MIAT®
COLLEGE OF TECHNOLOGY

Student Handbook

Rev. 10.01.2019

Student Handbook

Introduction

This *Student Handbook*, along with your *Student Catalog*, is a resource for understanding the academic and administrative policies that are important to your success at MIAT College of Technology. It is your responsibility to be familiar with the contents of these publications. This handbook has been carefully prepared to ensure that all information is as accurate and complete as possible. However, MIAT reserves the right to modify or update applicable policies and procedures from time to time. Such changes will be communicated to students as necessary. Students and applicants are bound by the terms in effect at the time of any event or occurrence.

Social Media and Online Resources

We want to help keep you connected with and informed about your MIAT College of Technology community. Join us! You may also find information at our website including downloadable versions of the *Student Catalog* and *Student Handbook.* The electronic version of the *Student Handbook* found at www.miat.edu is the official, current version.

www.miat.edu

Main Campus - CANTON
2955 S. Haggerty Road
Canton, MI 48188
734.423.2100
800.447.1310

Branch Campus – HOUSTON
533 NorthPark Central Drive
Suite 150
Houston, TX 77073
832.234.5700
888.547.7047

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Non-Discrimination Policy Statements

Equal Opportunity Policy

MIAT College of Technology neither denies admission nor discriminates on the basis of race, religion, color, gender, gender identity or expression, sexual orientation, genetic information, age, disability, or national origin in its employment or educational programs and activities. A person who believes that such discrimination has occurred in the school or who requires accommodations should contact the Campus President.

Sexual Misconduct Policy

MIAT College of Technology is committed to providing a work and educational environment for all students, faculty and staff that is free from sexual discrimination and sexual misconduct. MIAT prohibits all forms of sexual misconduct and sexual discrimination. The school's Sexual Misconduct Policies are published in the **Safety and Security** section of the **Student Handbook** [available online at www.miat.edu or hard copies may be obtained from Student Records.] All students, staff and faculty members are required to read and understand the contents of this policy and to abide by all requirements stated in the policy.

Disabled Individuals Policy

MIAT College of Technology does not discriminate against persons with disabilities who can satisfy the MIAT admission requirements and recognizes such person's right to participate in or benefit from the educational programs offered by MIAT. When necessary, MIAT will make reasonable accommodations to enable students to participate in the programs offered by MIAT.

If an applicant or current student has a disability that might require an accommodation, written notice must be given to MIAT so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While MIAT will make an effort to accommodate all disabilities, certain disabilities may not be capable of a reasonable accommodation.

Students who have been attending classes and subsequently need to have a disability accommodated must notify the Director of Training at MIAT and schedule a meeting. The Director of Training will assist in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to continue to participate in the programs offered by MIAT.

Some accommodations take time to implement, and thus, students must give MIAT notice sufficiently in advance of the date when an accommodation needs to be made to enable MIAT to make an accommodation that will meet the student's needs and avoid the interruption of their participation in a program.

MIAT has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission to MIAT to participate in MIAT's educational programs. The facilities physical accommodations for disabled students include, but are not limited to: disabled student parking, wheelchair ramps for access to the facility, accessibility for disabled students to classrooms, laboratories, the Learning Resource Center, student break rooms, restrooms and support services areas at MIAT. The Canton campus has multiple floors and an elevator is available to facilitate accessibility. If necessary classes may be taught on floors easily accessible for disabled students or some other accommodations will be made.

A student who is not satisfied with the determination made by MIAT for reasonable accommodations and has been unable to resolve the issue through an informal discussion with the Director of Training and/or the Campus President, has the right to appeal the decision. The following steps should be followed to complete the appeal process and file a formal complaint:

The complaint must be submitted in writing, by US mail or by fax to the Campus President. Complaints may not be submitted by e-mail. The appeal must be submitted within ten (10) days of the receipt of the decision. The submission must include:

1. Student's name, address, e-mail and phone number
2. Date of the complaint
3. A full description of the problem
4. A full description of the efforts that have been made to resolve the issue informally
5. A statement of the remedy requested

The School Review Board of MIAT will review all pertinent information and may meet with the parties involved. A decision will be made within fourteen (14) days of receipt of the appeal. The Review Board's decision is final. Any of the above stated deadlines may be extended for good cause. The request for extension must also be provided in writing.

Student Rights and Responsibilities

Student Responsibilities

The ultimate responsibility for any student's education rests directly with the student. In keeping with that philosophy, the following is the minimum that is expected of an MIAT student:

1. The student will read the Student Catalog and the Student Handbook (available online at www.miat.edu) and will know, understand and follow all school rules, policies and procedures.
2. The student will complete all assigned work within the assigned time period to the best of their abilities.
3. If a student experiences academic challenges, the student will address the problem immediately with their instructor. Help with academic challenges is available and the student is encouraged to take advantage of the assistance offered.
4. The student will make every possible effort to foster a spirit of learning and teamwork during the training process.
5. The student will take pride in their school's equipment and facilities and will make every possible effort to maintain MIAT training equipment in the same or better condition than when starting to work with it.
6. The student will be respectful to all staff, administration and faculty. The student will respect all other students and their diversity.
7. The student will take an interest in making MIAT a better personal and educational experience for themselves and all other students. The student will contribute to the administration and faculty's goal of continually improving the quality of training provided.
8. The student will represent the school and themselves in a professional manner while participating in school-related functions or activities. This includes while at work, particularly if working for an employer affiliated with the school.
9. The student will meet the attendance requirements.
10. The student must be able to read, write and understand the English language and be able to communicate verbally and in writing with administration, faculty, fellow students and with current/future employers for the purpose of exchanging required information.

Student Conduct Rules and Policies

MIAT College of Technology students are expected to maintain high standards of professional conduct required by industry and that are a tradition at MIAT College of Technology.

Both in and out of school, students are expected to conduct themselves in a professional manner with pride in themselves, their community and their school. It is expected that the student will observe all rules and policies. Violation of any of the following rules and policies of MIAT College of Technology may result in disciplinary action up to or including dismissal:

1. Personal conduct which, in the opinion of the administration or faculty, is considered disruptive or unprofessional.
2. Theft or vandalism to school property, property of a student or property of a visitor to the school.
3. Gambling or other similar activity.
4. Any conduct that violates local, state and/or federal regulations or laws. In the event you are charged with or convicted of a crime, you are to notify a school official immediately.
5. The use of school equipment for personal projects without authorization. This includes the unauthorized use or access to the company/school computers/network.
6. Removal of school equipment from school premises. The defacement of school property and/or the intentional damage to training equipment.
7. Verbal or physically abusive behavior including excessive profanity, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person or which places them in fear of being physically abused.
8. Any violation of MIAT's sexual misconduct policy. *See MIAT's sexual misconduct policies published in the **Safety and Security** section of the **Student Handbook** [available online at www.miat.edu or hard copies may be obtained from Student Records.]*
9. Cheating on tests or other assignments. *See Academic Integrity Policy*
10. Any violation of MIAT's Drug and Alcohol Abuse Prevention Policy. *See MIAT's Drug and Alcohol Abuse Prevention section the **Student Handbook**.*
11. Any violation of MIAT's Electronic Use and Computer Information Technology Policies.
12. Violation of safety rules and notices.
13. Consumption of food or beverage in or around training equipment or in classrooms.
14. Parking in Visitor Parking, parking in a designated handicapped space without a handicap permit or parking in areas other than marked parking spaces.
15. Exceeding posted speed limits on school premises.

Student Rights and Responsibilities

16. Violation of school dress code.

17. Falsification of documentation.

18. Smoking in non-designated smoking areas.

The above are illustrative of the types of conduct that will not be permitted but are not intended to be all inclusive.

Academic Integrity Policy

The relationship between students and faculty is an important part of the training at MIAT. This relationship is one that is built on mutual trust, respect and responsibility. How you learn at MIAT is as important as what you learn. Our goal is to produce graduates that can become quality employees who have sound practical, technical and theoretical backgrounds and who are committed to their professional responsibilities.

Academic dishonesty will not be tolerated at MIAT and violations may result in penalties up to and including dismissal from the school. Violations apply equally to electronic media and print and involve test, images and ideas. Examples include, but are not limited to, cheating, dishonest conduct, plagiarism, copyright infringement and peer-to-peer file sharing violations. Acquiring and/or sharing copies of tests (physical copies or pictures of tests) is also considered an act of academic dishonesty. Acts of academic dishonesty are not limited to a student's personal benefit. Also included is knowingly or intentionally helping another student in an act of academic dishonesty.

Dress Code

Professional appearance is required at all times. Responsible personal grooming habits must be maintained. Safety and professionalism will always take precedent in matters of dress code interpretation.

1. All students are required to wear an approved MIAT garment and ID badge while attending any activities at MIAT. **The uniform shirt must be buttoned up and tucked in**.

   An approved MIAT hooded sweatshirt may be worn but the hood is not to be worn while in the building. MIAT T-shirts are optional and do not have to be tucked in.

   MIAT will also allow the members of the Alpha Mu Tau (AMT) Chapter of Alpha Eta Rho Fraternity (Canton Campus) to display a fraternity patch on the approved MIAT uniform shirt.

2. Clothing may not bear any printed material that is sexually or racially provocative or otherwise socially controversial. No profane language, ethnic, racial or sexual slurs. Interpretation of appropriateness is at the sole discretion of MIAT.

3. Long pants must fit properly. Pants cannot be baggy or must be secured with a belt to prevent them from slipping below the waist or touching the ground. Sweat pants and nylon athletic warm-up pants are prohibited.

4. All clothing (shirts, pants, shorts, hoodies) must be clean, in good repair without holes, rips or otherwise torn.

5. Shorts must have cuffs or be hemmed. The length must be at least to the top of the knee. No baggy, "short-short" or skin tight shorts will be allowed. Nylon athletic shorts ("basketball" shorts) are not allowed. Shoes and socks must be worn with shorts.

6. Full shoes or oxfords with full socks are required. Athletic shoes (i.e. sneakers, tennis shoes, etc.) are allowed, but leather soles or oxfords are recommended. Sandals, open-toe or high heel shoes are prohibited.

7. Hair longer than collar length must be tied back, tucked in the collar of the shirt or tucked under a hat while in the shop area.

8. Dark glasses of any type may not be worn in the building unless the wearer has a letter on file from an accepted medical professional identifying a condition requiring dark glasses.

9. Body piercing jewelry, if worn, can be post type only and is limited to one in each ear lobe.

10. Ear gauges will be assessed for safety purposes while the students are engaged in lab/shop activities. Directives will be given at that time specific to the individual student. MIAT reserves the right to require removal of body piercing jewelry and/or making ear gauges less conspicuous.

11. Jewelry around the neck cannot hang outside of the shirt. Rings should be limited to a single ring on each hand, with the caution that there are many documented instances of rings causing serious personal injury.

12. Wrist watches may be worn, but must be removed upon request of an instructor or MIAT personnel.

13. The policy regarding the content of printed material also applies to tattoos. Any sexually or racially provocative or otherwise socially controversial message will require that the tattoo be covered while on campus.

Personal Protection Equipment (PPE)

The student must adhere to the following PPE policy:

1. Safety glasses are to be worn <u>at all times</u>, including breaks and lunch, in the designated areas of the hangar/high bay (outside the yellow lines) and as instructed by any member of the MIAT staff. Safety glasses must be clear or yellow tint; no other color tint will be accepted.

2. The student must wear a hard hat while in the designated area of the hangar/high bay.

3. The student must wear a safety harness while participating in any climb training and as directed by any member of MIAT College of Technology staff to comply with OSHA standards.

4. As directed by an instructor, students may be required to use respiratory protective equipment during certain lab/shop activities.

5. Hearing protection in designated areas.

6. Students will be required to wear all appropriate PPE when working in the welding area including: welding hat, welding helmet, welding gloves, welding jacket or welding apron, fully enclosed shoes, full socks, long sleeve shirt, long pants and safety glasses.

Every student is required to adhere to the PPE policy to ensure safety of themselves and their fellow students. Failure to comply with this policy will result in disciplinary action.

Safety Rules

Students must be aware and follow all safety rules at all times.

1. Students will not operate school equipment without approval and direct supervision from an instructor.

2. No smoking or smokeless tobacco products (including E-cigarettes and vaping) are permitted except in designated smoking areas.

3. Personal Protection Equipment (PPE) must be worn in posted areas or when directed by any member of MIAT staff in compliance with the PPE policy.

4. Hair longer than collar length must be tied back or tucked in the collar of the shirt or tucked under a hat while in the shop area.

5. Adequate hand cover (gloves) must be worn when directed by the Instructor.

6. Jewelry such as hand rings, earrings and necklaces must be removed when directed by the instructor.

7. Sunglasses are not permitted in classrooms or shop. Dark glasses of any type may not be worn in the building unless the wearer has a letter on file from an accepted medical professional identifying a condition requiring dark glasses.

8. Students will not disassemble any shop equipment or components without instructor approval.

9. All injuries, no matter how slight, shall be reported to an instructor.

10. Body piercing jewelry, if worn, can be post type only and is limited to one in each ear lobe.

11. Ear gauges will be assessed for safety purposes while the students are engaged in lab/shop activities. Directives will be given at that time specific to the individual student. MIAT reserves the right to require removal of body piercing jewelry and/or making ear gauges less conspicuous.

12. Jewelry around the neck cannot hang outside of the shirt. Rings should be limited to a single ring on each hand, with the caution that there are many documented instances of rings causing serious personal injury. Wrist watches may be worn, but must be removed upon request of an instructor or MIAT personnel.

Tool Crib Policies and Procedures

The tool crib provides supplies, equipment and specialized tools necessary to perform various projects and lab assignments required in our curriculum. When requesting a tool, students will be required to fill out a tool and supply request sheet, which is located at the tool crib window. When the checked out item is returned, the supply request sheet will be processed. Basic tool crib policies follow:

1. Items checked out from the tool crib must be signed for on a tool and supply request sheet. Students are responsible for the items signed out and will be charged the cost of replacing any missing or maliciously damaged items.

2. The tool crib is not required to provide tools which are included in the tool set issued to MIAT students. Students should have their own tools available for use at any time during their training.

3. Students are not allowed in the tool crib unless accompanied by an instructor or tool crib employee.

Drug and Alcohol Policy

MIAT is committed to a campus free from illegal drugs, abuse of legal drugs, alcohol use on school property as well as alcohol and drug use outside the school which adversely affects performance. In addition to the policies and procedures outlined in MIAT's Drug and Alcohol Abuse Prevention Program, the following is expected of all students:

1. All students are expected to arrive fit for work/study. Illicit use of any mind-altering drugs/alcohol is prohibited.

2. Unlawful possession, use, or distribution of illicit drugs/alcohol on school property or at any school activity will result in expulsion from the school. MIAT will cooperate with local, State, and Federal officials. Off school possession, use, or distribution of illicit drugs/alcohol may also be cause for expulsion from MIAT, regardless of

whether on or off MIAT property, as such use can affect performance.

3. When such use can be anticipated to affect performance, use of prescription drugs or over-the-counter drugs should be reported to MIAT supervisory personnel.

4. All students are required to notify MIAT of any controlled substance violation conviction within five (5) days of such conviction. MIAT must then notify the U.S. Department of Education within ten (10) days and will, within thirty (30) days, take appropriate action, up to and including expulsion from training as appropriate.

5. Drug/alcohol policy violations may be evaluated by the Federal Aviation Administration or employer in determining employee/student qualification for certification or employment. Drug/alcohol policy violations are investigated and may also be prosecuted under Federal and State Law.

6. All illegal drugs will be turned over to local law enforcement agencies.

7. The school reserves the right to require drug and/or alcohol testing of students if, at the sole discretion of the school, the student is suspected to be under the influence.

8. Student Referrals: Any student may voluntarily seek help for a drug/alcohol problem from MIAT's Campus President, Vice President of Education, Director of Training or Director of Career Services. The student will be referred to the appropriate agency and will be provided, if possible, the option of returning to school upon documented successful completion of treatment. Any recurrence following completion of a drug/alcohol treatment program may result in expulsion.

The school's Drug and Alcohol Abuse Prevention Program is published in the following section of this handbook.

United States Department of Transportation - Drug and Alcohol Compliance Policy

The link below is to a letter issued by the Department of Transportation. This letter and its content as has been adopted as MIAT College of Technology policy applicable to all students:

http://www.dot.gov/odapc/dot-recreational-marijuana-notice

A copy of the applicable federal legal sanctions, as well as applicable Michigan and Texas legal sanctions regarding the use of drugs and alcohol may be obtained from the Campus President's Office

Tobacco Use Policy

MIAT maintains a smoke and tobacco free environment. No smoking or other use of tobacco products is permitted in any part of the building. Some examples include, but are not limited to: cigarettes, pipes, cigars, snuff, chewing tobacco, e-cigarettes or vaping. Even if vaping is different in nature, it is still considered a smokeless tobacco product and, additionally, gives the appearance of smoking.

Smoking is permitted outside only in designated smoking areas and must be at least 25 feet from any entrance of the building. Students are responsible for properly disposing of any litter in the receptacles provided. It is important to all students, faculty, staff and visitors to the campus have a healthy environment and a clean campus. Violations of the policy could result in disciplinary action up to and including dismissal.

Electronics Use Policy

The Department of Education oversees federal regulations in which schools must comply with. Federal regulation mandates that schools must have a copyright infringement and peer-to peer file sharing policy. The following is the MIAT College of Technology policy:

MIAT College of Technology Plans to Effectively Combat Unauthorized Distribution of Copyrighted Material: Student and Employee Sanctions

As a student or employee, your conduct in MIAT College of Technology classrooms and websites is subject to and must fully conform to the MIAT College of Technology code of conduct policy and any other applicable policies. MIAT College of Technology may monitor traffic or bandwidth on our networks utilizing information technology programs designed to detect and identify indicators of illegal peer-to peer file sharing activity. In addition to, or as an alternative, MIAT College of Technology may employ other technical means to reduce or block illegal file sharing and other impermissible activities. Disciplinary sanctions will be based on the seriousness of the situation. These sanctions may be in conjunction with additional sanctions through the MIAT code of conduct and any other policy applicable to the particular situation.

<u>Copyright Law</u>

Copyright is a form of legal protection provided by United State law (Title 17 U.S.C. §512(c)(2)) that protects an owner's right to control the reproduction, distribution, performance, display and transmission of a copyrighted work. The public, in turn, is provided with specific rights for "Fair Use" of copyrighted works.

Copyrighted works protect "original works of authorship" and include:

- Books, articles and other writings
- Songs and other musical works
- Movies and Television productions
- Pictures, graphics and drawings
- Computer software
- Pantomimes and choreographic works
- Sculptural and architectural works

Specific information on copyright law and fair use may be found at the following sites:

- The U.S. Copyright Office: copyright.gov
- The Electronic Frontier Foundation fair use frequently asked questions (FAQ): eff.org

Copyright Infringement

The copyright law states that "anyone who violates any of the exclusive rights of the copyright owner is an infringer of the copyright or right of the author." The copyright law provides the owner of copyright in a work the exclusive right:

- To reproduce the work in copies;
- To prepare derivative works based upon the work;
- To distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly;
- To display the copyrighted work publicly
- In the case of sound recordings to perform the work publicly by means of a digital audio transmission.

Peer-to-Peer File Sharing

Peer-to-Peer (P2P) file sharing is a general term that describes software programs that allow computer users, utilizing the same P2P software, to connect with each other and directly access digital files from one another's hard drives. Many copyrighted works may be stored in digital form such as software, movies, videos, photographs, etc. Through P2P file sharing it has become increasingly easy to store and transfer these copyrighted works to others thus increasing the risk that users of P2P software and file sharing technology will infringe the copyright protections of content owners. If P2P file-sharing applications are installed on your computer, you may be sharing someone else's copyrighted materials without realizing that you are doing so. As a user of MIAT's network it is important that you recognize the legal requirements of the files that you may be sharing with others. You should be very careful not to download and share copyrighted works with others. The transfer and distribution of these works without authorization of the copyright holder is illegal and prohibited.

Legal Alternatives for Acquiring Copyright Material

Fair Use

Fair use allows limited use of copyrighted material without permission from the copyright holder for purposes such as criticism, parody, news reporting, research and scholarship, and teaching. There are four factors to consider when determining whether your use is a fair one. You must consider all the factors below, even though all the factors do not have to be in favor of a use to make it a fair one. The four fair use factors are as follows:

- The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work, such as whether the work is fiction or non-fiction, published or unpublished.
- The amount of work used in relation to the copyrighted work as a whole, such as using a poem in its entirety, or using one chapter from a long book.
- The effect of the use upon the potential market for the copyrighted work.

Requesting Permission

At some point you may find yourself in a situation when you will want to use someone else's copyrighted material. The first step is to determine whether you can reasonably make a fair use of the material (see above). If your use is not fair use, the next step is to ask for permission. For many works the publisher is the copyright holder. Look for a copyright notice. Unfortunately, not all works will include a copyright notice, and it is also possible that the copyright has changed hands since it was printed. For older material it may be impossible to identify and locate the copyright holder. In such instances documentation should be kept to show proof that a search was performed to find out who the copyright holder was. There are organizations that can help identify and contact copyright holders.

Ask for Permission

Once the copyright holder is identified, the next step is to ask for permission. An increasing number of publishers prefer that a request is made using a form on their website. Others may require that the request is made via fax or email. Whenever possible, make your request in the format preferred by the copyright holder. If the copyright holder does not have a set form then send a letter to them. Always keep copies of your correspondence.

Violations and Penalties Under Federal Law

In addition to MIAT's sanctions under its policies anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs

and attorneys' fees. For details, see Title 17, U.S. Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

Personal Electronic Devices (PEDs)

Due to the creation of distractions in the training environment, the school has developed guidelines for personal electronic devices at the facility.

Using cell phones, electronic or wireless devices in the classroom is a privilege, not a right. **The use of these devices in the classroom is permitted on a class-by-class basis at the discretion of the instructor.** Instructors may, at their discretion, reduce points awarded for participation in class or other graded activities for the inappropriate use of personal electronic devices. Students should clarify with the instructor if they have questions about these policies.

It is important that electronic/wireless devices are used appropriately. The guidelines below are to direct the proper use of these devices in the classroom. Remember that students are in the classroom for one reason -- to learn. The use of electronic/wireless devices during class should be restricted to in-class activities, including taking notes, viewing the lecture slides presented by the instructor, or accessing the internet for class-related information. Do not assume you can use these devices. Rather, check with the instructor.

As a student you have the right to request that a classmate cease the inappropriate use of any electronic/wireless devices. You also have the right to speak to the instructor for accommodations if you find **any** use of wireless/laptop devices distracting. **Be aware that some students, for a variety of reasons, may have permission to use devices in class.**

Don't Distract Yourself - Avoid activities unrelated to the course including, but not limited to:

- Completing assignments for other courses
- Checking email during class
- Communication unrelated to in-class activities (i.e., voice, email, text messaging, etc.)
- Searching websites unrelated to class activities
- Playing games, listening to music or watching videos

Don't Distract Others - Be respectful of your instructor, your classmates and the learning environment

- Set all devices including all sound alerts to "vibrate" or "mute" during class
- Do not place or accept calls or text messages during class. If *a true personal emergency call is anticipated, speak to the instructor **before** the start of class. Sit near an exit and quietly leave the room to accept the call.*
- Minimize set-up time. Arrive with sufficient time to set up laptops, etc., before class begins. Set-up must be completed before class begins.
- Be aware of potentially distracting typing or clicking
- Follow all "device prohibited" times (e.g. special events, guest speakers, exams, quizzes) and Any other time designated by the instructor
- Be sensitive to and respect privacy concerns of others
- Respect the request of a classmate or the instructor to cease the use of any and all PEDs.

Computer Information Technology Policy

Computer and Internet access have an increasingly important role in today's education and business environments. The intent of the following policy is to allow the greatest use of MIAT's computer facilities in a manner consistent with an appropriate professional environment and with the mission of MIAT.

Computer Violation Examples:

1. Intentionally introducing damaging software, such as viruses.
2. Accessing internet sites or services that are inappropriate for a particular curriculum or the educational environment. This includes but is not limited to any information containing obscene, indecent or sexually explicit material or containing profane language.
3. Intentionally damaging hardware.
4. Attempting to access any computing resources to which a student is not entitled or authorized.
5. Violating the privacy of others' computer information (either files or e-mail).
6. Harassing others or sending threatening, inappropriate or falsified e-mail messages.
7. Violating password security.
8. Violating copyright or license requirements, which include, but is not limited to, the improper/illegal downloading of material to school owned and/or personal electronic devices.
9. Allowing computer access to any individual not an MIAT student, graduate or employee.

10. Conducting any profit making or commercial activity from MIAT computer facilities.

11. Violating any computer security rules, regulations or laws as follows:

    - MIAT's Electronic Us and Computer Information Technology Policies
    - Applicable State Laws and Regulations
    - Federal Copyright Law
    - Computer Fraud and Abuse Act of 1986
    - Electronic Communication Privacy Act of 1986
    - Computer Software Rental Amendments Act of 1990

Housing Referral Program

MIAT is a non-residential educational facility and does not provide student housing. However, MIAT can assist students who are relocating to the area with shared living accommodations through its vendor Collegiate Housing Services (CHS). CHS works to provide quality, affordable housing in apartment communities located close to the school.

All students are expected to maintain the high standard of professional conduct that is required by industry and is a tradition at MIAT. Both in and out of school, students are expected to conduct themselves in a professional manner with pride in themselves, their community and their school. While the ultimate responsibility for any student's housing rests directly with the student, the following is the minimum that is expected of the students of MIAT College of Technology:

The student must represent the school in a professional manner while participating in the housing referral program.

MIAT College of Technology reserves the right to place students on professional warning, probation, suspension or dismissal from school for failure to conduct themselves in a professional manner within the housing referral program. Violations include, but are not limited to, the following:

1. Possession or under the influence of alcohol or controlled substances, or conviction for any alcohol or drug-related criminal offense. Note: The school reserves the right to require drug and/or alcohol testing of students if, at the sole discretion of the school, the student is suspected to be under the influence or using drugs or alcohol on school property or in student housing.

2. Unprofessional conduct found to be offensive or detrimental to the individual, community, school, or to other students.

3. Failure to adhere to the local apartment community's policies and regulations or those policies, procedures or regulations of Collegiate Housing Services.

Any student placed on academic or professional conduct warning, probation, suspension or dismissal may request a review in writing.

Career Services Standards and Policies

The Career Services department is committed to the success of our students and our graduates and is dedicated to providing career guidance and planning, employment preparation, and job search skills. To ensure that each and every student and graduate receives the focused attention of the Career Services staff, student and graduates should be aware of the following:

- Students and graduates are asked to check-in first at the front desk if they need to speak to a member of the Career Services team.

- Job Posting (both Student and Graduate) will be posted in Canvas, with specific job leads continuing to be worked by the Employment Advisors with the student/graduate. (Canton Campus Only)

- Students will be assigned an Employment Advisor within two months of their graduation date. (Canton Campus Only) But, students at both campuses are permitted and encouraged to meet with anyone from the Career Services team at any time while they are enrolled at MIAT.

MIAT has many employer contacts. The Career Services department and our graduates have established an outstanding reputation among these employers. This reputation was achieved because our students and graduates followed employment policies and procedures established by the MIAT which are based on industry standards.

These policies are in place to help students and graduates be successful in their search for employment. In order to continue this tradition of excellence, MIAT requires all students and graduates to adhere to the standards and policies listed below:

1. Show up at least 15 minutes early for an interview.

2. Alert the appropriate people well in advance if you need to cancel or reschedule an interview.

3. Dress professionally for all interviews.

4. Remove all visible or potentially visible piercings prior to an interview.

5. Cover all tattoos prior to an interview.

6. Bring several professional looking copies of your resume.

7. Bring all appropriate documents and/or a career portfolio.

8. Send a follow-up thank you letter(s) to the person(s) who interviewed you.

9. Have your 10-year history and references completed prior to interviewing.

10. Always give a two-week notice prior to leaving a position.

11. Submit to and pass a drug and alcohol screening.

12. Decline any interviews if there is a chance you will fail a pre-employment drug test or background check.

13. Demonstrate an overall professional attitude and demeanor in your actions and statements as well as professionally communicating and interacting with people and organizations, including MIAT and its employers.

MIAT is dedicated to assisting each student in beginning a rewarding career, however, MIAT has a responsibility to all students, graduates, and our employers to ensure the above industry-based standards and policies are followed.

If any student or graduate fails to follow these and other expectations, standards and policies, MIAT reserves the right to limit any or all career services, including but not limited to, exclusion from MIAT facilitated employment interviews. MIAT reserves the right to define or to otherwise determine, in its sole discretion, the application of the above Career Services Standards and Policies to any student, graduate, employer and/or event.

Change of Address

Students who change their address, telephone number or e-mail address should notify Student Records immediately. If you are living in a temporary residence while in school, be sure both your temporary and permanent address and phone numbers are on file. Changes in phone number and address are important after graduation as it will help us keep in touch with you with job leads after graduation.

Drug and Alcohol Abuse Prevention Program (2018)

Drug and Alcohol Policy Statement

MIAT College of Technology is committed to a campus free from illegal drugs, abuse of legal drugs, alcohol use on school property as well as alcohol and drug use outside the school which adversely affects the student learning process or student and employee performance.

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as MIAT College of Technology (MIAT), to certify that it has implemented programs to prevent the abuse of alcohol and use, and /or distribution of illicit drugs both by MIAT students and employees either on its premises and as a part of any of its activities. At a minimum, an IHE must annually distribute the following in writing to all students and employees:

I. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;

II. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

III. A description of the health risks associated with the use of illicit drugs and alcohol abuse;

IV. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and

V. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law.

Standards of Conduct

1. Employees

   MIAT complies with the Drug-Free Workplace Act (41 USC 701) and the Drug Free Schools and Communities Act (20 USC 1145g). See MIAT Employee Handbook.

2. Students

   Students attending MIAT are held responsible to adhere to all policies and procedures outlined in the Student Catalog and Student Handbook in addition to local, state and federal laws. This includes, but is not limited to, the Drug and Alcohol policies published in the Student Handbook and the drug and alcohol policies of the Federal Aviation Administration.

   This includes the unauthorized use, possession, manufacturing or distribution of illegal drugs, controlled substances, look-alike drugs, narcotics or alcoholic beverages or being under the influence of the same. Prohibited conduct includes the use of a prescription drug if the prescription was not issued to the student and sniffing toxic vapors.

   Sanctions for violating policies are outline in Section V below and addressed in the Student Catalog and/or Student Handbook which can be found at:

   www.miat.edu/student-catalogs and
   www.miat.edu/student-handbook.

Legal Sanctions

1. Federal

   Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include but are not limited to: incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircraft and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal educational benefits (such as student loans and grants).

2. State

   The State of Michigan has numerous laws regulating the possession and use of controlled substances and alcohol. As an example, under current Michigan state law, “a person shall not knowingly or intentionally possess or distribute a controlled substance.” If an individual is found guilty of a violation of the state law, they may be subject to large fines and imprisonment.
   A minor (defined as a person under the age of 21) may not “purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content.” Violations of the law may subject the individual to fines, participation in a substance abuse program, imprisonment, community service hours, and/or out of pocket expenses related to required substance abuse screenings.

   Michigan laws can be found at:

   http://legislature.mi.gov/doc.aspx?chapterindex

Texas divides controlled dangerous substances (CDS) into four "penalty groups" (and two sub-groups). Penalty Group 1 lists the most dangerous drugs, which have a high probability of abuse and addiction, and no recognized medical value. Groups 1-A, 2, 2-A, 3, and 4 decrease in dangerousness and probability of abuse, and increase in recognized medical uses. Texas Code that lists precisely which drugs fit into each group and the penalties for each can be found at:

http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.481.htm

3. Local

Canton Charter Township, (Wayne County) Michigan has several ordinances regulating the possession and use of controlled substances and alcohol including, but not limited to public intoxication, minor in possession and controlled substances including synthetic marijuana and other synthetic hallucinogenic drugs.

Canton Charter Township Ordinances can be found at:

https://www.municode.com/library/mi/canton_charter_township,_(wayne_co.)/codes/code_of_ordinances

4. Financial Aid

Pursuant to 484(r) of the Higher Education Act, a student who has been convicted of any offense under Federal or State law involving the possession or sale of a controlled substance may be determined to be ineligible to receive any Title IV grant, loan or work assistance. The period of ineligibility is determined by the type of conviction as well as whether or not the student was receiving federal student aid at the time of the offense.

If a student is convicted of a drug-related offense after submitting a FAFSA, the student may lose eligibility for federal student aid and may be liable for returning any financial aid received during a period of ineligibility. The period of ineligibility is dependent upon the type of conviction (sale or possession) and if there are any previous offenses. If the student is convicted of both selling and possessing illegal drugs, the student will be ineligible for the longer period.

A student, who is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student was enrolled in school and receiving Title IV aid, is not eligible for Title IV funds. [An illegal drug is a controlled substance as defined by the Controlled Substance Act and does not include alcohol and tobacco.]

A borrower's eligibility is based on the student's self-certification on the Free Application for Federal Student Aid (FAFSA). Convictions that are reversed, set aside or removed from the student's record, or a determination arising from a juvenile court proceeding do not affect eligibility and do not need to be reported by the student.

A student who is convicted of a drug-related offense that occurred while the student was enrolled in school and receiving Title IV aid loses Title IV eligibility as follows:

For the possession of illegal drugs:

- First offense: one year from the date of conviction
- Second offense: two years from the date of the second conviction
- Third offense: indefinitely from the date of the third conviction
- For the sale of illegal drugs:
- First offense: two years from the date of conviction
- Second offense: indefinitely from the date of the second conviction

A school must provide a student who loses Title IV eligibility due to a drug-related conviction with a timely, separate, clear and conspicuous written notice. The notice must advise the student of his or her loss of Title IV eligibility and the ways in which the student may regain that eligibility.

More information can be found at:

https://studentaid.ed.gov/eligibility/criminal-convictions

Health Risks

1. Drug Abuse

The following is a list of the most frequently used drugs and the risks associated with their use. (See Controlled Substances – Uses and Effects Appendix I for more information).

A. Cannabinoids (marijuana and hashish)

Known risks are "cough, frequent respiratory infections, possible mental health decline, and addiction."

B. Opioids (heroin and opium)

Known risks are "constipation, endocarditis, hepatitis, HIV, addiction, and fatal overdose."

C. Stimulants (cocaine, amphetamine and meth-amphetamine)

Known risks are "weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction." Specific risks associated with cocaine use

include “nasal damage from snorting.” Specific risks associated with methamphetamine use include “severe dental problems.”

D. Depressants (barbiturates, benzodiazepines and sleep medications)

Known risks are lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol.

E. Club Drugs (methylene dioxy methamph etamine (MMDA) [also known as: Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers]; Flunitrazepam [also known as: Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as: Gamma-hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X])

Known risks are “sleep disturbances, depression, impaired memory, hyperthermia, addiction.” Risks specific to GHB are “unconsciousness, seizures, and coma.”

F. Dissociative Drugs (Ketamine [also known as: Ketalar SV: cat Valium, K, Special K, vitamin K]; PCP and analogs [also known as: Phencyclidine: angel dust, boat, hog, love boat, peace pill]; Salvia divinorum [also known as: Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D]; Dextrometh- orphan (DXM) [also known as: cough and cold medications: Robotripping, Robo, Triple C]).

Known risks are “anxiety, tremors, numbness, memory loss, and nausea.

G. Hallucinogens (LSD [also known as: Lysergic acid diethylamide: acid, blotter, cubes, microdot yellow sunshine, blue heaven]; Mescaline [also known as: buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke])

Known risks are “flashbacks and Hallucinogen Persisting Perception Disorder.”

H. Other Compounds (Anabolic steroids [also known as: Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise: roids, juice, gym candy, pumpers]; Inhalants [also known as: Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets])

Known risks for anabolic steroids are “hypertension, blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne, (in adolescents) premature stoppage of growth, (in males) prostate cancer, reduced sperm production, shrunken testicles, breast enlargement, (in females) menstrual irregularities, and development of beard and other masculine characteristics.” For inhalants, the known risks are “cramps, muscle weakness, depression, and memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death.”

2. Prescription Drug Abuse

Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy). The use of prescription medications by anyone other than the prescribed individual is illegal and dangerous. Known health risks for inappropriate or illegal use include those listed above for these drug categories.

3. Nicotine Abuse

Nicotine can be found in cigarettes, cigars, bidis and smokeless tobacco (snuff, spit tobacco, chew). Known health risks include chronic lung disease, cardiovascular disease, stroke, cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes, and addiction.

4. Alcohol Abuse

Known health risks include increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction, and fatal overdose. “Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.”

Drug and Alcohol Abuse Prevention Program (2018)

Drug and Alcohol Programs

The Campus President provides an overall coordination of MIAT's Drug and Alcohol Abuse Prevention Program. However, many services are the responsibility of other areas or individuals including:

- Alcohol and Drug Abuse Education: Career/Student Services
- Referral and Counseling: Career/Student Services and Human Resources
- School Disciplinary Actions: Members of Senior Management and Director of Training

The following training programs, resources, counseling, treatment, rehabilitation or reentry programs are available to employees and/or students as described below:

1. Employees

   Prior to employment with MIAT all candidates must successfully complete a drug and alcohol screening as part of the hiring process. See Human Resources for additional information.

   Substance abuse needs are also covered by the medical plans offered by MIAT. The benefit package offered to eligible employees also includes access to an Employee Assistance Program (EAP) for employees enrolled in LTD insurance. See Human Resources for additional information.

   MIAT reserves the right to conduct workplace searches and/or drug and alcohol testing to confirm suspected violations of the school's drug and alcohol policy. Details of workplace searches and drug and alcohol testing are published in the Employee Handbook.

2. Students

   Prior to enrollment at MIAT all applicants are required to complete and authorization and disclosure form permitting MIAT to conduct a secure background evaluation. These evaluations are conducted to identify potential employment limitations and advise applicants prior to investing in the training. This also helps to ensure the safety of our student population, staff and faculty. Further details on the background evaluation used for admissions are published in the Student Catalog.

   The MIAT Career/Student Services staff can provide referrals for personal counseling needs; this includes referrals to drug abuse resources, treatment, or rehabilitation. List of resources, publications and contact information community support organizations are maintained by the Career/Student Services department. A sample of the community substance abuse resources available to students and employees include:

   - Alcoholic Anonymous 24 hour help line: (248) 332-3521
   - Oakdale Recovery Center: (734) 397-3088
   - Growth Works: (734) 495-1722
   - Narcotics Anonymous 24 hour help line: (248) 543-7200
   - Psychiatric Intervention Center: (734) 721-2000

   Prior to graduation students undergo an exit interview process with the Career Services department. Part of the process includes completion of a drug screen test. The screen is a tool used by Career Services to help students find employment and does not prevent a student from graduating. Students are provided with referrals should the test results show signs of drug or alcohol use.

Disciplinary Sanctions

MIAT College of Technology will impose sanctions on students and employees for violation of MIAT's policies including the Drug and Alcohol policies (consistent with federal, state and local laws) up to and including warnings, fines, probation, suspension, expulsion, termination and referral for prosecution.

1. Employees

   Disciplinary policies, procedures and practices for MIAT employees are documented and published in the Employee Handbook.

2. Students

   Disciplinary policies, procedures and practices for MIAT students are documented and published in the Student Catalog and Student Handbook.

Notification of MIAT's Drug and Alcohol Prevention Program (DAAPP)

1. Employees

   Notification of the information contained in the DAAPP is distributed to all current employees on an annual basis via an all-employee e-mail. New employees receive notification during their new hire/onboarding process. The DAAPP is also available for review online on the company's computer network at:

   M:\shared\catalogsandhandbooks

2. Students

   Notification of how to access the information contained in the DAAPP is distributed to all newly enrolled students during their orientation. All students receive notification of any updates to the DAAPP via e-mail. The DAAPP is also available for review online and can be accessed at:

   www.miat.edu/daapp

DAAPP Oversight

The Drug and Alcohol Abuse Prevention Program is reviewed bi-annually by Senior Management. The management discusses the plan and any updates/revisions that need to be addressed to ensure compliance.

MIAT College of Technology's Compliance Committee is responsible to review the document for compliance with the assistance of legal counsel if required.

Drug and Alcohol Abuse Prevention Program (2018)

Appendix I

Controlled Substances Uses and Effects

Drug CSA Schedule		Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Toler-ance	Duration (hours)	How Used	Possible Effects	Symptoms of Overdose	Withdrawal Syndrome
Narcotics	Opium II III V	Dover's Powder, Paregoric Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
	Morphine II III	MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected			
	Codeine II III V	Tylenol w/ Codeine, Empirin w/ Codeine, Robitussan A-C, Fiorinal w/Codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
	Heroin I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked			
	Hydromorphone II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
	Meperidine (pethidine) II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected			
	Methadone II	Dolophine, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected			
	Other Narcotics I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
Depressants	Chloral Hydrate IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
	Barbiturates II III IV	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod	High-Mod	Yes	1-16	Oral			
	Benzodiazepines IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tanxexe, Verstan, Versad, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
	Methaqualone I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral			
	Glutethimide III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral			
	Other Depressants III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			
Stimulants	Cocaine II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
	Amphetamines II	Biphatamine, Deicobase, Decoxyn, Daxedrine, Obertrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
	Phenmetrazine II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
	Methylphenidate II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
	Other Stimulants III IV	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plagine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected			

Drug and Alcohol Abuse Prevention Program (2018)

Drug CSA Schedule		Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Toler-ance	Duration (hours)	How Used	Possible Effects	Symptoms of Overdose	Withdrawal Syndrome
Hallucinogens	LSD I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible Death	Withdrawal syndrome not reported
	Mesacaline and Peyote I	Mexc, Buttoris, Cactus	None	None	Unknown	Yes	8-12	Oral			
	Amphetamine Variants I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
	Phencyclidine II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected			
	Phencyclidine Analogues I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
	Other Hallucinogens I	Butotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
Cannabis	Marijuana I	Pot, Acapulco Gold, Grass, Reefer, Sinsemila, Thai sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyper-activity, and decreased appetite occasionally reported
	Tetrahydrocannabinol I II	THC, Marinol	Cancer, chemotherapy, antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral			
	Hashish I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
	Hashish Oil I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	**First Offense**: Not less than 5 years and not more than 40 years. If death or serious bodily injury, not less than 20 years or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual. **Second Offense:** Not less than 10 years and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.	Cocaine 5 kilograms or more mixture	**First Offense:** Not less than 10 years and not more than life. If death or serious bodily injury, not less than 20 years or more than life. Fine or not more than $10 million if an individual, $50 million if not an individual. **Second Offense**: Not less than 20 years, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual. **2 or More Prior Offenses**: Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams		Heroin 1 kilogram or more mixture	
I	LSD - 1-9 grams mixture		LSD - 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity	Penalty
Any amount of other Schedule I and II Substances Any drug product containing Gamma Hydroxybutyric Acid Flunitrazepam (Schedule IV) 1 gram	**First Offense**: Not more than 20 years. If death or serious bodily injury, not less than 20 years or more than life. Fine $1 million if an individual, $5 million if not an individual. **Second Offense**: Not more than 30 years. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.
Any amount of other Schedule III drugs	**First Offense**: Not more than 10 years. If death or serious bodily injury, not less than 15 years. Fine not more than $500,000 if an individual, $2.5 million if not an individual. **Second Offense**: Not more than 20 years. If death or serious bodily injury, not more than 30 years. Fine not more than $1 million if an individual, $5 million if not an individual.
Any amount of all other Schedule IV drugs (other than one gram or more of Flunitrazepam)	**First Offense**: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense**: Not more than 10 years. Fine not more than $500,000 if an individual, $2 million if other than an individual.
Any amount of all Schedule V drugs	**First Offense**: Not more than 1 year. Fine not more than $100,000 if an individual, $250,000 if not an individual. **Second Offense**: Not more than 4 years. Fine not more than $200,000 if an individual, $500,000 if not an individual.

Academic Policies

Academic Excellence Award

1. The Academic Excellence Award is achieved when a student has maintained a GPA = 4.0 for the quarter/block. This average is calculated by the student records database system and no rounded values are used. All students enrolled in eligible MIAT Certificate/Diploma or Degree Programs are eligible for this award.

2. In addition, students from eligible programs that maintain Academic Excellence for their entire program will receive a **Program Academic Excellence Certificate** upon graduation. The award is presented after the graduation audit process is completed.

Attendance Recognition

Perfect attendance is achieved when a student has attended all scheduled hours/days of their program. *(Note: For students enrolled in a degree program, this includes all required hours for general education courses).* Any absences, including excused absences, disqualify the student from achieving perfect attendance. Students with perfect attendance receive a special notation on their final transcript upon graduation.

Day/Afternoon Shift Changes ("Day Swap")

MIAT allows students to change shifts for the purpose of scheduled attendance on a particular calendar day. This procedure should be pre-arranged and approved with the Director of Training a day or two in advance. Students should be aware there are limitations to this policy and may not always be allowed. Students with questions in reference to this matter or to arrange for a day/afternoon shift change should see the Director of Training.

Field Trips

From time to time an instructor may schedule an off-campus field trip to a local business or facility. The purpose of the field trips are to offer observational opportunities to support training objectives or to provide students with industry-related experiences outside of the classroom/lab environment. Because these field trips are arranged in cooperation with the business, students must be aware that field trips may be cancelled with or without prior notice by the business due to scheduling changes at their facility. These cancellations are beyond the control of MIAT.

Grade Dispute Procedure

A student may dispute any grade given in any course. The process consists of the following five steps:

1. The student discusses the dispute with the Instructor.

2. If Step One does not resolve the dispute, the student submits a written statement of the dispute and requests a meeting with the Director of Training (DOT). The DOT will notify the Instructor of the written dispute request. This step must be taken within one quarter/block of the posting of the grade to the student's record.

3. After review of the student's statement, the Instructor's grading sheet and discussions with the student and Instructor, the DOT makes a determination regarding the basis of the dispute.

4. If the student wishes to pursue the dispute further, he/she should submit a written appeal within five days of the DOT's decision to the Vice President of Education (Campus President for Houston).

5. The Vice President of Education/Campus President will schedule a meeting with the student, Instructor and DOT to make the final determination. The Vice President of Education/Campus President will inform the student in writing of the decision. This step must be completed within two quarters/blocks of the posting of the grade to the student's record.

Graduation Requirements – Exit Interview

Prior to graduation, the Student Records department will send out a notification to the pending graduate (both e-mail and a letter sent to the address on file) of the requirement to complete the Exit Interview process. The Exit Interview process, including all individual department requirements must be met in order for Student Records to issue a student's program certificate/diploma or degree.

Due to an extensive audit process, all certificates/diplomas or degrees will be issued within thirty (30) business days after all requirements are completed.

The following is a list by department of the requirements that must be met to complete the Exit Interview process.

Student Records

The student must submit a Request for Program Certificate/Diploma or Degree. Students Records will audit the student file to verify:

1. All required grades are complete

2. There is a zero ($0) balance on the student's account or a contract is in place and the student is current on all payments. *Note*: *The program certificate/diploma or degree will not be issued until the student account balance is zero ($0).*

Academic Policies

Financial Aid.

For students that have taken student loans, they must complete online exit counseling with the Department of Education accessed at www.studentloans.gov. [Please note – instructions are available in the Financial Aid department] Typically, MIAT will received notification the next business day that a student has completed counseling. The student should check in with Financial Aid to confirm.

Bookkeeping

The student must meet with Bookkeeping to confirm the student's account has a zero ($0) balance or that the student is current on their original payment contract ("original payment contract" is the first contract signed when the student started school, prior to any approved or unapproved reductions or delays in payment).

Career Services

The student is required to meet with their assigned Employment Advisor for a 20-30 minute discussion regarding their employment needs and a review of their resume.

Failure to complete any one of the steps noted above with prevent Student Records from releasing the student's Program Certificate/Diploma or Degree.

Interruption of Training

The staff and administration at MIAT strongly recommends students avoid disrupting their training schedule for any reason. However, if circumstances require a student to take a break in training, it is important they notify the school within three (3) days of their last date of attendance. Failure to do so could result in a withdrawal from active status. A withdrawal can dramatically affect a student's financial status. Please see Leave of Absence/Withdrawal Policy in the Student Catalog.

Learning Resource Center (LRC)

The LRC seeks to promote student success and support faculty instruction through the development and maintenance of a well-rounded academic collection and online research resources.

All MIAT students and graduates are welcome to use the Learning Resource Center during normal operating hours. The LRC can be used for making up time, tutoring, research projects, job searches or FAA test prep. Current students may not use the LRC during their scheduled class times unless directed to do so by their instructor. LRC hours are posted outside the center with individual tutoring available daily.

Program Completion Rates

A detailed copy of the school's completion rates for each program is available in the office of the Campus President.

Retest Policy

If a student fails a test, the student will undergo tutoring and/or additional training to prepare them for the retake. The student will be required to obtain and complete a "**Request for Retest"** form. This form can be found in the LRC, ADOT Office or from the instructor. An instructor must sign-off that the student has successfully completed tutoring and/or additional training prior to the student making a second attempt at the test.

School Closing Policy

MIAT recognizes the importance of avoiding interruptions in training. However, ensuring the safety of our students and employees is of primary importance to the management of MIAT. When considering cancelling classes due to inclement weather, management evaluates the current and forecasted weather conditions and well as the current and possible future road conditions. If the decision is made to close the school, the school will make every attempt to communicate this information to students via text messaging, social media outlets.

To sign up for the text messaging service, text the keyword specific to your campus (see below) to **313131.**

Canton**:** **EZBLJ27730 miatcanton**
Houston: **EZBLJ27730 miathouston**

***Please note – there is a space between the 0 and the miatcanton/miathouston. The space must be included in your text message.*

To stop receiving alert text messages, text STOP to 313131.

Messaging and data rates may apply

Cancelled classes will be rescheduled as soon as the schedule permits. Students should understand, MIAT is required to complete a full Quarter/Block of allotted training days. The training calendar will be extended by the number of days the school is closed.

Transcript Requests – Official/Unofficial

An unofficial transcript may be obtained by a student at any time from the Student Records department to check grades, attendance and make-up time.

Official transcripts are issued for a fee of $5 per transcript.

Academic Policies

A student is entitled to receive an official transcript upon completion of the program provided the following conditions are met:

- The student has a zero ($0) balance
- The student is current on their original payment contract ("original payment contract" is the first contract signed when the student started school, prior to any approved or unapproved reductions or delays in payment).

Tutoring Assistance

Students in need of tutoring may contact their instructor to schedule individual tutoring sessions. Tutoring is also available daily in the Learning Resource Center. Tutoring is free of charge and encouraged for all students. Never hesitate to ask for help.

FAA Specific Policies

Makeup Policies and Procedure for FAA Curriculum

The Federal Aviation Administration regulations state each student must complete the required number of training hours regardless of illness, weather conditions or other excused or unexcused absences. Consequently, all missed time must be made up. The following is the procedure governing makeup time.

1. The student must have verification of time missed in order to make up the missed time. This can be an **Absence Verification Form** (for time missed during current course of instruction, obtain this from current instructor) or a **Detailed Attendance** Report (for previous courses of instruction, obtain from Student Records).

2. The student must obtain and complete a **Makeup Receipt** prior to making up time.

3. The Instructor will check the documentation and issue the student a project(s) to be completed during the makeup session. It is the student's responsibility to have tools and books for the section to be made up. Failure to complete and present the assigned project(s) will result in no credit for the makeup.

4. When the student has completed the project(s) and time on the makeup receipt the Instructor will sign the form and give the student the YELLOW copy. It is the student's responsibility to retain all of the makeup receipts to ensure the correct amount of credit is given.

Makeup During Scheduled Class Hours

Makeup during regularly scheduled class hours is at the discretion of the instructor. The following steps should be undertaken:

1. Obtain a **Makeup Receipt** and complete all necessary information.

2. Check with the Instructor before class begins or during break time.

3. Enter the classroom only during scheduled break times. This is to avoid disrupting the class lecture.

4. Upon completion of your makeup obtain your signed receipt from the Instructor.

FAA Certificates of Completion

The FAA Certificate of Completion certifies the student has successfully completed the required number of hours of study in the curriculum subjects as defined by FAR Part 147 Appendix C.

Students in the Aviation Maintenance Technology or Airframe and Powerplant Technician program are eligible to receive three (3) Certificates of Completion - General, Airframe, and Powerplant - provided the following conditions are met:

1. All required grades are complete (1.7 grade point – 70% or above).

2. All required makeup time has been completed

3. Please Note: The student must present the FAA Certificate of Completion for General, Airframe or Powerplant in order to take the written examination for each section. (See FAA Written Airman Knowledge Testing Procedures to follow).

PSI CATS Testing Center **(Canton Campus Only)**

MIAT College of Technology's Canton campus houses a PSI Computer Assisted Testing Service (PSI CATS) Testing Center. In addition to the FAA Airman Knowledge Testing for an A&P license, the testing center also has testing for the Unmanned Aircraft Systems (UAS) Drone Knowledge Test and the family of NCATT exams.

FAA Written Airman Knowledge Testing (AKT) Procedure for General, Airframe and Powerplant

1. Complete the **Request for Certificate of Completion** form for General, Airframe or Powerplant. Return the completed form to Student Records. Provided all conditions are met, Student Records will have the Certificate of Completion available within ten (10) business days.

2. Speak with the Canton Testing Center Official (Canton only) to schedule a date and time to test or call PSI/CATS at **1.844.704.1487**.

3. On your scheduled test date, bring your certificate of completion, valid government issued photo identification with correct address, and a calculator. Pencils, paper and reference books are provided by the Testing Center. No cell phones or personal materials will be permitted in the testing center.

4. Receive an Airman Knowledge Test Report (AKTR) from the testing center.

FAA Specific Policies

MIAT has an exemption from the FAA allowing students to test for their General after completing the Air Science portion of the curriculum but prior to completion of the Airframe or Powerplant sections ("AMG examination"). Students choosing to test for the General certification prior to completion of the Airframe or Powerplant section should be aware:

1. To qualify to take the AMG written test, a student must have passed all components of the curriculum with a minimum of 70% GPA and attended all required hours in the General (Air Science) curriculum.

2. The student must take the AMG written test within sixty (60) days of completing the last required course of the General (Air Science) curriculum.

3. Before retesting after a failed AMG written test, the student must be tutored by an instructor or other staff member holding an A&P certificate and rating and provide a "General Written Retest Approval Form" in order to retest. The approval form certifies that the student has been provided with additional instruction for each item associated with the AMG written test and that the instructor considers the student ready for testing.

4. Once the General Written Retest Approval form has been signed by an instructor or other staff member holding an A&P certificate, the original will be given to the Director of Training and will be kept on file for a period of two (2) years. A second copy of the approval form will be retained by the student as proof of additional instruction.

FAA Oral and Practical Airman Knowledge Testing (AKT) Procedure for Airframe and Powerplant

1. Fill out ***two (2)*** 8610-2 Airman Certificate and/or Rating applications available from Student Records or at www.faa.gov. These forms must be completed legibly. Take these forms to the Designated Mechanic Examiner (DME) for the oral and practical test.

2. Schedule a general and airframe or a general and powerplant oral and practical test with a Designated Mechanic Examiner (DME). DME contact information may be obtained from Student Records.

3. Take the written Airman Knowledge Test Reports (AKTR) for general and airframe or general and powerplant to a Designated Mechanic Examiner (DME) for the oral and practical test.

4. The Designated Mechanic Examiner (DME) will administer the oral and practical test and issue a temporary certificate upon successful completion.

Early FAA Oral and Practical Examination

A student may request to take their oral and practical (O&P) exams before completion of the written exams. To qualify for early oral and practical testing a student must have a cumulative numerical grade average of at least 78%; all makeup time completed and receive approval from the Director of Training. Students wishing to take an early oral and practical exam must submit MIAT College of Technology **Request for Early Testing** at least sixty (60) days before the completion of their approved curriculum. Early oral and practical exams must be completed prior to last day of scheduled training.

Services for Students

Advising

Employment Advisors assists students with preparing for the job market after graduation. Each new student is assigned an advisor who will be a main point of contact throughout training and post-graduation. **Students should make sure their advisor has up-to-date, accurate contact information for them on file** (cell phone, e-mail). Students are encouraged to meet with their advisor frequently and utilize their support. The advisor will have information on upcoming employer visits and field experience opportunities and will help the student with resume and interview preparation. As a student nears completion of their training, the advisor will be vital partner.

Employers on Campus

A variety of companies are frequently on campus to visit classrooms and/or make all-school presentations. Some employers may conduct on-campus interviews. These employers work with Career Services to identify candidates. Careers Services can assist students and graduates in resume preparation and interview techniques in preparation for these interviews.

Field Experience Opportunities

Working in cooperation with industry-leading employers, MIAT offers students, from time to time, field experience opportunities. Field experiences are jobs with the employer (either paid or unpaid) for a limited time frame (at the discretion of the employer) while the student is still enrolled in training at MIAT. Students do not receive credit toward graduation with a field experience. There is an application and interview process for each field experience opportunity. Career Services will post available opportunities and the deadlines associated with each. Some past field experiences have been offered by Cummins-Bridgeway, DeAngelis Heating, Delta Airlines, Johnson Controls, Kalitta Tire and Brake, Masco, RedViking, Thornton & Grooms, USA Jet and Williams International.

Community Resources

MIAT maintains information, forms and resources for various agencies and organizations that help students with challenges they may face while attending school. Students may find information for help with transportation, health care, part-time employment, housing, child care and food assistance. MIAT also maintains information regarding scholarship opportunities. Additionally, MIAT maintains close Veteran Administration contacts and through the Veteran Service Center (located on the Canton campus) is able to refer individuals to VA benefits and resources available to veterans.

Bookstore

In addition to textbooks and training supplies, the Bookstore also sells schools supplies (folders, pens, markers, flash drives, etc.), MIAT logo clothing and small gift items. Operating hours are posted, however, students needing to make a purchase outside posted hours may see Bookkeeping for assistance.

Bulletin Boards

Campus bulletin boards are intended to provide students with up-to-date information on a variety of topics including employer visits, career fairs and job postings. All boards are maintained by faculty and staff with the exception of the boards that are specifically designated for student use. If you wish to post an item and are unsure which board to use, please see a staff member.

Clubs and Organizations **(Canton Campus Only)**

Alpha Mu Tau (AMT) Chapter of Alpha Eta Rho Fraternity

AMT is the first all aviation maintenance technician chapter of Alpha Eta Rho fraternity at MIAT's Canton campus. The mission of the fraternity is to foster a professional and social atmosphere that not only enhances the collegiate aviation experience, but also builds friendships and networking opportunities for a lifetime. The fraternity is co-ed and is student organized and led. Membership is open to all MIAT students and alumni. Associate memberships are available for MIAT students and alumni in programs other than aviation maintenance. More information is available on their Facebook page.

Student Veterans Organization (SVO)

The MIAT Chapter of the Student Veterans Organization supports military veterans and their families as they reintegrate and pursue their post-secondary education. The group works to provide support, resources and advocacy needed to succeed in higher education and after graduation. More information is available on their Facebook page "Student Veteran Organization, MIAT Canton."

Lost and Found

The Lost and Found for the Canton campus is located in the Administrative offices at the desk of the Social Media Coordinator. All lost items are to be turned in on a timely basis. A staff member will send an e-mail notification to faculty and staff regarding a lost or found item. Items unclaimed after thirty (30) days become the property of MIAT College of Technology and are donated to a non-profit organization or are destroyed.

Services for Students

Sports on Campus (Canton Campus)

While sports played on campus during break periods are not prohibited, for the safety of themselves and others and the protection of personal property, students are asked to restrict these activities to the designated area in the southwest corner of the parking lot (Haggerty/Michigan Avenue) where the basketball hoop has been installed. MIAT is not responsible for any injuries or property damage that may occur.

Safety and Security

MIAT College of Technology believes that all students deserve a safe and secure facility in which to study. MIAT strives to provide such an environment for its students, faculty and staff.

MIAT takes active steps to secure and safeguard its facilities. However, students, faculty and staff must be aware of the established safety and security measures. Equipped with this information, MIAT students, faculty and staff can become active partners in providing the safest and securest possible environment in which to study, teach and work.

MIAT annually prepares and publishes a Campus Security and Crime Statistics Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement surrounding our campuses. Campus crime, arrest and referral statistics include those reported to MIAT campus authorities and local law enforcement agencies.

Each year, students and staff are sent a notification that provides information on how the report may be accessed. Copies of the report may also be obtained from the office of the Campus President.

Security and Access Policy

During business hours the College is open to students, employees and guests. During non-business hours, access to all College facilities is by key, electronic key pad, proximity security card or by admittance of appropriate staff.

During non-business hours, any person or group of individuals found on school grounds without authorization is considered trespassing and may be reported to local law enforcement. Loitering and soliciting on school property are strictly prohibited and any person found loitering or soliciting will be asked to leave. Individuals refusing to leave will be reported to local law enforcement authorities.

MIAT Identification Badges

Student
For your safety and security, it is required that all students have their MIAT Student ID displayed (lanyard or clip) on their person at all times while on campus or at any MIAT sponsored field trip, activity or event. The only exception made will be when wearing the badge poses a safety risk. The instructor supervising the activity will be the only individual allowed to make the decision if the badge can be removed. Upon completion of the activity, the badge must once again be displayed. The Student Identification Badge serves as a visible indicator that you are allowed on campus.

Visitor
Visitors to the campus are required to sign-in at Reception. Each visitor will be issued a visitor badge which is to be worn throughout their stay on campus. The visitor badge should be returned at the end of the visit and the guest will be asked to sign-out with Reception.

Employee
It is required that all employees have their MIAT ID displayed (lanyard or clip) on their person at all times while on campus or at any MIAT sponsored field trip, activity or event. The only exception made will be when wearing the badge poses a safety risk.

Guests in the Classroom

Permission may be granted for a student to have a guest on campus (18 years or older). The guest and student must complete a **"Student Guest Approval"** form stating the guest agrees to adhere to all rules, policies and procedures of MIAT. The guest further agrees to the following:

1. The guest will not be disruptive or a distraction to the training environment.
2. The guest is prohibited from the use of any and all training equipment.
3. The guest is prohibited from being in the classroom during testing or at any time as indicated by the sole discretion of the instructor or any DOT.

The **"Student Guest Approval"** must be signed by the instructor and by a DOT. The approval of the guest is at the sole discretion of the instructor and DOT.

The Student Guest Approval form is not required for certain special all-campus events. The guest minimum age of 18 may also be waived as indicated by the special event organizer.

Parking

Free parking is available in the lots surrounding the facility and is on a first-come, first-served basis. Students are prohibited from parking in the Visitor Parking area and in any designated Emergency Evacuation Staging Areas. Students violating this policy will be subject to disciplinary action up to and including dismissal. Handicapped parking is available to those with proper State authorized tags or plates.

Safety and Security

Climb and Rescue Safety Requirements

MIAT has adopted and complies with the safety standards published by **ANSI (**American National Standards Institute) with respect to our Climb and Rescue course and the personal fall arrest equipment utilized. ANSI Z359.0-359.4-2007 requirements concern the following:

Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components
This standard establishes requirements for the performance, design, marking, qualification, instruction, training, inspection, use, maintenance and removal from service of connectors, full body harnesses, lanyards, energy absorbers, anchorage connectors, fall arresters, vertical lifelines, and self-retracting lanyards comprising personal fall arrest systems for users within the capacity range of 130 to 310 pounds (59 to 140 kg).

This capacity range is calculated with the weight of the individual **plus** the weight of all the equipment and/or tools. At the discretion of the instructor, compliance with the capacity range may have to be verified. This policy **does not** prevent someone from taking MIAT programs; they simply will not be permitted to climb due to safety requirements.

Training Conditions – Physical Requirements

Students in the ***aviation maintenance, energy/wind or heating and cooling*** programs must be able to:

1. Work above ground (at heights up to 15 feet) from various ground support equipment.

2. Work safely within confined spaces.

3. Work with and near moving mechanical parts, such as engines, propellers and tooling (drill press, chop saws, sheet metal shears, rivet guns, etc.).

4. Work in an environment that may include items such as mineral spirits, paint fumes and sanding dust, wearing safety glasses, hard hats or safety harnesses. Student must adhere to Personal Protection Equipment policy.

5. Work in an environment that includes regular exposure to factors such as temperature extremes (working indoors and outdoors through all seasons, climates and weather conditions).

6. Be exposed to intermittent and/or continuous loud noise (e.g. engine runs, riveting, etc.)

7. Perform repeated, intermittent and/or continuous physical exertion such as standing, walking, stooping, bending, climbing, pushing, pulling and lifting material, some of which may be heavy or awkward.

8. Routinely move and/or lift items of up to 20 pounds.

9. Manipulate support equipment, tools and parts some of which are heavy and/or awkward to maneuver and utilize.

10. Sit for extended periods of time, up to six hours, in a classroom or lab setting (10 minute breaks every hour; 50-minute lunch period).

11. Understand verbal and visual material presented in a darkened room for extended periods of time such as during lectures with or without visual presentations performed with lights out.

If a student is unable to meet any of these requirements because of a disability, the student my request a reasonable accommodation. The student should see the Director of Training, Vice President of Education or Campus President to discuss the matter. Additional information can be found in this handbook and in the MIAT College of Technology Student Catalog under "Admission of Disabled Individuals."

Accidents

Accidents during class time should be reported immediately to the instructor. Accidents occurring outside of class time that are **non-emergencies**, should be reported to the Director of Training. An **Accident/Injury Report** must be completed.

Medical Release

MIAT reserves the right to require a medical release from a medical professional stating the student is able to begin or continue training. MIAT also reserves the right to require the student seek and complete counseling and provide evidence of such prior to beginning or continuing their program of study.

Campus Security Authorities

Federal law defines four categories of Campus Security Authorities (CSAs): college or university police; non-police security staff responsible for monitoring university property; individuals/offices designated by the university as those to whom crimes should be reported; and officials with significant responsibility for student and campus activities.

Safety and Security

MIAT does not have college/university police nor non-police security staff and, therefore, utilizes designated officials holding significant responsibility for student and campus activities as CSAs, they include:

- Campus President
- Director of Training/Assistant Director of Training

The CSA is obligated to report crimes reported to them which occur on campus and the specific geographical areas as defined in the Clery Act to the Campus President. CSAs are not responsible for determining authoritatively whether a crime occurred and they have no arresting authority. When a crime is believed to have occurred, the individual must complete a Crime Incident Report. This form is filed with Campus President and is used for any investigation that may be conducted.

Reporting Security Incidents Including Criminal Activity

In the event a criminal act or other emergency occurs, students, employees and guests are encouraged to report all incidents to a school official and to local law enforcement. The College will assist students with notification to the proper law enforcement agency, if desired. If the student or employee is a victim of a crime, they will be provided with a written explanation of their rights and options. The College will assist the victim with changes in academic, living, transportation, and/or working situations and any other appropriate protective measures, if desired and as are reasonable. CSA's are responsible to complete the Crime Incident Report form for any criminal incident at MIAT.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a **confidential report**. With your permission, the Campus President can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or perpetrator and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the College.

Campus Security Crime Statistics Report

The safety of our students, faculty and staff is of primary importance to MIAT College of Technology. As required by law, MIAT maintains statistics regarding incidents that occur on campus in the Statistical Report for Campus Crime.

This report includes statistics concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by MIAT College of Technology and on public property within, or immediately adjacent to and accessible from, the campus.

The report includes statistics on crimes such as: murder and non-negligent manslaughter; negligent manslaughter; forcible sex offenses; non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes; arrests; weapons possession; drug and liquor law violations. The statistics have been compiled with cooperation from local law enforcement agencies for each respective campus. The current reports (Canton campus and Houston campus) are available to all students, faculty and staff in the office of the Campus President. Copies of the report are available upon request.
The College is responsible for contacting and making a "good faith" effort in collecting statistics from all local law enforcement agencies. Documentation is maintained when a making a "good faith" effort – example: a copy of the letter sent to the agency.

Report Distribution

The College can distribute the report to all students and employees in one of two ways - directly by publication and/or mailings. This may be accomplished by providing a copy directly to each individual or by direct mailing to each individual through one of the following delivery methods:

1. United States Postal Service
2. Campus mail
3. E-Mail
4. A combination of these methods

The Annual Campus Safety and Security Statistical Report for the Canton and Houston campuses are published online and within this Handbook.

Campus Safety and Security Awareness

New students and employees are informed, during orientation and new hire process, respectively about safety and security procedures and practices while on campus and are told of the process to obtain information about crimes on campus and in those neighborhoods surrounding the campus. Information includes various safety tips students and employees can use to prevent becoming a victim of a crime. They are encouraged to look out for themselves and one another. Student and employees have access to information on crime prevention and victim

resources through the Student Handbook *(this document)* and materials maintained by Student Services and in the office of the Campus President. Materials provide information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services. They also provide options and available assistance for changing academic, living, transportation and working situations and other protective measures such as orders of protection, if requested, if reasonably available and regardless of whether a report is filed with local law enforcement. Students and employees sign an acknowledgement at orientation that they are aware this assistance is available, where and how it can be obtained.

While the College does not offer any crime prevention lectures, workshops or seminars and does not have any off-campus student organizations, students and employees should adopt the following General Safety Tips:

Personal Safety

- Always be aware of your surroundings
- Try to stay in well-lit areas
- Walk confidently at a steady pace
- Walk close to the curb. Avoid doorways, bushes and alleys
- Wear clothes and shoes that provide freedom of movement.
- Don't walk alone at night and always avoid areas where there are few people.
- Be careful when people stop and ask you for directions; always reply from a distance.
- If you are in trouble, attract help in any way that you can. Scream, yell for help.
- Remain calm. Don't panic. Think rationally and evaluate your resources and options.
- If ever attacked, go to a safe place and call the police. The sooner you make the report, the greater the chances the attacker will be caught.

Home Safety

- Check the identification of any sales or service people before letting them in.
- Don't let any stranger in your home when you are alone.
- Never give the impression that you are alone if strangers telephone or come to the door.
- If you come home and find a door open or signs of a forced entry, don't go in. Call the police from the nearest phone.
- Keep written records of all furniture, jewelry, and electronic products. If possible, keep these records in a safe deposit box or fireproof safe.
- Secure sliding glass door locks.
- Don't hide spare keys in mailboxes, planters, or under doormats.

Vehicle Safety

- Close all windows, lock all doors and take the keys with you.
- Never hide a second set of keys anywhere on your car.
- Never leave your car's engine running even if you will only be gone for a minute.
- Park in well-lit areas.
- Activate any antitheft devices you have.
- Push or recline your passenger seat forward, if you return to your car and the passenger seat has been returned to its normal position, chances are someone has entered your vehicle.
- When approaching your vehicle, have your keys in hand.
- Before you invest in any alarms, check with several established companies and decide what level of security fits your needs.

Travel Safety

- If you do travel alone, leave your route and destination times with family or friends.
- Keep your car locked at all times. Keep the windows rolled up so that a person cannot reach inside. If confronted by someone on foot, drive away immediately if safe to do so.
- Make sure your car is in good working order and has plenty of gas before you drive.
- Don't leave packages or valuables in plain sight in your car, keep them in your trunk.
- If you are being followed by another car, honk your horn and drive to the closest public place such as a police or fire station, restaurant or gas station. Never go home if you think you are being followed.
- If you are involved in a minor accident, do not get out of the car until fire, police or medical assistance arrive.

Identity Theft

If your wallet or purse is ever stolen, call the police and then notify an MIAT CSA.

A Security Fraud Alert may be added to alert potential creditors to confirm your identification before granting credit in your name. Security alerts are generally added when you suspect that your identification information is being, or could be, used in a fraudulent manner. Send a written statement to all three credit organizations detailing the fraud.

Safety and Security

CALL TO CANCEL YOUR CREDIT CARDS

MasterCard	**800-307-7309**
Visa	**800-336-8472**
American Express	**800-528-4800**
Discover	**800-347-2683**
Diners Club	**800-234-6377**

OTHER IMPORTANT CONTACTS

Federal Trade Commission 877-ID-THEFT and/or 877-FTC-HELP (to report ID theft)

Social Security Administration (to replace your card) 800-772-1213

The three national credit reporting organizations are:

Experian Information Solutions, Inc.
www.experian.com
P.O. Box 2002, Allen, TX 75013
888-397-3742 • Security Fraud Alert 800-311-4769

TransUnion (formerly TRW)
www.transunion.com
P.O. Box 2000, Chester, PA 19022
800-888-4213 • Security Fraud Alert 800-680-7289

Equifax Credit Information Services, Inc.
www.equifax.com
P.O. Box 740241, Atlanta, GA 30374
800-685-1111 • Security Fraud Alert 800-525-6285

You may request a FREE credit report once a year by contacting: *www.annualcreditreport.com* or by calling 877-322-8228.

Campus Emergencies

Severe Weather

KNOW THE DIFFERENCE

Tornado Watch		**Tornado Warning**
A tornado watch is issued when weather conditions are favorable for producing a tornado.	VS	A tornado warning is issued when one or more tornados have been spotted.

NOAA Radios located in Facilities and the Director of Training offices (Canton campus) are monitored. When an authorized management representative has determined shelter is warranted or the local weather siren sounds, the Emergency Alert System will be activated. Students and all MIAT personnel are to seek shelter in their designated safe area.

1. Stay away from windows.
2. Go to an interior room.
3. Get on your knees and put your head on the floor facing an interior wall. Fold your arms over the back of your head.

When the severe weather warnings have been cancelled or have expired, an "All Clear" message will be broadcast. If able, all students and staff should return to normal operations. In the event of significant damage, students and staff are to await instructions from management and public safety representatives.

If you are caught outside or in your car when severe weather approaches, do not attempt to "outrun" the tornado. First, try to find shelter in a solid building. If no shelter is available, lie on the ground in a low area. Do not lie in a drainage ditch or stream bed as flash floods frequently accompany tornados.

Emergency Evacuation
In the event of an emergency, evacuation may become necessary, the following are basic guidelines if an evacuation order is given:

- Leave the facility immediately using the nearest exit route and proceed to outdoor assembly areas.
- Instructors and management will secure their areas of responsibility.
- Assist disabled students and employees if necessary.
- Take your personal belongings with you but only if they are easily accessible. Do not go back to a classroom or office to secure personal items.

Medical Emergencies
In the event of a serious illness or injury:

- Remain Calm – Do not Panic; Call 911.
- Give emergency personnel your EXACT location – building, floor, room number, etc. State the type of injury and give them your name.
- Stay on the line with the dispatcher if requested providing additional information as requested.
- Make contact with MIAT personnel, if staff is not in the area, advising them of the emergency.
- Do not move the victim (unless in a dangerous area).

First Aid and Non-Emergency Injuries or Illness
First Aid Kits are available throughout the facility where an individual can obtain supplies to self-treat a non-serious illness or injury. Instructors are required to complete an "Accident Report Form."

Students requesting a visit to a medical facility or physician will need to secure their own transportation. MIAT reserves the right to contact a local ambulance service if it is apparent the injury requires immediate medical response. If possible, the student will be provided in advance a copy of the Training Conditions/Physical Requirements listed in the Student Handbook. The Health Care Provider should use this information as a reference should restrictions following the injury or illness be required.

MIAT employees are prohibited from transporting students, vendors, guests or co-workers. Students who suffer an injury are not allowed to transport themselves to a medical facility. They must secure transportation or when appropriate, an ambulance or other transportation provider may be utilized.

Fire Emergencies
During orientation, students are given an introduction to safety and emergency procedures for the campus. At the start of each course, instructors readdress the safety and emergency procedures and specifically identify to their students the escape routes for their classroom and/or lab area and their designated assembly area.

In the event of a fire the primary concern is to save lives – the protection of property is secondary. Students, faculty and staff should follow the directives below to ensure their safety:

- If there is a smell of smoke or if a fire is seen, remain calm
- Activate the alarm system by pulling the handle at an alarm station located throughout the facility and **Call 911**
- Only if time and safety permit, contact a staff member.
- Without placing yourself at risk, rescue any person(s) in trouble and evacuate to designated assembly area.

Fire evacuation drills are conducted periodically and participation in the drills is mandatory for all students, faculty and staff.

Firearms or Other Weapons Strictly Prohibited on Campus

Weapons, explosives and similar devices or items are strictly prohibited on campus. No person shall possess, carry, transport or convey any weapon including firearms, ammunition, paintball guns, explosives or explosive devices or other similar items onto any school premises, parking area, facilities or aircraft. This includes any weapon or prohibited item within the confines of a motor vehicle. Any knife other than one comparable to a foldable pocket knife with a blade no longer than 2½ inches is considered a weapon. Violation of the policy could result in probation, suspension or dismissal. The College will cooperate with local, state and federal officials.

Violence and Threats of Violence

Threats of violence may be actual or perceived; verbal or non-verbal; direct or indirect. It should be assumed that all threats are made with the intent to carry them out. Students, faculty and staff should recognize and report early warning signs of violence, which may include:

- Threats of violence
- Overheard conversations regarding violence
- Disruptive behavior
- Domestic/family issues occurring on campus
- Vandalism occurring on campus

Active Shooter Response Guidelines
The College has adopted the recommendations of the Department of Homeland Security for responding to an active shooter crisis situation.

Simply put – **RUN-HIDE-FIGHT**

A video entitled "Run. Hide. Fight. Surviving an Active Shooter Event." Produced and funded by the Houston Mayor's Office of Public Safety and Homeland Security Department, is required training for every employee. Students are provided the link to the video.

http://www.readyhoustontx.gov/videos/runhidefight-eng.m4v

Use your own discretion during an active shooter event as to whether you decide to run, hide or fight but the guidelines provided in the video are considered by the Department of Homeland Security to be the "best practices" for surviving an active shooter event.

Remember when law enforcement arrives, remain calm and follow instructions. Keep your hands visible at all times and avoid pointing or yelling. Know that help for the injured is on its way.

Bomb Threat or Bomb Emergency
A bomb threat exists when a suspected bomb or explosive device has been reported but not located.

- Try to solicit information from the caller making the threat.
- Individual receiving the threat should immediately contact local law enforcement and the Campus Director.
- The Campus Director or designated administrator will order an evacuation, if necessary.
- Do not touch any suspicious item – report it immediately to proper authorities.

A bomb emergency exists if the bomb has been located or if an explosion has occurred. For a bomb emergency:

- Do not panic – immediately call 911
- Follow all evacuation procedures as described herein
- All individuals should withdraw from the campus a minimum of 300 feet

Suspicious Packages
The FBI and US Postal Service authorities have issued tips for handling and reporting suspicious mail. Characteristics of a suspicious package include:

- No return address
- Possibly mailed from a foreign country
- Excessive postage
- Restrictive markings like "Personal" or "Special Delivery"
- Misspellings in the address
- Addressed to a title rather than an individual
- Badly typed or written
- Uneven in shape
- Rigid or bulky packaging
- Strange odor
- Oily stains, discoloration, or crystallization on the packaging
- Excessive tape or string
- Arrives unexpectedly or from someone unfamiliar
- Protruding wires
- The city or state in the postmark does not match the return address

If you receive a suspicious package or envelope or see an unattended package that appears suspicious here's what you should do:

- Do not move it.
- Do not open, smell, or taste it.
- Don't shake or bump the item.
- Isolate the package. Stay away and keep others away from the suspicious package.
- Call MIAT Senior Management who will determine if authorities should be contacted.
- Wash your hands vigorously for five minutes with soap and water if you handled the package at all.

Chemical/Hazardous Materials

Employees and instructors should be aware of the dangers involved in handling chemical, solvents and other hazardous materials and should follow the guidelines below when dealing with hazardous materials.

- Follow industry safe practices and label instructions (Ref: SDS Sheets located on school's computer network. Hard copies are located in the Tool Crib and in the ADOT Office).
- Notify the local fire department in the event of a hazardous material spill or leak over 5 gallons
- Do not mix chemicals without authorization
- Use approved respirators or work in well ventilated areas when dealing with toxic fumes

Blood-Borne Pathogens

Certain infectious diseases are transmitted through contact with blood and other secretions from a person with the illness. When a person is injured those who render aid should avoid direct contact with blood. **If you do contact human blood,** please remember the following:

- Personal Protection Equipment (PPE) is provided at readily accessible areas.
- Wash hands and face with disinfectant soap immediately after contact.
- Infected surfaces should be washed with bleach or an approved germicidal.

The following guidelines offer protection from potential transmission of blood-borne pathogens:

- Sharps (needles and other pricking devices) must be placed in approved containers.
- Contaminated materials must be discarded in specially designed trash bags or containers.
- Never pick up broken glass by hand.
- Cover cuts and open sores with bandages to avoid transmission of pathogens to others or to prevent leaving potentially harmful substances on surfaces.

Sexual Misconduct Policy and Procedures

MIAT is committed to providing a working and educational environment for all students, faculty and staff that is free from sexual misconduct. Every member of the MIAT community should be aware that the school is strongly opposed to sexual misconduct and that such behavior is prohibited by state and federal laws.

As part of MIAT's commitment to providing a working and learning environment free from sexual misconduct, this Policy shall be disseminated widely to the school community through publications, the school website, new employee orientations, student orientations and other appropriate channels of communication. MIAT College of Technology provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. MIAT College of Technology will respond quickly to all reports of sexual harassment and will take appropriate action to prevent, to

correct, and if necessary, to discipline behavior that violates this policy.

Scope of the Policy
This Policy governs sexual misconduct involving students that occurs on any MIAT College of Technology property or in connection with any school-sponsored program or event. This Policy applies to all students, employees and third parties conducting business with MIAT, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. MIAT College of Technology encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in this Policy, MIAT will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

Prohibited Conduct
Sexual misconduct comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of sexual misconduct under this Policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct. The definitions for specific acts of sexual misconduct can be found in the Definitions of Key Terms at the end of this Policy statement.

Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. **This Policy prohibits all forms of sexual misconduct.**
Options for Assistance

MIAT College of Technology strongly encourages any victim of sexual misconduct to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. MIAT College of Technology strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Reporting Incidents of Sexual Misconduct
Victims of sexual misconduct may file a report with the local police department. Victims may also file a report with the Title IX Coordinator for their campus. More information about reporting an incident of sexual misconduct can be found in the ***Reporting Policies and Protocols*** section of this Policy.

The victim of the sexual assault may choose for the investigation to be pursued through the criminal justice system and MIAT College of Technology's disciplinary procedures. The school and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The school's Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision.

Support Services Available
Counseling, advocacy and support services are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the school's disciplinary or criminal process. MIAT College of Technology does not provide counseling or health care services. Personal counseling offered by MIAT College of Technology will be limited to initial crisis assessment and referral. Sexual misconduct crisis and counseling options are available locally and nationally through a number of agencies, including:

National Resources:

National Sexual Assault Hotline - 800-656-4673
National Domestic Violence Hotline - 800-799-7233

Canton Campus:

First Step - Plymouth, MI
Hotline: 888-453-5900
Phone: 734-416-1111

Safe House Center - Ann Arbor, MI
Hotline: 734-995-5444
Phone: 734-973-0242
U of M Assault Prevention and Awareness Center - Ann Arbor, MI
Hotline: 734-936-3333
Phone: 734-764-7771

Houston Campus:

Houston Area Women's Center - Houston, TX
Domestic Violence Hotline 713-528-2121
Rape crisis hotline 713-528-7273

Bay Area Turning Point - Houston, TX
Hotline: 281-286-2525
Phone: 281-338-7600

The school's Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their well-being. This assistance may include providing

accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedule, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring). MIAT College of Technology may be able to provide additional interim measures to victims while an investigation is pending, such as no contact orders and changing the alleged perpetrator's class schedule.

Evidence Preservation
Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen or area where they were assaulted so that evidence necessary to prove criminal activity may be preserved. In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns.

Victims of sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with a school or police investigation.

Title IX Coordinator
The school Title IX Coordinator is responsible for monitoring and overseeing MIAT's compliance with Title IX and the prevention of sexual harassment, sexual misconduct and discrimination. The Title IX Coordinator is:

- Knowledgeable and trained in MIAT's policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about MIAT and community resources and reporting options;
- Available to provide assistance to any MIAT employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.

Inquiries or concerns about Title IX may be referred to the school Title IX Coordinator:

Title IX Coordinator
2955 South Haggerty Road
Canton, MI 48188
Phone: 734.423.2100
canton_titleixcoordinator@miat.edu
houston_titleixcoordinator@miat.edu

Reporting Policies and Protocols
MIAT strongly encourages all members of the school community to report information about any incident of sexual misconduct as soon as possible, whether the incident occurred on or off campus. Reports can be made either to the school and/or to law enforcement.

Reporting to the College
An incident of sexual misconduct may be reported directly to the school Title IX Coordinator. If the school Title IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to the MIAT College of Technology Campus President. Filing a report with a school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred. MIAT College of Technology is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available.

MIAT College of Technology will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

Reporting to Law Enforcement
An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911. At the complainant's request, MIAT will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the school will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

- Assure the victim has a referral to confidential counseling from counselors specifically trained in the area of sexual assault

Reporting of Crimes and Annual Security Reports
Campus safety and security are important issues at the MIAT. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual misconduct under this Policy.

Each year MIAT prepares this report to comply with the Clery Act. The full text of this report is located on the school's web site (www.miat.edu) This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the direct link to the school's web site to access this report. Copies of the report may also be obtained in person from or by calling the Campus President. All prospective employees may obtain a copy from the Campus President.

Timely Warnings
In the event that a situation arises, either on or off campus, that, in the judgment of the Campus President constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the most effective and efficient means available and may include instant/text messaging to students and MIAT College of Technology employees. Notices may also be posted in the common areas throughout the school. Anyone with information warranting a timely warning should report the circumstances to the Campus President by phone or in person at the school.

Third-Party and Anonymous Reporting
In cases where sexual misconduct is reported to the Title IX Coordinator by someone other than the complainant (by an instructor, classmate or friend, for example), the Title IX Coordinator will promptly notify the complainant that a report has been received. This Policy and the Procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

No Retaliation
MIAT College of Technology prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). The school will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the Title IX Coordinator or the Campus President of MIAT College of Technology.

Coordination with Drug Free School Policy
Students may be reluctant to report instances of sexual misconduct because they fear being disciplined pursuant to MIAT College of Technology's alcohol or drug policies. MIAT College of Technology encourages students to report all instances of sexual misconduct and will take into consideration the importance of reporting sexual misconduct in addressing violations of the school's alcohol and drug policies. This means that, whenever possible, MIAT College of Technology will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual misconduct.

School Policy on Confidentiality
MIAT College of Technology encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual misconduct. MIAT College of Technology encourages victims to talk to someone identified in one or more of these groups.

Privileged and Confidential Communications – Professional and Pastoral Counselors
Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. MIAT College of Technology does not provide professional or pastoral counseling, but can assist a victim of sexual misconduct in obtaining support services from these groups or agencies. Contact information for these support organizations is listed in *Options for Assistance Following an Incident of Sexual Misconduct* section of this Policy.

A victim who at first requests confidentiality may later decide to file a complaint with MIAT College of Technology or report the incident to local law enforcement, and thus have the incident fully investigated.

***NOTE*:** While these professional and pastoral counselors and advocates may maintain a victim's confidentiality vis-à-vis MIAT College of Technology, they may have reporting or other obligations under state law.

***ALSO NOTE*:** If MIAT College of Technology determines that the alleged perpetrator(s) pose a serious and immediate threat to the school community, the Campus President may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

Reporting to Title IX Coordinator

When a victim tells the Title IX Coordinator about an incident of sexual misconduct, the victim has the right to expect MIAT College of Technology to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the school's response to the report. The Title IX Coordinator should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the victim that MIAT College of Technology will consider the request, but cannot guarantee that the school will be able to honor it.

The Title IX Coordinator will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for MIAT College of Technology to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality: How the School Will Weigh the Request and Respond

If a victim discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, MIAT College of Technology must weigh that request against the school's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If MIAT College of Technology honors the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when MIAT College of Technology may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The Title IX Coordinator will evaluate requests for confidentiality. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:
    - whether there have been other sexual misconduct complaints about the same alleged perpetrator;
    - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
    - whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others;
    - whether the sexual misconduct was committed by multiple perpetrators;
- Whether the sexual misconduct was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether MIAT College of Technology possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead MIAT College of Technology to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.

If MIAT College of Technology determines that it cannot maintain a victim's confidentiality, the school will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. MIAT College of Technology will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or school employees, will not be tolerated. MIAT College of Technology will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;

- provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and

- Inform the victim of the right to report a crime to local law enforcement – and provide the victim with assistance if the victim wishes to do so.

MIAT College of Technology may not require a victim to participate in any investigation or disciplinary proceeding.

Because MIAT College of Technology is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the school to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If MIAT determines that it can respect a victim's request for confidentiality, the school will also take immediate action as necessary to protect and assist the victim.

Public Awareness Events
Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts.

Off-campus Counselors and Advocates
Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with MIAT College of Technology unless the victim requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found in the *Options for Assistance Following an Incident of Sexual Misconduct* section in of this Policy.

Investigation Procedures and Protocols
The Title IX Coordinator oversees the College's investigation, response to, and resolution of all reports of prohibited sexual misconduct, and of related retaliation, involving students, faculty, and staff. The Title IX Coordinator will designate a specially trained investigator (or team of investigators) to interview the complainant, respondent and any witnesses. The investigator will also gather pertinent documentary materials (if any) and other information.

Notice of Investigation
The Title IX Coordinator will inform the complainant before starting an investigation. The complainant may request that an investigation not be undertaken. The Title IX Coordinator will consider such a request in light of MIAT College of Technology's commitment to provide a safe and non-discriminatory environment for all students. If the Title IX Coordinator determines not to investigate, the complainant will be notified in writing, including that the determination was made at the complainant's request. At the complainant's request, the Title IX Coordinator will also notify the respondent in writing, including that the complainant asked MIAT College of Technology not to investigate.

The investigator will direct the complainant, respondent, witnesses and other interested individuals to preserve any relevant evidence.

If an investigation proceeds, MIAT will notify the respondent in writing that a report has been filed. The notice will describe the allegations in the report. The complainant and respondent will be given the opportunity to meet separately with the Title IX Coordinator to review the Policy and these Procedures.

Investigation Process
MIAT's process for responding to, investigating and adjudicating sexual misconduct reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed its evidence gathering and will generally not wait for the conclusion of any related criminal proceeding.
The investigator will interview the complainant, respondent and any witnesses. The investigator will also gather pertinent documentary materials (if any) and other information.

Investigation Report
The investigator will prepare a report detailing the relevant content from the interviews and the documentation gathered. The report will include the assessment of individual credibility and recommended findings of responsibility.

The respondent and complainant will each have the opportunity to review a copy of the investigative report and any other information that will be used during the disciplinary proceedings. The names and other identifying information of other students will be redacted from such materials in accordance with the Family Educational Rights and Privacy Act (FERPA), except to the extent that doing so would interfere with the purpose of Title

IX to eliminate sex-based discrimination. The Title IX Coordinator will supervise this review and ensure that reasonable time is afforded for review prior to the hearing.

Time Frame for Investigation

Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner. In general, an investigation may last up to 30 days, from receipt of written notice from the complainant of the intent to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent. The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the parties, account for school breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Where necessary, MIAT will take immediate steps to protect complainants pending the final outcome of an investigation, including academic accommodations and other interim measures. These steps may include the ability to change class schedule; withdraw from/retake a class without penalty; access academic support such as tutoring; issue no contact orders; and change the alleged perpetrator's class schedule.

Impact of Victim's Confidentiality Request

A victim's request for confidentiality will likely limit MIAT's ability to investigate a particular matter. The school may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Examples include: providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing MIAT's policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

Voluntary Resolution

Voluntary resolution, when selected by the complainant and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of the MIAT community. Voluntary resolution is not appropriate for all forms of conduct under the Policy.

MIAT retains the discretion to determine, when selected by the complainant, which cases are appropriate for voluntary resolution. If a complainant requests voluntary resolution, and the Title IX Coordinator concludes that voluntary resolution is appropriate, then the Title IX Coordinator will take appropriate action by imposing remedies designed to maximize the complainant's access to all employment, educational, and extracurricular opportunities and benefits at the school and to eliminate a potential hostile environment. A complainant may request and decide to pursue voluntary resolution at any time. In those cases, which the voluntary resolution involves either the notification to or participation by the respondent, it is the respondent's decision whether to accept voluntary resolution.

Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting with the respondent with the complainant present (in cases that do not involve sexual assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of voluntary resolution, the remedies imposed will focus on supporting the complainant with no participation or involvement by the respondent. In other forms of voluntary resolution, the respondent may agree to participate. Depending on the type of remedy used, it may be possible for a complainant to maintain anonymity.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for misconduct and acknowledge harm to the complainant or to the MIAT community. Restorative models will be used only with the consent of both parties, and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach.

MIAT will not compel a complainant to engage in mediation, to confront directly the respondent, or to participate in any particular form of informal resolution. Mediation, even if voluntary, is never appropriate in sexual misconduct cases and will not be used in such cases. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the report. Similarly, a complainant can request to end an investigation and pursue voluntary resolution at any time.

The time frame for completion of voluntary resolution may vary, but MIAT will seek to complete the process within 15 days of the complainant's request.

Grievance/Adjudication Procedures

Hearing Panel
If voluntary resolution is not available, MIAT College of Technology will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage.

The hearing panel will generally include the Title IX Coordinator and two additional members who will be individuals associated with MIAT. These additional hearing panel members may include administrators, officers, lawyers or other individuals with relevant experience and special training. Panel members may participate remotely so long as the hearing room is equipped with telephone equipment that allows the panel member to hear all the participants and to be heard by all the participants throughout the hearing proceedings. All panelists will receive training from experts in the field at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct. The complainant and respondent will be informed of the panel's membership before the hearing process begins.

Advisors
Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

Written Submissions
Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

Hearing Procedures
The Title IX Coordinator will, whenever possible, give the complainant and respondent at least five days' advance notice of the hearing. The Title IX Coordinator may arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary MIAT personnel may be present during the proceeding. The Campus President will work with school staff so that any student whose presence is required may participate in the hearing.

In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation via alternate means.
- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other
- Additional hearing rules include:
  - Questioning. Only the panel may ask questions of the complainant and respondent and any witnesses. Both the complainant and respondent will have the opportunity to suggest questions of the other and of witnesses by submitting suggested questions to the panel in writing. The panel may revise or not ask any or all submitted questions.
  - Information Regarding Romantic or Sexual History. The panel will not consider the romantic or sexual history of either the complainant or respondent in cases involving allegations of sexual misconduct, except for testimony offered by one or the other about the complainant's and respondent's shared sexual history that the panel deems relevant. If such information is offered by the complainant or respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual misconduct.

- Prior Conduct Violations. The hearing panel will not consider the respondent's prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.

MIAT will keep an audio recording of the hearing for the use of the panel, for sanctioning, and for purposes of appeal. The panelists may request a transcript of the recording. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.

Panel Determinations/Standard of Proof

The panel will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a decision within 10 days after the conclusion of a hearing. The panel's decision will include an explanation of the basis for the decision. If the panel finds the respondent responsible, the matter will proceed to the sanctions stage.

The parties will be informed of the results of the adjudication hearing by simultaneous written notice to both parties of the outcome of the complaint. As set forth in the Appeals section, below, both parties shall have the option to appeal the hearing panel's determination.

Sanctions and Other Remedies

The Title IX Coordinator, with the advice and counsel of the other hearing panel members, shall be responsible for imposing sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with MIAT College of Technology's handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual misconduct.

The Title IX Coordinator will consider relevant factors, including if applicable: (1) the specific sexual misconduct at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the respondent's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the complainant; (5) the respondent's prior disciplinary history; (6) the safety of the MIAT community; and (7) the respondent's conduct during the disciplinary process.

The Title IX Coordinator will render a sanctioning decision within five days following the receipt of the panel's determination. The sanctioning decision will be communicated in writing to the complainant and the respondent. MIAT may impose any one or more of the following sanctions on a student determined to have violated the Policy:

- Reprimand/warning
- Changing the respondent's academic schedule
- Disciplinary probation
- Restricting access to MIAT College of Technology facilities or activities
- Community service
- Issuing a "no contact" order to the respondent or requiring that such an order remain in place
- Dismissal or restriction from MIAT employment
- Suspension (limited time or indefinite) or Expulsion

In addition to any other sanction (except where the sanction is expulsion), MIAT may require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the sexual misconduct violation at issue. may also recommend counseling or other support services for the student.

Whatever the outcome of the hearing process, a complainant may request ongoing or additional accommodations and the Title IX Coordinator will determine whether such measures are appropriate. Potential ongoing accommodations include:

- Providing an escort for the complainant
- Changing the complainant's academic schedule
- Allowing the complainant to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support, such as extra time to complete or re-take a class

MIAT may also determine that additional measures are appropriate to respond to the effects of the incident on the school community. Additional responses for the benefit of the community may include:

- Increased monitoring, supervision, or security at locations or activities where the misconduct occurred
- Additional training and educational materials for students and employees
- Revision of policies relating to sexual misconduct
- Climate surveys regarding sexual misconduct

Appeals
Either the respondent or the complainant or both may appeal the determination of the hearing panel and/or the sanctions. Appeals are decided by the Campus President of MIAT College of Technology. The three grounds for appeal are:

1. A procedural error affecting the determination or sanction;

2. New information that was not available at the time of the investigation or hearing and that may change the determination or sanction; and

3. Excessiveness or insufficiency of the sanction.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The appealing student must submit the appeal in writing to the Campus President of MIAT within five days after receiving the sanctioning notice. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing student may submit a written response within five days after notice of an appeal.

If the Campus President concludes that a change in the hearing panel's determination is warranted, the Campus President may enter a revised determination, reconvene the panel to reconsider the determination, or return the matter for additional investigation. After consultation with the Title IX Coordinator, the Campus President may also change the sanction. If both the complainant and respondent appeal, the appeals will be considered concurrently.

The Campus President will notify the complainant and respondent of the final decision in writing. Appeals decisions will be rendered within 15 days after the receipt of the written appeal. All appeal decisions are final.

Records Disclosure
Disciplinary proceedings conducted by MIAT College of Technology are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside MIAT without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances.

Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct, or required to be produced through other compulsory legal process.

Additional information about FERPA can be found in MIAT's student catalog located on the school's website at http://www.miat.edu/student-services/student-catalogs/ *Privacy of Student Records*.

Education and Prevention Programs
As set forth in the *Prohibited Conduct* section of this Policy statement, Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of Prohibited Conduct.

MIAT is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of MIAT's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. The Title IX Coordinator maintains an education and prevention calendar and tailors programming to campus needs and climate.

MIAT educates students and employees about sexual assault crimes included in the Clery Act and the Violence Against Women Reauthorization Act of 2013 (VAWA).Current students and employees receive the training annually. As part of MIAT's commitment to provide an educational and work environment free from Prohibited Conduct, this Policy will be disseminated widely to the school community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

The Title IX Coordinator, hearing panel members, and anyone else who is involved in responding to, investigating, or adjudicating sexual misconduct will receive annual training from experts in the field. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct.

Bystander Intervention
MIAT's primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are "early intervention" –

before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:

- **Assess** for safety. Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.

- **Be** with others. If it is safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.

- **Care** for the person. Ask if the target of the unwanted sexual advance/attention/behavior is okay – does he or she need medical care? Ask if someone they trust can help them get safely home.

Information on Bystander Intervention was provided by the Department of Defense Sexual Assault Prevention and Response Office from: www.sapr.mil

Risk Reduction
MIAT's primary prevention and awareness program includes information on risk reduction. This includes:

Avoiding Dangerous Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

Safety Planning. Things to think about:

- How to get away if there is an emergency? Be conscious of exits or other escape routes. Think about options for transportation (car, bus, subway, etc.).
- Who can help? Friends and/or family, or support centers in your area. Please see Section 4 of this Policy.
- Where to go? Options may include a friend's house or relative's house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police. **Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.
- What to bring? This may include important papers and documents such birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers, and your cell phone. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is best if it is not in your house or car. If the bag is discovered, you can call it a "tornado" or "fire" bag.

Protecting Your Friends. You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn't feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.

- Distract. If you see a friend in a situation that doesn't feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation: suggest to your friend that you leave the party, or ask them to walk you home. Try asking questions like: "Do you want to head to the bathroom with me?" or "Do you want to head to another party – or grab pizza?"
- Step in. If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Don't be shy about directly asking the person if they need help or if they feel uncomfortable.
- Enlist others. You don't have to go it alone. Call in friends or other people in the area as reinforcements to help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.
- Keep an eye out. Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place. Enlist friends to help you. Even if you weren't around when the assault occurred, you can still support a friend in the aftermath.

Social Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Information on Risk Reduction was provided by RAINN: Rape, Abuse & Incest National Network: www.rainn.org.

Amendments

MIAT may amend the Policy or the Procedures from time to time. Nothing in the Policy or Procedures shall affect the inherent authority of MIAT to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the school community.

Definitions of Key Terms

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment, (ii) submission to or rejection of such conduct by an individual is used as the basis for education or employment decisions affecting such individuals, or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive educational or working environment.

- Hostile Environment Caused By Sexual Harassment - refers to a situation where students and/or employees are subject to a pattern of exposure to unwanted sexual behavior that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a school program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to a hostile environment caused by sexual harassment.

- Quid Pro Quo Harassment – refers to a situation where students and/or employees are subject to unwanted sexual behavior where submission or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a school program or activity.

Sexual Assault - is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Sexual assault can occur either forcibly and/or against a person's will, or when a person is unable to give consent freely. Non-consensual sexual intercourse is any form of sexual intercourse (vaginal, anal or oral) with any object without consent. Non-consensual sexual contact is any intentional sexual touching, however slight, with any object without a person's consent.

Domestic Violence - A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Safety and Security

Prohibited Conduct – MIAT College of Technology prohibits the crimes of Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.

Sexual Exploitation - Sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (web-cam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Retaliation - means any adverse action, or attempted adverse action, against an individual or group of individuals because of their participation in any manner in an investigation, proceeding, or hearing under this Policy.

Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Consent is a voluntary agreement to engage in sexual activity.

- Past consent does not imply future consent.
- Silence or an absence of resistance does not imply consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent can be withdrawn at any time.
- Coercion, force, or threat of either invalidates consent.

Someone who is incapacitated cannot consent. Incapacitation refers to a situation in which a person is not capable of providing consent because the person lacks the ability to understand her or his decision. This situation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.

Complainant – means the person making the allegation(s) of sexual misconduct.

Respondent – means the person alleged to have committed sexual misconduct.

The above definitions are provided as a general understanding of the terms and do not, necessarily cover all terms related to sexual misconduct laws for the State of Michigan or the State of Texas. Laws of the State of Michigan and/or the State of Texas provide specific definitions as the terms related to the state laws and can be located online.

State of Michigan

http://www.legislature.mi.gov/(S(4hz0wz1u4t1t2z4i4mkvzrs1))/mileg.aspx?page=getObject&objectName=mcl-328-1931-LXXVI

State of Texas

http://www.statutes.legis.state.tx.us/docs/pe/htm/pe.22.htm

Safety and Security

Annual Campus Safety and Security Statistical Reporting

MIAT College of Technology--Canton, Michigan

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2016	2017	2018	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
ARRESTS						
Weapons, Carrying, Possessing, Etc	0	0	0	0	1	0
Drug abuse violations	0	0	0	2	7	0
Liquor law violations	0	0	0	0	0	0
DISCIPLINARY REFERRAL ACTIONS						
Weapons, Carrying, Possessing, Etc	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
HATE CRIMES	0	0	0	0	0	0
VAWA OFFENSES						
Domestic Violence	0	0	0			
Dating Violence	0	0	0			
Stalking	0	0	0			

*There are no On-Campus Student Housing Facilities

**Once a year in May, the campus conducts an all school fire drill

2017 statistics from the Canton police indicate that the incidents on public property were due to traffic stops within 1000 ft of the campus.

Miscellaneous Campus Incidents reported with no arrests

2018: No incidents were reported

2017: CSA reported 1 theft from a motor vehicle, 1 non-specific theft from the building and dismissal due to violation of the drug and alcohol policy

2016: Canton police reported one non-specific, non hate related theft. In house CSA reported 2 dismissals due to drug and alcohol policy, 1 parking lot violation, 3 dismissals due to unprofessional conduct, 3 dismissals due to academic dishonesty.

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Safety and Security

Annual Campus Safety and Security Statistical Reporting

MIAT College of Technology--Houston, Texas

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2016**	2017	2018	2016**	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	2	0	0	0
Arson	0	0	0	0	0	0
ARRESTS						
Weapons, Carrying, Possessing, Etc	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
DISCIPLINARY REFERRAL ACTIONS						
Weapons, Carrying, Possessing, Etc	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
HATE CRIMES	0	0	0	0	0	0
VAWA OFFENSES						
Domestic Violence	0	0	0			
Dating Violence	0	0	0			
Stalking	0	0	0			

*There are no On-Campus Student Housing Facilities
The Campus conducted their annual fire drill in August to comply with fire safety and emergency evacuation

**We made a good-faith effort to obtain statistics from local law enforcement agencies, but the agencies did not comply with our request.

Miscellaneous Campus Incidents reported with no arrests

2018: 1 incident of theft from the campus

2017: 1 on campus theft reported by CSA

2016: no incidents

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