

COLLEGE CATALOG

2016 - 2018

MORRISON INSTITUTE OF TECHNOLOGY

701 Portland Avenue
Morrison, Illinois 61270
815-772-7218 Phone
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“Training Tomorrow’s Technicians Today”

Visit us on the Web at: <http://www.morrisontech.edu>

Failure to read this catalog does not excuse students from the requirements and regulations described herein. While every effort is made to provide accurate and current information, Morrison Institute of Technology reserves the right to change, without prior notice, any rules, policies, fees, curricula, courses, and programs described herein to reflect Board of Directors, administrative, or faculty action.

Welcome

The Faculty, Staff, Administration and Board of Directors of Morrison Institute of Technology congratulate you on making that all important decision to continue your education beyond the secondary level; for it is vital in today's world to acquire not only the technical skills needed in today's workplace, but also to have in your possession effective skills in communication and the basic sciences. Your decision to continue and acquire these skills will become most gratifying to you in the years ahead as you face life's many demanding experiences.

We also welcome those who have chosen to attend Morrison Institute of Technology in order to become retrained in a technical field so that you can better meet today's requirements for employment in the field of engineering technology.

In your selection of Morrison Institute of Technology, I am sure you will find that the college offers one of the finest educational opportunities available in the fields of Engineering Technology and Network Administration. You will find the small college environment has many benefits as you pursue your degree. Class sizes are small, providing each student the fullest opportunity to maximize your learning and gain from the instructor's expertise. You will not be lost in the masses at Morrison, but will be known by each and every instructor to whom you are assigned. Our goal is simple and focused; it is to provide you the opportunity to become a highly successful technologist and a productive citizen.

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Academic Calendar

Fall Semester 2017

June	6	New Student Registration (By Mail) for Fall 2017
July	12	<i>Prospective Students Visit Day</i>
July	25	Mail Fall Billing and Financial Aid Statements
August	25	Faculty Workshop
August	27	Dorm Rooms Available for Students
August	28	Opening Day Schedule
		New Student Orientation 9:00 A.M.
		New Student Textbook Sales 10:30 A.M.
		Returning Student Textbook Sales 9:00 A.M.
		Returning Student Meeting 10:30 A.M.
		All-Student Fun Day & Lunch Noon
August	29	Classes Begin
September	4	Labor Day – No Classes
September	5	Last Day for Late Registration
		Last Day for Changing/Adding Classes
September	29	Faculty Workshop
October	9	<i>Prospective Students Visit Day</i>
October	23	Mid-Term Slips Distributed
October	27	Faculty Workshop
November	3	New Student Registration (By Mail) For Spring 2018
November	4	<i>Prospective Students Visit Day</i>
November	11	Veteran's Day
November	20	Last day to drop a class
November	23 - 24	Thanksgiving Vacation
November	27	Current Student Registration for Spring 2018
December	4	Mailing of Spring Billing Statements
December	7	Last Day of Classes
December	11 - 12	Final Examinations

Spring Semester 2018

January	5	Faculty Workshop
January	7	Dorm Rooms Available for Students
January	8	Opening Day Schedule
		New Student Orientation 9:00 A.M.
		New Student Textbook Sales 10:30 A.M.
		Returning Student Textbook Sales 9:00 A.M.
		Returning Student Meeting 10:30 A.M.
January	9	Classes Begin
January	16	Last Day for Late Registration Last Day for Changing/Adding Classes
February	19	<i>Prospective Students Visit Day</i>
February	23	Faculty Workshop
March	3	<i>Prospective Students Visit Day</i>
March	5	Mid-Term Slips Distributed
March	26 - 30	Spring Break (No Classes)
April	2	Easter Break (No Classes)
April	10 - 11	Current Student Registration for Fall 2018
April	13	Faculty Workshop
April	18	Last day to drop a class
April	18	New Student Launch Day
April	26	Last Day of Classes
April	28	Graduation Ceremony
April 30 – May 1		Final Examinations
June	5	New Student Registration (By Mail) for Fall 2018

General Information

Facts about Morrison Institute of Technology

Morrison Institute of Technology is an independent, co-educational, not-for-profit institution of higher learning. The college was founded in 1973 by acquiring the assets of the Institute of Drafting and Technology located in Morrison, Illinois. The college was originally a for-profit corporation. In 1977, the corporation sought not-for-profit corporation status and is presently governed by a local board of directors.

The college was first authorized by the State of Illinois to grant an Associate in Technology Degree in 1973. The first accreditation held by the college was granted by the Engineers' Council for Professional Development (ECPD) in 1976. In 1980 ECPD changed its name to the Accreditation Board for Engineering and Technology (ABET). The ETAC accreditation Commission of ABET, <http://www.abet.org> currently accredits our program. The design and drafting concentration is also accredited at the design/drafter level by the American Design and Drafting Association (ADDA). In 2000 the college received full accreditation with the Council on Occupational Education (COE). In the Fall of 2005 the college added an Associate in Applied Science Degree in Network Administration.

College Mission Statement

The mission of the Morrison Institute of Technology is to provide, for those technology oriented students in the Midwest and surrounding areas, a quality education in the fields of engineering technology and allied programs. The college is a two year undergraduate institution, which provides educational experiences that (a) prepare the student to function successfully in his/her personal life and chosen career, with special emphasis on communication skills and other skills basic to general education, (b) provide an academic foundation on which the student may continue a lifelong learning process on a formal or informal basis, and (c) prepare the student to assume a productive and contributing role as a citizen, locally, nationally, and worldwide. In order to best achieve its philosophy of higher education, Morrison Institute of Technology is committed to providing:

- An admissions policy allowing the opportunity for all interested high school graduates, or equivalent, to test and challenge themselves in an Engineering Technology program or Network Administration.
- Accredited courses of study leading to an Associate in Applied Science degree.
- A student centered faculty, qualified to meet the ever-changing academic needs of the student.
- A personalized institutional and student support staff.

- Modern classrooms, laboratories, and equipment necessary to support the teaching of the academic curriculum.
- A campus environment conducive to a fulfilling educational experience for all students.
- A core of general education courses in all programs, especially emphasizing the communication skills necessary to all individuals.
- The maintenance of technologically current programs by constant review of the curricula by the college faculty, college administration, industry officials, and selected accreditation organizations.
- An acceptable student/faculty ratio in all classes, allowing the personal relationship between student and instructor that is necessary to the academic success of many students.

Accreditation and Approvals

The college is authorized to operate and grant degrees in the State of Illinois under the applicable state statutes administered by the Illinois Board of Higher Education. The Illinois Board of Higher Education provides oversight for institutions that it has authorized and maintains an Online Complaint System to aid in resolving disputes between consumers and authorized institutions.

The Illinois Board of Higher Education suggests that resolution begins on campus, questions about financial aid and tuition and fees, should be directed to the financial aid or business office located in the administrative wing of the technology building. Disputed grades should be resolved with your professor, or the vice president for academic affairs, in that order. Concerns involving the behavior of an individual student or professor can often be addressed with that student or the professor. When this is not appropriate the concern can be discussed confidentially with your academic advisor or with the Vice President of Academic Affairs. If the issue is not able to be resolved a complaint may be filed with the Illinois Board of Higher Education using the Online Complaint System, <http://complaints.ibhe.org/>.

The Engineering Technology program is accredited by the ETAC Accreditation Commission of ABET, <http://www.abet.org>. Additionally, the design drafting program at Morrison Institute of Technology is certified by the American Design Drafting Association P.O. Box 11937, Columbia, SC 29211 (803) 771-0008, at the design/drafter level. Morrison Institute of Technology is accredited by the Council on Occupational Education (COE) 7840 Roswell Road Building 300 Suite 325, Atlanta, GA 30350 (800) 917-2081. The State of Illinois Department of Veterans Affairs State Approving Agency has approved

Morrison Institute of Technology for veteran's training under Chapter 36 of Title #38, U.S. Code. The Department of Rehabilitation Services (DORS) and the Partners for Employment, formerly Job Training Partnership Act (JTPA), both refer clients to the college for training. The college is listed in the Educational Directory, U.S. Department of Education, as a legally authorized institution of higher learning, allowing qualified students to participate in a number of federally funded student financial aid and grant programs. There are also scholarship and special loan programs available to qualified students. The college is also a member of the Service Members Opportunity Colleges (SOC), thus extending educational opportunities to service personnel while on active duty. The college is also a member of the Better Business Bureau.

Consumer Information and Nondiscrimination Policy

Information furnished in this catalog is an attempt to conform to Consumer Information Regulations. Further Student Consumer Guidance is available in pamphlet form which may be obtained from the Admissions Office.

Equal Educational Opportunity

Morrison Institute of Technology is committed to a policy of equal opportunity for all applicants for admission and all students without regard to race, color, religion, sex, sexual preference, age, national origin, disability, marital status, or veteran status. The college prohibits discrimination in all matters involving admission, registration, admission policies, scholarship and loan programs, and all other official relationships with applicants and students, including evaluation of academic performance.

Equal Opportunity Employer

Morrison Institute of Technology is an equal opportunity employer. It is institutional policy that there shall be no discrimination against any applicant for employment or any employee because of race, color, religion, sex, sexual preference, age, national origin, disability, marital status or veteran status. There are regulations prohibiting such discrimination. Inquiries concerning the college's obligation under any local, state, or federal nondiscrimination acts, or the college's grievance procedures concerning alleged discrimination, should be directed to the following compliance officer:

Christopher D. Scott, President
Morrison Institute of Technology
701 Portland Avenue
Morrison, IL 61270
Phone: 815-772-7218 Ext. 212

Inspection of Records-Family Educational Rights and Privacy Act (FERPA)

Morrison Institute of Technology complies fully with the Family Educational Rights and Privacy Act (FERPA). This federal government act was designed to protect the privacy of educational records; to establish the right of students to inspect and review their educational records; and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the college to comply with the act.

FERPA does provide avenues by which parents or student designated individuals may be allowed access to student educational information. The College provides forms to all students and their parents that may be used to establish this access. Completing these forms is the responsibility of the students and/or parent.

College policy explains in detail the procedures used for compliance with the provisions of the act. Copies of the policy are kept on file in the Business Office. Information relating to the foregoing may be obtained in person, or by mail from:

Morrison Institute of Technology
Registrar's Office
701 Portland Avenue
Morrison, IL 61270
Phone: 815-772-7218 Ext. 200

Liability Disclaimer

All individuals applying for admission or re-admission, or continuing their enrollment for subsequent terms at Morrison Institute of Technology agree to *release, waive, discharge, and covenant not to sue* Morrison Institute of Technology or the Board of Directors of Morrison Institute of Technology, their officers, servants, agents, or employees (hereinafter referred to as *releases*) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by said individual, *whether caused by the negligence of the releases* or otherwise, while those individuals are students at the college. This waiver of liability and hold harmless statement shall apply to, but not in any way be limited to, the following:

- Any injury, damage, or loss incurred on property owned by or under the control of the college, such as classrooms, housing units, any other structures, all common areas and grounds, and vehicles.

- Any injury, damage, or loss incurred as a participant, spectator, or otherwise in any college, intramural or intercollegiate event, contest or activity, athletic or otherwise, or while in transit thereto or from.
- Any injury, damage, or loss incurred while attending or participating in a class or related activity, whether required or elective, whether conducted on-campus or off-campus, or while in transit thereto or from.
- Any injury, damage, or loss incurred by reason of theft, fire, damage by the elements or other casualty.
- Any injury, damage, or loss incurred by reason of any act or omission of any college director, officer, member of the faculty or support staff, employee, contractor, agent, or other student.

Admissions

Admission Requirements

Admission to Morrison Institute of Technology will be considered from applicants who have graduated from high school or have obtained a GED.

Admissions Process

All applicants for admission to Morrison Institute of Technology will be required to submit an application fee at the time of application, as indicated in the schedule of current tuition rates, fees, and other charges. Upon receipt of a signed application for admission, together with the application fee and an official high school or GED transcript the College Admissions Office will act to insure a definite reservation for the semester for which attendance is requested.

Students who have not achieved an ACT scores of 20 or higher in Reading, Math, and English will be administered an institutional assessment test for academic placement purposes. The ACT test date must be within the five years prior to admission. (See “Developmental Class Policy” on Pg. 31.)

Submit:

1. A completed Application for Admission. This may be done either by submitting a paper copy or on line at www.morrisontech.edu .
2. The appropriate fees (refer to application for amounts)
 - a. Application Fee
 - b. Housing Reservation Fee (if living in dorm)
3. An official high school transcript showing date of graduation or proof of completing the GED requirements (transcript can be sent separately after graduation).
4. If wishing to transfer in previous college credit an official transcript from the institution granting the credit must be mailed directly from that institution to Morrison Institute of Technology.
5. A copy of the applicant’s immunization record.
6. Receipt of ACT, SAT or placement test scores, if taken.
 - a. After receiving the above items, the applicant will be notified in writing of admission to the College or the reason for denial.

All applicants are encouraged to schedule a tour of our campus. Campus tours are conducted during formal open houses and are also available throughout the year by private appointment.

Admission of International Students

In general, international students must meet the same entrance requirements as those required of native students. In addition, international students are considered for admission on the basis of their former academic work, their English proficiency, and evidence of adequate financial resources. In addition to submitting copies of secondary school records, international students must obtain a Test of English as a Foreign Language (TOEFL) score of 425 or better on the paper version or a score of 133 or better on the computer version. International students will be considered if they have completed course level 107 at an ESL Language Center.

Accepting Course Credit from Other Institutions

An incoming transfer student may be given credit for courses successfully completed (grade of C or better, *or the equivalent*) at other institutions of higher education. Morrison Institute of Technology must determine that the considered courses are equivalent in content and credit hours. At the time of application to Morrison or for courses not yet completed, at the time of completion, the transferring student must request from the previous institution that their official transcripts be sent directly to Morrison Institute of Technology. Any later requests for credit transfers will only be granted with prior approval from the Academic Affairs Office.

Credit hours are transferred only. Grades for courses transferred in will not be used in calculating grade point averages. Of the total credit hours required for graduation, a minimum of 40 credit hours must be earned at Morrison Institute of Technology.

Proficiency Examinations

A student may request to prove proficiency in certain courses by taking an examination. This request should be made to the Vice President of Academics within two weeks of starting their first semester at Morrison Institute of Technology. The instructor in charge of the course will issue the examination. He or she shall report the recommendation to grant or deny credit to the Vice President of Academics. Should a student be granted proficiency, the grade scored on the examination will be the course grade and shall be recorded as such on the official transcript.

Service Members Opportunity College (SOC)

Upon enlistment in the military or any time thereafter, service personnel may enroll in SOC. This program permits military personnel to begin their college careers while serving their military obligations or careers, thus avoiding any interruption of their educational objectives. Credits earned at other SOC colleges may be transferred to Morrison Institute of Technology and applied towards their degree requirements. Likewise,

credits earned at Morrison Institute of Technology may be transferred to other member SOC colleges to complete degree requirements at the receiving institution. For additional information of the SOC program, contact the Academic Office.

Re-Admission of Students Dismissed for Academic Reasons

A student who has been dropped due to unsatisfactory academic performance may request re-enrollment by submitting a written request to the Appeal/Waiver Board 30 days prior to the start of the semester for which re-enrollment is requested.

If the Appeal/Waiver Board denies a student's request for re-enrollment, the student may appeal the decision to the College Board of Directors. The decision of the Board of Directors is final.

Re-Admission of Students Dismissed for Administrative Reasons

A student who has been dismissed due to administrative reasons may request re-enrollment by submitting a written request to the Appeal/Waiver Board 30 days prior to the start of the semester. Request should state reasons why the Board should grant re-admission to the college.

To Request Additional Information

For additional questions please contact the Admissions Department by writing to the address below. The Admissions Department can be reached by calling (815) 772-7218 Ext. 206 or by email at: admissions@morrisontech.edu.

Morrison Institute of Technology
Admissions Office
701 Portland Avenue
Morrison, IL 61270

Tuition and Fees

Pre-Registration & Registration

Pre-registration & registration dates will be announced by the Registrar's Office.

Payment of Tuition, Fees, and Charges

All financial obligations may be satisfied with cash, approved check, money order, and MasterCard/Visa credit card. Checks and money orders must be made payable to: Morrison Institute of Technology. All tuition, fees, charges and other financial obligations are due and payable in full or by payment plan contracted with the College Business Office on the applicable date of registration. Failure to do so will result in suspension from classes and placement of a temporary hold on the official issuance of grade sheets, transcripts, statements of student status, degrees, and other records.

Advance Payments

The following fees are required and due with a person's application for admission to Morrison Institute of Technology. Enrollment is not complete until these fees are paid.

Tuition and Fee Schedule 2017 - 2018

One Time Fees:

Application Fee	\$30.00	Due with application / Applied to account / Non-refundable
Housing Reservation Fee	\$25.00	Due with application / Applied to housing cost upon registration / Non-refundable after July 1 st
Processing Fee	\$25.00	Billed at start of first semester.
Housing Security Deposit	\$100.00	Billed at the start of your first semester in campus housing. This fee will be refunded less any assessments for excessive wear and tear and damage after dormitory occupancy officially ends.
Graduation Fee	<u>\$50.00</u>	Billed at time of your final semester.
<i>Total One Time Fees</i>	<i>\$230.00</i>	

Tuition and Fees:

Per Semester

Per Year

Tuition (12-19 credit hours, over add \$630 per credit hour)	\$7,350.00	\$14,700.00
Segregated Fee (includes classroom fees and activity fees)	\$700.00	\$1,400.00
Estimated Books/Supplies	<u>\$575.00</u>	<u>\$1,150.00</u>
<i>Total Tuition, Fees, and Estimated Books/Supplies:</i>	<i>\$8,625.00</i>	<i>\$17,250.00</i>

College Housing Fees:

Per Semester

Per Year

Housing per Person (with 3-4 in a room)	\$1,950.00	\$3,900.00
Housing per Person (with 2 in a room)	\$2,600.00	\$5,200.00
Housing per Person (with 1 in a room)	\$3,250.00	\$6,500.00

Special Fees and Charges

Return check fee	\$50.00	Transcripts (per copy)	\$5.00
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See the College Catalog for more information on fees, including refund policies.

Morrison Institute of Technology reserves the right to change the resident hall fees and other charges, along with the applicable refund policies, without advance notice. The college will make every effort to announce and publish any changes as soon as they are approved by the College Board.

Refund Policies

Tuition

1. Refunds for class cancelled by the institution

If tuition and fees are collected in advance of the start date of a program, and the institution cancels the class, 100% of the tuition and fees collected for that class will be refunded within 30 days of the planned start date.

2. Refunds for students who withdraw on or before the first day of class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of class, no more than \$100 of the tuition and fees will be retained by the College. The refund will be made within 30 days of the class start date.

3. Refunds for students enrolled prior to visiting the College

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of equipment.

4. First time students

First time students who officially withdraw from all classes prior to the end of the 10th week of their first semester will have their percent of tuition refund calculated on a pro-rated basis. i.e. the number of full weeks remaining divided by 16 and expressing this quotient as percent.

5. Refunds for withdrawal after classes begin

- After the first day of classes and during the first 8 calendar days, the college will refund 90% of the tuition.
- After the 8th day of class and through the end of the 4th week, the college will refund 50% of the tuition.
- After the fourth week of classes and through the end of the 8th week of classes, the college will refund 25% of the tuition.
- After the 8th week of class the college will refund 0% of the tuition.

For the purpose of calculation, a week of class is any calendar week containing three days of scheduled classes.

Books and Supplies

Books and supplies expenses vary greatly. Some books can be purchased used. In general, books and supplies cost more for the first semester than for subsequent semesters. The average cost for books and supplies is between \$300.00 and \$650.00.

Miscellaneous Items

Prior to receiving a degree, a student must pay all financial obligations to the college.

Fee Changes

Morrison Institute of Technology reserves the right to change the residence hall fees and other charges, along with the applicable refund policies, without advance notice. The college will make every effort to announce and publish any changes as soon as they are approved by the College Board.

Dormitory Room Rental and Security Deposit Refund Policy

New applicants and current students who officially remove their names from the dormitory reservation list by the Friday before the start of the semester will receive a 100% refund of any paid dormitory room rental. No refund will be allowed after the Friday before the start of the semester. Dormitory students will also receive a full refund of the dormitory security deposit fee, less any assessments for excessive wear and tear or damage, after officially ending their dormitory occupancy.

Graduation Fee Refund Policy

Candidates for graduation who do not graduate because of not fulfilling all requirements will receive a 50% refund of paid graduation fees upon request. The graduation fee must be paid again in full if the student becomes a candidate for graduation at a later date.

Financial Aid

Financial Aid

The curricula offered at Morrison Institute of Technology has been accredited by a nationally recognized accrediting agency, and qualified students, therefore, may take advantage of a number of federally funded student financial aid programs. The free application for Federal Student Aid (FAFSA) is available online at www.fafsa.ed.gov. This form must be completed as soon as possible after January 1st. The information for financial assistance is then processed by the federal processor and sent to state agencies and the financial aid office at Morrison Institute of Technology. The college's federal school code for filing the FAFSA is 008880.

Federal Grant Programs

- 1. Federal Pell Grant** is a federally funded program to assist needy students and awards are determined by the U.S. Department of Education.
- 2. Federal Supplemental Educational Opportunity Grant (FSEOG)** is a campus-based grant made available to students with exceptional financial need. Only Pell eligible students with low family income contributions will be considered.
- 3. Federal College Work-Study (FCWS)** is designed to help defray indirect educational college expenses. Students must first apply for financial aid to demonstrate financial need. A limited number of jobs are available on campus. Jobs will be assigned on a first come, first serve basis, and demonstrated need.

Federal Loan Programs

- 1. Federal Direct Subsidized Loan Program (student loan)** is based on financial need. The federal government pays the interest on the student's behalf while the student is in school, during the grace period, and during authorized deferment periods.
- 2. Federal Direct Unsubsidized Loan Program (student loan)** is not based on need, and can be used to replace the Expected Family Contribution. The student will be given the option to pay the interest or let the interest accrue and be added to the principal balance of the loan (capitalize). An independent student, as determined by the financial aid office, may apply for this loan in addition to the subsidized loan.
- 3. Federal Direct Parent Plus Loans** are loans that enable parents with good credit histories, to help pay for their dependent undergraduate student's education. An eligible parent may borrow an amount equal to the student's cost of attendance, minus any other

financial aid which may be awarded. A parent must not have adverse credit to qualify for this loan. If the parent is rejected for this loan, then and only then, may a dependent student apply for additional loan money (unsubsidized loan).

Other Loan Program

Alternative loans are **not** federally funded loans. These loans were created by independent lenders to assist in the help of paying for college education. These loans are in the student's name and have higher interest rates than the traditional federal student loans. To qualify for this loan a student may need to be employed or have a credible co-signer. The financial aid office requests that you apply for this type as a last resource.

State Grants

Illinois Student Assistance Commission Monetary Award Program (Map Grant) is a grant funded by the State of Illinois (Illinois residents only) to assist students with the cost of education. Upon completion of the Free Application for Federal Student Aid (FAFSA) the federal processor will automatically forward a student's information to the State of Illinois for awarding.

Scholarships

A student who has been accepted by the Admissions Office at Morrison Institute of Technology and has completed the scholarship application procedure will be considered for one or more of the scholarships offered. Students who feel they qualify for one or more of the scholarships listed below should apply immediately after completing their seventh semester of high school to ensure consideration from the college. Only applications and procedures completed in full will be considered. Students who are awarded scholarship(s) will be required to maintain continuous academic performance for continuation of the scholarship(s). Applications need to be in no later than May 1st of each year.

- 1. Academic Scholarships** are designed to award students who have an overall high school grade point average of 3.25 or better based on a 4.0 grading system after completing their seventh semester of high school. Required continuous college performance of a 3.0 GPA is needed for further semesters.
- 2. Performance Scholarships** are designed to award students who have achieved an overall grade point average of 2.65 or better based on a 4.0 grading system after

completing their seventh semester of high school. The student must have achieved a grade point average of 3.5 or better in technology related high school prep courses such as drafting or CAD, computer technology courses, attended a vocational school in the related field, or competed in a drafting or industrial regional and/or state competition. Required continuous college performance of 2.5 GPA is needed for further semesters.

- 3. Family Scholarships** are awarded to students who have a parent, legal guardian, sibling, or other immediate family member who graduated from Morrison Institute of Technology (since 1973) or its predecessor, the Institute of Drafting and Technology (1961-1973). Students are required to submit their request in writing along with their family member's name, year of graduation, and social security number. Required continuous performance of 2.0 GPA is needed.
- 4. Private Scholarships** should be searched for at the beginning of a high school student's senior year. Contact your high school counselor, parent(s) place of employment, community organizations, or websites www.collegezone.com and www.fastweb.com.

Other Services

- 1. Department of Rehabilitation Services (DORS)** is an excellent source of assistance to anyone with a mental or physical disability. Contact your local DORS office for program requirements.
- 2. Partners for Employment** is a program designed to help students with employment and training. Eligibility is based on unemployment status. Contact your local office for additional information. Once again eligibility has been established, applicants may request referral to our college.
- 3. Veterans Educational Programs** qualifiers should contact their local veterans administration representative or state veterans representative for qualifying information. *Additional information can be obtained at www.va.gov.*
- 4. The American Opportunity Credit & Lifetime Learning Credit** are tax credits through the Internal Revenue Service for college educational costs. Detailed information on these credits may be found at www.irs.gov.

Financial Aid Standards of Academic Progress

Regulations governing the distribution of State and Federal student financial assistance programs requires Morrison Institute of Technology to monitor academic progress for students pursuing a degree and receiving financial aid. Participation in the Student Financial Assistance Programs is based on the premise

that the student, is taking the curriculum required for the students' major field of study and is maintaining the satisfactory progress requirements listed below. The satisfactory progress requirement applies to all students (full-time and part-time) for all periods of attendance even terms when a student does not receive financial assistance. The policy applies to all coursework attempted at Morrison Institute of Technology as well as transfer credits applied to the students' degree plan. The Satisfactory Academic Progress (SAP) policy contains a qualitative standard (GPA) and a quantitative standard (credit hours earned) along with a maximum timeframe.

Satisfactory Academic Progress Measurements:

Cumulative Grade Point Average Policy (Qualitative Standard)

A student's cumulative GPA is based on all courses attempted at Morrison Institute of Technology. Grades of I or W earned are not included in the grade point average and therefore do no impact its calculation results. Grades associated with transfer credits are not used in calculating cumulative GPA at Morrison Institute of Technology.

The following is the minimum cumulative grade point average (CGPA) required to receive financial aid:

<u>Hours Attempted</u>	<u>Cumulative Grade Point Average (CGPA)</u>
0 -17	1.50
18 – 36	1.75
37+	2.00

Credit Hours Earned (Quantitative Standard)

A student must complete 67% or more of the all credit hours attempted. A student's completion rate is calculated by dividing the cumulative number of hours the student has earned by the cumulative number of hours the student has attempted. Attempted credits are defined as credits which a student receives a grade including A, B, C, D, F, I, or W. Credit hours attempted is defined as the number of credit hours enrolled in as of the Last Day for Adding Classes each term. For example, if a student is enrolled in 12 credits, to complete 67%, a minimum of 8 credit hours must be earned. Earned credits are defined as courses which a student receives a grade of A, B, C, or D. Hours attempted with grades of F, W, or I are not considered to be earned credits. A student who does not complete 67% of the attempted credits will not meeting the SAP requirements.

Maximum Time Frame

The maximum time frame for which a student may receive financial aid is 150% of the published length of the program's credit hours. For example, if the length of an associate's degree is 75 credits then up to 113 attempted credits to complete the program may be eligible for financial aid. If it is determined the student is unable to complete the degree program with the 150%-time frame, financial aid eligibility will be terminated.

Evaluation Period

Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester for both the qualitative (CGPA) and quantitative (cumulative hours earned) standards. A student who does not meet the SAP standards will be notified in writing.

Financial Aid Warning

A student who does not achieve the required CGPA or not successful in completing the required cumulative hours will be placed on Financial Aid Warning for the following term. A student who is placed on Financial Aid Warning will be notified in writing. A student on financial aid warning may continue to receive financial assistance for one term without an appeal. A student on academic warning status will not be allowed to hold a class office, take part in extracurricular activities, or represent the college at any function. If during the financial aid warning term, the student raises the CGPA and/or reaches the minimum credit hours earned requirement, the status will return to good standing for the following semester. A student who does not meet the SAP requirements at the end of their financial aid warning term will lose their financial aid eligibility.

Financial Aid Probation

A student who fails to meet SAP after one term on financial aid warning will be dismissed from the College. The student is encouraged to appeal. Upon receipt of the appeal documents the Vice President of Academic Affairs will consult with former instructors, representatives of the Office of Financial Aid and the Office of the Registrar. *Appeals are not automatically accepted; appeals may be denied for failure to meet SAP.* The student will be notified by letter of the outcome. An appeal which is accepted will result in the student being placed on financial aid probation and financial aid will be reinstated for one term. A student on probation will be required to meet with the Vice President of Academic Affairs, Financial Aid Director, and the Academic Advisor to discuss the financial aid consequences and develop an academic plan for

student success. The student may be required to re-take course work to assist with meeting the SAP requirements. The student will be required to meet with their academic advisor weekly to review their education plan and discuss their academic progress. If the student on financial aid probation raises the CGPA and/or reaches the minimum credit hours earned requirement, the status will return to good standing for the following semester. A student who does not meet the SAP requirements at the end of the financial aid probation term will be dismissed from the College.

Financial Aid Probation-Plan

A student who has been dismissed from the College for failing to meet SAP will be notified in writing. Students have the right to appeal. Upon receipt of the appeal documents the Vice President of Academic Affairs will consult with former instructors, representatives of the Office of Financial Aid and the Office of the Registrar. *Appeals are not automatically accepted; appeals may be denied for failure to meet SAP.* The student will be notified by letter of the outcome. An appeal which is accepted will result in the student being placed on financial aid probation with an academic plan and financial aid will be reinstated for one term. The student will be given a written plan from the Vice President of Academic Affairs outlining specific academic requirements to assist with meeting the SAP requirements. A student may be required to re-take course work to assist with meeting the SAP requirements. The student will be required to meet with their academic advisor weekly to review their education plan and discuss their academic progress. If the student on financial aid probation raises the CGPA and/or reaches the minimum credit hours earned requirement, the status will return to good standing for the following semester. A student who does not meet the SAP requirements at the end of their financial aid probation – plan term will be dismissed from the College.

Impact of Course Incompletes, Repeats, Withdrawals, and Remedial:

Incompletes: A student with an incomplete grade at the end of the semester will have the course counted as attempted hours; however, the course will not count as credits earned until a grade is assigned. Incomplete grades not completed within the first two weeks of the following semester are then calculated as an “F” in the GPA. The conversion of incomplete grades to “F” can reduce the GPA, which may increase the possibility of being placed on warning or probation.

Repeats: A student who repeats courses will have each course count as attempted credits for quantitative standard; only the highest grade is used for qualitative standard (CGPA). A student may be paid for repeating a failed course until the course is passed. A student may be paid for repeating a course with a passing grade only one time.

Withdrawals: A student who withdraws from a course before the *last day to drop* deadline will receive a “W” grade. The credits will be considered credits attempted in evaluating the quantitative standard; however, the credits are not considered when calculating CGPA. Prior to withdrawing from a course(s), the student is advised to meet with the Registrar’s Office, Instructor, Vice President of Academics, and the Financial Aid Office.

Remedial Courses:

A student who is required to enroll in developmental courses (096 English, 092 Algebra) will not earn credit for the course and the course does not count in the attempted credit hours or CGPA.

Transfer Credits:

Transfer credits accepted and applied to a student’s degree plan are counted as both attempted and earned credits for quantitative standard; the transfer GPA does not count in the Morrison Institute of Technology CGPA.

Change of Programs:

A student who transfers from one program to another offered at Morrison Institute of Technology are required to meet both the CGPA and credit hours earned requirements of the SAP policy. All coursework taken in the previous program will be counted when evaluating SAP.

Dual Programs:

A student who enrolls in two programs offered at Morrison Institute of Technology are required to meet both the CGPA and credit hours earned requirements of the SAP policy.

Appeals:

A student may appeal the loss of financial aid by submitting the following documents to the Vice President of Academic Affairs: 1) Financial Aid Appeal Form, 2) written letter explaining why the student failed to make satisfactory academic progress (illness/death of family member, personal illness or injury, family crisis, or other special circumstance) and what has changed that will allow the student to demonstrate satisfactory academic progress at the end of the next term 3) documentation to support the circumstance. Appeals submitted without all three required components will not be reviewed and the loss of financial aid will remain. *Appeals are not automatically accepted; appeals may be denied for failure to meet SAP.*

Regaining Eligibility:

A student who has lost financial aid eligibility for failing to meet the SAP requirements may establish aid eligibility by one of the follow:

1. Getting back on track with SAP requirements.
2. Complete a semester of credits without financial aid, submit another appeal for the loss of financial aid and have the appeal accepted.
3. Sit out a semester, submit another appeal for the loss of financial aid and have the appeal accepted.

Return of Title IV Aid

If you withdraw, either officially or unofficially, and you have received or were eligible to receive Title IV federal funds in the form of Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), or any Direct Loans, the federal government requires that we review your eligibility for those funds. We are required to apply a formula to determine how much of those federal funds were earned in the length of your attendance. This review is called Return of Title IV Aid.

Attendance is recorded in our software by instructors. Contact is made either by the instructor, your academic advisor or V.P. of Academic Affairs. The last date of attendance will be determined after conferring with the student's instructors. A student may be considered withdrawn if that student is not actively attending class or provide confirmation of future attendance.

The federal funds that were disbursed in excess of the earned amount must be returned to the government. This amount is calculated from the date you officially withdrew from classes or unofficial withdrawal when you cease to attend classes. When the college returns funds to the government, you will be billed for any balance due for any institutional charges that are unpaid as a result of the return of federal funds.

If you completely withdraw, drop, or stop attending before your financial aid is disbursed for the semester, you may be eligible to receive a Post-Withdrawal disbursement. A Post-Withdrawal disbursement is for students that were eligible to receive a disbursement, but the aid was unable to be disbursed before you stopped attending. The Financial Aid Office will determine if any aid was earned by using the calculation below.

The college will calculate the ratio of the days that you did attend to the days you were scheduled to attend in the semester. The result percentage is then used, along with your institutional costs and total federal funds that you received to determine the amount of aid that you are allowed to keep which will be applied to your semester. A return of Title IV calculation may take up to 45 days to complete. Once the Return of Title IV process is complete you will receive a letter from the college that explains the calculation and the balance due back to the college as a result of the Return of Title IV calculation.

Federal funds returned will be allocated in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Direct Parent Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Voter Registration

Students who are not registered to vote and wish to become a registered voter may obtain information regarding procedures to register online at www.elections.il.gov., the county clerk's office located in Morrison, or at any driver's license facility.

Housing

On Campus Housing

Student housing facilities are available on campus in Odey Residence Hall. This facility has been designed to provide housing for students in an apartment arrangement. The residence hall is co-educational, but individual suites are not co-educational. Accommodations for married couples are not available. The housing facility has 34 suites with a capacity of up to 136 students and is managed by a college residence hall director with the aid of student resident assistants. Every effort is made not to exceed an assignment of four students to a suite, and most often the assignment will not exceed three students per suite. Each suite has a bathroom, shower, two vanities, and a kitchenette. All rooms are equipped with a twin extra-long bed frame and wardrobe for each occupant, a desk area, a kitchen table with chairs, and a refrigerator. These furnishings are not to be altered or removed from the room. Rooms with appropriate accommodations are provided for to students identified as having special needs.

Morrison Institute of Technology believes that living on campus contributes significantly to both the academic and personal development of the student. Therefore, when accommodations are available, all unmarried, full-time first and second semester students under the age of 21 who do not commute from the permanent legal residence of their parents are required to live in the residence hall. Room assignments are made by the residence hall director and special requests for accommodations will be honored as long as space is available.

Students residing in on-campus housing are to abide by the rules and regulations stated in the Odey Residence Hall Policy Handbook. All campus residents should be familiar with regulations pertaining to housing and visitor policies. The handbook is on the College's web site or copies may also be obtained at the administrative office.

Off Campus Housing

The Business Office and the Admissions Office will assist eligible students with off campus housing arrangements.

Personal Property and Loss

Morrison Institute of Technology is not responsible for the damage or loss of personal property belonging to students or residents, nor does the college maintain insurance covering said damage or loss. Students are therefore urged to carry their own insurance to cover any personal property losses that might occur on campus. If it appears that something has been stolen or tampered with, take the following action:

1. Make a list of all personal items affected, including descriptions and serial numbers when available.
2. Report the incident and the above items to the college Business Office, to the local law enforcement authorities, and to your insurance agent when applicable.

Policies and Regulations

Appeals, Waivers, or Grievances

Students who wish to appeal an administrative disciplinary action, obtain a waiver of any college rule or regulation, or file a grievance against the school or any of its employees may do so by filing a written statement which clearly lays out the nature of the appeal and all the circumstances surrounding it. This statement must be submitted to the college Appeal/Waiver Board via the Vice President of Academic Affairs within 10 days of the occurrence being presented. The Appeal/Waiver Board will meet and take action within 10 days of receipt of the statement. This board is made up of the following six Morrison Institute of Technology administration, faculty, and staff members:

President of the College or Director
Vice President of Finance
Vice President of Academics
Three (3) Faculty Members

Any decision by the Appeal/Waiver Board may be appealed to the College Board of Directors whose decision will be final. Such appeal must be made within 10 days after the student has been notified about the initial decision. The College Board of Directors will consider the request at its next scheduled meeting unless circumstances dictate the need for a special meeting.

Students also have the right to direct any comments regarding any decision to:

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325,
Atlanta, GA 30350
(800) 917-2081

Academic Information

Grading System

<u>Grade</u>	<u>Quality Points Per Credit Hour</u>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
RP	Not Calculated
RF	Not Calculated
W	Not Calculated
I	Not Calculated

W - Withdrawn. A grade of W (withdrawn) is given to a student who officially withdraws from a course prior to the start of the eleventh week.

I - Incomplete. An incomplete grade of I may be given, at the discretion of an instructor, when unusual circumstances prevent the student from completing the course requirements in the scheduled time. An incomplete may only be used in cases of extended absences due to illness, as verified by a doctor's statement, accident, military service and other extreme circumstances beyond the control of the student. The circumstances must be documented to the instructor's satisfaction and the student must request the incomplete one week prior to the course final exam or last day of class. *All required course work must be turned into the instructor before the end of the second week of the next semester.* If the incomplete is not resolved within this time frame the grade will be based upon the instructor's evaluation of completed work and the course requirements.

RP - Remedial pass. A passing grade for any remedial course satisfactorily completed.

RF - Remedial Fail. A failing grade for any remedial course that was not completed satisfactorily.

Make-up Work

Students are expected to make up work missed due to illness or other circumstances and are responsible to contact the instructor to make arrangements for such completion.

Repeat Courses

Any courses taken at the college may be repeated for a higher grade. All failed courses must be repeated at Morrison Institute of Technology. Both the original failed course grade and the grade for any retake will appear on the official transcript, but only the most recent grade (whether higher or lower than the previous grade) and its corresponding hours attempted, hours earned, and quality points earned will be honored. The most recent course attempt is used for determining accumulative grade point average. The grades of “W” and “I” will not replace a prior grade.

Change of Grade

Any student who feels that there are errors in grade entries should immediately contact his/her instructor or the Registrar. All grade changes must be cleared through the Vice President of Academics and must be recorded prior to the start of the third week of the next semester.

Developmental Class Policy

Any students scoring below the minimum accepted standard on our institutional assessment tests will be required to take a developmental course in English and/or Mathematics in order to provide them the skills necessary to be successful in the required curriculum. Students taking developmental courses should be aware that it could result in a fifth semester in order to complete their program requirements.

It is the policy of the Morrison Institute of Technology that any student required to take a developmental course that will extend his/her studies by one semester, and that students not having failed any other course, will receive a Developmental Studies Scholarship which will pay the cost of tuition for the fifth semester required to complete their program.

A student, who has been placed in a developmental course, may request an audience with the instructional staff in the department of the course that is in question. The department members will use assessment scores, high school transcripts, ACT or SAT test scores, departmental assessments and a personal interview with

the student to determine whether placement in the developmental course can be waived. The decision to waiver or not to waiver rests with the reviewing instructors(s).

Special Academic Accommodations

Students who are identified as having special academic needs will receive assistance in accordance with their IEP or 504 plan as needed. It is the responsibility of the students to present to the Vice President of Academic Affairs their official plan as prepared by their previous institution of learning. Instructors will then be directed by the Academic Department as to what accommodations are to be provided. The Vice-President of Academic Affairs will monitor the special needs student's progress each semester.

Final Grade Report

Final grade reports are mailed directly to the student after the close of the semester, unless a temporary hold has been placed on the issuance of grade reports due to outstanding financial obligations. In accordance with the Federal Family Educational Rights and Privacy Act, final grades will not be disclosed to third parties who are not authorized college officials, including parents, without the prior consent of the student, or the filing of a dependency affidavit by the parents.

Standards of Academic Progress

Regulations governing the distribution of State and Federal student financial assistance programs requires Morrison Institute of Technology to monitor academic progress for students pursuing a degree and receiving financial aid. Participation in the Student Financial Assistance Programs is based on the premise that the student, is taking the curriculum required for the students' major field of study and is maintaining the satisfactory progress requirements listed below. The satisfactory progress requirement applies to all students (full-time and part-time) for all periods of attendance even terms when a student does not receive financial assistance. The policy applies to all coursework attempted at Morrison Institute of Technology as well as transfer credits applied to the students' degree plan. The Satisfactory Academic Progress (SAP) policy contains a qualitative standard (GPA) and a quantitative standard (credit hours earned) along with a maximum timeframe.

Satisfactory Academic Progress Measurements:

Cumulative Grade Point Average Policy (Qualitative Standard)

A student's cumulative GPA is based on all courses attempted at Morrison Institute of Technology. Grades of I or W earned are not included in the grade point average and therefore do no impact its calculation

results. Grades associated with transfer credits are not used in calculating cumulative GPA at Morrison Institute of Technology.

The following is the minimum cumulative grade point average (CGPA) required to receive financial aid:

<u>Hours Attempted</u>	<u>Cumulative Grade Point Average (CGPA)</u>
0 -17	1.50
18 – 36	1.75
37+	2.00

Evaluation Period

Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester for both the qualitative (CGPA) and quantitative (cumulative hours earned) standards. A student who does not meet the SAP standards will be notified in writing.

Academic Warning Status

A student who does not achieve the required CGPA or not successful in completing the required cumulative hours will be placed on Academic Warning for the following term. A student who is placed on Academic Warning will be notified in writing. A student on academic warning may continue to receive financial assistance for one term without an appeal. A student on academic warning status will not be allowed to hold a class office, take part in extracurricular activities, or represent the college at any function. If during the academic warning term, the student raises the CGPA and/or reaches the minimum credit hours earned requirement, the status will return to good standing for the following semester. A student who does not meet the SAP requirements at the end of their academic warning term will lose their financial aid eligibility.

Academic Probation Status

A student who fails to meet SAP after one term on academic warning will be dismissed from the College. The student is encouraged to appeal. Upon receipt of the appeal documents the Vice President of Academic Affairs will consult with former instructors, representatives of the Office of Financial Aid and the Office of the Registrar. *Appeals are not automatically accepted; appeals may be denied for failure to meet SAP.* The student will be notified by letter of the outcome. An appeal which is accepted will result in the student being placed on academic probation and financial aid will be reinstated for one term. A student on probation will be required to meet with the Vice President of Academic Affairs, Financial Aid Director, and the Academic Advisor to discuss the consequences of being on probationary status and develop an academic plan for student success. The student may be required to re-take course work to assist with meeting the

SAP requirements. The student will be required to meet with their academic advisor weekly to review their education plan and discuss their academic progress. If the student on academic probation raises the CGPA and/or reaches the minimum credit hours earned requirement, the status will return to good standing for the following semester. A student who does not meet the SAP requirements at the end of the financial aid probation term will be dismissed from the College.

Academic Probation-Plan

A student who has been dismissed from the College for failing to meet SAP will be notified in writing. Students have the right to appeal. Upon receipt of the appeal documents the Vice President of Academic Affairs will consult with former instructors, representatives of the Office of Financial Aid and the Office of the Registrar. *Appeals are not automatically accepted; appeals may be denied for failure to meet SAP.* The student will be notified by letter of the outcome. An appeal which is accepted will result in the student being placed on financial aid probation with an academic plan and financial aid will be reinstated for one term. The student will be given a written plan from the Vice President of Academic Affairs outlining specific academic requirements to assist with meeting the SAP requirements. A student may be required to re-take course work to assist with meeting the SAP requirements. The student will be required to meet with their academic advisor weekly to review their education plan and discuss their academic progress. If the student on academic probation raises the CGPA and/or reaches the minimum credit hours earned requirement, the status will return to good standing for the following semester. A student who does not meet the SAP requirements at the end of their financial aid probation – plan term will be dismissed from the College.

Academic Honors

Students who achieve a 3.50 to 3.89 grade point average for their semester work will be placed on the Dean's List. Students who achieve a 3.90 or better grade point average for their semester work will be placed on the President's List. The names of the students who have achieved this significant accomplishment are published and posted during the next semester.

Full-Time Student Classification

Students enrolled at Morrison Institute of Technology will be classified as full-time students if they are registered for a minimum study schedule of twelve (12) credit hours per semester.

Graduation Requirements

The Associate in Applied Science degree will be conferred on students who meet the following requirements:

1. The satisfactory completion of all required program course work.
2. The satisfactory completion of all courses in oral and written communication indicating proficiency in those areas.
3. The achievement of a 2.00 accumulative grade point average or higher.
4. The payment of all outstanding financial balances due to the college.
5. The filing of an "Intent to Graduate" form with the Registrar by the end of the fourth week of the semester in which the student intends to graduate.

Graduate Academic Honors

Students graduating with an accumulative grade point average of 3.90 - 4.00, will graduate Summa Cum Laude, those attaining an accumulative grade point average of 3.75 - 3.89, will graduate Magna Cum Laude, and those attaining an accumulative grade point average of 3.50 - 3.74 will graduate Cum Laude. Appropriate seals shall designate such honors on the degrees and will be recognized at commencement ceremonies.

Academic Advising

Each student at Morrison Institute of Technology is assigned an academic advisor. In most cases, this advisor will be a faculty member familiar with the student's field of concentration. Academic advisors will maintain scheduled office hours as announced or posted on their office doors. Students are strongly urged to visit regularly with their advisors, especially when academic problems develop.

Transfer Between Programs at Morrison Institute of Technology

Transfer between programs offered by Morrison Institute of Technology can be arranged by contacting the Vice President of Academic Affairs and presenting a written letter requesting a transfer. All credits will transfer, but only those directly applying to the newly selected program will apply toward the completion of the requirements for the newly chosen program.

Transfer to Other Institutions of Higher Education

A transfer agreement has been established with many regional four year colleges for transfer to their technology programs. The Vice President of Academics at Morrison Institute of Technology should be contacted when considering transfer to another institution of higher education. Assistance will be provided

to the student in working with the receiving institution to determine which Morrison Institute of Technology courses will transfer. As is the case in transferring between colleges, credits that will transfer are those which align with the program to which the student is transferring. A list of the colleges which offer the best transfers from Morrison Institute of Technology is available upon request from the Vice President of Academics.

Academic Progress Reports

Only those students whose academic record in a course indicates unsatisfactory performance will receive a midterm progress report. The instructor will issue a "DF" slip at mid-semester to notify the student of unsatisfactory performance in that course.

Adding Courses to Schedule

Students wishing to officially add a course or courses to their schedule must first consult with their assigned faculty advisor and then contact the Registrar's Office for the proper forms and procedures. Courses may be added only with administrative approval during the first week of the semester.

Dropping Courses from Schedule

Students wishing to officially drop a course or courses from their schedule must contact the Registrar's Office for the proper forms and procedures. Students following the procedure to officially drop a course, or who have been dropped by administrative action prior to the start of the eleventh week of the semester will receive a grade of "W" in that course. A grade of "W" in a course is not included in the calculation of grade point averages or total hours attempted. It is imperative that the official drop procedure be followed to receive a grade of "W" in a dropped course. Failure to attend class does not constitute an official course drop. After the start of the twelfth week, only administrative drops will be processed. The student's grade for a course will be the grade issued by the faculty at the end of the semester, regardless of the student's attendance history.

Withdrawal from College

Students wishing to officially withdraw from the college must contact the Registrar's Office for the proper forms, exit procedures and must request all applicable partial refunds. This may include tuition, residence hall security deposit, and graduation fee. Students following the procedure to officially withdraw from the college or who have been suspended by administrative action prior to the start of the eleventh week of the semester will receive grades of "W" in all courses for that semester. A grade of "W" in a course is not included in the calculation of grade point averages or total hours attempted. It is imperative that the official

withdrawal procedure be followed to receive grades of "W" in all courses and any applicable partial refunds. Failure to attend classes does not constitute an official withdrawal. After the start of the eleventh week, only administrative suspensions will be processed, and a student's grade for a course will be the grade issued by the faculty at the end of the semester, regardless of the student's attendance history.

Administrative Termination

A student may be subject to termination for any of the following:

- a. Failure to maintain the required grade point average.**
- b. Failure to comply with the college student conduct policy.**
- c. Failure to make satisfactory academic progress.**
- d. Failure to meet all financial obligations to the college.**

A student may appeal the termination to the Appeal/Waiver Board. The decision of the Appeal/Waiver Board may be appealed to the College Board of Directors whose decision is final.

Attendance

Regular attendance is expected of all students. If a student must be absent from class, they must report the reason for their absence to the instructor at the next class meeting. It is at the discretion of the instructor to determine whether the student is permitted to make up work missed. Instructors may publish in their course syllabus, specific, additional standards of attendance for their classes. The Illinois Student Assistance Commission also requires attendance as a “demonstration of academic progress towards a degree”.

Academic Program Information

Engineering Technology

Associate in Applied Science Degree

The engineering technology program has been developed and is kept current in accordance with suggested guidelines provided by nationally recognized technical education groups, accrediting organizations, and the college Industrial Advisory Board. This program is accredited by the ETAC Accreditation Commission of ABET, <http://www.abet.org>. It is also certified by the American Design and Drafting Association (ADDA).

The curriculum for the engineering technology program has been designed with an appropriate balance of study in the areas of engineering technology and computer aided drafting. In addition, to assure that a student is prepared to assume a productive and contributing role as a citizen a core of general education courses including: basic sciences, humanities or social sciences, written and oral communications, mathematics, and computer literacy are required to provide that academic foundation which the student must acquire to continue a lifelong learning process on a formal or informal basis.

A graduate with the Associate in Applied Science degree in Engineering Technology selecting the Construction Concentration will be qualified for entry-level placement as a technician in a number of technical fields, including construction and architecture. Typical job duties would include: construction or architectural CAD operator, bridge and highway construction planning and supervision, project inspection, materials inspection and testing, specification preparation, management and supervision, technical sales, project design, and surveying.

A graduate with the Associate in Applied Science degree in Engineering Technology selecting the Design and Drafting Concentration will be qualified for entry-level placement in the design and drafting field in a number of positions, including, CAD operation and supervision, specification preparation, management and supervision, technical sales, project design, research and development, and human resources.

Program Mission Statement

The mission of the Engineering Technology Program at Morrison Institute of Technology is to provide young men and women with communication, mathematical, scientific, and technical skills that will enable them to (a) be effective engineering technologists in Building Construction, Roadway Design, Surveying, Soils and Materials Testing, or Computer Aided Design & Drafting and (b) successfully continue their formal education at the university level, if they so choose.

Program Educational Objectives

Based on the needs of the program's constituencies the following educational objectives have been established for the Engineering Technology Program:

In their chosen careers, as a result of the education received in the Engineering Technology program, graduates will be able to:

1. Analyze technical problems and identify and define the requirements appropriate to their solutions.
2. Read and interpret technical data and apply it in the engineering technology environment.
3. Effectively use a variety of computer aided drafting platforms to meet the drafting and design needs in engineering or manufacturing.
4. Use effective verbal and writing skills to communicate with a range of audiences.
5. Work effectively on a team.
6. Demonstrate good professional, ethical, and social skills.
7. Recognize the need for and pursue continuing professional development.

Student Outcomes

The following student outcomes will be used to determine if the educational objectives are consistently being met.

- 1-1 Use problem solving techniques to make proposals for solving classroom and laboratory simulation problems.
- 1-2 Apply mathematical and physics formulae to solve technical problems appropriate to their field of study.
- 2-1 Use technical manuals to accurately locate and interpret Data to apply in the development of a project
- 3-1 Utilize CAD skills to create 2D & 3D working drawings from engineering notes and/or sketches.
- 4-1 Write organized and accurate lab reports, Feasibility reports, performance reviews, and other job related reports and documents
- 4-2 Make an organized verbal presentation
- 5-1 Participate as a contributing member of a team and identify and solve team dynamics problems.
- 6-1 Project potential impacts of personal and Technical decisions on individuals, organization, society as a whole, and the environment and identify ethical and legal implications including a respect for diversity in society.
- 6-2 Demonstrate professionalism, timeliness and a commitment to continuous improvement.
- 7-1 Describe the educational benefits available in at least two professional organizations in their chosen career field.
- 7-2 Describe their options for pursuing an advanced degree upon completion of their degree at Morrison Institute of Technology.

Building and Highway Construction Concentration

Building and Highway Construction Concentration

First Semester		
Course #	Course Title	Credits
DT-103	Professional Drafting Practices	3
DT-114	AutoCAD I	3
ET-121	Computer Systems & Applications	3
GS-130	English Composition	3
MA-122	College Algebra	<u>4</u>
		Total: 16
Second Semester		
DT-118	MicroStation	3
ET-127	Materials & Methods	3
ET-129	General Physics	5
GS-132	Thinking Critically	3
MA-132	Trigonometry	<u>4</u>
		Total : 18
Third Semester		
CT-101	Surveying I	4
DT-213	Architectural CAD I	3
ET-224	Engineering Mechanics	3
GS-221	Industrial/Organizational Psychology	3
GS-233	Principles of Technical Writing	3
MA-232	Advanced Mathematics with Calculus	<u>3</u>
		Total : 19
Fourth Semester		
CT-204	Surveying II	4
CT-207	Soil Mechanics	4
DT-230	Civil Survey CAD	3
ET-228	Strength of Materials	3
GS-239	Oral Communication	<u>3</u>
		Total: 17
Total Program		Credit hours: 70

Computer Aided Design & Drafting Concentration

Computer Aided Design & Drafting Concentration

First Semester		
Course #	Course Title	Credits
DT-103	Professional Drafting Practices	3
DT-114	AutoCAD I	3
ET-121	Computer Systems & Applications	3
GS-130	English Composition	3
MA-122	College Algebra	<u>4</u>
	Total:	16
Second Semester		
DT-112	Mechanical Drafting & Design I	3
DT-222	3D Modeling	3
ET-129	General Physics	5
ET-223	Materials & Processes	4
MA-132	Trigonometry	<u>4</u>
	Total :	19
Third Semester		
DT-117	Advanced Parametric Modeling	3
DT-206	Mechanical Drafting & Design II	3
ET-224	Engineering Mechanics	3
GS-221	Industrial/Organizational Psychology	3
GS-233	Principles of Technical Writing	3
MA-232	Advanced Mathematics with Calculus	<u>3</u>
	Total :	18
Fourth Semester		
DT-226	Advanced Surfacing & Assembly Modeling	3
DT-228	Mechanical Project Development	3
GS-132	Thinking Critically	3
ET-228	Strength of Materials	3
GS-239	Oral Communication	<u>3</u>
	Total:	15
Total Program Credit hours:		68

Network Administration

Associate in Applied Science Degree

The associate degree program for Network Administration prepares students for immediate entry level employment in business, government information centers and general business offices. This program will prepare you for earning industry recognized certifications such as: Microsoft MCP, Microsoft MCP + Internet, CompTIA A+, CompTIA N+, Microsoft MCSE, Microsoft MCSE + Internet, CCNA, CCNP.

The curriculum has been designed with an appropriate balance of study in the technical areas related to systems and network administration. In addition, to assure that a student is prepared to assume a productive and contributing role as a citizen, a core of general education courses including: basic sciences, humanities or social sciences, written and oral communications, mathematics, and computer literacy are required to provide that academic foundation which the student must acquire to continue a lifelong learning process on a formal or informal basis.

Graduates with the Associate in Applied Science Degree in Network Administration will qualify for entry level jobs in system & network design and network setup & troubleshooting. They will also be able to train and support system users, install hardware and software, and maintain and monitor the network security system. System administrators will also monitor existing networks to ensure the network, software, and computer work together properly. They will monitor network performance and recommend possible future network needs.

Program Mission Statement

The mission of the Network Administration Program is to provide young men and women with communication, mathematical, scientific, and technical skills that will (a) enable them to effectively serve as Computer Hardware, LAN and WAN Network, and TCP/IP Network Technologists; (b) prepare them to successfully earn an A+ and N+ rating in the computer field; and (c).successfully continue their formal education at the university level.

Network Administration

Network Administration Concentration

Course #	Course Title	Credits
First Semester		
ET-121	Computer Systems & Applications	3
GS-130	English Composition	3
MA-122	College Algebra	4
NET-110	Computer Hardware	3
NET-120	LAN Based Network Equipment & Design	<u>3</u>
	Total:	16
Second Semester		
ET-129	General Physics	5
GS-132	Thinking Critically	3
MA-132	Trigonometry	4
NET-160	Operating Systems I	3
NET-170	Operating Systems II	<u>3</u>
	Total :	18
Third Semester		
GS-221	Industrial/Organizational Psychology	3
MA-125	Principles of Accounting	3
MA-232	Advanced Mathematics with Calculus	3
NET-210	Advanced WAN & LAN Networking	3
NET-220	Enterprise Based OS	<u>3</u>
	Total :	15
Fourth Semester		
GS-233	Principles of Technical Writing	3
GS-239	Oral Communication	3
NET-250	WAN Fundamentals	3
NET-260	Internet Fundamentals	3
NET-270	TCP/IP	<u>3</u>
	Total:	15
Total Program Credit hours: 64		

Course Descriptions

Construction Technology Courses

CT-101 SURVEYING I

Cr. 4 (2-4)

Prerequisite: MA-132

An introduction to the fundamentals of survey measuring, including both horizontal and vertical measurements. Field work involving hands on use of survey instruments. Introduction to survey computations as done on hand-held calculators, including coordinate geometry routines.

CT-204 SURVEYING II

Cr. 4 (3-2)

Prerequisite: CT-101

Computation procedures involving latitude and departure, coordinate geometry, parcel areas, and traverse closures. The study of route design including factors affecting location; design and field layout of horizontal curves; and design of vertical curves and profile lines. Drafting projects include topographical maps and survey plats. Computations are done on computers and field work includes use of GPS equipment.

CT-207 SOIL MECHANICS

Cr. 4 (3-2)

An introduction to soil mechanics, geological cycle, soil composition and properties, gradation, texture, soil-water interaction, and soil classification. Supported by both student participation and demonstrations of various standard soils laboratory tests and procedures.

CT-275 SPECIAL PROBLEMS

Credit hours as assigned a - maximum of six (6) hours.

Special assigned projects are arranged by Department Coordinator.

Design & Drafting Technology Courses

DT-103 PROFESSIONAL DRAFTING PRACTICES

Cr. 3 (2-2)

This course will present a review of basic drafting skills used by present day drafters. It will also include an in-depth study of descriptive geometry as it relates to multi view drawings, sectional views, auxiliary views, surface intersections, and other related working drawings. This course will employ the current drafting conventions and dimensioning standards as authorized by the American National Standards Institute.

DT-108 PRINCIPLES OF ENGINEERING: Projects And Concepts **Cr. 3 (2-2)**

A project driven course that will introduce students to aspects of the different engineering technology fields, including mechanical, construction and civil engineering. Students will work in individual and group settings to complete a variety of projects including hands on activities that reinforce topics they are studying. Skills that will be used include: problem solving, 3D printing, robotics, teamwork, construction and design.

DT-112 MECHANICAL DRAFTING & DESIGN I **Cr. 3 (2-2)**

Prerequisite: DT-103

This course will provide an in-depth study of precision dimensioning techniques, unilateral tolerance, bilateral tolerance, limits, fits and allowances using ANSII Y14.5 M-1994 standard. It also includes detailed study of standard fasteners, springs, keys, keyways and pins. It will also cover a study of advanced sectional views, assembly drawings and detail drawings.

DT-114 AUTOCAD I **Cr. 3 (2-2)**

This course is an introduction to the use of Autodesk's AutoCAD software package. It will present all basic 2D and 3D commands used for drawing, editing, display controls, layering, dimensioning, and plotting. It will also provide coverage of entity properties and handling and utilities.

DT-117 ADVANCED PARAMETRIC MODELING **Cr. 3 (2-2)**

An introductory study of NX software dealing in the 2D and 3D realms. Topics include solid modeling, feature modeling, free modeling, dimensioning, editing commands, creation commands, coordinate systems and layer management.

DT-118 MICROSTATION **Cr. 3 (2-2)**

This course will provide coverage of the basic commands used in MicroStation CAD software. Such topics as element placement, element manipulations, cell placement, text placement, patterning, and dimensioning will be covered as it relates to two-dimensional drafting.

DT-206 MECHANICAL DRAFTING & DESIGN II **Cr. 3 (2-2)**

Prerequisite: DT-112

A continuation of the study into the basic detailing methods of power transmission systems. The course includes the study of splines, bevel gears, bearing, chain and sprockets, belts and sheaves, and electric motors. An introduction into jigs and fixtures, and continued coverage of geometric dimensioning and tolerancing will be included.

DT-213 ARCHITECTURAL CAD I**Cr. 3 (2-2)**

Prerequisite: DT-114

This course uses Autodesk's AutoCAD Architectural software package to create 3 dimensional models of multi-story commercial structures. The course includes topics such as creating walls, roof construction, door and window insertion, casework, symbols, schedules, stairs, documentation, 2D working drawings, and 3D presentation drawings.

DT-222 3D MODELING**Cr. 3 (2-2)**

Prerequisite: DT-114

This course covers 3D elements of the Autodesk software including the use of parametric solid modeling and surfacing, assembly modeling, creating 3D digital prototypes, and 2D orthographic development from 3D drawings.

DT-226 ADVANCED SURFACING & ASSEMBLY MODELING**Cr. 3 (2-2)**

Prerequisite: DT-117

This course presents additional coverage of commands used in NX software to create working drawings, assembly drawings, manufactured parts, analysis of existing parts, and presentation drawings.

DT-228 MECHANICAL PROJECT DEVELOPMENT**Cr. 3 (2-2)**

Prerequisite: DT-206

This course consists of developing a complete set of design calculations, notes, and specifications in the form of a technical report, as well as a complete set of working drawings for the manufacture of some mechanical device and/or components. Emphasis will be on computer-aided work in all phases of drafting and writing. Rendered three dimensional and exploded three dimensional presentations may also be prepared. The course will be conducted on a design team method with formal presentations given at the completion of the project.

DT-230 CIVIL SURVEY CAD**Cr. 3 (2-2)**

Prerequisite: DT-118

This course will demonstrate the link between survey data and CAD. Demonstrations and projects will include legal survey plans, working with point data, creating topographic survey drawings, subdivision roadways and layouts, roadway alignments, alignment of tangents and curves, and plan and profile drawings.

DT-275 SPECIAL PROBLEMS

Credit hours as assigned - a maximum of six (6) hours.

Special assigned projects are arranged by Department Coordinator.

Engineering Technology Courses

ET-121 COMPUTER SYSTEMS & APPLICATIONS

Cr. 3 (2-2)

This course will provide an overview of Microcomputer Operation, Microsoft Operating Systems, and the Microsoft Office software suite, to include the fundamentals of networks and internet usage.

ET-127 MATERIALS & METHODS

Cr. 3 (3-0)

An introductory study of materials and methods of modern construction. Materials included are Portland cement, ferrous and nonferrous metals, plastics, and asphalt. Current equipment and methods of construction will be discussed.

ET-129 GENERAL PHYSICS

Cr. 5 (4-2)

Co-requisite: MA-132

A study of the principals of physics, including vectors, waves, laws of motion, friction, equilibrium, energy, work, power, simple machines, temperature, heat and electricity.

ET-223 MANUFACTURING MATERIAL AND PROCESSES

Cr. 4 (3-1)

A lecture/lab introduction to the materials and processes used in Manufacturing. The chemistry, properties, and processing of ferrous and non-ferrous metals, plastics, woods and ceramics will be studied with lab applications in casting, forming, separating, joining and conditioning.

ET-224 ENGINEERING MECHANICS

Cr. 3 (3-0)

Prerequisite: ET-129

A more detailed study of some of the concepts introduced in General Physics; including distributed loads, coplanar, concurrent and spatial forces, truss analysis, shear diagrams, moments and couples.

ET-228 STRENGTH OF MATERIALS

Cr. 3 (3-0)

Prerequisite: ET-224

A study of the effects of applied forces on the design properties of materials; including stress/strain diagrams, allowable stress, Poisson's ratio, thermal expansion, moduli of elasticity and ductility, plastic analysis, shaft couplings, bending, beam and column stresses.

ET-275 SPECIAL PROBLEMS Credit hours as assigned -max of six hours.

Special assigned projects are arranged by Department Coordinator.

General Study Courses

GS-096 DEVELOPMENTAL ENGLISH

Cr. 2 (2-0)

Developmental course designed to assist the students who have difficulty in written communication and reading. Intensive practice in writing and improving reading skills, reading speed and general vocabulary. (No credit towards AAS degree program).

GS-130 ENGLISH COMPOSITION

Cr. 3 (3-0)

This course provides students with the rhetorical foundations required to become proficient writers in the academic and professional world. Students will learn and apply the principles of effective writing through extensive practice in creating drafts, revisions, and final essays in a variety of context. Class discussion and readings will focus on the function of literacy in professional and personal contexts.

GS-132 THINKING CRITICALLY

Cr. 3 (3-0)

Thinking is a learned behavior which can be analyzed and modified. Thinking is not an automatic function. This course examines thinking skills and attitudes with the goal of gaining some measure of control over them. Topics discussed include problem solving, goal setting, analyzing situations, bias, and creativity.

GS-221 INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

Cr. 3 (3-0)

Prerequisite: GS-130

An introduction to the study of human behavior in the workplace. Students will learn to apply knowledge of industrial/organizational psychology as it may affect them as employee, coworker, and/or supervisor. Areas of emphasis include: job analysis, employee selection and placement, organizational structure and communication, motivation, leadership/management styles, employee performance, and job satisfaction.

GS-233 PRINCIPLES OF TECHNICAL WRITING

Cr. 3 (3-0)

Prerequisite: GS-130

Students will learn the principles of effective, audience centered technical communication with emphasis on writing and editing technical documents (manuals, recommendations, proposals, business letters, and memoranda) with precision, clarity and purpose while applying the principles of graphic design and visual representation.

GS-239 ORAL COMMUNICATION**Cr. 3 (3-0)**

The purpose of this course is to instruct students in the principles of effective public speaking so that they will gain confidence, poise and proficiency in delivering speeches in a variety of situations. Students will be required to give impromptu, demonstration, persuasive, informative, and ceremonial speeches and a major business-style group oral presentations. Critical listening skills and ethical public speaking practices will be arranged by Department Coordinator.

Mathematics Courses**MA-092 INTRODUCTORY ALGEBRA****Cr. 3 (3-0)**

This course presents topics designed to enhance math skills: It includes: equations, problem solving, exponents, polynomials, factoring, simplifying fractions, fractional equations and graphing straight lines. (No credit towards AAS degree program).

MA-122 COLLEGE ALGEBRA**Cr. 4 (4-0)**

Topics covered include exponents, word problems, linear equations, graphing straight lines and parabolas, factoring, simplifying fractions, fractional equations, simultaneous equations, solving quadratics, ratio and proportion, and variation.

MA-125 PRINCIPLES OF ACCOUNTING**Cr. 3 (3-0)**

An introduction to basic accounting concepts and procedures. Use of various accounting systems to maintain financial records, prepare statements, maintain inventory and document plant assets.

MA-132 TRIGONOMETRY**Cr. 4 (4-0)**

Prerequisite: MA-122

Topics include the solution of right and oblique triangles, vectors, radian measure, polar coordinates, trigonometric and parametric graphs, trigonometric identities and equations, and exponential and logarithmic equations.

MA-232 ADVANCED MATHEMATICS with Calculus**Cr. 3 (3-0)**

Prerequisite: MA-132

Topics covered include advanced trigonometry, straight lines, conic sections, limits, derivatives of algebraic functions, and problem solving using computer applications in mathematical software.

MA-242 CALCULUS (Elective - Spring Semester only)

Cr. 3 (3-0)

Prerequisite: MA-232

Topics covered include derivatives of logarithmic, exponential, algebraic, trigonometric, and inverse trigonometric functions. Tangent and normal lines, slopes, maxima and minima functions, and related and instantaneous rates of change, indefinite and definite integrals with applications.

MA-275 SPECIAL PROBLEMS

Credit hours as assigned - a maximum of six (6) hours.

Special assigned projects are arranged by Department Coordinator.

Network Administration

NET-110 COMPUTER HARDWARE

Cr. 3 (2-2)

An introduction to the modern day PC. Topics include motherboards, memory, processors, input devices, storage devices, output devices, basic operating systems, troubleshooting, and configurations. Students will gain hands-on experience through various installation and configuration exercises.

NET-120 LAN BASED NETWORK EQUIPMENT & DESIGN

Cr. 3 (2-2)

An introduction to network design fundamentals. Topics include: OSI reference model, LAN topologies, cabling systems, protocols, network design, planning and LAN based equipment. Students will gain hands-on experience through various wiring exercises.

NET-160 OPERATING SYSTEMS I

Cr. 3 (2-2)

An introduction to client/server operating systems such as Windows and Linux. Topics will include: OS Architecture, planning and installation network components, configuring, managing and troubleshooting. Students will gain hands-on experience through various installation and configuration exercises.

NET-170 OPERATING SYSTEMS II

Cr. 3 (2-2)

An introduction to client/server operating systems such as the Windows 2003 server. Topics will include planning and installation, OS Architecture, network components, configuring, managing, security and administration. Students will gain hands-on experience through various installation and configuration exercises.

NET-210 ADVANCE WAN & LAN NETWORKING**Cr. 3 (3-0)**

Prerequisite NET-120

An advance course in WAN and LAN networks. Topics include: Virtual LAN's, Gigabit Ethernet, switching technology, Voice or IP, Voice over IP, Voice and Data internetworking, cryptography and network security.

NET-220 ENTERPRISE BASED OS**Cr. 3 (2-2)**

Prerequisite: NET-170

Severs in an enterprising environment such as Windows Server. Topics include directory services, advanced network configurations, configuring Internet services, optimization and troubleshooting. Students will gain hands on experience through various installation and configuration exercises.

NET-250 WAN FUNDAMENTALS**Cr. 3 (2-2)**

Prerequisite: NET-120

The use of WAN network connects. Topics will include: OSI reference model, WAN protocols, Internetworking operating system, network protocols, routing, and network security. Students will gain hands-on experience through various installation and configuration exercises.

NET-260 INTERNET FUNDAMENTALS**Cr. 3 (2-2)**

A basic understanding of Internet Services. Topics will include; Internet information system and Internet Basics, installation and configuration services, monitoring and optimization, email server basics, installing proxy server, configuring proxy server, managing advance features, security, optimization, and troubleshooting. Students will gain hands-on experience through various installation and configuration exercises.

NET-270 TCP/IP**Cr. 3 (3-0)**

A preparation for students to administrate a TCP/IP network. Topics will include planning, installation, and configuration, IP addressing, subnet addressing, implementing IP routing, IP address resolution, host name resolution, domain name systems, dynamic host configuration, IP and Unix printing, connectivity, implementing SNMP service, performance, tuning, optimization, and troubleshooting.

Internships and Cooperatives

NET-290 Networking Internship

(Cr. 3)

Prerequisite: 2.0 GPA

The Networking Internship is an on-the-job assignment commensurate with the student's instructional program and approved by the Director of Placement. This course formally integrates the student's academic studies with technical work experiences in a cooperating employer organization. The student will receive first-hand experience in and knowledge of various aspects of computer systems and networking. Internships may be taken as summer work or part-time work during the school year.

NET-295 Networking Cooperative

(Cr. 6)

Prerequisite: 2.0 GPA

A program for which a student will be granted credit for full time work in a computer networking position for at least one full semester of the academic year. This course formally integrates the student's academic studies with networking work experiences in a cooperating employer organization. Work experience is supervised by the Director of Placement and reports will be required from students and employer.

ET-280 Engineering Tech Internship

(Cr. 3)

Prerequisite: 2.0 GPA

The Industrial Internship is an on-the-job assignment commensurate with the student's instructional program and approved by the Director of Placement. This course formally integrates the student's academic studies with technical work experiences in a cooperating employer organization. The student will receive first-hand experience in and knowledge of various aspects of engineering technology. Internships may be taken as summer work or part-time work during the school year.

ET-285 Engineering Tech Cooperative

(Cr.6)

Prerequisite: 2.0 GPA

A program for which a student will be granted credit for full time work in a technical position for at least one full semester of the academic year. This course formally integrates the student's academic studies with technical work experiences in a cooperating employer organization. Work experience is supervised by the Director of Placement and reports will be required from students and employer.

College Personnel

Administration

Christopher D. Scott- President & Sr. Network Administrator
B. S., Illinois State University

Richard C. Parkinson-Vice President of Finance
B.S. and M. V. Ed., Iowa State University

Gregory J. Tully-Vice-President of Academic Affairs
B.S. Northern Illinois University, M.S., Capella University

Faculty

Sarah Bush- Mathematics
B.S. in Mathematics with English Minor, Evangel University

Scott A. Connelly-General Studies (Department Coordinator)
B.A. Western Illinois University, M.A. Western Illinois University

Robert Cox-System and Networking Administration (Department Coordinator)
B.S. Northern Illinois University

Janice K Drosopoulos-Design Drafting & CAD
B.S. University of Illinois M.S., Northern Illinois University

Mike Hall-Engineering Technology
B.S. General Engineering, Kennedy Western University

Kerry Kennedy- Mathematics
B.A. Mathematics and Chemistry, MS Drake University

Thethel Locke - Accounting
B.S. Finlay Engineering College, M.S. Florida Institute of Technology

Jason Long-Design Drafting & CAD
A.T. Morrison Institute of Technology

James Prombo-General Studies and Construction Technology
B.S. and M. S., Illinois State University

Christopher D. Scott-Design Drafting & CAD (Department Coordinator)
B. S. Illinois State University

Gregory J. Tully-Engineering Technology
B.S. Northern Illinois University, M.S. Capella University

Chad Whelchel-Construction Technology
A.S. Morrison Institute of Technology

College Board

LeRoy Wright	Board Chairman
Craig Gray	Director
Michael Gunderson	Director
Dan Portz	Director
David Weber	Director

Admissions

Jodie Eaker	Admissions Representative
Melodee Cunningham	Admissions Representative
Anthony Danielson	Admissions Representative

Business Office

Chris Krum	Fiscal Operations Officer
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Financial Aid Office

Lisa Kramer	Financial Aid Officer
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Registrar

Dana Verdick	Registrar
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Industrial Advisory Board (Engineering Technology)

Rob Dewey	Woods Equipment Co.
Mike Hajny	Morton Buildings
Fred Johnson	Astec Mobile Screens
Jason Stringer	Illinois Department of Transportation
Tyler Thacker	BorgWarner
Bob Vaughn	The City Rebar Detailing, Inc.

Industrial Advisory Board (Network Administration)

Nyla Hamstra	Sterling Federal Bank
Dan Marcure	Jo-Carroll Energy
Austin Peters	CGH Medical Center
Andy Riggen	Morrison School District
Dave Welp	Scott County Family YMCA

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