lost or misplaced, there will be a \$5 replacement charge. All fines must be paid before any grades, diploma, or transcripts will be issued.

PHYSICAL, MENTAL AND EMOTIONAL WELL-BEING

Physical, mental and emotional well-being is an essential component of educational development. Therefore, a student may be requested by the college to submit evidence of health as determined by a physician or qualified professional anytime during the course of his/her education. This evidence should be submitted to the Dean for Student Affairs or his/her designee.

A student who is reasonably believed to be an immediate threat to the safety of himself/herself or others may be requested to obtain immediate professional assistance and/or to withdraw.

With such matters the college also reserves the right to consult with parents, relatives or significant others. The college catalog, student handbook and other printed information containing college policies, procedures, student regulations, conduct standards and disciplinary action are available to students through the Watertown College office.

SEXUAL ASSAULT

Sexual assault may be defined as any form of forced sexual contact, including, but not limited to, acts of rape as well as unwanted touching, fondling or other forms of sexual conduct. Sexual assault, in any form, is unacceptable and will not be tolerated. All members of this community share responsibility for maintaining an environment which promotes the safety and mutual respect of each individual.

A person who has been a victim of sexual assault is encouraged to report the crime to the Watertown Police (911 or 882-6210). A student who has been a victim of sexual assault is also encouraged to report such incidents to the Watertown Hospital Emergency Room and the Watertown College office. The college staff will serve in an advocacy role and help; refer individuals for medical, police, judicial, and counseling assistance. Upon request to the Director, assistance will be provided in changing academic schedules, when reasonably available. Whether or not a victim chooses to initiate criminal charges, she/he retains the right to file a complaint through the college grievance process by contacting the Director.

SEXUAL HARASSMENT

Mount Marty College's ability to achieve its mission is dependent on the cooperative efforts of its students. For cooperation to exist, an atmosphere of respect is essential. That atmosphere is damaged whenever the expectation of trust and common interest is abused in pursuit of personal interests that

are not in concert with the interests of the college or the best interest of the other students.

Sexual harassment and all discrimination constitute conduct which violates these common expectations. Additionally, such conduct is unprofessional, illegal and unethical. Mount Marty College prohibits such conduct for any employee, student or any person, organization or entity which partakes of the benefits or privileges of this institution.

Sexual harassment is defined as sexual advances, request for sexual favors, and any other contact of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with a student's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

Any person who, or entity which engages in, sexual harassment will be subject to discipline in accordance with the policies and procedures of this institution.

Employees shall not engage in acts of sexual harassment directed toward other employees, students or other individuals associated with the college. Employees have the right to be free from sexual harassment and all discrimination during the course and scope of their employment or engagement in activities at the college. Employees are encouraged to remind other employees of the policy of the college prohibiting sexual harassment and shall report incidents or sexual harassment to their supervisor and/or EEO Officer.

Students shall, as a condition of their enrollment at or participation in activities of the college, abide by this policy statement and prohibitions against sexual misconduct contained in the Code of Student Conduct. Students have the right to be free from sexual harassment during their pursuit of their educational and social activities at the college. Students are encouraged to report incidents of sexual harassment to the Vice President and Dean for Student Affairs or EEO Officer. Because these are often very sensitive situations assistance will be available through the Director of Counseling at 668-1518, located in Roncalli 216.

Students who believe they have been the subject of sexual harassment or any other discrimination may obtain redress through the college's judicial system. They should contact the Vice President and Dean for Student Affairs to file a complaint. Complaints about

sexual harassment or any other discriminatory conduct will be responded to promptly. Confidentiality will be provided to the extent possible. Mount Marty College will not retaliate against anyone who alleges harassment or discrimination of any kind, nor will the college retaliate against anyone who files a complaint under the grievance procedures or otherwise.

To respect the dignity of all, the college will, after investigation, impose appropriate disciplinary action, up to and including suspension or expulsion or termination of employment if it is determined that this policy has been violated.

Clubs, associations and other organizations (and their members) affiliated with or partaking of the benefits, services or privileges granted by the college shall abide by this policy in the conduct of their college-related programs and activities.

TECHNOLOGY ACCEPTABLE USE POLICY

Students of Mount Marty College in Watertown utilize technology of LATI and must abide by the technology policy of LATI.

LATI computer equipment and software licenses are the property of the State of South Dakota. Limited licenses are held by Mount Marty College. 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. Mount Marty College computers are the property of Mount Marty College.

Mount Marty College and 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 or Mount Marty College computer equipment and software will result in loss of computing privileges and possible suspension.

LATI's and Mount Marty College's policies against sexual or other harassment apply fully to the e-mail system and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no e-mail 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.

Students may receive internet/computer accounts through LATI and Mount Marty College. Internet/computer accounts are inactivated immediately should a student drop from enrollment.

Accounts of graduates are inactivated within two (2) weeks of graduation.

Mount Marty College Technology Acceptable Use Policy

The computing resources at Mount Marty support the administrative, instructional and research activities of the college. Examples of these computing resources include, but are not limited to, the central computing facilities, the campus-wide network, local-area networks, electronic mail, access to the Internet and related services. When using these resources, it is appropriate for all users to act in a responsible, ethical and legal manner. In general, appropriate use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. Access to Mount Marty College's computing facilities is a privilege granted to college students and employees

Mount Marty College vests the responsibility for ensuring the integrity and performance of the campus computing systems with Information Technology Support Services (ITSS). While respecting the rights of all users, when the integrity of the system is threatened, system administrators are authorized to take those actions necessary to maintain the system and are fully accountable for their actions.

Authorized Use

These guidelines apply to all of the computing resources owned by Mount Marty and managed by ITSS and to the users of these resources.

Rights, Privileges & Responsibilities

1. Access to Computing Resources

Faculty, staff and students may use the campus computing facilities for activities related to college administration, communication, research or instruction.

2. Computer Software Licensing Policy

Mount Marty College recognizes that it is against the law to duplicate software programs, and for this reason issues the following directives for compliance with software use and licensing requirements

No employee of the college will make unauthorized copies of any software under any circumstances. Anyone who does so is subject to termination, as well as civil and federal criminal penalties, including fines and imprisonment

Legitimate software will be provided to all employees, as authorized by department managers.

All software on personal computers and local area networks will be used in accordance with the manufacturer's license agreements and the terms stated in the Mount Marty College Guidelines for Responsible Computing.

All software used for college purposes must be purchased through the Mount Marty College Purchasing Department after review by ITSS using standard procedures.

All PC and local area network software at Mount Marty College (Yankton campus) must be installed by ITSS.

Software from outside sources (including personally purchased software) may be installed only with prior written approval of ITSS.

Employees cannot give or distribute software protected under federal copyright law to anyone, including co-workers, clients, family members or others.

Any employee who determines there may be a misuse of software within the college shall notify either his or her department manager or ITSS in order to ensure protection of the company's assets.

ITSS may audit all personal computers and local area networks on a regular basis to ensure Mount Marty College is in compliance with all software license agreements and copyright laws. All college PCs are also subject to periodic random audits.

Mount Marty College has made available many programs and data which have been obtained under contracts or licenses saying they may be used, but not copied, cross-assembled or reverse-compiled. Users are responsible for determining that programs or data are not restricted in this manner before copying them in any form, or before reverse-assembling or reverse-compiling them in whole or in any part. If it is unclear whether permission to copy such software exists or not, assume that it cannot be copied.

In support of college policy against use of illegally-obtained software, ITSS will not provide assistance to any department for any software program that has not been licensed and installed according to this policy.

3. Electronic Mail (e-mail) Policy

Electronic mail (e-mail) is college property. There is no guarantee of privacy for any e-mail messages.

Users should follow these guidelines:

E-mail should be used primarily for college business.

Content: Use the same care in writing e-mail messages that you use in creating other business communications.

Harassing, off-color or otherwise inappropriate e-mail messages are always prohibited and may result in disciplinary action, up to and including dismissal.

Students are required to submit requests for mass e-mailings to the Dean of Student Affairs. Employees are required to submit requests to the Media Relations Director for mass e-mailings. All submissions will be reviewed for content.

Be aware that under normal circumstances, e-mail may be retained on back-up tape and therefore may be retrievable. "Delete" does not mean your message is gone forever. Messages may be routinely retrieved long after the user has attempted to delete them.

If Mount Marty College becomes involved in an investigation, litigation or any other proceeding, which may necessitate the review or production of college records, e-mail messages may be retrieved and reviewed. In addition, Mount Marty College may suspend the regular deletion of all or part of e-mail messages for an indefinite period without notice.

Messages, sentiments and declarations sent as electronic mail or sent as electronic postings must meet the same standards for distribution or display as if they were tangible documents or instruments. Users are free to publish opinions, but these opinions must be clearly and accurately identified as coming from the user, or if acting as the authorized agent of a group recognized by Mount Marty College, opinions must be identified as coming from the group the user is authorized to represent.

Attempts to alter the "From" line or other attribution of origin in electronic mail, messages or postings, will be considered transgressions of college policy.

Multi-media (e-mail) cards and/or attachments use up excessive system resources. Do not create or forward such information except when it is directly related to college business.

4. Computing & Internet Policy

Those who avail themselves of the campus computing resources are required to behave in their use of the technology in a manner consistent with the Mount Marty College codes of conduct (e.g., mission, philosophy, values, vision statements, employee and student handbooks, etc.).

Due to the rapid growth in computer technology and internet usage in the day-to-day functions of the college, it has become necessary to expand our Computing and Internet Policy to adequately cover various areas of concern and to ensure that each user is aware of the "dos and don'ts" when it comes to appropriate usage of our computer systems.

Accordingly, the following policy is divided into three categories: Management and Administration; Technical; and Security. We hope these guidelines

provide a useful tool in understanding the complexity of today's technology.

The following list does not cover every situation which pertains to proper or improper use of computing resources, but it does suggest some of the responsibilities, which a user accepts when choosing to use a computing resource, which Mount Marty College provides.

A. Management and Administration

All computer technology hardware used for college purposes must be purchased through the Mount Marty College Purchasing Department after review by the ITSS using standard procedures.

Users agree to the following: creating, altering or deleting any electronic information contained in, or posted to, any campus computer or affiliated network, will be considered forgery if it would be considered so on a tangible document or instrument. Creating and sending, or forwarding electronic chain letters is prohibited.

No Mount Marty College system may be used as a staging ground to enter other systems without authorization.

In general, college-owned hardware, software, manuals and supplies must remain at campus computing sites. Any exception to the rule requires proper authorization. Refrain from any unauthorized action which deliberately interferes with the operating system or accounting functions of the systems, or that is likely to have such effects.

Be aware of the public nature of shared facilities, and take care not to display on screens in such locations images, sounds or messages, which could create an atmosphere of discomfort or harassment of others. Refrain from transmitting to others inappropriate images, sounds or messages which might violate Mount Marty College's statements on harassment.

Avoid the following activities: tying up shared computing resources for excessive game playing or other trivial applications; sending frivolous or excessive mail, printing excessive copies of documents, files, images or data, using unwarranted or excessive amounts of storage; printing documents or files numerous times, running grossly inefficient programs. Be sensitive to special needs for software and services available in only one location, and cede place to those whose work requires the special items.

Users must not prevent others from using shared resources by running unattended processes or placing signs on devices to reserve them without authorization. Absence from a public computer or workstation should be very brief. A device unattended for more than ten minutes may be assumed to be available for use, and any process running on that device may be terminated.

Mount Marty College has software in place that can monitor and record Internet usage on our system. The user will have no expectation of privacy as to Internet usage. Management may review Internet activity and analyze usage patterns to assure that college Internet resources are devoted to maintaining the highest levels of productivity, academic activity and other college business.

Mount Marty College reserves the right to inspect any and all files stored in private areas of our network or on local hard drives in order to assure compliance with college policies. In the event of such inspection, notice may be given.

Accessing sexually explicit, adult-oriented or otherwise inappropriate sites is never permitted at any time. The display of any kind of sexually explicit image or document on any company system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.

Mount Marty College's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any college resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity.

Any software or files (including web pages) residing on the company network or company PC become the property of Mount Marty College. Any such files or software may be used only in ways that are consistent with their licenses or copyrights. All web pages are subject to censorship by the college. Content and style must reflect the mission and values of Mount Marty College.

Users may not use college facilities knowingly to download or distribute pirated software or data.

Users may not use the college's Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door or otherwise destructive program code.

Users may not use Mount Marty College's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

When using Internet facilities of the college, users shall identify him/herself honestly, accurately and completely (including one's college affiliation and function where requested) when participating in chats or newsgroups, or when setting up accounts on outside computer systems.

Employees with Internet access may not use college Internet facilities to play or download entertainment

software or games, or to play games against opponents over the Internet.

Management reserves the right to limit or revoke Internet privileges where activity becomes excessive or otherwise detrimental to an employee's performance. Additional restrictions on Internet use may be imposed by each department head as necessary.

Use of college Internet access facilities to commit infractions such as misuse of college assets or resources, sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property is also prohibited, and will result in discipline, up to and including termination and criminal prosecution.

B. Technical

User IDs and passwords help maintain individual accountability. Any user who obtains a password or ID must keep that password confidential. Mount Marty College policy prohibits the sharing of user IDs.

Employees should schedule communications-intensive operations, such as large file transfers, mass e-mailings and the like, during off-peak hours before 8:30 am or after 5:00 pm.

Any file that is downloaded must be scanned for viruses before it is run or accessed.

Video and audio streaming and downloading technologies such as radio broadcast feeds and movie type clips represent significant data traffic, which can cause local network congestion. Excessive video and audio streaming and downloading may be monitored and coordinated through ITSS.

C. Security

Users should use all available methods to protect their files, including the frequent changing of their passwords, encryption of data where appropriate, and storing back-up copies of information off site. In the event that data has been corrupted as a result of intrusion, a system administrator should be notified immediately. Every reasonable attempt will be made to restore files to their status prior to intrusion. However, full restoration cannot be guaranteed. User data stored on the network is backed up five (5) times each week and a complete system backup are done once each week.

Users are responsible for the activity of that account. Set a password which will protect that account from unauthorized use, and which will not be guessed easily. If it is discovered that there has been unauthorized use of an account, change the password and report the intrusion. A user should change his/her account password on a regular basis, to assure continued security of the account. Users should use only their assigned computer account.

Users must not intentionally seek information about, browse, obtain copies of, or modify files, passwords, or tapes belonging to other people, whether at Mount Marty College or elsewhere, unless specifically authorized to do so by those individuals. (Note: if an individual has explicitly and intentionally established a public server, or explicitly designated a set of files as being for shared public use, others may assume authorization to use that server or those files.)

Users must not attempt to decrypt or translate encrypted material to which they are not entitled. Nor may they seek to obtain system privileges to which they are not entitled. Attempts to do any of these things will be considered serious transgressions.

Users who encounter or observe a gap in system or network security must report the gap to a system administrator. Users must refrain from exploiting any such gaps in security.

Mount Marty College has installed a variety of systems to assure the safety and security of its networks. Any user who attempts to disable, defeat or circumvent any college security facility will be subject to immediate dismissal. An unauthorized attempt to access a computer is a federal offense subject to criminal prosecution.

Messages containing sensitive college data that are transferred in any way across the Internet must be encrypted. Users attempting to gain unauthorized access to information in password secure files will be subject to discipline up to and including termination.

Any personal computer used for independent dial-up or leased-line connections to any outside computer or network must have auto-answer disabled in order to minimize system compromise. Questions on this topic should be directed to ITSS.

In the event Mount Marty College systems are accessed from an associate's home or elsewhere outside the office, all precautions required for office usage are similarly mandated for remote access. For example, the sharing of user IDs is prohibited and a Windows screen saver with a password is mandatory.

D. Software & Viruses

Software received electronically is still subject to all applicable licensing agreements, and must be purchased and used in full compliance with the Computer Software Licensing Policy.

Accessing software and e-mail from any source increases the chances of getting computer viruses. All downloaded software must be scanned for viruses before use. Do not open e-mail and/or attachments unless you know the source and have scanned attachments for viruses.

1. Temporary Denial of Service.

Routine maintenance and system administration may cause temporary interruption of computing services. Every effort will be made to perform such activities during off-hours.

2. College Responsibility for Error in Software, Hardware & Consulting.

ITSS makes every effort to maintain an error-free hardware and software environment for users and to ensure that the computing staff is properly trained. Nevertheless, it is impossible to ensure that hardware or system software errors will not occur or that staff will always give correct advice. ITSS presents no warranty, either expressly stated or implied, for the services provided. Damages resulting directly or indirectly from the use of these resources are the responsibility of the user.

3. Changes in the Computing Environment.

When significant changes in hardware, software or procedures are planned, the college community will be notified through electronic and/or other media to ensure that all users have enough time to prepare for the changes.

Violations of These Guidelines

Violations of the Mount Marty College Guidelines for Responsible Computing are treated like any other violation as outlined in the Student Handbook, relevant contractual agreements and applicable faculty and staff handbooks. Violators may also be subject to prosecution under applicable Federal and South Dakota statutes.

Acknowledgement

This document contains excerpts and paraphrased sections from similar documents prepared by Brown University, Princeton University, University of Delaware, University of Illinois at Champaign, Urbana, Iowa State University, Montclair State University, Raymond James Financial Associates and the Electronic Frontier Foundation. We gratefully acknowledge their contributions.

TOBACCO-FREE ENVIRONMENT POLICY

In order to protect the health, safety and comfort of college students, employees and visitors, it is the policy of Mount Marty College to prohibit smoking or use of smokeless tobacco products in facilities and on grounds owned and occupied or leased and

occupied by the college. No sale or give away or other promotion of tobacco products is allowed on campus.

Mount Marty College and/or any recognized student organization will not allow distribution of materials with tobacco products and or company images. In addition, Mount Marty College supports educational programs to provide smoking cessation which includes the SD QuitLine 1-866-SD QUITTS(1-866-737-8487) and prevention to our students, employees and other academic appointees. This policy supersedes all other tobacco/smoking policies at Mount Marty College.

Tobacco Free Areas:

- All buildings owned, occupied and/or leased by Mount Marty College.
- All college-owned or leased vehicles.
- All events held in non-Mount Marty College venues are governed by the tobacco policy of that facility/venue.

The Mount Marty College Tobacco-Free Environment Policy shall be included in the: student, staff and faculty handbooks, new employee and student orientation programs, in admissions applications materials and other campus documents where appropriate. Mount Marty College will provide information about tobacco cessation and prevention. Discipline will follow standard college code of conduct procedures.

Sanctions will include but are not limited to verbal and/or written warnings, fines and community service. Student violations will be handled by the Vice President for Student Affairs or the Director of the corresponding location. Faculty and staff violations will be handled by the appropriate Vice President.

STUDENT CONDUCT COLLEGE REGULATIONS DISCIPLINARY PROCEDURES

STUDENT CONDUCT

Mount Marty College has the right and responsibility to protect its educational purpose through establishing and maintaining standards and regulations considered essential to its purpose.

It is the responsibility of each student to become familiar with the regulations stated in the college Catalog, Student Handbook and printed material. Unfamiliarity with college regulations is not reason for excusing violations. Attendance at Mount Marty

College is not an unqualified right but brings with it responsibility for certain standards of conduct and academic performance. These responsibilities are in addition to those imposed by civil and criminal law.

Responsibility for good conduct rests with students as individuals.

GENERAL STUDENT CONDUCT REGULATIONS

A student who commits, attempts to commit, incites or aids others in committing any of the following acts of personal misconduct shall be subject to disciplinary action as determined by the college. The following is not all-inclusive since it is not possible to list all potential violations.

- Conduct off campus which adversely and/or poorly affects the college or its image.
- Intentionally, negligently, or recklessly initiating or causing to be initiated, any false report, warning, or threat of fire, explosion or other emergency.
- Unwarranted damage, neglect, destruction, defacing, or attempt to do the same, of college, LATI or private property.
- Unauthorized taking, embezzling, misappropriation, possession or attempt to do the same, of property owned or maintained by the college, by any person on the campus or by a student.
- Unauthorized and/or inappropriate use of computers.
- Intentionally harassing any person in such a way as to interfere with someone's personal or academic pursuits; creating a hostile environment; and/or demeaning or degrading ones character. (Example: racial, sexual, ethnic, religious, etc.)
- Use, possession or manufacture of fireworks, explosives, or any substances or device designed to injure others, damage property or interfere with College activities.
- Intentionally and substantially interfering with others' freedom of expression.
- Illegal use, possession or distribution of controlled substances on campus.
- Involvement in an alcohol related incident. Being in the presence of alcoholic beverages/containers, in possession of alcoholic beverages/containers or consumption of alcoholic beverages on college property or at college sponsored activities unless special arrangements have been approved by the college's Administrative Council. Refer to the alcohol policy for further information.
- Knowingly furnishing false, incomplete, or misleading information to college officials, on official records, or altering such records. Committing forgery and the unauthorized use of signatures.
- Refusal of any person while on college property or while attending the college sponsored activity to comply with an order from authorized official (s) and/or to leave the premises. A student must identify himself/herself by name and local street address and show proper identification when requested by the authorized official. The official should identify himself/herself and indicate the reason for the request.
- Failing to comply with the disciplinary sanction issued. The student may be subjected to further disciplinary action.
- Unauthorized possession, duplication or use of college keys.
- Intentionally obstructing or denying access to college service, facilities, activities or interfering with or failing to comply with emergency evacuation procedures.
- Trespassing or unauthorized entry into any building, room, space or facility.
- Noisy or disruptive behavior which interferes with the personal or academic pursuits of others.
- Knowingly, freely or negligently allowing violations to college rules and regulations to take place.
- Improperly disposing of trash or littering the residence halls, on campus or at college sponsored activities.
- Academic dishonesty – refer to section on academic honesty policy in handbook.
- No student may use, or threaten to use, physical force to harm any member of the community or visitor to the college. Acts of violence or harassment – whether by physical, verbal, or written means – which reflect hatred based on race, gender, sexual orientation, religion, physical impairment and ethnic or cultural origins are particularly reprehensible.
- Involvement in an incident related to abuse, assault, assault and injury, harassment or hazing: the following actions or behaviors committed against a student, employee or visitor are:
 1. Abuse. An unwarranted verbal or written exchange including profane, insulting or offensive language or behavior toward another person.
 2. Assault. Conduct which threatens someone or endangers the health or safety of another person.

3. Assault and Injury. An act intended to cause, and which does cause injury to another person.
 4. Harassment or Hazing. An act which intimidates, annoys, alarms, embarrasses, ridicules or causes psychological or physical discomfort.
 5. Sexual Harassment. An attempt to force a person into a sexual relationship, or subject a person to unwanted sexual attention or demands, or to punish or retaliate for refusal to comply with sexual demands. Additional information regarding sexual harassment is available in this handbook and through the Director of Counseling Services.
 6. Sexual Assault. Refer to the section of the Student Handbook regarding sexual assault.
- Obscene conduct. Any indecent exposure or action of an obscene, lewd or indecent nature.
 - Tampering with fire safety equipment, setting or causing to be set, unauthorized fires at LATI or Holy Name Parish, calling or setting off false fire alarms and using potentially hazardous flammable materials.
 - Violation of any city, state or federal law that adversely and/or poorly affects the college or its image, or that impacts the student's ability to pursue educational opportunities.
 - Violation of published or otherwise existing college rules, regulations or policies including but not limited to the provisions and residence hall rules and regulations.
 - Unauthorized use of information during examinations, plagiarism, furnishing false academic information, alteration or misuse of college documents, records and identification card.
 - Falsely obtaining, distributing, using or receiving test materials.
 - Engaging in any conduct which is intended to give one's self or another an unfair advantage or benefit regarding an academic matter.
 - No pets are allowed in or on any LATI property with the exception of animals listed as aides (i.e. Seeing Eye dogs).
 - Possession of keys to an institution building by an unauthorized person is strictly forbidden. Duplication of keys issued to a student is prohibited.
 - Situations other than those mentioned above may warrant disciplinary action.
 - Abuse of the Judicial System, including but not limited to:

1. Failure to obey the summons of a judicial body or college official.
2. Falsification, distortion or misrepresentation of information before a judicial body.
3. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during and/or after judicial proceeding.
4. Failure to comply with the sanction(s) imposed.

Students violating local, state and/or federal law may be referred to law enforcement officials. The college can proceed with disciplinary procedures and action regardless of any criminal, civil or administrative action which may be pending outside the college community.

STUDENT DISCIPLINE POLICY

By committing an act of misconduct, a student or organization may be subject to disciplinary action, including expulsion, by the college. When a student violates civil or criminal laws off campus, he/she may incur penalties as determined by civil authorities. Institutional action shall not be used to duplicate functions of general law. However, when a violation of the law also adversely affects the orderly operation of the college or reflects poorly on Mount Marty College, the college may enforce its own regulations regardless of any civil or criminal proceedings or dispositions. The college will normally not defer its proceedings while civil or criminal proceedings are in process. In addition, the college will not necessarily accept or be bound by the findings of civil or criminal proceedings.

Students who are apprehended and charged by law enforcement agencies with criminal conduct on or off campus are required to keep the Dean for Student Affairs or his/her designee(s) informed of their status.

Withdrawal of a student from Mount Marty College does not suspend, terminate or otherwise affect the prerogative of the college to at any time initiate, resume or continue any disciplinary action or proceedings against a student for actions or events which occurred prior to the withdrawal.

Authority

Ultimate authority in matters of student conduct, as for all College matters, resides with the President of Mount Marty College as delegated by the Board of Trustees. The student disciplinary procedures are administered by the Director. The disciplinary procedures include both an informal process, and a formal process.

NOTWITHSTANDING ANY OTHER PROVISION OF THIS HANDBOOK, Mount Marty College reserves the right to take immediate student disciplinary action when there is reason and/or concern for: the health or safety of a member of the college community, the safety of the college property and/or the disruption of the orderly process of the college.

This includes the right to suspend or request the withdrawal of a student at any time, with or without specific charges or hearing. This authority is subject only to the student right to request the President of the college to review the misconduct disciplinary matter. The administrative authority may require the student to leave the college property immediately. If the student returns to campus or a college activity without written permission of the Director, the student shall be subject to further disciplinary action and may be treated as a trespasser.

Informal Process

Upon receipt of a complaint or upon knowledge of minor student disciplinary infractions, the Director, in consultation with the Dean of Academic Affairs, may attempt to resolve the matter through either the Administrative Conference Process or a Mediation process. The Administrative Conference process provides prompt, private and fair resolution of matters which are not handled more effectively through a formal, 'on-the-record' process. A variety of administrators, including hall directors and college staff, are empowered to conduct Administrative Conferences. The Administrative Conference is not an evidentiary hearing and is conducted by a single administrator. Students may contact the college office for more information regarding this process.

Additionally, in the case of situations involving disputes that do not rise to the level of disciplinary situations, students may negotiate mutually satisfactory outcomes through the use of the mediation process. The Mediation process is private and voluntary. The process is also non-adversarial. Rather, it involves mediator-facilitated negotiation focused on solving problems, not assigning blame. This allows and encourages parties to design productive and mutually satisfactory outcomes. Additional information is available in the college office.

Neither Mount Marty College nor the student is required to attempt to resolve any dispute or disciplinary charge through an informal process prior to initiating the Formal Process discussed below.

Formal Process

Members of the college community, students and employees, have the right and responsibility to initiate disciplinary proceedings concerning an alleged violation of college regulations, rules, policies and/or conduct regulations. The complaint must be made in writing and submitted to the Director or his/her designee. Upon investigation the Dean for Student Affairs or his/her designee will decide whether a formal charge will be brought against the accused student.

Written or oral statements regarding the alleged offense and/or recommendations for sanctions may be submitted in advance or in person at the hearing. Statements may be made by students or by any other member of the college community having relevant information about the circumstances or seriousness of the alleged offense.

If a formal charge is brought, the proceeding will take place before the Student/Faculty Board described below. The disciplinary proceeding process will be as follows:

- A. **Preliminary Conference** – Where there is evidence that a student is in violation of a college regulation and charges have been reported, the student will be notified in writing and given an opportunity to discuss the matter with the Director or his/her designee(s). During this meeting the accused student will be informed of:
 1. the alleged violation(s);
 2. formal process procedures;
 3. his/her right to select an advisor from the College community;
 4. the right to face the complainant (unless anonymity is granted);
 5. the right to challenge a member of the hearing board;
 6. time, date and location in writing two (2) working days in advance of the hearing;
 7. possible examples of sanctions;
 8. the names of witnesses; and
 9. the authority hearing the case.
- B. **Advisor** – The accused student may consult an advisor when requested to appear before the Student/Faculty Board. An advisor may be a Mount Marty College student, faculty member or staff member. The student is expected to present the case in his/her own words at the hearing. Obtaining an advisor is the student's responsibility. The advisor may:
 1. advise the accused on the preparation and presentation of the case, but cannot actively participate in the hearing;

2. accompany the accused to the Student/Faculty Board hearing; and
 3. advise the accused in preparation of an appeal. Student advisors not complying with college hearing procedures may be removed from the proceedings by the chairperson of the Student/Faculty Board.
- C. **Student/Faculty Board Composition** – The purpose of this board is to hear alleged violations of college regulations and impose sanctions, including, but not limited to, suspension and expulsion, for individuals or organizations found responsible of misconduct that is considered to be major in nature. The hearing is not a formal process such as a civil or criminal hearing. The Dean for Student Affairs or his /her designee will appoint the chairperson from within the membership of the board on a case-by-case basis. Membership shall consist of three (3) students selected from the Student Board by the Advisor (or, in the event there is no Advisor selected, by the Dean for Student Affairs), three (3) faculty members appointed by the President for a one (1) year term, and one (1) representative of the Student Affairs staff appointed by the Dean for Student Affairs. The Dean for Student Affairs or his/her designee will serve as advisor to the board and shall be an ex-officio, nonvoting member. A quorum of four board members, two faculty and two students, is required to conduct a hearing. All issues, findings, or sanctions will be determined by a majority vote of those in attendance. If necessary, the chairperson will vote in case of a tie to obtain a quorum.
- D. **Challenge for Cause** – The accused may challenge for cause any member of the hearing board on grounds of prejudice. This challenge with the reasons for the challenge must be submitted in writing to the Director or his/her designee(s) at least one (1) working day prior to the hearing. The hearing board shall deliberate in private and determine, by majority vote (excluding the member being challenged), whether the member should participate in the hearing. If the challenge is upheld, the chairperson will select a replacement if someone is needed to obtain a quorum.
- E. **Witnesses** – Any party to the proceedings may request the privilege of presenting witnesses. It is the responsibility of the complainant (i.e., student, staff, Director, or his/her designee(s)) and accused to contact his/her witnesses, request their attendance at the hearing and notify the Director or his/her designee(s) of the witnesses' names at least two working days prior to the hearing date. Witnesses may be questioned by the Board.
- F. **Procedures pertaining to Anonymity** – Anonymity will be granted: (1) when there is concern that the physical or psychological welfare of the witness/complainant is in jeopardy; or (2) when the witness/complainant may be subject to harassment. Upon written request of the witness/complainant the Dean for Student Affairs or his/her designee(s) will thoroughly investigate the matter and make a recommendation on the granting of anonymity, subject to the concurrence and approval of the chairperson of the Board. The accused has the right to receive a written statement from an anonymous witness/complainant prior to the hearing. The accused student may then challenge that statement and present questions to be answered by the anonymous person in a manner to be determined by the chairperson of the Board.
- G. **Hearing Procedures** – During the hearing the person(s) bringing the charges, the accused, his/her advisor, the Director or his/her designee(s) and board members shall be present. Witnesses shall be present only while presenting testimony except in interest of efficiency with the consent of the accused and the complainant. Cross examination will be allowed in order to clarify information. Hearings will be closed to the college community and public.
- The board chairperson shall inform the accused of the hearing procedures. The board chairperson shall answer any questions the accused may have on these matters. The complainant (i.e. student, employee) or the Director and/or his/her designee(s) will present the case to the hearing board. The accused, the complainant and witnesses may present information related to the charges. The hearing board shall make its decision based on the evidence presented at the hearing. The burden is on the party bringing the complaint to establish the violation by a preponderance of the evidence.
- After hearing the evidence, the hearing board shall then deliberate in private. The advisor will be present during the deliberation. A decision of guilty or not guilty will be reached by majority vote. The hearing board will determine sanctions when appropriate. The hearing board will review the student's previous disciplinary record and take it into consideration in determining a sanction. After reaching a decision the hearing board will recall the accused to discuss the board's decision. The student shall be informed of the procedures for filing an appeal.

Sanctions shall specify a time period and shall be implemented as determined by the board.

A written record including a statement of charges, procedures, names of those present, a summary of information presented, findings and sanctions shall be made of each hearing. An audio tape recording may be made of each hearing. The accused student shall have the right, upon request, to listen to the tape in the presence of a Student Affairs staff member.

- H. **Post Hearing Procedure** – Following the conclusion of a hearing the Student/Faculty Board Chairperson shall inform the student in writing of the sanction and his/her right to appeal. In cases of suspension or expulsion, a letter of notification will be given to the student, academic advisor, Registrar's Office and other appropriate persons.

The student file will be retained in the office of the Director or his/her designee until the student graduates or for three (3) years after leaving the college.

- I. **Appeal** -- A student appealing the decision of the Student/Faculty Board shall file an appeal with the President of the college within ten (10) days of the final decision of the Student/Faculty Board. The student shall file a written petition with the President presenting the reasons for the appeal and providing all supporting information to substantiate the student's appeal.

The student may appeal only on the following grounds: (1) procedural irregularities; (2) newly discovered or additional information not available at the initial hearing has been located and which could alter the outcome of the case; or (3) the sanction imposed was too severe.

The President will review the petition and may, at the President's discretion, conduct an additional hearing. The President, however, may render a decision regarding an appeal based solely on the student's written petition. If the President holds a hearing, the President will follow the formal process procedures set forth in this handbook, with the exception that the President is the decision-maker, not the Student/Faculty Board.

The President may: (1) affirm the Student/Faculty Board's decision; (2) affirm the Student/Faculty Board's decision and modify the sanction which shall be effective on the date specified by the President; (3) remand the case to the Student/Faculty Board for a rehearing if proper procedures were not followed; or (4) reverse the Student/Faculty Board's decision

based on new information provided by the student.

Sanctions imposed by the Student/Faculty Board are generally effective immediately. Thus, if a student is appealing a sanction of being removed from the residence halls the student may be required to move off campus or to move to another space within campus housing pending the outcome of the appeal process. A student appealing a sanction(s) that restricts attendance and/or participation in activities, etc., may be required to not attend or participate in a specific activity, etc., pending the outcome of the appeal process. The President may, but is not required to, suspend the imposition of any sanction pending a determination of the student's appeal.

The President's decision is final.

Sanctions

Students found to have violated college regulations, civil, or criminal law may be subject to sanctions, including one or more of the following and/or other educational sanctions deemed appropriate. Sanctions may include, but are not limited to the following:

1. **Disciplinary Warning** – written or verbal notice that the student is in violation of college regulations and that subsequent violations may result in more severe sanctions.
2. **Probation** – a period of observation during which the student must demonstrate ability to comply with college regulations and other requirements stipulated for the probation period. Further violations may result in suspension or expulsion.
3. **Restitution** – payment to the college, other persons or organizations for the cost of damages/injuries or the replacement cost incurred during the violation of college regulations.
4. **Community Service** – assignment of community service hours or task.
5. **Monetary Assessment** – paying of a specified fine.
6. **Denial of Access to Activities and Facilities** – restricted or denied access to a specific activity and/or building for a period of time. Students who are restricted will be considered "persona-non-grata" and are subject to further disciplinary action and may be treated as a trespasser.
7. **Alcohol Education/Insight Class** – a weekly class for all first time alcohol violators.
8. **Substance Abuse Program(s)**
 - Participation in and completion of an alcohol/drug education program; and/or

- Completion of a substance abuse (alcohol/drug) assessment administered by a certified Chemical Dependency Counselor;
 - Satisfactory completion of all recommendations determined by a substance abuse (alcohol/drug) assessment; and
 - Participation in a recommended educational program and/or rehabilitation program. The college reserves the right to request that the certified professional who administered the substance abuse (alcohol/drug) assessment be given authorization by the student to provide written documentation to the Director or his/her designee(s) confirming satisfactory completion of all specified sanctions.
9. Temporary Suspension – action requiring that a student immediately leave the campus. The suspension will remain in effect until a hearing is completed.
 10. Suspension – the student is separated from the college for a specified period of time. This suspension cannot be less than one semester. While under suspension a student shall not participate in college sponsored activities and may be restricted from the campus and college sponsored activities.
 11. Expulsion – permanent dismissal from the college without leave to apply for re-admittance.

Payment of Monetary Sanctions

Payment of monetary sanctions must be made at the Mount Marty College Business Office within thirty (30) days or at the conclusion of the academic term whichever comes first. Monetary sanctions will be used for programming and/or to enhance student facilities on campus.

Fulfillment of Disciplinary Sanctions

Mount Marty College reserves the right to restrict class attendance, withhold grade reports, transcripts, degrees and prohibit registration for a new term for any student not fulfilling his/her obligation for disciplinary action as decided by the judicial system.

Denial of Scholarships, Loans and Other Forms of Financial Aid

Scholarships, grants and federal aid may be rescinded for students who are involved in disciplinary action. Specific cases may be reviewed by the scholarship committee.

WATERTOWN STUDENT SERVICES

BOOKSTORE

The Watertown bookstore is located at the Redlinger Administrative Center, 1030 Arrow Avenue, and will be open every day during the first two (2) weeks for each semester until 9:00 p.m. Students may purchase textbooks with cash, check, VISA, MasterCard, Discover or American Express. Students are not allowed to charge textbooks unless fully funded by Voc Rehab, V.A. Voc Rehab or B.I.A. Students may return books for a refund within one week of purchase if the student has a sales receipt and the book is judged by bookstore personnel to be in acceptable condition. Book buyback sessions, allowing students to receive cash for used books, will be scheduled at the end of each semester.

EDUCATIONAL SERVICES

The Educational Services Center, located in the Leonard Timmerman Library, is available for support sessions and tutoring for students admitted on a probationary status.

LIBRARY

The Leonard H. Timmerman Library, located in the center of the campus, is an integral part of the institution. Mount Marty College students in Watertown have full access to the LATI Timmerman Library.

Library resources include reference books, magazines, journals, newspapers and online sources including the South Dakota Library Network. SDLN features Info Trac from the Gale Group that is a database source of over nine million newspapers, reference book and periodical articles on subjects ranging from business and economics to health and fitness. Students from any program may access full-text articles and images suitable to their research needs. Supplemental resources that are not available on campus or at the Watertown Regional Library can be obtained through an inter-library loan.

Full-time staff is available to assist students in using and finding a variety of reliable sources. A photocopier is available for student use. Library hours are 7:30 a.m. to 9:00 p.m. Monday through Thursday and 7:30 a.m. to 4:00 p.m. on Friday. Summer hours may vary.

Mount Marty College students must have a valid library card to check out materials. Check with the LATI library or the Watertown Regional Library for further information.