



Student Handbook

***MORRISON INSTITUTE of TECHNOLOGY
STUDENT HANDBOOK***

Student Handbook

“Training Tomorrow’s Technicians Today”

**Adopted by the College Board
Revised October 2015**

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INTRODUCTION

This handbook is provided to highlight the privileges and responsibilities of students attending Morrison Institute of Technology. In general, the various policies, rules, and procedures contained herein simply reflect the application of basic administrative requirements, basic safety considerations, and common courtesy for fellow students and staff.

A. The handbook lists some basic regulations, procedures, and standards with which students are expected to comply. Failure of a student to comply with these regulations, procedures, and standards may result disciplinary action. This may include, but is not limited to, disciplinary warnings, fines, loss of housing privileges, probation, loss of financial aid, expulsion from college, civil action, and criminal action.

B. In addition to items listed in this handbook, it is expected that students comply with applicable federal, state, and local laws. Items which may from time to time come up which are not covered by this handbook or any other applicable rules, laws, or regulations, will be considered on a special case basis by the appropriate college administrator. When dealing with such matters, general common sense, courtesy, and fair play

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will be applied.

EQUAL OPPORTUNITY

Morrison Institute of Technology promotes and adheres to the policy of equal opportunity. The college, therefore, does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, ancestry, citizenship, veteran status, or disability in the administration of its policies.

LIABILITY DISCLAIMER

All individuals applying for admissions or re-admission, or continuing their enrollment for subsequent terms, at Morrison Institute of Technology, including residence hall residents 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 **RELEASEES**) 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, or to any property belonging to said

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individual, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, 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.

A. 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;

B. 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 therefrom;

C. 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 therefrom;

D. Any injury, damage, or loss incurred by reason of theft, fire, damage by the

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elements or other casualty;

E. 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.

COLLEGE HOURS

Business Office: All offices are open from 8:00 am to 5:00pm, with the following exceptions: Financial Aid Office and the Fiscal operations Office closed for lunch from 12:00 noon to 12:30pm and the Admissions closed for lunch from 12:30pm to 1:00pm.

Class Hours: Classes are scheduled Monday through Friday from 8:00 am until 5:00 pm. No classes are scheduled on weekends with the exception of special seminars or workshops.

Computer Lab Hours: All computer labs in the Technical Center are open Monday through Thursday from 8:00 am until 9:00pm and on Friday from 8:00am until 5:00pm. Labs are open on weekends by request.

Summer Hours: The college offices are open Monday

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through Friday from 8:00am to 4:00pm from approximately June 1st until August 15th.

BOOKSTORE

The college maintains a bookstore in the Administrative Office Area of the technical Center North Wing and is Open Monday through Friday from 8:00am until 12:00 noon and from 1:00pm until 4:30pm. Students may purchase textbooks and class supplies and order computer software and computer workstations at student discounts. The bookstore is closed during the summer.

CAREER SERVICES AND JOB PLACEMENT

The college provides graduating students and alumni placement services. You may contact the general business office located in the North Wing of the Technical Center for an appointment. Alumni can contact the business office via phone: (815) 772-7218 ext. 200 or email: admissions@morrisontech.edu **for assistance.**

ACADEMIC PLANNING

Students should contact their assigned faculty advisor to

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discuss academic planning. Students who need to discuss their academic performance and/or scheduling should contact the Vice President in Charge of Academic Affairs in the general business office located in the North Wing of the Technical Center.

FINANCIAL AID

Students who need to discuss financial aid plans may contact the Financial Aid Office at (815) 772-7218 ext. 203 or email: finaid@morrisontech.edu. The Financial Aid Office is located in the general business office area of the college in the North Wing of the Technical Center. A full compliment of student financial assistance is available to those students who qualify.

HOUSING

The college maintains on-campus housing for all students needing housing while in attendance here at the college. For information concerning housing and for applications contact the Registrar's office of the college in the North Wing of the Technical Center or contact by phone (815) 772-7218 ext. 200 or email: admissions@morrisontech.edu. Those students who are residents of the college owned housing needing assistance should refer to their resident hall handbook for information.

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COUNSELING SERVICES

Students seeking assistance in discussing personal problems should contact the general business office to make an appointment with the counselor. In the case of more serious problems the college will refer the student to the Sinnissippi Centers.

HEALTH SERVICES

In the case of health problems, a student should contact the Morrison Family Health Clinic at 635 E. Lincolnway Morrison or call 772-7491. They may also contact The Morrison Clinic at 105 S. Heaton, Morrison or call 772-8100. A student may also contact the Morrison Community Hospital at 303 N. Jackson, Morrison or call 772-5511. In the case of emergency, contact the general business office for immediate assistance to one of the local medical facilities. Those students residing in the college owned housing should refer to their resident handbook for information.

LEARNING RESOURCE CENTERS

The college Learning Resource Center is located in the A.E. Rambo Center and is open Monday through Friday

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from 8:00am until 5:00pm. The library contains technical reference manual and standards, books and manuals in the general education disciplines, video tapes, newspapers, periodicals and CD rom material.

The students also have full use of the Odell Public library near the college which operates on a similar system as the college. The student may access any library in the area wide library system from that location and obtain resource material from any library within the area wide library system.

Students also have the ability to access virtually any library within the State of Illinois from the local area network that all college workstations are connected with.

PERSONAL BANKING ACCOUNTS

Students desiring to establish personal banking accounts may do so at the Wells Fargo Bank located at 100 W. Lincolnway, Morrison or Community State Bank Main Street. A full complement of services are available. A student may contact the colleges general business office for further information as to the services provided.

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STUDENT INFORMATION SYSTEM

All students who are currently attending will have access to the college's Student Information System. This system permits students to access their grades in courses, test scores, course work etc. as set up by their various instructors. Students will get further information from their instructors as to information that will be available to them in each course. The system will also give them information on their financial account such as billing, payments made and financial aid awards posted. The system will also allow students to make payments via credit card to their account. New students will be given information covering the Student Information system and how to access the program.

COLLEGE COMPUTING SERVICES

The Computing Services Center (CSC) provides computer resources for all faculty, staff and student users. The main office of the CSC administrator is located in the Tech Center in Room 212. The staff of CSC consists of an administrator and technical assistants. The administrator is in charge of overall operation of the college's network, faculty and staff workstations, and all lab workstations.

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The Technical Assistants provide technical help and support for the student user and are available during late afternoon and evening hours when computing facilities are open.

All students are assigned two(2) personal computer

Student accounts are processed and enabled when a list is received from the registrars office approximately one week prior the start of classes for that semester. Any student who has completed the registration during the normal period will have their account activated for the start of classes. Any student who completes registration after the normal period, will have their accounts activated within one-week of their registration.

Accounts are valid for the semester in which the student enrolled and will be deactivated on the day following the last official class day for that semester. Students should review the content of their home directory and save all files they desired to keep to removable media prior to the last day of class. *All home directories will be deleted of files the day following the last day of regular class.*

Internet and Email Service

CSC provides each student with email service from within

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the college's network and via the Internet. CSC also provides each student with access to the Internet. These services are provided for support to your work here at the college and although they may be used for personal use, they are not to be abused for such things as mass mailings etc.. They should be used in a professional manner at all times.

Account Security and Responsibility

The most important and effective method of keeping your computer account safe is to *keep your password private*. You may *never* share your account with anyone else. Doing so is strictly prohibited and puts you at risk for a wide variety of computer abuses. Sharing your account could also violate the college's software license agreements which are special arrangements the college makes with the vendors in order to obtain educational discounts. If someone other than you has access to your account, there is no way to protect your files, email, or personal reputation. If someone else uses your account, there is usually no way to find out who did so. Your accounts should be considered a valuable asset that is to be protected and used in a responsible manner. You are solely responsible for *all* activity that goes on within your computer account. You should never leave your workstation unattended while still logged on to your account. Doing so leaves your account

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open for anyone to use. This could result in the loss of your files or other action meant as a “practical joke”.

Windows Account Password

Upon logging in for the first time into the colleges network, you will be prompted for a new password. At this time you should enter a password for your account. Some things you should follow when choosing a password are:

1. You may use any alpha-numeric character.
2. Your password must be a minimum of eight (8) characters.
3. You may use both upper and lower case letters. *The password is case sensitive.*
4. Choose passwords that are not easily guessed. Nicknames, favorite hobbies, pet’s name, telephone number, license plate number, address are *not* good choices. Number sequences (for example: 123456 or 999999) or *not* good choices.
5. If you are a good typist, choose a password that is fast to type so people can not easily watch to see what you enter.

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6. If you write down your password to aid you should you forget it, keep it in a safe and private place.

7. Consider changing your password frequently.

What if I Forget My Password?

Should you forget your password, you must see the CSC administrator. You must bring with you your student identification card. **Passwords can never be changed over the telephone! You must make the request in person and show your ID.**

Wireless Internet Services

Students residing in the college owned housing or renting within the Morrison area may access the Internet through wireless service. Contact the Computing Services Center CSC located in the Technical center for receiving information and signing up for an account.

Computer Hacking

Hacking of *any* type will not be tolerated and will be dealt with very seriously. Should we become suspicious of any user's activities, their accounts may be disabled until a thorough investigation is completed. Violations may

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result in account loss, disciplinary action by the college, and even legal action if severe enough.

Experimentation with any of the college's operating systems and/or established systems procedures, including, but not limited to, "faking" or "spoofing" email messages, unauthorized manipulation of files and/or directories, is considered "hacking" and is strictly prohibited. Violations will result in suspension or termination of student's account.

INTRA MURALS AND ACTIVITIES

The college's Student Government organizes a variety of activities for the students. Many of these are college teams that are part of the area industrial leagues. The activities are announced in the student news letter from time to time. If a student is interested in a particular sport or activity, they should contact his or her student government representative.

In addition, the Sterling Park District maintains a indoor sports complex at nearby Westwood. This complex has indoor basketball courts, tennis courts, racquetball courts, handball courts, track and weight room.

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STUDENT GOVERNMENT

The purpose of the student government at Morrison Institute of Technology is to provide student liaison with the administrative staff and faculty. Activities of the student government include the following:

- * Promotion of the interests and concerns of the students.
- * Promulgation of policies related to student activities, associations, and organizations.
- * Administration of student activity funds that are allocated to it.
- * Recognition, sanctioning, and supervision of student activities, organizations and clubs.
- * Providing advice and counsel concerning student matters to the administration and staff of Morrison Institute of Technology as requested.

The student government at Morrison Institute of Technology is primarily vested in the Student Board. The board is composed of five full time student representatives who are elected from their respective living groups. Four representatives will be elected from the permanent dormitory on campus. One representative will be elected by off campus, full time students.

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Organization

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elected from the permanent dormitory on campus. One representative will be elected by off campus students.

All student clubs, organizations, and committees will report their activities to the Student Board, and will be subject to policies and guidelines promulgated by the Student Board. At least one person in each student club, organization or committee will be designed to periodically report on its activities to the Student Board.

Any student may petition the Student Board for the chartering of a new club, organization, or association. Membership in all organizations, clubs, committees, and activities chartered by the Student Board are open to all students duly enrolled in Morrison Institute of Technology.

STUDENT ORGANIZATIONS

Morrison Institute of Technology sponsors student chapters of two professional organizations which relate and support the two concentrations offered within the Associate in Technology program: the Society of Manufacturing Engineers (SME), and the American Institute of Building Design (AIBD). Activities associated with SME include attending regional meetings and SME sponsored exhibitions and seminars. At regional meetings, students have a chance to meet and talk with professionals directly

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involved in manufacturing. Additionally, student members of SME are encouraged to prepare for the tests administered after graduation for Certified Manufacturing Technologist or certified Manufacturing Engineer.

Students who are members of the student chapter of the American Institute of Building Design sponsor campus events related to construction.

MORRISON MUSIC THEATER ASSOCIATION

Students interested in acting or set design and construction may become involved in the Morrison Music Theater group. This group presents periodic musicals in which some students have taken a active roll. Contact the college's business office for the name of the representative of the MMTA to secure additional information.

FIRE AND TORNADO ALARMS

Lists of specific procedures in the event of a fire, tornado or other emergency are available from the Business Office and will be posted on the appropriate bulletin boards. Evacuation procedures are posted in all class rooms and dormitory rooms.

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ACADEMIC STANDARDS & REGULATIONS

Students should refer to the current college catalog for academic standards, grading system, graduation requirements and other matters related to academic standards and regulations. A copy of the current college catalog is available in the business office located in the A.E. Rambo Center.

COLLEGE FEES & REFUND POLICIES

The student is referred to the current college catalog for the current college tuition, fees and refund policies.

FINANCIAL AID

The student is referred to the college catalog for financial aid information. They may also contact the Financial Aid office located in the North Wing of the Technical Center for additional information.

CHARGES AND FEES

Morrison Institute of Technology reserves the right to change fees and other charges. Notice of any changes will be given one semester prior to their taking effect. Schedules of the most current fees and charges are

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regularly available from the business office in the North Wing of the Technical Center.

STUDENT RULES AND REGULATIONS

All Morrison Institute of Technology students are expected to abide by the college rules of conduct. Violation of any college rule or regulation may result in disciplinary action.

Disciplinary actions may include (a) a warning, (b) restitution of damages, (c) suspension of certain rights/privileges, (d) project assignment, (e) residence hall probation, (f) restriction and/or removal from residence hall, (g) referral, (h) withholding of transcript or degree, (i) confiscation, (j) changing dorm room assignments, (k) probation, (l) college suspension, (m) college expulsion, (n) dismissal from class and (o) fines. The college rules include, but are not restricted to the following:

1. Alcohol and drug use - A program to prevent the illicit use of drugs and the abuse of alcohol by students and employees, as required by the Drug-Free Schools and Communities Act Amendments of 1989 (Public law 010-226), is in effect.

For complete details of the college policy on drug and alcohol abuse prevention, refer to the current issue of

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Morrison Institute of Technology's Drug and Alcohol Abuse Prevention policy, as required by section 22 "Drug-Free Schools and Campuses" of Federal Public Law 101-226 "The Drug-Free Schools and Communities Act Amendments of 1989".

The possession, use, sale, purchase, or consumption of alcohol, drugs, controlled substances or cannabis by any student on the Morrison Institute of Technology campus, in any college building or in the residence hall is strictly prohibited. Any student or student guest on campus who violates this regulation will be immediately subject to appropriate disciplinary action by the college administration. The proper police authorities will also be notified when a violation of local, state or federal laws is involved.

2. Smoking and eating on campus - Eating and drinking non-alcoholic beverages is allowed only in designated areas in campus buildings and is not allowed in any classroom or laboratory at any time. The Parkinson Tech Center and the A. E. Rambo Center are designated as no-smoking areas.

3. Fireworks - All federal, state, and local laws and regulations restricting or governing the possession and use of fireworks will be strictly followed on campus. Any

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student violating these regulations will be immediately subject to action by both the local police and by the college.

4. Arms and deadly weapons - Firearms, except for those possessed by duly authorized police officers, are strictly prohibited on college property or at any college activity whether on or off campus.

5. Vandalism and theft of property - Theft of any personal or college property is a violation of college rules and may also involve the notification of the proper police authorities. The destruction or mutilation of books, magazines, equipment, college buildings or other college property is prohibited.

6. Motor vehicle use - The college has established student, faculty, and visitor parking areas. All persons are required to park in their respectively designated areas and to adhere to the college regulations pertaining to driving and parking vehicles on campus.

7. Cheating - Cheating on tests or plagiarizing the work of others is prohibited and may result in receiving an "F" for the assignment, in addition to possible disciplinary action.

8. Document altering - Students shall not copy or

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alter in any manner, shape or form, any college record, document or identification card used or maintained by the college.

9. Assembly - Persons shall not assemble in a manner that obstructs the free movement of others about the campus, inhibits the free and normal use of the college buildings and facilities, or prevents or obstructs the normal operation of the college.

10. Solicitation - No individuals or organizations, student or non-student, may use college facilities for solicitation without prior approval from the Business Office.

11. Guests in Classrooms - Non-student guests are allowed in classrooms only with the prior approval of the instructor in charge. Also see “Unsupervised Children on Campus”.

12. Copyright law - The copying by students of materials or software owned by or in the possession of the college is not allowed.

13. Class behavior - Students who consistently fail to attend classes, fail to act honestly and responsibly in the academic community, or fail to behave appropriately in

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class may be considered to have forfeited their status as students in good standing. In such instances, at the recommendation of a faculty or administration member, the students may be dismissed from one or all of their classes by the administration.

SNOWMOBILES & ATV'S

Students must secure permission from the office prior to driving any snowmobile or atv on the campus.

ATTENDANCE POLICY

Students are to refer to their instructors for policies regarding class attendance. .

CANCELLATION OF CLASSES

Class Cancellation

A class may be canceled due to an instructors inability to attend unexpectedly. Notice of such cancellations will be posted on the main student bulletin board in the A.E. Rambo Center and on the bulletin boards in the Technical Center.

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College Closing

Should the college be required to close due to weather or other emergencies, announcement will be made on the local radio and tv stations. The business office maintains a list of those stations. Announcements will also be posted on the college's web site www.morrisontech.edu.

EMERGENCY TELEPHONE MESSAGES

The college is unable to take personal messages or relay calls of a personal nature for students; however, the college will assist in transferring messages to students regarding emergencies. Those seeking to contact a student for emergency purposes may contact the business office in the North Wing of the Technical Center (815) 772-7218 between the hours of 8:00am and 5:00pm during the time the college is in session. In the event the caller is seeking to locate a resident hall student, the student residing in the resident hall should make available the phone numbers listed in the Odey Resident Hall Handbook.

FOOD SERVICE

The college maintains several vending machines throughout the campus. There is also a convenience store located

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on the South campus where sandwiches and pizza are available along with drinks and other snack items. The college is also located near several fast food restaurants and other eating establishments.

LOST AND FOUND

The college is not responsible for lost or found property. However, for student convenience, students may bring found articles to the business office where they will be kept for up to thirty (30) days after which time they will be disposed of. Students who have lost some article may contact the business office to see if it has been turned in.

PHOTOCOPYING

Students may bring material to the business office located in the North Wing of the Technical Center for photocopying. The materials should be related to class or be a document of importance. A small fee is charged per sheet. The college reserves the right to deny photocopies of any material which in its judgement has a copyright.

SUPPORT SERVICES FOR CRIME VICTIMS

The college will assist students whose property has been vandalized or who have been victimized by helping them

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attain the services of the local law enforcement offices. Students should contact the business office for such aid.

STUDENT ID CARDS

The first time a student registers as a full or part time student at the college, he or she will be issued a photo identification card. This card has multiple purposes including: personal identification, library use at the Learning Resource center, Odell Library use, Computing Services Center and local merchants to show proof of student status. These identification cards are available in the business office located in the North Wing of the Technical Center.

STUDENT RECORDS

FAMILY EDUCATIONAL PRIVACY ACT

Morrison Institute of Technology intends to comply fully with the Family Educational Rights and Privacy Act (FERPA). This 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

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alleged failures by the college to comply with the act.

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

701 Portland Ave.

Morrison, IL 61270

UNSUPERVISED CHILDREN ON CAMPUS

Due to safety considerations, children are not authorized on the college property at any time unless they are under the immediate supervision of a parent or guardian. Children are not permitted in the classroom and are not to be left unsupervised.

CHRONIC COMMUNICABLE DISEASES

Students with identified chronic communicable diseases may attend college whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such settings so as to be outweighed by the

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detrimental effects resulting from the students' exclusion from college.

Placement decisions will be made by using this standard in conjunction with current, available public health department guidelines concerning the particular disease in question.

Individual cases will not be pre-judged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with recommendations provided by appropriate health department officials. The college shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the students and others. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

HUMAN IMMUNODEFICIENCY VIRUS (HIV)

It is the policy of the college not to discriminate against students on the basis of a handicapping condition or

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medical status in admissions and enrollment. Students who are identified as being infected with the human immunodeficiency virus will be allowed to attend college in an unrestricted setting unless conditions arise in the college that place the student or others at risk of special health hazards. No pre-screening or testing for the purpose of detecting HIV infection will be conducted by the college; nor will admission, enrollment, or continued attendance of any student be conditioned on providing proof that the student is free from HIV infection.

CONFIDENTIALITY OF HIV INFECTED STUDENTS

It is the policy of the college that the information regarding a student's HIV status will be treated as confidential. This information will be released only with the student's written authorization to staff or persons who have a need to know, as determined by the student, the student's physician, and college officials working in concert. All personnel who receive confidential medical information regarding a student's HIV status will maintain strict confidentiality of the data. Any staff member who violates this policy is subject to disciplinary sanctions and civil liability.

In the event the student is denied admission to the college

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or continuance in an educational program in violation of this policy, or in the event a conflict arises over the release of confidential medical information governed by this policy, the student may appeal the decision to the President and. If still aggrieved, to the college's Board of Directors.

MISSING STUDENT NOTIFICATION

The Higher Education Opportunity Act of 2008 requires colleges and universities to establish a missing student notification policy. Among the provisions, it requires the College to provide an option for students who reside in campus housing to supply confidential emergency contact information in case the student is ever reported missing. If the student is ever reported as missing this information will be used to notify the student's;

- 1) ...identified emergency contact
- 2) ...parent or guardian if the student is under 18

The emergency contact information will also be provided to the appropriate law enforcement officials along with any other relevant contact information.

Under this policy a student shall be classified as missing when other students, instructors and staff notify the administration that a resident of college housing is unaccounted for and the report is substantiated by an

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investigation that concludes the student has been missing without reasonable explanation, from the college for a period of 24 hours.

If anyone at the College believes a student is missing. Contact the Administrative offices at 815-772-7218.

The student's confidential contact and the Morrison Police will be notified by the College within twenty-four (24) hours of the determination that the student is missing.

The emergency contact information will be maintained by the Academic Office. Only the student may change or revoke the designated contact.

All reports of missing, or suspected missing resident students should be made to the Vice President of Academic Affairs.

Procedure

Within 24 hours of the initial report the following steps will be taken.

1. Vice President of Academic Affairs shall review attendance records, inquire with instructors, staff and students to determine the accuracy of the report of a missing person.

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2. If the student is determined to be missing, the Vice President of Academic Affairs will immediately notify the College President of the results of the cursory investigation.
3. The Vice President of Academic Affairs will contact the student's emergency contact within 24 hours. If the missing student is under 18 years of age and not emancipated the parent or guardian will also be notified. The College also reserves the right to notify the parents of any student under the age of 21 if the student has been determined to be missing.
4. The President of the College or Vice President of Academic Affairs will contact the Morrison Police Department for additional assistance.

HARASSMENT

Students, faculty and staff at the college have the right to be free from sexual harassment by colleagues, supervisors or instructors. The college does not condone actions or words which a reasonable person would regard as sexually harassing or coercive.

Students who feel that they have been the subject of such harassment should advise the Vice-President in Charge of Academic Affairs or the Affirmative Action Officer.

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When informed or made aware of a possible harassment situation, the Vice-President in Charge of Academic Affairs or the Affirmative Action Officer will conduct an investigation and appropriate disciplinary actions will be taken. The following principles will be observed in sexual harassment complaints:

1. A support person may be present during the complaint process.
2. The person bringing the complaint will suffer no retaliation.
3. An investigation will be conducted by the Affirmative Action Officer in conjunction with the Vice President in Charge of Academic Affairs.
4. The investigation will be conducted as quickly as possible with the results reported to the complainant.
5. In the event the complaint is found to be valid, the person who has been guilty of sexual harassment will receive appropriate disciplinary action. Ultimately, dismissal from college may be included in the disciplinary action.

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6. False accusations are libelous and could be pursued by the accused through the civil courts.

APPEALS AND WAIVERS

Students wishing to appeal an administrative disciplinary action or desiring a waiver of any college rule or regulation may do so by filing a request with the college Appeal/Waiver Board. This board is made up of the following five Morrison Institute of Technology administration, faculty, and staff members:

President of the College

Vice President of Finance

Vice President in Charge of Academic Affairs

Two (2) Faculty Members

Should the student desire to appeal the administrative decision, they should contact the college President to schedule a hearing before the college's Board of Directors.

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