



STUDENT SUPPORT POLICIES — SECTION 600

NUMBER: 616

SUBJECT: STUDENT CODE OF CONDUCT POLICY AND PROCEDURE

LAST REVIEWED: 8/5/2022; 1/23/2023

EXECUTIVE COMMITTEE APPROVAL: 8/1/2016; 8/8/2022; 1/30/2023

FACULTY REVIEW: 10/6/2022

BOARD APPROVAL: 8/17/2016; 8/17/2022; 3/15/2023

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616.1 POLICY

STUDENT CODE OF CONDUCT

1.1 Student Interests

1.1.1 Admissions

1. Admissions policies and procedures are clearly stated, consistently applied, non-discriminatory, published, and consistently communicated to students.
2. Admissions requirements offer reasonable expectations for successful completion of the programs
3. Students should be reasonably informed about the full cost of tuition, fees, etc., and about available financial aid programs, attendance obligations, and access to College policy and procedures.
4. Students should be given reasonable access to the use of MTECH services, such as financial aid, counseling, academic advising, career placement, transfer credit opportunities, and planning.
5. Students should be protected against unauthorized disclosures of confidential information contained in their student records. Students have a right to examine and challenge information contained in their student records.

1.1.2 Classroom

1. Students are free to take reasonable exception to the data, processes, or views offered in programs and courses. At the same time, students are responsible for meeting standards of competence performance established for each program or course.
2. Students should be given reasonable notice of the general content of the program or course, what will be required of them, and the criteria upon which their performance will be evaluated. This is available in the program and course syllabus.

3. Students should have their performance evaluated promptly, conscientiously, without prejudice or favoritism, and consistent with the criteria stated at the beginning of the program or course.
4. Students have the opportunity, as well as the responsibility, to participate in evaluating the teaching effectiveness of faculty.
 - a. Current students will be provided the opportunity to complete an anonymous evaluation about their instructor(s) using an electronic evaluation tool. This opportunity will be provided at least once during enrollment in a program.
 - b. Program Graduates will be given the opportunity to complete a Student Follow Up Survey to evaluate their educational experience after being employed in a related field.
 - c. Program Directors review results of both surveys with faculty members during the semi-annual employee evaluations and goals are made for improvement.
5. Students may examine and communicate ideas by any courteous and lawful means. Students will not be subject to academic or behavioral sanctions because of their constitutionally protected exercise of freedom of association, assembly, expression or the press.
6. Students shall be allowed due process in any proceeding involving the possibility of substantial sanctions.
7. Students may appeal discipline or dismissal, using the Student Grievance Procedures.

1.1.3 Learning Environment

1. Students should receive support and assistance from MTECH in maintaining a climate conducive to thinking and learning.
2. Students are allowed academic freedom and autonomy in their intellectual pursuits and development.
3. Students should be treated with courtesy and respect.
4. Students with disabilities should request reasonable accommodations. through the counseling office. High school IEP's do not apply at the college level.

1.1.4 Title IX

1. Students should report any type of harassment, sexual discrimination, sexual harassment or sexual violence, as stated in [MTECH's Title IX Policy](#).
2. Any claim of harassment, sexual harassment or sexual violence should be directed to:

Lynn Adams
Title IX Coordinator
2301 West Ashton
Blvd. Lehi, UT 84043
801-753-4245
lynn.adams@mtec.edu

1.1.5 Non-Discrimination

1. MTECH is fully committed to policies of non-discrimination and equal opportunity.
2. MTECH does not discriminate on the basis of race, sex, age, color, religion, national origin, sexual orientation, gender identity, pregnancy, childbirth, disability, or veteran's status in its programs and activities.

MTECH no discrimina por razones de raza, sexo, edad, color, religión, origen nacional, orientación sexual, identidad de género, el embarazo, el parto, discapacidad o estado de veterano, en sus programas y actividades

3. MTECH's Student Discrimination Policy and Procedure can be found [here](#).
4. Inquiries regarding non-discrimination policies can be directed to:

Lynn Adams
Title IX Coordinator
MTECH
Building 2301 West Ashton Blvd.
310
Lehi, UT 84043
Phone 801-753-4245
ladams@mtec.edu

Office for Civil Rights, Denver Office Title
U.S. Department of Education
Cesar E. Chavez Memorial
1244 Speer Boulevard, Suite
Denver, CO 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 800-877-8339
OCR.Denver@ed.gov

1.2 Student Responsibilities

1.2.1 Students must comply with the Student Code of Conduct, found here, and in the Student Handbook. Sanctions may be applied for violation.

1.2.2 Students must comply with [Progress and Attendance Policy and Procedures](#). Sanctions may be applied for violation.

1.2.3 Professionalism

1. Students are expected to conduct themselves in a manner consistent with workplace requirements.
2. MTECH students are expected to dress and behave in a safe and professional manner in the classroom, externship, clinicals, and off-campus activities. This includes wearing clothing appropriate for the industry the student is training to work in.
 - a. Instructors will provide information on the specific professional

attire expected for each program.

- b. Students dressed inappropriately will be asked to correct their attire before they are allowed in the lab. Students on industry externships must dress appropriately, or they will be asked to leave the site.
- c. If a student fails to comply with the dress standards after being counseled by the instructor and Program Director, the student may be dismissed.

1.2.4 Drug and Alcohol-Free Environment

MTECH shall provide for a safe and productive work and educational environment that is free from the effects of possession, use, or distribution of controlled substances, as outlined in [MTECH's Drug and Alcohol Free Workplace Policy 300.342](#). Drug and alcohol abuse prevention information is available to all students and employees through the counseling office.

1.2.5 Smoking

Smoking, including the use of e-cigarettes, is NOT permitted in any indoor area of all MTECH campuses or within 25 feet of any MTECH building, as outlined in [MTECH's Smoking Policy 300.341](#).

1.2.6 Cheating, Plagiarism and Falsification

Students are expected to maintain academic ethics and honesty for all work and interactions with the college in all forms. Cheating, plagiarism, and/or falsification may result in suspension or dismissal. Please see [Cheating Policy 600.617](#).

1.2.7 Electronic Resources

Electronic information resources are available to students at MTECH. Students are informed of MTECH's acceptable use of electronic resources in Student Orientation. All students must acknowledge their understanding and agree to use the internet and other electronic information in an appropriate manner. Please see MTECH's [Student Computer & Internet Acceptable Use Policy & Procedure 600.620](#).

1.2.8 Violations of the Student Code of Conduct

The Student Handbook provides some examples of behavior and actions that constitute violation of the Student Code of Conduct. These include, but are not limited to:

Excessive absences or tardies

Academic dishonesty; cheating

Unprofessional behavior

Poor hygiene

Bullying or threats of harm, including sexual harassment and physical violence

Destruction of school or private property.

Improper use of computers, peripherals, internet or software.

Forgery or bribery

Violation of the Student Code of Conduct may lead to disciplinary procedures, legal action, and/or dismissal.

616.2 PROCEDURE

2.1 Performance Standards

2.1.2 Progress and Attendance Standards - determined by program requirements, based on input from industry, faculty, and instructional administration. ([See Progress & Attendance Policy & Procedure 600.611](#))

1. Written Performance Standards - Instructors communicate performance standards to students in course syllabi. These standards outline attendance requirements and course completion requirements. Daily attendance is entered into the Student Information System. Students who miss ten (10) consecutive days of class will be dropped from their program on the tenth day.
2. Minimum Performance Criteria - Students must meet the performance standards of their program which are communicated through course syllabi. Financial sponsors may hold students to a higher performance standard than defined by this policy.
3. Students with Disabilities - As designated in the Students with Disabilities Policy, students with qualifying disabilities should submit a completed Request for Accommodation Application, along with required documentation, to an Academic & Career Counselor. Unless specifically stated otherwise in accommodation documentation, students with qualifying disabilities are expected to meet the same performance standards as all students.
4. High School Students - MTECH instructors recommend grades for high school students enrolled in their program, based on student performance. High school credit is granted by the student's high school. MTECH does not offer or recommend high school credit; both the grade and the credit are subject to the policies and procedures of each school district.

2.2 Student and Instructor Responsibilities

- 2.2.1 MTECH students are responsible to regulate their own conduct and respect the rights of others. Rules, policies, and regulations of the faculty and administration are to be respected. The conduct of a student attending MTECH should be in compliance with what is expected in the workplace. Unprofessional or abusive conduct may lead to disciplinary procedures which may include dismissal from MTECH.
- 2.2.2 Problems that develop between an instructor and a student often result from a simple misunderstanding, or lack of communication. The instructor and student

are encouraged to engage in a constructive problem-solving discussion to resolve progress, attendance, or other issues. The instructor has the responsibility to advise the student that further issues may lead to disciplinary action.

- 2.2.3 Students may be placed on a Student Success Plan for attendance, progress, or behavioral issues. Continued problems, occurring while a student is under the plan, may result in the student being dismissed from the College.
- 2.2.4 Instructors and Program Directors can recommend probation or suspension of students. They may have a student removed who appears to be a danger to themselves or others. This action must be reported immediately to a member of the Safety and Security department and must be fully documented. Students who believe the actions taken are not in accordance with MTECH policy, or are otherwise prejudicial, may appeal using the [MTECH Student Grievance Policy & Procedure 600.608](#).