



Student Consumer Information 2015-2016

**Northwest Tech.....creating success in
education, the workplace, and life.**

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INSTITUTIONAL INFORMATION

ADMINISTRATION

Superintendent HARRIS, GERALD
Alva/Fairview Campuses

Assistant Superintendent/Compliance Coordinator SLATER, DAREN
Alva Campus

Assist. Superintendent/Compliance Coordinator SHAW, COLT
Fairview Campus

BOARD MEMBERS

BUTCH EDINGFIELD; STAN KLINE; DEAN MEYER; DR. CARL NEWTON AND TOM RUSSELL

FACULTY/STAFF

Adult Career Development/Business and Industry Secretary KREIGH, JESSICA
Alva Campus

Adult Career Development/Business and Industry Secretary BYMASTER, SUSAN
Fairview Campus

Agricultural Business Management..... POE, ALLAN
Alva/Fairview Campuses

Assistant Financial Officer BITTLE, LIZ
Alva Campus

Assistant Financial Officer HARDER, JANICE
Fairview Campus

Assistant Network Information Services BRIANT, MARCIA
Fairview Campus

Automotive Collision Instructor OWEN, JEFF
Alva Campus

Automotive Technology Instructor RADER, RON
Alva Campus

Automotive Technology Instructor WATSON, BOBBY
Fairview Campus

Bio-Medical Sciences Instructor..... SHAW, JENNIFER
Alva Campus

Bio-Medical Sciences Instructor..... TOLSON, THURE
Alva Campus

Bio-Medical Sciences Instructor..... CUSACK, SHAWN
Fairview Campus

Business and Industry Health Services Director MUSTARD, TAMMY
Alva/Fairview Campuses

Business and Industry Health & Safety Trainer McMURPHY, MICHELLE
Fairview Campus

Business and Industry Safety Coordinator/Trainer HAIGHT, LEN
Alva/Fairview Campuses

Business and Industry Safety Trainer FOGELSTROM, JOEL
Alva Campus

Business and Industry Services Director HADWIGER, CHARLOTTE
Alva Campus

Business and Industry Services Director KLIEWER, STEVE
Fairview Campus

Business and Information Technology Instructor LONG, ANDREA
Alva Campus

Business and Information Technology Instructor MADSEN, SHAREE'
Fairview Campus

Business Manager..... MARTIN, GINA
Alva/Fairview Campuses

Career Center Coordinator/Student Services McCLURE, AMY
Alva Campus

Career Center Coordinator/Student Services KOEHN, KAY
Fairview Campus

Career Counselor/Student Services KOEHN, KAREN
Alva Campus

Career Counselor/Student Services HARRIS, JANE
Fairview Campus

Central Office Secretary FLYNT, ANGIE
Alva Campus

Central Office Secretary NICKEL, KATE
Alva Campus

Central Office Secretary ROBINSON, AMANDA
Fairview Campus

Culinary Instructor BELVINS, JEANETTE
Fairview Campus

Custodian..... SIBLEY, SCOTT
Alva Campus

Digital Design Instructor..... FRASCHT, TAMI
Alva Campus

Digital Design Instructor..... SCHANBACHER, JESSICA
Fairview Campus

Director of Communications/Marketing BARTON, MELINDA
Alva and Fairview Campuses

Economic Development Director WILLIAMS, SONJA
Alva Campus

Human Resources Director/Financial Aid Director SNEARY, ASHLEE
Alva/Fairview Campuses

Health Careers Certification Instructor..... MEYER, BROOKE
Alva Campus

Health Careers Certification Instructor..... BUTTON, DEBRA
Fairview Campus

Maintenance MURROW, GARY
Alva Campus

Maintenance GLOVER, SHANE
Fairview Campus

Maintenance HUEBERT, RENITA
Fairview Campus

Maintenance LOWDER, BRUCE
Fairview Campus

Math Instructor PRUETT, LANE
Alva Campus

Math Instructor SMART, ASHLEE
Fairview Campus

Network Information Services Manager WEDER, SHALYN
Alva/Fairview Campuses

Plumbing/Electrical Instructor BUSHMAN, DENNIS
Alva Campus

Practical Nursing Director/Instructor DUFFY, DIANE
Alva/Fairview Campuses

Practical Nursing Instructor..... THOMAS, TARA
Alva/Fairview Campuses

Project Hope Coordinator..... CORDER, SHARON
Alva Campus

Welding Instructor LAKEY, JOHN
Fairview Campus

MISSION

Creating success in education, the workplace, and life.

VISION

Northwest Technology Center creates opportunities through high quality educational experiences.

CORE VALUES

- Professionalism
- Quality
- Affordability
- Customer Focus
- Innovation
- Excellence

PERSONS DESIGNATED TO DISBURSE INSTITUTIONAL INFORMATION

Angie Flynt, Central Office Secretary at the Alva Campus and Amanda Robinson, Central Office Secretary at the Fairview Campus, and Counselors Karen Koehn at the Alva Campus and Jane Harris at the Fairview Campus are the employees responsible for disbursing general institutional information about Northwest Technology Center (also referred to in this handbook as NWTC). They are available during regular work hours, 8:00 a.m. to 4:00 p.m. or by appointment and may be reached at 580-327-0344, Alva Campus and 580-227-3708, Fairview Campus.

PERSON DESIGNATED TO DISBURSE TITLE IV FINANCIAL AID AND CONSUMER INFORMATION

Ashlee Sneary, the Financial Aid Director, is responsible for administering financial aid information to students at NWTC. The director is available to see students Monday through Friday from 8:00 a.m. to 4:00 p.m., and may be reached at 580.227.3708 or 580.327.0344.

INSTRUCTIONAL FACILITIES

Alva Campus: Northwest Technology Center is comprised of two campuses. The Alva campus is located ½ mile west of Highway 281, and ¼ mile north on 11th Street in Alva, OK. The site contains 27 acres and one building for a total of 88,507 square feet for classrooms and laboratory space.

Specific Classroom and Laboratory Utilization

Main Building: Steel, Masonry Construction –88,507 square feet

<u>Programs</u>	<u>Area Square Footage</u>
Automotive Collision	10,628
Automotive Technology	11,188
BIS Health	1,300
Bio-Medical Sciences 1	1,238
Bio-Medical Sciences 2	1,351
Business and Information Technology	1,848
Career Center	948
Construction (Plumbing/Electrician)	10,628
Digital Design	1,268
Health Science Technology	3,828
Health Classroom	820
Math	1157
Media Room	606
Practical Nursing	2,537
Seminar Center	Seating for 98
Multi-Purpose Safe Room	1592
Student Break Area 1	788
Student Break Area 2	948

The remainder of the building is devoted to administrative offices, hallways, restrooms, storage areas and business and industry training.

Fairview Campus: The Fairview campus is located one mile west of Fairview on Highway 60, in Fairview, Oklahoma. The site contains 10 acres and one building for a total of 59,600 square feet for classrooms and laboratory space.

Specific Classroom and Laboratory Utilization

Main Building: Steel, Masonry Construction – 59,600 square feet

Programs	Area Square Footage
Automotive Technology	4,889
Bio-Medical Sciences 1	1,229
Bio-Medical Sciences 2	1,265
Business and Information Technology	1,160
Career Center	1,238
Culinary	1,176
Digital Design	1,070
Fire and Safety Training	2 acres
Health Science Technology	1,577
Math (Safe Room)	966
Media/Computer Room	436
Practical Nursing	1,964
Seminar Center	Seating for 72
Student Break Area 1	1,776
Student Break Area 2	964
Video/Conference Room	208
Welding	5,130

The remainder of the building is devoted to administrative offices, hallways, restrooms, storage areas and business and industry training.

ACCREDITATION AND AVAILABILITY OF DOCUMENTS

NWTC is accredited by the following accreditation agencies. NWTC is operated in conjunction with the Oklahoma Department of Career and Technology Education.

- Oklahoma State Department of Education, Accreditation Section
- Oklahoma Board of Career and Technology Education
- State of Oklahoma, State Accrediting Agency
- Oklahoma Board of Nursing
- Automotive Service Excellence Certification (ASE)

NWTC is approved for Title IV aid, Veterans Benefits, Department of Rehabilitative Services, Oklahoma Tuition Aid Grant, Workforce Investment Act Funding, and Bureau of Indian Affairs. Current or prospective students wishing to review documents described in the institution's accreditation, approval or licensing should submit a written request to do so to the Assistant Superintendent's office. Within ten working days of submission of the request, documents will be made available to the student for inspection.

ADMISSIONS CRITERIA FOR LONG TERM PROGRAMS

Adults at least 16 years of age may enroll in any class where space is available on a first-come, first-served basis, with priority given to in-district high school students. Enrollment becomes official when the adult student fills out the necessary enrollment forms, makes an appointment with the counselor, completes a career assessment, and meets with the Financial Aid Director. The student is then contacted by the Counselor or Central Office Secretary when he/she is accepted into the class. Applicants who wish to receive financial aid must have a high school diploma, a GED, or provide documentation of a home school equivalency. Students that do not have a GED may enroll and be allowed to complete the GED certificate. Students not having a GED will be counseled and will receive assistance in locating a GED class.

ADMISSIONS CRITERIA FOR PRACTICAL NURSING PROGRAM

Applicants for the Practical Nursing Program must have a high school diploma or equivalent. Admissions packets are available upon request in the central offices and either the Alva or Fairview campuses. After completing their admissions packet, prospective students should schedule the following through the Central Office.

- pre-entrance testing
- a meeting with the Financial Aid Office

One Practical Nursing class will be admitted annually. Practical Nursing is a full-time 12 month, 52 week program consisting of 1463 clock hours. The program has scheduled breaks and holidays. Applicants who have a completed application and have satisfactory test results on file will be considered for the program. Meeting the requirements does not guarantee admission. Applicants selected by the admission committee are notified in writing of acceptance into the program. Final acceptance into the program requires:

- a physical examination (including the required immunizations)
- payment of \$70 to private vendor (not NWTC) for the OSBI background check includes sex offender and violent offender status, alcohol/drug screening, and liability insurance.

COST OF ATTENDANCE/TUITION AND FEES SCHEDULE

The following tuition schedule is in effect for **2015-2016**. This schedule applies to all majors **EXCEPT PRACTICAL NURSING** at NWTC, for both the Alva and Fairview campuses. Please see Practical Nursing Tuition/Fees for those costs.

Tuition	In District Adult	\$2.00 per hour
	Out of District Adult	\$4.00 per hour
	In District High School	No Tuition Charged
	Out of District High School	\$11,874.50 per semester

Adult Fees Material Use Fee \$0.50 per hour per major*

*Unless Advanced Standing Credit is granted. Please see the 'Prior Credit/Advanced Standing Credit for Adult Students' section of this handbook for more information.

Textbooks Northwest Technology Center does not have a bookstore and for most career majors provides a classroom set of textbooks for student use. We have determined the disclosure of information for textbooks is not practical. This information is, "to be determined."

COST OF ATTENDANCE/TUITION AND FEES FOR PRACTICAL NURSING PROGRAM

The following tuition schedule is in effect for **2015-2016** for the Practical Nursing Program. These are the costs for the entire 12 month program. These costs include tuition and fees paid to NWTC for Practical Nursing. The tuition for the Practical Nursing program is divided into three tuition payment periods. Tuition payment options are available. Fees paid by students directly to private vendors for background checks, drug screening, insurance and testing are **\$420.00**. For more information please contact the central office at Alva, 580-327-0344 or Fairview, 580-227-3708.

Tuition	In District Adult	\$5,570.00
	Out of District Adult	\$7,765.00

Practical Nursing fees may vary for each student depending on what the student may already have available to them. Students will not be required to buy items/supplies already available to them if the items/supplies are deemed sufficient for use in the program and are approved as such by the Practical Nursing Director/Instructor. Differences in fees will be approved by the Practical Nursing Director/Instructor will be documented for each student. Please see Practical Nursing information in the Practical Nursing Handbook which can be obtained at the central office in Alva or Fairview, contact the Practical Nursing Director, Diane Duffy at 580-327-0344 or view the information online at www.nwtech.edu.

INSTITUTIONAL REFUND POLICY FOR ALL LONG TERM PROGRAMS

On or before the 1st day of class through the 10th day of class for the semester or payment period for which the student has been charged..... 100% refund

After the 10th day of class for the semester or payment period for which the student has been charged0% refund

No refunds will be given for Adult Fees

For all long term programs **except Practical Nursing**, fees are charged by billable hours in the major and are due at the beginning of the enrollment period and are non-refundable. **Return of Title IV/Repayment formulas will be used for all students receiving Pell Grants in all long term**

programs. Please see the Title IV Return of Funds section of this handbook for calculations and additional information.

STUDENT BODY DIVERSITY

During the 2014-15 school year, 22 students received Federal Pell Grants. Of these 22 students, 8 were male and 14 were female. Their ethnicity was as follows:

- 1 American Indian or Native Alaskan
- 0 Black, Non-Hispanic Origin
- 2 Hispanic
- 18 Caucasian, Non-Hispanic Origin
- 1 Asian or Pacific Islander
- 0 Unknown

CERTIFICATE OPTIONS IN PROGRAM/MAJORS

Adult classes run from August to May. Competency certificates are awarded in all majors with the **exception of the Practical Nursing program** which is an eleven month program that runs from November to October and leads to a diploma in Practical Nursing. Practical Nursing students also have the opportunity to complete the NCLEX-PN.

ATTENDANCE REQUIREMENTS

Students attending Northwest Technology Center (NWTC) must attend a minimum of ninety percent (90%) of the class sessions each semester and/or payment period for successful program completion. Up to ten percent (10%) absence of enrolled hours in any one semester and/or payment period is considered excused. Students who do not maintain this minimum requirement for any reason other than school activities or extenuating circumstances (such as doctor's statement, hospitalization, or death in the family), may be dismissed and/or denied a passing grade in the program. Absences due to approved school activities, extended illness, or for other reasons deemed unavoidable by the NWTC Administrator will not be charged against the minimum attendance requirement. Students are expected to attend school every day. Regular attendance is essential for good evaluations and success in schoolwork as well as for future employment opportunities. Attendance will represent a part of the student's final grade.

Secondary Students: It is the responsibility of the parent or guardian to report a secondary student's absence on the day of the absence by calling NWTC. If NWTC does not receive notification from the parent or the home school, then an attempt will be made to contact the parent. Students will not be allowed to return to school unless notification by phone (or written excuse) has occurred. Attendance reports for secondary students will be phoned and/or e-mailed daily to the home school.

In compliance with the "Oklahoma Truancy Law" if a student is absent without a valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance office shall notify the parent, guardian or custodian of the student and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

Adult Students: It is the responsibility of each adult student to comply with the attendance requirement and to be accountable for reasons of absences. All adult students' absences should be verified to ensure that acceptable attendance standards are being maintained.

ATTENDANCE POLICY FOR PRACTICAL NURSING

The **School of Practical Nursing has a separate attendance policy** which is stricter than NWTC's Satisfactory Academic Progress attendance requirement. Please see Practical Nursing information in the Practical Nursing Handbook which can be obtained at the central office in Alva or Fairview, contact the Practical Nursing Director, Diane Duffy at 580-327-0344 or view the information online at www.nwtech.edu.

DOCUMENTATION OF ABSENCES

Student absences and tardies are recorded daily by instructors and reported to the NWTC Attendance Officer. Determination of absences of part of a day will be made by the Administrator and/or the Attendance Officer. Students must attend a majority of the specified time to be considered present. Arriving late and leaving early may result in being counted absent. Three tardies will count as an absence. Excessive tardies will be recorded as absences and reported to parents of secondary students.

An absence will be recorded if the student is not physically present in the class regardless of the reason given. Exceptions would include a secondary student participating in an approved school activity, or an adult student participating in an activity relating to the career tech instructional program with prior approval from the instructor. Exceptions will be recorded as such. Reasons given by the student (or parent/guardian) will be recorded. It is the students' responsibility to provide appropriate documentation.

Reasons given for absences will be examined by the NWTC Attendance Officer and/or Administrator according to verification and documentation. If it is determined that reasons given for absences are unacceptable, then consequences could include grade penalty, parent involvement, suspension or expulsion, disciplinary action, or reporting absence to the District Attorney's Office.

CHECKING IN/OUT OF THE ADMINISTRATIVE OFFICE

Students who have been absent should report to the Administrative Office to receive a written "Admit Slip" to be permitted back in class. Proper documentation is required.

Students who arrive late to the campus should also report to the Administrative Office for an "Admit Slip".

Students who need to leave the campus prior to the regularly scheduled ending time are required to receive permission and then check out in the office prior to leaving.

TARDY POLICY

Students who are tardy to class must obtain an admit slip from the office. Three tardies will be considered excessive and constitute an absence. Unacceptable reasons for tardies could result in disciplinary action for the student.

Excessive tardies will result in one or more of the following actions:

1. Conference with student
2. Notification to parents (if secondary student)
3. Parent Conference
4. Possible suspension from school

ATTENDANCE COMMITTEE

An attendance committee will consider appeals from students concerning deviations from the stated attendance policy. The attendance committee will be chosen from the following NWTC Staff.

- Instructor
- Counselor
- Assistant Superintendent
- Financial Aid Officer

If an appeal is required, it is the student's responsibility to contact the counselor to file an appeal. Appeal forms are located in the counselor's office. The attendance committee determines if the absences were caused from extenuating circumstances based upon documentation presented by the student.

LEAVE OF ABSENCE POLICY

A student may request **one** leave of absence for up to 10 days in length for medical and/or emergency situations that will affect student's attendance for an extended period of time. (Days should be consecutive unless otherwise approved by the Asst. Superintendent and counselor.) The Leave of Absence Form can be found in the office of the counselor or Asst. Superintendent, and must include the reason for the request and the number of days requested. If a student is receiving financial aid, the aid period will be extended the number of days equal to the number of days of the leave of absence. Students will not be charged additional tuition or fees. The following procedures must be followed:

- Student will request the leave of absence in writing to the NWTC counselor or Asst. Superintendent. Leave of Absence forms are found in the counselor's office or the Asst. Superintendent's office. The written request must include the reason for the request and the number of days requested.
- The counselor and/or administrator will inform the student within a timely manner if their request for a leave of absence is approved.
- Additional subsequent leaves (not to exceed 30 days) may be granted for unforeseen circumstances. Additional subsequent leaves may be granted for jury duty and/or military reasons. (FMLA 1993).

For more information on the Leave of Absence Policy, see the Financial Aid Policies and Procedures Handbook or view online at www.nwtech.edu/finaid.

WITHDRAWAL PROCESS

A student wishing to withdraw from NWTC prior to the end of a semester and/or financial aid disbursement period must provide notice to the school either in writing or verbally. This is an official withdrawal. Students are given a letter grade at the time of withdrawal. Students making SAP at the time of their withdrawal who return to the same program/major within 180 days are considered to be in the same payment period. Written or verbal notice should be submitted to the NWTC counselor and attendance officer/central office secretary. The notice should contain the date the student will cease attendance and the reason for the withdrawal. The official withdrawal date is the date the student has the withdrawal form signed by the administration; however, for Title IV Return of Funds Calculations, the last date of attendance is always used for scheduled hours of attendance in a pay period. After this, the following process will be followed:

- The notice will be forwarded to the student's instructor to obtain the student's grade, progress rate, and attendance at the time of the withdrawal.
- The notice will also be immediately forwarded to the Financial Aid Office if the student is on financial aid.
- The Financial Aid Office will calculate any refunds due to the Title IV program and notify the student in writing within thirty days.
- The student will be billed for any refunds due to the Federal Financial Aid programs.
- If the student has not repaid the funds within 45 days after certified mail notification by NWTC, the repayment due will be posted to the National Student Loan Data Base showing the student is ineligible for further funding.
- If the student has not repaid the funds within 45 days, the Collection Department of the U.S. Department of Education will be notified.

FINANCIAL ASSISTANCE

FINANCIAL AID

Financial Aid is available to students who qualify for Federal PELL Grants and Oklahoma Tuition Aid Grants. NWTC does not participate in the Federal Direct Student Loan Program or the Federal Family Education Loan Program. NWTC does not participate in or provide information regarding any private education loan programs nor has any preferred lender lists. **For complete information on all aid offered at NWTC, the eligibility requirements, criteria for determining the amount of student's aid, application procedures, verification, award notification, and method and frequency of distribution, please see the Financial Aid Policies and Procedures Handbook available in the Central Offices and Financial Aid Offices of both campuses, or visit our website at www.nwtech.edu/finaid.**

The primary purpose of Financial Aid at Northwest Technology Center is to provide assistance for financially disadvantaged adult students who, without such aid, would be unable to further their education. Assistance consists of grants and scholarships. The family of a student is expected to make a maximum effort to assist the student with educational expenses. Financial assistance from Northwest Technology Center is viewed only as a supplement to the efforts of the family. The total amount of financial assistance offered to a student by Northwest Technology Center and all other sources shall not exceed the amount of established need.

The U.S. Department of Education provides comprehensive student aid information to students and their families through the *Student Aid on the Web* site at <http://studentaid.ed.gov>.

APPLICATION

Adult students are encouraged to apply for financial aid. Students can complete the "Free Application for Federal Student Aid" (FAFSA) in print or online at www.fafsa.gov. Identify NWTC as your school choice on the FAFSA application. NWTC's Federal Code for both the Alva and Fairview Campuses is 026000. Application forms can also be obtained by calling the Federal Student Aid Information Center at 1-800-4-FED AID. Students are directed to read the instructions carefully when completing the FAFSA. All records and other materials used in completing the application should be saved. This information may be needed later to prove the information submitted is correct.

After submitting the FAFSA, the student will receive a Student Aid Report (SAR) which includes a summary of application information and the determination of the expected family contribution (EFC). This EFC is the result of computations established by Congress involving the financial and non-financial data submitted on the application that indicates how much of your family's financial resources should be available to help pay for school. The method of computation is applied to all dependent and independent students uniformly. Students should review all the information on the SAR. If any changes are necessary, the student can make corrections online using his/her FSA ID, or the student can resubmit by mail part two of the SAR to the Pell Grant processor following the directions for making corrections on the form, or the Financial Aid Director can submit the corrections electronically. After submission of any corrections, if necessary, and if the student meets all eligibility requirements, they will receive an award letter notifying them of the amount of their Pell Grant award and projected payment schedule.

ELIGIBILITY

To receive financial aid the student must

- Be a U.S. citizen or an eligible non-citizen
- Be registered for the draft with Selective Service if you are a male who is at least 18 years old and born after December 31, 1959
- Not already have a B.S. or B.A. degree
- Have financial need as determined by the Department of Education
- Be enrolled as a regular student in an eligible major
- Be attending at least 15 clock hours per week
- Be working toward a certificate
- Have a high school diploma, GED, or home school equivalency
- Not be in default on any student loan previously received and not owe a refund on any student grant previously received
- Sign a Statement of Updated Information, Registration Status, Anti-Drug Abuse Act, Certification, Education Purpose/Statement of Refunds and Defaults
- Not be entitled to receive Federal PELL Grant payments from more than one institution concurrently
- Have a valid Social Security number
- Make satisfactory academic progress

Eligibility for most financial aid is based on need, not on family income alone. Need is the difference between the cost to attend a particular school (direct educational expenses), and what your family can afford to contribute toward meeting those expenses. Family contribution equals parental contribution (for dependent students) plus the student's own savings and other resources.

Drug Conviction Affecting Title IV Eligibility

A drug conviction for any drug offense during a period of enrollment for which the student was receiving Title IV, HEA program funds under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance. An applicant who has been convicted of drug-related offenses that occurred while receiving Title IV aid may not be eligible to receive federal financial aid for a period of time. These are general eligibility requirements and can be discussed with the Financial Aid Director. Eligibility requirements concerning felonies are specific to majors are discussed in the description of that major. A student that loses eligibility

will be notified in writing by the Financial Aid Office with an explanation of the loss of eligibility, as well as, information on how to regain eligibility. Please see the Financial Aid Policies and Procedures Handbook available in the Central Offices and Financial Aid Offices of both campuses, or visit our website at www.nwtech.edu/finaid for further information on penalties for drug offenses as they relate to title IV, HEA (Pell) grants.

VERIFICATION

Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. Students selected by the Secretary of the U.S. Department of Education, will be required to verify the accuracy of family financial information and other data before any Title IV funds are disbursed.

Selection of Financial Aid Applications To Be Verified

If a Pell Grant application is selected by the Central Processing System (CPS) for verification, an asterisk will appear by the EFC, and comments will appear on part one of the SAR and page one of the ISIR addressing the verification requirements. Even though schools have the authority to verify any applicant, NWTC only verifies those applicants who are chosen by the federal processor or those who have conflicting information comments. It is the policy of NWTC to verify all CPS selected applicants and all students who have conflicting information. Students who are selected for verification by the processor or by the Financial Aid Office in cases of conflicting information must submit supporting documentation which may include, but is not limited to:

- Proof of all income reported on the FAFSA (i.e. copy of federal income tax transcripts)
- Non-filers must provide a W-2 form for each source of employment income in addition to a signed statement giving the sources and amounts of all income earned from work not on W-2's and certifying that the person has not filed and is not required to file a tax return (replacement W-2's can be requested from the employer who issued the original)
- Completed and appropriately signed Verification Worksheet
- Proof of child support paid
- Proof of SNAP (food stamps) received
- High School Completion, Identity, and Statement of Educational Purpose
- Number of Household Members, Number in College (NWTC is considered College for verification)

Financial Aid Disbursements Prior to Verification

NWTC withholds disbursement of any Title IV Federal Financial Aid until a student has completed the verification process. Although the school has the option of processing one Pell payment without verifying the application, NWTC does not take that option due to the risk of financial liability.

Items to Be Verified/Acceptable Documentation

The Financial Aid Director collects appropriate documentation from the applicant based on the guidelines published in The Federal Student Aid Handbook. Items that generally must be verified by comparing the data items on the SAR/ISIR with identical data items on the IRS tax return transcript and/or other primary documentation are listed in detail in the Financial Aid Policies and Procedure Handbook which may be obtained in the Financial Aid Office or online at www.nwtech.edu/policies.htm. The Financial Aid Director uses the verification tracking flag code on the ISIR to determine what verification worksheet to use.

AWARD YEAR/ACADEMIC YEAR

Funding for Pell Grant programs is provided based on an award year basis. The award year begins on July 1st of one year and extends to June 30th of the next year. For Pell Grant payments to students, an **academic year of 900 hours/26 weeks** (with a payment period of 450 hours/13 weeks) is applicable to Career Majors/Programs that are 900 hours or greater. For Career Majors that are less than 900 hours, the payment period is one half of the total hours of the Career Major.

AWARDING TITLE IV AID

The Pell Grant Program is a federally funded grant program, which, for the **2015-16** academic year provides up to **\$5,775** to full time postsecondary students and up to **\$2,888** to postsecondary students who are enrolled at least half time. The purpose of the program is to provide a foundation of aid to needy students. An academic year at NWTC is one in which a student completes a minimum of 26 weeks and 900 hours of instruction. NWTC awards federal financial aid according to federal regulations and guidelines. The method of computation is applied to all dependent and independent students uniformly.

EFC Formula

The Expected Family Contribution (EFC) is the amount a family can be expected to contribute toward a student's college costs. Financial aid administrators determine an applicant's need for federal student aid from the U.S. Department of Education and other sources of assistance by subtracting the EFC from the student's cost of attendance. The EFC formula is used to determine the EFC and ultimately determine the need for aid from the following types of federal assistance that NWTC participates in: Federal Pell Grants and Oklahoma Tuition Aid Grants (OTAG). The methodology for determining the EFC is found in Part F of the Title IV of the Higher Education Act of 1965, as amended (HEA).

All data used to calculate a student's EFC comes from the information the student provides on the Free Application for Federal Student Aid (FAFSA) which is submitted to the Central Processing System (CPS) for processing. The CPS sends either an electronic or paper output document called a Student Aid Report (SAR) to the student. The SAR lists the student's EFC. All schools listed on the student's FAFSA will receive application information and processing results in an electronic file called an Institutional Student Informational Record (ISIR).

There are three regular (full-data) formulas – (A) for the dependent student, (B) for the independent student without dependents other than a spouse, and (C) for the independent student with dependents other than a spouse. Also, there is a simplified version of each formula with fewer data elements.

Additional information regarding EFC formulas, accompanying worksheets, and tables are available upon request from the Financial Aid Office.

Living Costs

NWTC does not offer institutional housing or board to its students. All students live off campus and commute. For purposes of awarding Title IV need-based assistance, the school estimates reasonable expenses over a nine-month period for the following categories of students.

2015-2016 Student Expense Budgets

Nine Months

DEPENDENT: Single, No Dependents, Living in Parent's Home:	\$7,410.00
INDEPENDENT: All Other Students:	\$15,703.00

A breakdown of the cost of attendance is available in the Financial Aid Office. Documentation provided by the Oklahoma Department of Commerce Consumer Price Index dated December 2014.
Source: US Department of Labor, Bureau of Labor Statistics.

Steps In Computing The Pell Grant Award

There are five steps in computing a Pell Grant

- Determination of Cost of Attendance
- Determination of Scheduled Award
- Determination of Payment Periods
- Determination of Payment for each Payment Period
- Determination of Total Expected Disbursement

The method of computation is applied to all dependent and independent students uniformly.

The Financial Aid Director determines if all application requirements have been met. If so, she uses the ISIR and the current Pell Grant Payment Schedule to determine the scheduled Pell Award and estimated disbursement. An explanation of each step listed above used in computing the Pell Grant award can be found in the Financial Aid Policies and Procedures Handbook located in the Financial Aid Office and online at www.nwtech.edu/policies.htm. The specific computations involved in the calculation may be obtained in the Financial Aid Office.

Determination of Pell Payment Periods, Including Crossover Periods

The Financial Aid Director determines if disbursement is an initial (first ever received) Pell disbursement. Students are paid the first time based on their enrollment and good standing if an ISIR/SAR is received prior to the end of student's first pay period. Disbursements thereafter are based on Satisfactory Academic Progress (SAP) and upon completion of the hours in the student's previous pay period. The Aid Director

consults a calendar sheet and ascertains the beginning and ending dates of each payment period. She then determines in which award year each payment period belongs. An award year is defined as July 1st of one year to June 30th of the next year. For crossover periods where the payment period occurs within two award years, if the majority (more than 50%) of a payment period occurs entirely within an award year, it is part of that award year.

Award Notification

If a student meets all eligibility requirements and all required documentation is received (including verification documents if necessary) and the student's financial aid file is complete, then the amount of the grant will be calculated by the Financial Aid Officer according to federal regulations. The student will then receive an award notice that contains the amount of the Pell Grant they are expected to receive for that academic year, along with disbursement procedures. The student will be contacted by the Financial Aid Office to complete the necessary paperwork and sign their Pell Award Form/Contract.

RIGHTS AND RESPONSIBILITIES OF RECIPIENTS

Right-to-Know

- The institution's accrediting and licensing organizations
- All programs offered and detailed information regarding each program of interest
- Information on financial aid, including criteria for eligibility and methods of disbursement
- Information on the school
- Cost of Attendance
- Information on students' rights under FERPA
- How satisfactory academic progress is determined, including eligibility and appeals
- The institution's refund policy
- The institution's annual campus security report
- Retention Rates and Completion/Graduation Rates
- Drug and alcohol policies
- Gainful Employment
- Net Price Calculator
- Grievance Procedures
- Constitution Day, Voter Registration, & Vaccination Policies

Responsibilities

- Complete the required paperwork requested by the Financial Aid Office
- Use financial aid funds for school related expenses
- Report all outside aid to the Financial Aid Office
- Maintain satisfactory academic progress
- Report changes in enrollment to the Central Office and the Financial Aid Office
- Notify the Financial Aid Office before withdrawing
- Read directions thoroughly, complete all applications accurately, & comply with all deadlines
- If you don't understand the financial aid process, ask questions

DISBURSEMENT OF PELL GRANTS

Payment is disbursed by check from Northwest Technology Center. Pell Grants will typically be disbursed twice a year, dependent upon when the student enrolled in the major and on whether the majority of the hours in a payment period fall within that award year. Pell Grant funds will be disbursed approximately four to six (4-6) weeks from the payment period start date. Students will be paid the first time based upon the fact that they are enrolled and in attendance in an approved program. Satisfactory academic progress will be monitored before further disbursements will be made. Due to open entry/exit enrollment dates, the disbursement dates vary with each student. All financial aid funds will be disbursed through the Central Office on the dates listed on the student's signed Pell Award Form/Contract. Students will also be notified by the Central Office when checks are ready to be disbursed. The student must show a photo ID to receive his/her disbursement. **NOTE:** Failure to provide the necessary documents requested by the Financial Aid Office will necessitate the withholding of payment.

Disbursement Procedures

The student Pell Award Forms/Contracts, which are signed by both the student and the Assistant Superintendent, serve as a requisition for the NWTC business office in Alva. They are submitted to the

business office in Alva indicating the name of the student receiving funds, the amount of the disbursements, the pay period dates, and the date of the payment. Once the business office receives disbursement paperwork confirmation, they request funds through G5. The funds are electronically deposited into the General Fund. Funds are not drawn from G5 until after they are disbursed to the student's account. NWTC never holds funds past 3 business days. The business office issues checks as directed by the contracts received from the Financial Aid Director. Checks are given to the Central Office Secretary for disbursement to the student.

FINANCIAL AID PROGRAMS AVAILABLE AT NORTHWEST TECHNOLOGY CENTER

Federal Pell Grants – federally funded entitlement program in which a student's eligibility is determined by a standard formula computed by the U.S. Department of Education. Grants are based on family size, income, assets of the student and family, and on the actual number of clock hours attended by the student. An award to help undergraduates pay for their education after high school. Unlike loans, grants do not have to be paid back.

Oklahoma Tuition Aid Grant (OTAG) – an award to help undergraduates pay for their education after high school. You must meet all of the general eligibility requirements listed for the Federal Pell Grant Program, must be an Oklahoma resident, attend an approved Oklahoma school and must demonstrate financial need as determined by the Oklahoma State Regents for Higher Education. For best consideration, the student needs to have filed a FAFSA by March 1st.

Oklahoma's Promise – a Oklahoma Scholarship for students that take a required list of academic classes in high school and meet a GPA of 2.5. Student eligibility is determined by the Oklahoma State Regents for Higher Education (OSRHE). Students will be required to file a FAFSA for the award year of their first year of attending a post-secondary education institution which will provide the required second income verification. Eligibility is dependent upon enrollment in a program that is offered through a cooperative agreement, co-enrollment at the degree granting institution with which NWTC has an alliance agreement.

Workforce Investment Act (WIA) - WIA is a federal program which provides employment information, job search support, financial aid, training, and educational programs to eligible persons. The Office of Workforce Development has programs that assist individuals who are economically disadvantaged, facing employment barriers, and/or qualify as a dislocated worker in need of training to obtain productive employment. Applicants must meet WIA economic, employment, and geographical guidelines which are determined by a WIA counselor. NWTC is on the approved list of training providers in the state of Oklahoma. Contact the Financial Aid Director or Workforce Oklahoma at 1-888-840-9675 for more information.

Department of Rehabilitative Services (DRS Voc-Rehab) - This program assists individuals who have barriers to employment. Services include testing, psychological evaluation, medical examination, and counseling services. In some cases DRS pays tuition, fees, books, and supply costs. Eligibility, application, and funding is determined by the Oklahoma Department of Human Services. Contact a local Vocational Rehabilitation Counselor at 580-327-1214 for more information.

Bureau of Indian Affairs (BIA) - BIA grants may provide tuition, supplies, and living expenses to individuals who are at least 1/4 Indian and listed on tribal rolls. Contact your tribal agency educational office or the American Indian Education & Training Employment Center at 1-405-521-9047 for application information.

Veteran's Educational Assistance Programs - Veterans who meet eligibility requirements may attend VA approved daytime classes at NWTC. Benefits information for each educational program, method and frequency of benefits, a list of approved training options, along with application procedures can be found at www.gibill.va.gov. Individuals who attend NWTC and expect to receive monthly educational stipends must present a court-certified copy of VA Form DD214 and a Military Transcript. Both half and full-time benefits are available. Contact the Financial Aid Director or the Veteran's Administration at 1-888-GI-BILL-1 for more information. Through the Oklahoma GI Bill (Senate Bill No. 530) tuition-free training may be awarded in addition to those educational allowances a veteran receives under Chapter 31 through 34.

Veterans who have been determined by the Veteran's Administration to possess at least 20% service-related disability may be eligible for special benefits under the VA/VCR program. Tuition assistance and purchase of required supplies may be available to the qualified veteran. Contact the Financial Aid Office for more information.

Otha Grimes Foundation Scholarship - scholarships administered by the Oklahoma Foundation for Career and Technology Education to aid students in need. Applications are available on our website at www.nwtech.edu/finaid.htm. Contact the Financial Aid Director or Career Counselor for more information.

Next Step Tuition Waiver - Students who live in-district, have a high school diploma, GED or a home school equivalency and are under the age of 24 at the **start date** of classes may be eligible to attend NWTC tuition free. **Fees applicable to the major must be paid by the student.** There is **NO DOLLAR AMOUNT** tied to this waiver. A waiver recipient who turns 24 during the academic year will be able to finish the remainder of that academic year tuition-free. For all continuing and subsequent career programs after the student has turned 24, the student will be required to pay tuition. Students who receive a Northwest Tech Tuition Waiver will still be eligible to apply for financial aid.

Students in the Practical Nursing Program are NOT ELIGIBLE for this waiver.

Oklahoma HB 3350 Career Technology Tuition Waiver - HB 3350 waives tuition at career techs for children of peace officers, fire fighters, military personnel, and Oklahoma EMT's who died in the line of duty and children of members of Oklahoma Law Enforcement Retirement System who were catastrophically injured or killed in the line of duty. The law states "Such waiver of resident tuition and nonresident tuition shall be limited to a period of five (5) years."

TITLE IV RETURN OF FUNDS

If a student withdraws, drops, or fails to complete a period for which they have paid the tuition, NWTC will calculate what, if any, return needs to be made. If the student is a Pell Grant recipient, in many cases it may require a return of a portion of the monies received by both the institution and the student to the Pell grant program. The calculation will be made using the U.S. Department of Education's Return to Title IV Funds worksheet. The regulation requires a calculation based on the actual percentage of the payment period the student was scheduled to attend. An example of the worksheet can be found in the Financial Aid Policies and Procedures Handbook. An example calculation is demonstrated below. Other examples and calculations may be obtained in the Financial Aid Office. Refunds to students who are paying their own tuition or agencies that are sponsoring a student who withdraws or is dropped, may receive a refund according to the institutional refund policy and as noted in the Withdrawal Process section of this handbook, the Student Handbook, the Financial Aid Policies and Procedures Handbook, and online at www.nwtech.edu/policies/htm.

Examples of the application of the refund policy are available upon request. An appeals process exists for students who believe that individual circumstances warrant exception from the published policy (see the Appeals Process section in the Financial Aid Policies and Procedures Handbook in the Financial Aid Office or at www.nwtech.edu/policies/htm).

Return of Title IV/Repayments Formulas Used for Students Receiving Pell Grants

If a student does not return from an approved leave of absence or if a student quits attending class, on the 10th day of non-attendance the student will be unofficially withdrawn, and the last date of attendance will be used for calculations of hours scheduled to attend. If a student has unofficially withdrawn and NWTC does not become aware of this until records are checked at the end of an academic period, the withdrawal date will be determined within 30 calendar days of the

- the end of the payment period
- the end of the academic year, or
- the end of the student's educational program

Calculating the Title IV Return of Unearned Funds

As a general rule, grants do not need to be repaid. However, a student may have to repay a certain amount if he/she withdraws or is dismissed prior to completing more than 60% of a payment period. When a student has exhausted all leave according to the attendance policy (see the Attendance Requirements and Attendance Policy for Students on Financial Aid in this handbook, in the Financial Aid Policies and

Procedures Handbook, or at www.nwtech.edu/policies.htm; obtain a hard copy in the Counselor's Office, the Asst. Superintendent's Office, the Central Office, or the Financial Aid Office), and a leave of absence has not been requested (or one has been requested but denied) on the 10th day of non-attendance the student will be unofficially withdrawn upon that day.

The last date of attendance is the date used as the calculation for scheduled hours for the student's attendance on the Return of Title IV Funds Calculation Worksheet. The portion of a federal grant that the student is entitled to receive is calculated on a percentage basis by comparing the total number of hours in a payment period to the hours scheduled to complete in the payment period upon the student's last day of attendance. For example, if the student completes 30% of the payment period, he/she earns 30% of the assistance that he/she was originally scheduled to receive. This means that a percentage of the scheduled award remains unearned and must be returned to the Department of Education. Once a student has completed more than 60% of the payment period, he/she has earned all (100%) of the grant money for that pay period.

Once the amount of Title IV aid earned by the student and school is determined by the Financial Aid Office, the student will receive a certified letter stating how much Title IV aid was earned. The letter will also explain if the student has an outstanding balance that is owed to the school for tuition and fees. The student must realize that tuition and fees may be offset from the amount earned by the student.

Upon withdrawal if the amount earned by the student is greater than the amount disbursed, then a post-withdrawal calculation is performed (see the Post-Withdrawal Disbursements section of this handbook). If the amount earned by the student is less than the amount disbursed, then a Title IV Return of Fund calculation is performed. If the amounts earned and disbursed are equal, no further action is taken.

Example 1: A student receives a Pell Grant in the amount of \$2,888 for a payment period that is 450 clock hours in length. As of the student's last date of attendance, the hours scheduled to be completed for the payment period are 350 of the 450 hours, which is 77.78%. In this case, neither the student, nor the school owe any money back.

Example 2: A student receives a Pell Grant in the amount of \$1,882 for a payment period that is 300 clock hours in length. As of the student's last date of attendance, the hours scheduled to be completed for the payment period are 63 of the 300 hours, which is 21.00%. The student had tuition and fee charges of \$600 which were paid for with the Pell Grant. The Return of Title IV Funds calculation determines that the student is required to repay \$72 to the Pell Grant program. This calculation also determines that NWTC is required to return \$474 to the Pell Grant program. Please refer to the Return of Title IV funds worksheet in the back of the Financial Aid Policies and Procedures Handbook to see what calculations are involved or contact the Financial Aid Director for more information.

Aid to Be Returned

If the student receives more Pell Grant monies than the amount earned, NWTC or the student, or both, must return the unearned funds. When a return of Pell Grant funds is due, NWTC and the student both have a responsibility for returning funds. Whatever funds are not returned by the school must be returned by the student. The student's repayment obligation is determined after the school's earned/unearned funds are calculated. NWTC will return all unearned funds within 30 days from the date Financial Aid Director determines the student withdrew. Necessary funds will be returned to the Federal Pell Grant Program by the business office by reducing the authorization drawn from G5, by electronic transfer payment through the G5 system.

If a student owes a repayment to the Pell Grant Program, NWTC will notify the student by certified mail within 30 days that he/she must repay the overpayment. In the notification NWTC will inform the student that

- The student owes an overpayment of Pell Grant funds
- The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student

There are two positive actions a student can take to extend eligibility for Title IV funds.

- The student may repay the overpayment in full to the school within 45 days
- The student may sign a repayment agreement with the Department of Education

If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported to NSLDS and referred to the Department of Education for collection:

Mailing address: National Payment Center
 P.O. Box 105028
 Atlanta, GA 30348

The student should contact the school to discuss his/her options.

Explanation of Post-Withdrawal Disbursement

If the student receives less Pell Grant monies than the amount earned, NWTC will make a disbursement of the earned aid that was not disbursed if the student has met all eligibility requirements. NWTC will credit a student's account with a post-withdrawal disbursement for current tuition and fees. Earned funds in excess of tuition/fees will be provided to the student. NWTC will send notification no later than 30 calendar days after the date the Financial Aid Office determines the student withdrew. The student will then be sent a mailed notification about the post-withdrawal disbursement. NWTC will disburse the funds to the student within 45 days of the date the school determines the student withdrew. If the student cannot be located, or refuses the funds as per a written and signed statement, the funds will then be returned to the Federal Pell Grant Program.

TRANSFER STUDENTS AND DETERMINATION OF AWARD DISBURSEMENT

A student who has received a Pell Grant from another school in the current award year is a **Transfer Student**. The Financial Aid Director will consult NSLDS and determine the scheduled award and disbursement. A student may receive only one federal Pell Grant award during a single award year if the eligible student is enrolled at least half-time and is in a program in which the major leads to a certificate. The expected disbursement at the second school may have to be adjusted to avoid over-awarding a transfer student. To determine the percentage of the Scheduled Pell Award received at previous school: Divide the amount the student received at the previous school by the student's Scheduled Award at that school. Subtract this percentage from 100 percent and multiply by the Scheduled Award at NWTC. The result is the maximum amount of Pell Grant Award that the student generally may receive at NWTC.

If a student transfers from one program/major to another at NWTC, in order for that student to be considered in the same payment period, the program/major hours that the student is transferring must be accepted toward the new program/major.

PRIOR CREDIT/ADVANCED STANDING CREDIT FOR ADULT STUDENTS

Adult students enrolling at Northwest Tech who have previous educational experiences will be asked to provide a transcript indicating both courses taken and grades received at previous institutions. Students with previous military service will also be asked to provide AARTS, SMART, CGI, AND CCAR transcripts.

The instructor will meet with the student either prior to enrollment or at the beginning of his/her major to determine what, if any credit will be applicable to the major at Northwest Tech. For evaluation purposes the instructor will keep in mind the timeliness of the training, the pertinence to the courses in the major, and the changes that may have taken place in business and industry since the training was received.

After a thorough discussion between the student and instructor, the instructor may want to make contact with the previous institution, may issue a performance test, or may determine that credit is applicable with no further investigation. The student will be informed of the instructor's decision within one week.

If prior or advanced standing credit is granted to a student for previous educational or training experiences, such credit will be documented in the student's file, and **the student will not be charged tuition or fees for the advanced standing credit hours.**

Advanced standing credit can also be issued to NWTC students who complete one major at NWTC and then enroll in another, or those who may change from one major to another. The decision as to whether or not

the credit will be issued will be determined by the instructor after a student/instructor meeting as stated above, and no tuition or fees will be charged to the student for the advanced standing credit granted.

Financial Aid recipient's hours for their program/major and their financial aid award will be adjusted accordingly by the Financial Aid Director for the Advanced Standing Credit. If prior or advanced standing credit is granted to a student for previous educational or training experiences, such credit will be documented in the student's file, and **the student will not be charged tuition or fees for the advanced standing credit hours.**

POST MILITARY EDUCATION AND ADVANCED STANDING

The Board of Education at NWTC recognizes that service members acquire knowledge and skills during military duty and has established procedures which permit veterans to attain advanced academic standing linked to military service or other education, training or experience. In accord with the *Post-Military Service Occupation, Education and Credentialing Act*, NWTC will award appropriate academic credit in its education programs consistent with the experience, education, and training of military personnel. NWTC's award of advanced standing in accordance with the Act will supplement its existing procedures for advanced standing credit for career majors.

PRINCIPLES OF EXCELLENCE FOR EDUCATIONAL INSTITUTIONS SERVING SERVICE MEMBERS, VETERANS, SPOUSES, AND OTHER FAMILY MEMBERS (SHOPPING SHEET)

In carrying out the principles of Executive Order 13607, NWTC commits to voluntarily provide a Shopping Sheet to veterans and service members before they decide to attend school. The shopping sheet is a resource to help consumers understand their educational costs and the aid available.

COURSE REPETITION

Students wanting to repeat a specific program/major must have permission of the instructor and Assistant Superintendent to do so.

NOTE: A repeated class is NOT eligible for a federal financial aid award at NWTC.

ATTENDANCE POLICY FOR STUDENTS ON FINANCIAL AID

Adult students on financial aid are required to attend 90% of the hours in each pay period. Acceptable attendance is defined as missing no more than 10% of any pay period, documented or undocumented. The 10% of class time missed during a pay period may be considered excused and the student's pay period will not be moved forward for absences that fall within the 10%. Failure to attend the 90% of the hours in a pay period will result in the student being placed on financial aid warning or suspension status.

Attendance is recorded in three-hour increments, i.e. a student attending six hours per day is counted absent twice when the whole day is missed. Adult students attending under funding by federal aid or other outside agencies, or who are in a program or major leading to a licensure are responsible for maintaining their attendance as required by these agencies/departments.

LEAVE OF ABSENCE POLICY FOR STUDENTS ON FINANCIAL AID

A student may request **one** leave of absence up to 10 days in length for medical and/or emergency situations that will affect a student's attendance for an extended period of time. (Days should be consecutive unless otherwise approved by the Asst. Superintendent and the Counselor.) The Leave of Absence form may be obtained in the Counselor's Office or in the office of the Asst. Superintendent. The Leave of Absence request must include the reason for the request and the number of days requested. The student will be informed by the Counselor or the Asst. Superintendent if the leave has been approved. If approved, the Leave of Absence form will be filed in the student's financial aid file, and the student's financial aid period will be extended the number of days equal to the number of days of the leave of absence; therefore, no additional tuition or fees will be charged to the student. Additional subsequent leaves (not to exceed 30 days) may be granted for unforeseen circumstances. The NWTC Leave of Absence Policy can also be found in the Institutional Information section of this handbook at www.nwtech.edu/information or in hard copy in the Counselor's Office, the Asst. Superintendent's office, or the Central Office.

TREATMENT OF FUNDS POLICY AS RELATED TO RECEIPT OF TITLE IV FINANCIAL ASSISTANCE AND WITHDRAWAL/DROP REQUIREMENTS

A student who withdraws from NWTC prior to the end of a financial aid disbursement period must provide notice to the school either in writing or verbally. Written or verbal notice should be submitted to the NWTC counselor and attendance officer. The notice should contain the date the student will cease attendance and the reason for the withdrawal. After this process, the following will result.

The student is responsible for returning any school-owned books, materials, or tools, and must pay any outstanding obligations. Failure to complete the withdrawal process could prevent a student from re-entering NWTC at a later date.

For the entire Return of Title IV Funds policy please refer to the information above as well as the Financial Aid Policies and Procedures Handbook or view online at www.nwtech.edu/finaid.

IN-SCHOOL LOAN DEFERMENT

NWTC does not offer loans or participate in any loan programs. Students may, however; while attending school on at least a half-time basis at NWTC, defer payments on educational loans previously received at other institutions. Contact the Financial Aid Office for more information and in-school loan deferment forms.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

The National Student Loan Data System (NSLDS) is a database of information about loans and grants awarded to students under Title IV aid. Students may view their personal student loan or grant information on the website www.nsls.ed.gov by logging in with their FSA ID. Students must never share their FSA ID with any other entity. For more information, contact the Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS (SAP) **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress (hereafter referred to as SAP) means a student must be proceeding in a positive manner toward fulfilling certificate requirements in a specific length of time. Students must be in good standing and making satisfactory progress according to the institutional standards before receiving Title IV assistance. Good standing means that the student is capable of enrollment or continued enrollment. Initially this means that the student is admissible to an educational program as demonstrated by high school diploma, GED, or home school equivalency. Later this means that the student is performing well enough in terms of progress, grades, and the institutional attendance policy to continue enrollment. The institutional attendance policy states that the student may be absent no more than 10% in a pay period. For example, a student in a 420 hour pay period may be absent no more than a total of 42 hours. Three tardies will count as one absence (three hours). This 10% of absences is considered excused and will not have to be added to the student's pay period. This policy is distributed to students upon enrollment, and is given to all financial aid students in the form of the Disbursement Authorization document upon receiving their financial aid contract.

The first disbursement of Title IV funds for first time entering students at NWTC requires no progress report, provided the first disbursement is issued during the initial pay period of training for a new student. At the end of their first payment period students must be making SAP according to the standards stated in this section of the handbook. Other students, that is students **with** previous course work at NWTC, must have maintained SAP for that previous course work in order to receive initial or further assistance. Students may take up to 50% longer than the normal time of their program/major to complete that program/major and still be regarded as being in good standing. However, a student WILL NOT BE ELIGIBLE for Title IV federal financial aid once he/she has received aid for the total number of approved hours in the program/major.

Example: A student is enrolled in a 600 hour program/major. The maximum time a student can attend NWTC in that 600 hour, 23 week program/major is 34.5 weeks. An eligible student would receive Title IV aid for the 600 clock hours, but the student could take an additional 11.5 weeks to complete the program/major if the student was not able to complete the program/major in 600 clock hours (provided that space is available in the class); however, that student WILL NOT receive Federal Financial Aid for the

additional 11.5 weeks. The student would also be charged fees for the additional hours as is stated in our Student Handbook found at www.nwtech.edu or in hard copy in the Counselor's Office, the Asst. Superintendent's Office or the Central Office. **In no instance can the student receive aid for more hours/weeks than those for which the program/major is accredited/approved.**

SATISFACTORY ACADEMIC PROGRESS COMPONENTS

There are three components to SAP: qualitative, quantitative, and attendance.

Qualitative Component

Each student's cumulative grade will be reviewed at the completion of the scheduled clock hours and weeks for that payment period using a progress report provided to the instructors by the Financial Aid Director and then returned to the Financial Aid Director by the student's instructor. Students must maintain a cumulative grade of "C" or better for all past course work. If the student's grade is below a "C," then the student will be placed on Financial Aid Warning status. A grade of I is regarded as unsatisfactory academic progress for the purpose of Title IV aid administration.

Quantitative Component

The maximum time frame for completing a program is no more than 150% of the program in accordance with the student's enrollment status (i.e. full-time or part-time). The increment for measuring a student's progress will be each payment period. A student must be proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time. At NWTTC this means the student must have completed a minimum of at least 67% of the scheduled learning objectives/course work for the payment period. The pace of progression is calculated by taking the cumulative number of clock hours completed and dividing it by the cumulative number of clock hours attempted/scheduled to be completed. If a student is not progressing at a pace which will fall within the 150% time frame, the student is NOT considered to be making satisfactory progress and will be placed on Financial Aid Warning status.

Attendance Component

Students must have acceptable attendance for each payment period. Acceptable attendance is defined in the Student Handbook as missing no more than 10 % of any pay period, documented or undocumented. Up to ten percent (10%) absence of enrolled hours in any one semester and/or payment period is considered excused. Withdrawal from a course does not eliminate the SAP requirements. Students who exceed the percentage of absences allowed in their payment period will be placed on Financial Aid Warning Status.

The **School of Practical Nursing has a separate attendance policy** which is stricter than the SAP attendance requirement. Please see Practical Nursing information in the Practical Nursing Handbook which can be obtained at the Central Offices in Alva or Fairview, contract the Practical Nursing Director, Diane Duffy at 580-327-0344 or view the information online at www.nwtech.edu.

Monitoring Process/Progress Reports

SAP is monitored upon completion of the scheduled hours and weeks in each pay period using progress reports issued by the Financial Aid Director to the student's instructor. For example, a full time student enrolled in a 600 hour major will have a progress report upon completion of the first 300 hours and 11.5 weeks. The second progress report will be made upon completion of the last 300 hours and 11.5 weeks in that major. When an interval spans a period of non-enrollment, progress will be assessed at the point where attendance recommences. The aid director attaches the student's attendance from a printed report obtained from the student accounting system to the progress report. The progress reports are filled out by the instructor indicating the student's cumulative grade, verifying student's attendance, and the student's completion of 67% of the programs/majors learning objectives. The instructor then gives the progress report to the Financial Aid Director and she determines if the student is meeting SAP standards for that payment period.

FINANCIAL AID WARNING AND SUSPENSION STATUS

If a student receives a progress report that is not in compliance with the SAP requirements as outlined above, the student will be informed in writing about his/her failure to maintain SAP. The first time a student does not meet SAP requirements he/she will be placed on **financial aid warning status** for the next pay period. **There is no appeal process necessary for the warning status.** The student may continue to

receive Title IV aid for one warning period. During the warning period, the student must maintain all SAP requirements. **Students who fail to maintain SAP during the warning period** will then be placed on **financial aid suspension** and will be suspended from receiving further Title IV financial aid at NWTC.

Re-Establishing Financial Aid Eligibility after Being Placed on Financial Aid Suspension

A student who is placed on financial aid suspension due to failure to meet SAP during a warning period will be informed in writing of his suspension status and Title IV financial aid for that student will be suspended at NWTC. A student who has been placed on financial aid suspension after failing to meet SAP during a warning period may file an appeal to have their Title IV funds reinstated.

Appeal Process after a Suspension

Students who have been placed on suspension and have been denied Title IV aid on the grounds of not meeting SAP during their warning period have the right to appeal the aid denial. To appeal, a student must file a written request within 5 days of receiving written notification by the Financial Aid Director of their financial aid suspension status. The appeal form can be found in the Financial Aid Director's office or online at www.nwtech.edu/fianaid. The appeal policy states that the student's appeal should include information and/or evidence as to why the student failed to make SAP, and should also include what has changed that will now allow the student to make SAP at the next evaluation period.

Also included in the appeal should be any mitigating circumstance which contributed to the suspension status. Mitigating circumstances may include but are not limited to serious illness experienced by the student, accident resulting in severe injury to the student, or death in the student's immediate family. Other circumstances may be classified as mitigating if they are serious in nature, prevent the student from attending classes, and are deemed to be so by the Financial Aid Appeal Committee. (The Financial Aid Appeal Committee is made up of the student, an instructor, counselor, Financial Aid Director, Assistant Superintendent and a neutral party designated by the Assistant Superintendent).

The Financial Aid Appeal Committee will meet in person with the student and the written appeal will be reviewed by the committee. If the committee believes it necessary, they may require the student to provide further documentation (such as a letter from a doctor) to substantiate or explain the mitigating circumstances. The student will be informed in writing within five school days as to the status of the appeal. The student will then either be denied further Title IV aid on the grounds of unsatisfactory progress, or Title IV aid will be reinstated. If the appeal is granted and the student's aid is reinstated, he/she must still complete all hours in the previous pay period if hours are still owed before receiving additional aid. A student who has been granted an appeal will now be on a **probationary status** must continue to make SAP during all subsequent payment periods. (Please see the Financial Aid Probation Status section in this handbook.)

By granting an appeal, the Financial Aid Appeal Committee has agreed that the student will **be able to make SAP by the end of the next payment period. In some cases, a student may be placed on an academic plan that will ensure the student's ability to meet SAP standard by a specific point in time during the next pay period.** If it is felt by the Financial Aid Appeal Committee that an academic plan is needed, the plan will be provided in writing by the instructor and will be signed by the Financial Aid Appeal Committee and the student. The academic plan will then become part of the student's financial aid file and classroom plan of study.

If a student is denied an appeal after financial aid suspension, then that student is responsible for paying tuition and/or fees in full **no later than the tenth day of the next pay period** unless other arrangements are made and agreed upon by both the business office and the Asst. Superintendent. If the student whose appeal has been denied comes back into compliance with the SAP standards during this financial aid suspension payment period, then they may once again become eligible for financial aid assistance but will continue to be on probation status for all following pay periods.

Suspended Status Student Transferring to a New Program/Major

A student who is suspended in a program/major, and who then transfers to or comes back to a new program/major at NWTC, and who has hours from the previous program/major that would transfer into the new program/major will remain on suspended status if the hours that are transferred render the student to be out of compliance with the SAP requirements. If the transferred hours do not render the student to

be out of SAP compliance, then that student would be eligible for financial aid in the new program/major. A student who is on suspended status comes back in a new program/major in which none of the previous hours would transfer into the new program/major is eligible for aid in the new program/major.

FINANCIAL AID PROBATION STATUS

A student will be on **financial aid probation** after having their Title IV aid reinstated following a successful appeal. **A student on probation status may receive aid on this status for only one payment period.** If a student fails at any time to meet SAP after being placed on financial aid probation status, then that student would once again be placed on financial aid suspension. **A student who has failed to meet SAP requirements while on financial aid probation status may not file another appeal.** The only way that student can become eligible for aid is to once again meet SAP requirements in a pay period for which they are responsible for their tuition and/or fees which are to be paid by the tenth day of the next pay period unless other arrangements are made and agreed upon by the business office and the Assistant Superintendent.

STUDENT INFORMATION AND GUIDELINES

VACCINATIONS/IMMUNIZATIONS

Oklahoma law states that no minor child shall be admitted to any public or private school unless the parent or guardian presents to the school certification that the child has received the required immunizations. NWTC is not the monitoring facility for immunization records.

State Statute 70-3243 requires public/postsecondary educational institutions to provide information on the risks associated with meningococcal disease and the benefits of the vaccination. Meningitis is an inflammation of the membrane that surrounds the brain. Left untreated, it can cause seizures, coma, lasting disability and even death. Health professionals are recommending that students receive the meningitis vaccine. Additional information is available at your local county health department.

All adult health students must provide immunization records to meet the clinical facilities guidelines.

VACCINATION POLICY FOR PRACTICAL NURSING STUDENTS

Northwest Technology Center has a vaccination policy for Practical Nursing students only. Those students must provide

- Evidence of current immunization to tetanus and MMR (measles, mumps and rubella)
- Evidence of a negative tuberculin skin test or evidence of a negative chest x-ray in the event of a positive tuberculin skin test within the past 12 months
- Evidence of the first injection of the Hepatitis B vaccine
- Evidence of positive varicella titer, and evidence of childhood immunizations

GAINFUL EMPLOYMENT DISCLOSURES AND REPORTING

NWTC has information about our graduation rates, the median debt of students who completed the program, program lengths, program costs, job placement rates, related occupations and other important information available on our website at www.nwtech.edu/information under Gainful Employment Disclosures. A copy of Gainful Employment information can be picked up in the Financial Aid Office and is also listed on all program brochures.

NET PRICE CALCULATOR

NWTC has available on its website at www.nwtech.edu/information the Net Price Calculator. The purpose of the Net Price Calculator is to assist in "estimating" the individual net price for attending an educational institution. The net price is defined as the cost of attendance minus the average yearly grant and scholarship aid. Please be advised that the calculator is for estimating purposes only. Final eligibility for aid is subject to the student completing the Free Application for Federal Student Aid (FAFSA) meeting eligibility, meeting priority deadlines, and availability of funds. The results provided here should only be considered an estimate and do not guarantee the actual financial aid the student will receive. This estimate is not final, is not binding, and may change.

NATIONAL CENTER FOR EDUCATION STATISTICS/RETENTION, GRADUATION AND TRANSFER OUT RATES/COLLEGE NAVIGATOR

NWTC's reports enrollment, completion, placement, retention, and diversity information. Students can view our institutional information on the College Navigator website at <http://nces.ed.gov/collegenavigator>. Copies of the information and detailed calculations can be obtained in the Financial Aid Office.

DEPARTMENT OF EDUCATION COLLEGE AFFORDABILITY & TRANSPARENCY CENTER

The Department of Education has created a website at <http://collegecost.ed.gov> where a student may find information about how much it costs students to attend different schools, how fast those costs are going up, and information as to why those costs are going up. It includes links to the College Navigator, Net Price Calculator, College Scorecard, State Spending Charts, and College Affordability and Transparency List.

COLLEGE CREDIT/COOPERATIVE AGREEMENTS

Cooperative credits and alliance agreements are available at NWTC through the schools listed here. Students have the opportunity to acquire college credit for their work in their technology class through a cooperative alliance agreement. Students enrolled for college credit must meet the requirements of NWTC and the participating college. There is also a minimal fee charged for these hours. For more information view College Credit at our website at www.nwtech.edu/credit.

- Oklahoma State University - Institute of Technology at Okmulgee
- Northern Oklahoma College at Tonkawa, Enid, and Stillwater
- Northwestern Oklahoma State University at Alva, Enid, and Woodward
- Cowley County Community College

CAREER CENTER

The Career Center is designed to help students at NWTC by providing assistance in basic and advanced academic skills for students' specified pathways. Services include KeyTrain, math and reading instruction and individual study. All students are assessed using WorkKeys. Students also prepare resumes, portfolios, and reinforce employability skills. All students have access to the Career Center, and a full-time coordinator provides the curriculum and resources to support the students' technology plan of study. All students who enroll at NWTC are given diagnostic and interest assessments.

SERVICES TO STUDENTS WITH DISABILITIES (ADA)

Students who have disabilities, including those with mobility limitations, speech, hearing or sight impairment, learning or other disabilities covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA) of 1990, may receive reasonable educational accommodations. If students wish to request accommodations, that request needs to be processed through the Counselor's Office. Records of accommodation activity are kept separate from all admissions activity. Individuals with disabilities are encouraged to confer with their counselor and instructor regarding their special educational needs.

To request accommodations, students with disabilities must go directly to the counselor. All disabilities must be verified with current supporting documentation from an appropriate professional (licensed physician, licensed psychologist, approved agency, etc.). Students' responsibilities may include obtaining psychological/educational/medical testing and providing verifying documents.

Contact NWTC's counselor for information to document needs and services available. Students are advised to make requests in advance of the beginning of classes. Inquiries about reasonable accommodations for a person with disabilities may be directed to the counselor and instructor. NWTC is committed to the goal of achieving equal educational opportunities, offering full participation for students with disabilities, and providing assistance that will facilitate students' independence and academic progress. To obtain more detailed information or to make an appointment, please contact the counselor.

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|---------------------------------------|-------------|--------------|
| ➤ Career/Guidance Counselor, Alva | Karen Koehn | 580.327.0344 |
| ➤ Career/Guidance Counselor, Fairview | Jane Harris | 580.227.3708 |

GENERAL EDUCATION DEVELOPMENT (GED) CERTIFICATE

If an enrolled student does not have a high school diploma or equivalent, the student is encouraged to enroll in G.E.D. preparation classes which are offered on the NWTC Fairview campus. The G.E.D. is a computer based test. Testing centers located near our area are in Enid, Woodward, and Weatherford. Students can register by going to <https://ged.com>. For more information contact Kay Koehn, the Career Center Coordinator on the Fairview Campus.

ABILITY TO BENEFIT (ATB)

The Consolidated and Further Continuing Appropriations Act of 2015 (Pub L 113-235) was enacted on December 16, 2014. The new law changed section 484(d) of the Higher Education Act of 1965 (HEA) to allow a student who is enrolled in a financial aid eligible career major, but does not have a high school diploma, GED, or homeschool equivalency to be eligible for Title IV financial aid through Ability to Benefit (ATB) alternatives. The student must pass an independently administered Department of Education approved ATB test or complete at least 225 clock hours in a financial aid eligible career major that is applicable toward a certificate. Students who become eligible through an ATB alternative and whose first enrollment in a financial aid eligible career major is after July 1, 2015, will only be eligible for a limited Pell grant award. For more information please contact Karen Koehn, Career Counselor, on the Alva Campus at 580-327-0344 or Jane Harris, Career Counselor, on the Fairview Campus at 580-227-3708.

VOTER REGISTRATION

NWTC provides the paper copy of voter registration applications in the Central Office. These applications are also available at the County Election Board. Applications may be downloaded at www.elections.ok.gov.

CONSTITUTION DAY

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations Act of 2005, requiring educational institutions receiving federal funds, as well as federal agencies, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17 is the date which commemorates the 1787 signing of the Constitution. On May 24, 2005, the U.S. Department of Education issued a Notice of Implementation, indicating that all educational institutions receiving federal funding must provide an educational program pertaining to the United States Constitution. During the years when September 17 occurs on a Saturday, Sunday, or holiday, the program must be held during either the preceding or following week. (Federal Register/Vol. 70, No. 99/Tuesday, May 24, 2005). NWTC observes Constitution Day in accordance with the guidance provided by the Department of Education. NWTC will have a program to be determined on an annual basis.

DRUG EDUCATION

NWTC provides information to all students at the beginning of school which is designed to inform students about the Board of Education's Drug Free School and Campus Policy, to educate students about the dangers of drug abuse, and to provide information about drug counseling and rehabilitation services. Detailed information can be found in the Drug Free School and Workplace Handbook available in the Central Offices and Financial Aid Office as well as information in NWTC's Student Handbook and at www.nwtech.edu/policies.htm. A list of referral agencies can be found at the end of this handbook.

DRUG-FREE SCHOOL AND WORKPLACE PROGRAM

Realizing that student safety is of great concern, Northwest Technology Center has implemented a program to prevent the unlawful possession, use, distribution, or being under the influence of illicit drugs and alcohol by students and employees on school property or as part of any school activity. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to a student's health. The health risks associated with drug and alcohol use include but are not limited to

- Slowed physical reflexes
- Decreased mental powers
- Impaired judgment
- Emotional problems
- Spread of disease (AIDS) by drug paraphernalia.

The "Code of Conduct" for students attending Northwest Technology Center explicitly prohibits the unlawful possession, use, being under the influence, or distribution of drugs or alcohol on school property or as part

of any school activity. Any student who violates this "Code of Conduct" will be subject to disciplinary action which may include suspension, expulsion and referral to law enforcement agencies for prosecution.

Each student is hereby notified that as a condition of enrollment, the student must agree, in writing, to abide by the terms of this policy. Northwest Technology Center hereby commits itself to a continuing good faith effort to maintain a drug-free school. Prevention activities may include, but are not limited to, drug awareness programs which will educate students about the dangers of drug abuse; available drug counseling, rehabilitation and re-entry programs and in-depth discussion of the schools "Drug-Free Program". Students will have access to detailed information with a copy of the "Drug-Free School and Workplace" Handbook. Compliance is mandatory.

FEDERAL STUDENT AID PENALTIES FOR DRUG LAW VIOLATION

A student is ineligible to receive title IV, HEA (Pell) program funds for one to two years of an indefinite period of time if the student has been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving title IV, HEA (Pell) program funds. The school will notify a student in writing within 30 days of a determination of ineligibility. Please see the Financial Aid Policies and Procedures Handbook available in the Central Offices and Financial Aid Offices of both campuses, or visit our website at www.nwtech.edu/finaid for further information on penalties for drug offenses as they relate to title IV, HEA (Pell) grants.

USE OF TOBACCO

The use of any form of tobacco on NWTC campus is prohibited, including all school property, buildings, and vehicles. There are no designated areas on campus where tobacco use is allowed by students, staff or visitors. Secondary students using/possessing tobacco products will face disciplinary action.

STATEMENT OF POLICY CONCERNING ALCOHOL AND DRUG ABUSE

A statement of policy related to substance abuse and illegal drugs is contained in the Student Handbook and the Drug Free School and Workplace Handbook obtained in the Central Office, Financial Aid Office, and on our website at www.nwtech.edu/policies.htm. The Drug-Free Campus and Workplace Policy states: Northwest Technology Center prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812" and State Statue Title 63 2-101,2-608). Violation of this policy is grounds for disciplinary action up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and State laws provide additional penalties for such unlawful activities, including fines and imprisonment. The district is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program. The district's policy requires an employee to notify his or her supervisor of a criminal conviction for drug-related offenses occurring in the work place no later than five days following the conviction.

INFORMATION AVAILABLE TO STUDENTS & EMPLOYEES ABOUT ALCOHOL OR DRUG ABUSE

Students and employees are annually provided information as part of NWTC's Drug and Alcohol-Free School Program. The information includes: standards of conduct, disciplinary sanctions on students, applicable legal sanctions, identification of potential health risks and the location of local agencies who provide help to people experiencing problems with alcohol or drugs.

SEXUAL HARASSMENT

Students attending classes at NWTC, as well as employees and clients of the technology center, should be free from sexual harassment and/or a hostile sexual environment. Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in any education program or activity receiving Federal financial assistance. Sexual harassment of students is a form of prohibited sex/gender discrimination. The following types of conduct constitute sexual harassment:

Quid Pro Quo Harassment – A school employee explicitly or implicitly conditions a student's participation in an education program or activity, or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of

a sexual nature. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

Hostile Environmental Sexual Harassment – Sexually harassing conduct (which can include unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment. Students or employees should report incidents of possible harassment to the Assistant Superintendent who will investigate. A copy of the complete policy on Sexual Harassment is available upon request.

THE SCHOOL BULLYING PREVENTION ACT (70 OKLA. STAT. § 24-100.2)

The Oklahoma Legislature established the School Bullying Prevention Act with the express purpose of prohibiting peer student harassment, intimidation, bullying and hazing. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will

- harm another student
- damage another student's property
- place another student in reasonable fear of harm of the student's person or damage to the student's property
- insult or demean any student or group of students in such a way as to disrupt or interfere with the school district's educational mission of the student or other students

Bullying is an individual or group aggressive physical, emotional, verbal or sexual behavior whose intentions are to do harm to others. Bullying can include and is not limited to, name calling, verbal slurs, pushing, hitting, pinching, gesturing, threatening, disrespecting and taking items without permission. NWTC will not tolerate bullying behavior. This conduct shall be subject to the same disciplinary consequences as other misconduct.

Victims of alleged bullying incidents are encouraged to report the situation to a teacher or personnel in the Central Office or Counselor's Office. Confidentiality will be maintained, within legal limits, and no reprisals or retaliation will be allowed to occur as a result of good faith reporting of bullying.

WEAPONS FREE SCHOOL POLICY

It is the policy of NWTC, District #10 of Woods County, Oklahoma to comply fully with the Gun-Free Schools Act.

- Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to the proper legal authorities.

- Oklahoma statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon."

- The only exception to this policy is that adult students or employees, who have a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act, may have a handgun on the technology center campus in a vehicle in the parking lot of the school campus, provided the handgun is carried or stored as required by law.
- Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any terms less than one calendar year (for weapons other than firearms) as determined by the superintendent or superintendent's designee.

The Superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

REFERENCE: 18 U.S.C.'92121 O.S.'1280.1

COPYRIGHT INFRINGEMENT AND SANCTIONS

NWTC requires that all students adhere to current copyright laws and congressional guidelines and avoid plagiarism (using another person's ideas or creative work without giving credit to that person). The copyright laws of the United States make it illegal to duplicate copyrighted materials (the work of another person) without written permission. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of copyrighted work without authority constitutes infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess cost and attorneys' fees. For details see Title 17, United States Code, Section 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense. For more information, visit the website of the U.S. Copyright Office at www.copyright.gov.

Unacceptable use of the internet includes sending or receiving any material in violation of any federal, state, or local regulations. This includes, but is not limited to copyrighted material.

- threatening material
- obscene material
- pornographic material
- material protected by trade secret

Students may not use the internet to advertise products or promote political points of view. Deliberate attempts to vandalize, damage, disable or disrupt the property of the District, another individual, organization, or the network. Use of the District's networks, computers, software, and Internet access is considered a privilege, not a right. Inappropriate use may result in school disciplinary action from revocation of user privileges up to and including suspension or dismissal from NWTC.

PEER-TO-PEER FILE SHARING

NWTC uses Barracuda filtering software to prevent peer-to-peer file sharing. This is CIPA (Children Internet Prevention Act) compliant. It shall be required by NWTC to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and other cyber bullying awareness and response. Inappropriate actions or behaviors could possibly result in civil or criminal liabilities.

INTRUDER POLICY

An intruder is an individual in the school building who has not followed established visitor procedures and may or may not be a safety hazard to the school. Any student or school personnel who observes an individual in the building who appears suspicious or out-of-place should immediately contact their instructor or the central office for assistance. NWTC will conduct 2 intruder drills per year on campus.

EMERGENCY RESPONSE AND EVACUATION POLICY

Emergency procedures for fire, weather and intruder alert are posted in each area and complete instructions will be given to each student, faculty and staff member of NWTC. Regular drills will take place throughout the school year. In addition, NWTC provides timely warning to the campus community of any occurrences of crime or suspicions of danger that are reported and are considered to represent a threat to students and/or employees. NWTC officials will notify the campus community immediately upon confirmation of a significant emergency, unless issuing the notification will compromise efforts to contain the emergency. Resources that may be used to disseminate emergency information include the mass notification phone system, email, the home web page, the campus intercom, and internal alarms.

CAMPUS SECURITY AND RIGHT-TO-KNOW

HIGHER EDUCATION ACT SECTION 485(f) JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (CLERY ACT)

CAMPUS SECURITY REPORT & STATEMENT OF POLICY ON REPORTING CRIME ON CAMPUS

NWTC strives to maintain a secure and safe environment for its students, employees, and the public, and encourages all persons to report any criminal or suspicious activity to the Assistant Superintendent who will take appropriate action after analyzing and investigating the seriousness of the incident. If a crime should occur on campus, a victim or witness should report it immediately to the Assistant Superintendent's Office located in the Central Office area.

The Assistant Superintendent will report this crime to the appropriate local authorities who will then gather information and make an official report. He/she will maintain a daily record (crime log) of crimes reported to the police containing the nature, date, time, and general location of each crime and the disposition of the complaint, if known. This record will be available to the public upon request unless the release of information would jeopardize an on-going criminal investigation or the safety of any individual.

NWTC provides timely warning to the campus community of any occurrences of crime that are reported and are considered to represent a threat to students and/or employees. Timely warnings may come in the form of a call from the school's automated call system, an announcement on the intercom, or a personal visit to the employees' offices and to the classrooms.

STATEMENT CONCERNING SECURITY OF FACILITIES

NWTC understands its mission in providing education to its students, including access to the facilities. It is equally important that we be aware of our responsibilities to our students, our employees, and the public in providing a secure and safe environment in which to study and work. Protection of the facilities and equipment is also considered.

- There are scheduled times for all building lockups. NWTC maintenance staff performs these duties.
- Classrooms are kept locked when a class is not in session. Students may be authorized to be in a classroom when class is not in session only under the direct supervision (physically present) of a faculty or staff member.
- No building keys will be issued to students, nor will a faculty or staff member loan a building key to a student or non-employee. The only exception by the district is with permission of the administration.
- NWTC faculty and staff are encouraged to check in with the law enforcement department if they are going to be in the building after normal working hours. Law enforcement agencies will also make periodic welfare checks.

STATEMENT OF POLICY ON CAMPUS LAW ENFORCEMENT

NWTC depends on local or county law enforcement services for its campus. These officers help provide a safe campus environment for students, staff, and visitors. NWTC has an agreement with law enforcement for officers to perform a variety of tasks, which include providing a Campus Resource/Security Officer, investigation of criminal activity, apprehension of criminals, accident and fire response.

NWTC maintains an excellent working relationship with local law enforcement officials. Serious crimes and other incidents that are deemed to be of interest to State and/or local agencies are reported to those agencies. All serious crime is reported to the Oklahoma Bureau of Investigation (OSBI) Headquarters for publication in the annual Uniform Crime Report.

NWTC encourages all persons to report criminal or suspicious activity to a NWTC administrator who will take appropriate action after analyzing and investigating the seriousness of the incident.

STATEMENT OF PROGRAMS AND SECURITY PROCEDURES AND PRACTICES

The campus security report is available to all NWTC students. Upon enrollment all students receive a copy of the Student Handbook, which includes a section that describes how and where students can locate this report. Also available to students is the Right-to-Know/Campus Security Act pamphlet. A copy of this Student Consumer Information Handbook, along with the pamphlet, is available in the Central Office, Counselor's Office, Financial Aid Office and in all Administrative Offices. In addition to being informed about Campus Security during orientation and with periodical updates, by October 1st of each year, Northwest Technology Center publishes and distributes an annual Campus Security Report to all enrolled students and current employees. A paper copy of the report is available upon request in the Financial Aid Office. The report may be viewed below, on our website at www.nwtech.edu/security.htm, and also a complete copy of the report may be viewed at <http://ope.ed.gov/security>. NWTC Crime Prevention activities may include, but are not limited to, crime prevention seminars for students, staff, and faculty.

DISCLOSURE REQUIREMENT of CRIME AWARENESS and CAMPUS SECURITY ACT of 1990 SENATE BILL 580

NWTC believes that the public should know how to report a possible crime which occurs at the site of the technology center campuses in Alva or Fairview. To report a possible crime, a victim or witness need to contact Daren Slater, Assistant Superintendent or Karen Koehn, Counselor, in Alva, or Colt Shaw, Assistant Superintendent or Kay Koehn, Career Center Coordinator in Fairview. The Assistant Superintendent will report this crime to the appropriate local authorities. The law enforcement agencies will then gather information and make an official report.

Statistics for NWTC – Alva

<u>Calendar Years</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Murder	0	0	0
Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Forcible/Non-Forcible Sex Offenses	0	0	0
Hate Crimes	0	0	0
Arson	0	0	0

Campus Discipline

Liquor Law Violation	0	0	0
Drug Related Violation	0	0	0
Weapons Possession	0	0	0

Statistics for NWTC – Fairview

<u>Calendar Years</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Murder	0	0	0
Manslaughter	0	0	0
Robbery	0	0	0

Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Forcible/Non-Forcible Sex Offenses	0	0	0
Arson			

Campus Discipline

Liquor Law Violation	0	0	0
Drug Related Violation	0	0	0
Weapons Possession	0	0	0

Violence Against Women Reauthorization Act ("VAWA"), Pub. L. No. 113-4, 127 Stat. 54 **Campus Sexual Violence Elimination Act ("Campus SaVE Act"), Pub. L. No. 113-4, § 304, 127** **Stat. 89**

These acts expand the Clery Act's coverage rights to victims of domestic violence, dating violence, and stalking. They also update prevention guidelines and victim's rights.

In compliance of these acts, Northwest Technology Center will notify victims (students or employees) of their rights and options in writing, including the importance of preserving evidence; to whom an offense may be reported; the option to, or not to, seek police assistance; possible sanctions that may be imposed following an institutional disciplinary procedure; the institution's responsibilities regarding judicial no-contact, restraining and protective orders; existing counseling, health services, mental health services, victim advocacy, legal assistance and other victim services on-campus and in the community; and options for, and available assistance for, changing academic, living, transportation and work situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Northwest Technology Center's procedures for investigating and conducting discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases include that the investigation and resolution will be prompt, fair and impartial; a "statement of the standard of evidence" used during the proceeding; the annual training of officials conducting the proceedings to ensure the protection of the victim's safety and the promotion of accountability; the identification of sanctions or protective measures the institution will impose after final determination that rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking has occurred; that the accuser and the accused are afforded equal opportunity to be present during the disciplinary proceeding; both parties must have the ability to be accompanied at any meeting or proceeding by an advisor of their choice; the accuser and the accused must be simultaneously notified in writing of the outcome of the proceeding, appeal procedures, any change to the result before it becomes final, when the result will become final, and that disclosure of the outcome is unconditional; and institutional policies that address the protection of a victim's confidentiality, including record-keeping that excludes a victim's personally-identifiable information.

Northwest Technology Center will offer students and new employees counseling and programs that promote awareness and prevention of rape, acquaintance rape, domestic violence, sexual assault, and stalking. These programs will include a statement that the institution prohibits those offenses; the definition of domestic violence, dating violence, sexual assault and stalking in the applicable jurisdiction; the definition of consent for sexual offenses in the applicable jurisdiction; "Safe and positive" options for intervention by bystanders an individual may take to "prevent harm or intervene" in situations; recognition of signs of abusive behavior and instruction on how to avoid potential attacks; information about the institution's policies and procedures; and ongoing prevention and awareness campaigns for students and faculty throughout the school year.

Northwest Technology Center follows the Clery Act's anti-retaliation policy that "No officer, employee, or agent of an institution...shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under [the Clery Act]."

FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

STUDENT RIGHT-TO-KNOW/FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

A student should submit to the Central Office Secretary, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative or supervisory or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO SCHOOL: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

NWTC maintains an educational record for each student who is or has been enrolled at NWTC. In accordance with the Family Education Rights and Privacy Act of 1974, as amended, (hereinafter "Act") the following student rights are covered by the Act and afforded to all eligible students at NWTC.

- The right to inspect and review information contained in the student's educational records.
- The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to prevent disclosure without consent, with exceptions of personally identifiable information from the student's educational records.
- The right to secure a copy of the School's policy and administrative regulations.
- The right to file complaints with the U.S. Department of Education concerning alleged failures by NWTC to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in NWTC School's Administrative Regulations Handbook, a copy of which may be obtained in the Assistant Superintendent's Office. NWTC may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student, unless it is requested in writing that such information not be disclosed (see below). The items listed below are designated as Directory Information and may be released as to any student for any purpose at the discretion of NWTC unless a written request for nondisclosure is on file:

- Category I: Name, address, telephone number, electronic mail, photograph and dates of attendance, class.
- Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the assistant superintendent. Copies of the complete Family Educational Rights and Privacy Act (found in the Administrative Regulations Handbook) are available upon request.

STUDENT GRIEVANCE PROCEDURE

POLICY ON GRIEVANCE PROCEDURE

It is the policy of NWTC to adopt and publish a grievance procedure which provides a prompt and equitable resolution of complaints from students, parents, employees, and patrons of the school district. The grievance procedure adopted is designed to handle complaints related to any of the following: An alleged action that is specifically prohibited by state or federal law, including prohibitions against discrimination, sexual harassment and the release of student grievance procedure confidential information; also an alleged violation of equal employment opportunity requirements, laws which require the disclosure of certain information, and/or an alleged violation of any other consumer protection law applicable to NWTC and recipients of state or federal funds. Alleged action is contained in the following federal laws.

- Title VII of the Civil Rights Act (Sexual Harassment)
- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990
- Family Educational Rights and Privacy Act
- Student Right to Know and Campus Security Act
- Oklahoma Open Records Act
- Age Discrimination Act of 1975

An alleged violation of the rules and regulations or the standards of accreditation established for the operation of NWTC; an alleged violation of the terms and condition of contracts or agreements established

with other entities to provide support services or technical/vocational training to specific individuals or groups; or an alleged violation or inappropriate application of institutional and/or school district policy. Filing Options: Although the grievance procedure is designed to encourage the resolution of complaints at the local level, the provisions of some laws provide the grievant the option of filing a complaint directly with the agency responsible for compliance. When this option is available, the address for filing complaints will be noted with the description of the specific law.

Exceptions: Participants in the federal student financial assistance programs, who are denied aid due to failure to maintain satisfactory academic progress, may file a written appeal with the Financial Aid Office for reconsideration of the suspension due to extenuating circumstances. This appeal procedure and the requirements for reinstatement are available in the Financial Aid Office and online at www.nwtech.edu/finaid.

Procedures for appealing grades and for appealing a suspension or expulsion from school are described under the discipline code in the Student Handbook at www.nwtech.edu/policies.htm or in the Central Office.

Title IX/504 Compliance Coordinator/Grievance Manager: The person(s) designated by the Superintendent to coordinate the efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Title II of the Americans with Disabilities Act of 1990. The Title IX/504 compliance coordinator serves as the primary investigator for complaints alleging a violation of any law which prohibits discrimination and serves as the moderator and recorder during hearings.

Male and Female Coordinators are designated for each campus with access to either coordinator available to the grievant. The names of the designated individuals for each shall be posted:

Daren Slater/Karen Koehn
Alva Campus
1801 South 11th
Alva, OK 73717
(580) 327-0344

Colt Shaw/Kay Koehn
Fairview Campus
801 Vo-Tech Drive
Fairview, OK 73737
(580) 227-3708

Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

PRE-FILING PROCEDURES

Prior to filing a written complaint, the grievant is encouraged to visit with one of the school's Title IX/504 compliance coordinator/grievance managers. Reasonable effort should be made to resolve the complaint on an informal basis. If the complaint is not resolved under this procedure, then the grievant may continue effort to resolve the complaint under the filing and processing complaints section of these procedures. Prior to the filing of a written complaint a student should contact his/her instructor. Employees should contact their immediate supervisor. Patrons should contact the Assistant Superintendent and seek to resolve the problem.

FILING AND PROCESSING COMPLAINTS

- The grievant submits written complaint to the Title IX/504 Compliance Coordinator/Grievance Manager stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action.
- The Title IX/504 Compliance Coordinators notify respondent within 10 days and asks respondent to: confirm, or deny facts; indicate acceptance or rejection of students, employees or patrons requested action; or outlines alternatives.
- The respondent submits answer to the Title IX/504 Coordinators/Grievance Managers with ten (10) days of receipt of written complaint from same. If the grievant is satisfied, the complaint shall be dismissed, if not:

- Within 10 days after receiving the respondents answer the Title IX/504 Coordinators/Grievance Managers shall schedule a hearing. The grievant shall appoint one member of the hearing committee, the coordinator or his/her designated representative will serve on said committee, and those two will appoint a third who will serve as chairperson, all to be employees of Northwest Technology Center District #10.
- After the hearing has been conducted, at which time all parties may be represented by legal counsel, the committee will file its report with the superintendent of the institution within ten (10) days and said superintendent will thereupon implement said report or provide the grievant reasons in writing why all or any portion of the report will not be implemented.

If the grievant continues to be dissatisfied, the decision may be appealed to the board of education at which time, within ten (10) days, the report will be reviewed and the board shall issue its order either affirming, overruling, or modifying said report.

- In such case as the superintendent might be the respondent to a grievance, the as yet uninvolved campus coordinator/grievance manager shall be designated as the agent to serve in the place of the superintendent for steps 5 and 6.

GENERAL PROVISIONS FOR GRIEVANCE COMPLAINTS

Right to File a Complaint: Any person(s), individually or collectively, presenting a grievance or complaint in good faith and in accordance with these grievance procedures, shall be protected from reprisal or harassment for exercising their right to use the grievance procedure.

Record of Complaints: In accordance with the Program Integrity provisions of the Higher Education Amendments of 1992 (Title IV, Part H, Subpart II, Accrediting Agency Approval), schools must maintain a record of complaints to be submitted annually to the school's accrediting agency. The complaint records will be reviewed to determine if any complaint indicates a possible violation of accreditation standards. Complaints resolved under the pre-filing procedures are not included as a part of the official record of complaints, nor are they included in the annual report to the Accrediting Agency.

Record Retention Requirement: All complaint proceedings, records, and resolutions will be maintained in the office of the superintendent for five (5) years.

Access to Regulations: Northwest Technology Center shall provide copies of all regulations prohibiting discrimination on the basis of age, race, color, national origin, religion, sex/gender, qualified handicap, or veteran status upon request.

Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the student's or employee's file.

Extension of Time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved should be no more than 90 days.

Confidentiality of Hearings: All hearings will be closed except the hearing before the board of education.

Additional Complaints: No additional complaints may be added after written complaint is submitted. No additional information may be added that was not introduced during the first hearing with the grievant, respondent, and coordinator.

Parental Notification: When a grievant who is not 18 years of age files a complaint, the parents/guardians will be notified.

MISREPRESENTATION REGULATIONS

A school is deemed to have engaged in substantial misrepresentation when the school itself, one of its representatives, or other related parties (see below), makes a substantial misrepresentation regarding the school, including about the nature of its educational program, its financial charges, or the employability of its graduates.

MISREPRESENTATION

Misrepresentation is defined as," A false, erroneous or misleading statement made directly or indirectly to

- a student, prospective student, or any member of the public, or
- an accrediting agency, a state agency, or the Department.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This definition applies to statements made by

- an eligible school
- one of its representatives, or
- any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services.

Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the school required the student to make such an endorsement or testimonial to participate in a program.

SUBSTANTIAL MISREPRESENTATION

Substantial misrepresentation is defined as any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment. Substantial misrepresentations are prohibited in all forms, including those made in any advertising, promotional materials, or in the marketing or sale of courses or programs of instruction offered by the institution.

MISREPRESENTATION SANCTIONS

If the Department of Education determines that an eligible institution has engaged in substantial misrepresentation, it may

- revoke the eligible institution's program participation agreement;
- impose limitations on the institution's participation in the FSA programs;
- deny participation applications made on behalf of the institution; or
- initiate a proceeding against the eligible institution under subpart G of 34 CFR 668.

RELATIONSHIP WITH THE DEPARTMENT OF EDUCATION 34 CFR 668.75

An eligible institution, its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement may not describe the eligible institution's participation in the Title IV, HEA programs in a manner that suggests approval or endorsement by the U.S. Department of Education of the quality of its educational programs.

EDUCATION PROGRAMS/MAJORS OFFERED AT NWTC, ALVA AND FAIRVIEW CAMPUSES

GAINFUL EMPLOYMENT DISCLOSURES FOR PROGRAMS/MAJORS

NWTC has information about gainful employment for eligible career majors including graduation rates, the median debt of students who completed each program, program lengths, program costs, job placement rates, related occupations, and other important information available on this website. To access Gainful Employment Disclosures, please click on the link at the bottom of each career major description page. A copy of Gainful Employment information can also be picked up in the Financial Aid Office and is listed on all program brochures. CIP codes are used to provide a standard way of classifying fields of study, mostly at the post-secondary (college/university) level. The CIP Classification of Instructional Programs Code is listed under each career major in the Student Consumer Information Handbook located on this website. You can also access CIP Code information at www.nces.ed.gov/ipeds/cipcode. The SOC system was developed in response to the need for a universal occupational classification system. Such a classification system allows government agencies, private industry, and students to produce comparable data about occupations. The SOC Standard Occupational Classification Code is listed under each career major in the Student Consumer Information Handbook located on this website. You can also access SOC Code information at www.onetcodeconnector.org.

FINANCIAL AID AVAILABLE FOR PROGRAMS/MAJORS

Financial aid eligibility is shown under each eligible program/major as **Eligible for Financial Aid**.

AUTOMOTIVE TECHNOLOGY PROGRAM – Alva and Fairview

The Automotive Technology program covers operations related to the field of automobile repair and maintenance. Areas of instruction include engine repair, engine performance, HVAC/AC, steering and suspension, brakes and electrical systems. The scientific concepts behind components of diagnostic and repair procedures are reinforced through classroom and lab instruction. This program is certified by the Automotive Service Excellence (ASE), and students are trained and tested to ASE standards. College credit may be earned in this program.

Career Opportunities May Include

Automotive Service Technician, Automotive Chassis Technician, Automotive Maintenance and Light Repair Technician, Air Conditioning Technician, Specialty Shop Technician, Shop Foreman/Manager, Parts Manager, Fleet Manager, Shop Owner/Manager.

<u>Automotive Service Technician Major</u>	<u>1050 Hours</u>
CIP 47.0604/SOC 49.3020	
Eligible for Financial Aid	

<u>Automotive Air Conditioning Technician Major</u>	<u>420 Hours</u>
CIP 47.0604/SOC 49.3020	

<u>Automotive Chassis Technician Major</u>	<u>465 Hours</u>
CIP 47.0604/SOC 49.3020	

<u>Automotive Maintenance/Light Repair Technician Major</u>	<u>525 Hours</u>
CIP 47.0604/SOC 49.3020	

AUTOMOTIVE COLLISION REPAIR PROGRAM – Alva Only

The Automotive Collision Repair program provides students with training to repair or replace auto body parts. Students learn to refinish surfaces through painting or spot painting. Courses covered include safety, welding and cutting techniques, identification and analysis of damage, measuring and texturing systems, metal/fiberglass/plastic repair, refinishing and minor repair, and estimating, and detailing. The program is Automotive Service Excellence (ASE) certified, and students are trained and tested to ASE standards. College credit may be earned in this program.

Career Opportunities For Automotive Collision Repair May Include

Refinishing Technician, Non-Structural Repair Technician, Damage Appraiser/Estimator, Detailing Specialist, Glass Replacement Specialist, Collision Repair Technician, Automotive Paint Sales Representative, Automotive Restoration Specialist

Combination Collision Repair Technician Major	1050 Hours
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CIP 47.0603/SOC 49.3021

Eligible for Financial Aid

Non-Structural Repair Technician Major	465 Hours
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CIP 47.0603/SOC 49.3021

Refinishing Technician Major	510 Hours
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CIP 47.0603/SOC 49.3021

BIO-MEDICAL SCIENCE and MEDICINE – Alva and Fairview

The Bio-Medical Science and Medicine program is for high school students only. It is a two year academy that will emphasize biomedical knowledge and projects as well as academics. The academics will prepare the students to transition into the medical field of study in post-secondary education. Upon completion of the AP courses, the student will be able to test for college credit in those subjects.

Career Focus

Physician, Surgeon, Dentist, Veterinarian, Nurse, Medical Technologist, Biomedical Engineer, Occupational or Physical Therapist, Optometrist, Pharmacist, Forensic Scientist, Medical/Research Assistant, Radiologist or other healthcare career.

Bio-Medical Science and Medicine	960 Hours
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CIP 26.0102/SOC 19.1042

BUSINESS and INFORMATION TECHNOLOGY PROGRAM – Alva and Fairview

The Business and Information Technology program prepares individuals for success in emerging and traditional occupations within business and computer technology. Courses may include computer fundamentals, Windows, internet concepts, minor troubleshooting skills, communication and presentation skills, human relations, and spreadsheet and database applications. College credit may be earned in this program.

Career Opportunities May Include

Executive Administrative Assistant, Legal Office Assistant, Medical Office Assistant, Administrative Assistant and Office Manager, Accounting Clerk, Accounts Payable/Receivable Clerk, General Office Clerk, Payroll Clerk, Insurance Clerk and Bank Teller.

Administrative Assistant Major	840 Hours
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CIP 52.0401/SOC 43.6011

Eligible for Financial Aid

Legal Office Assistant Major, Alva Only CIP 22.0302/SOC 43.6012 Eligible for Financial Aid	1190 Hours
Medical Office Assistant Major, Alva Only CIP 51.0710/SOC 43.6013 Eligible for Financial Aid	1050 Hours
Office Information Specialist Major CIP 52.0407/SOC 43.9061 Eligible for financial aid	960 Hours
Accounts Payable/Receivable Clerk Major CIP 52.0302/SOC 43.3031 Eligible for Financial Aid	840 Hours
Full Charge Bookkeeper Major CIP 52.0302/SOC 43.3031 Eligible for Financial Aid	960 Hours
Financial Clerk Major CIP 52.0302/SOC 43.3090	480 Hours

CONSTRUCTION TRADES/PLUMBING AND ELECTRICAL PROGRAM- Alva Only

The Plumbing and Electrical program is designed to prepare students for the electrical or plumbing fields. Students in the Electrical Assistant major will cover electrical installation, operation and maintenance for electrical systems in residential and commercial settings. Plumbing students will learn measurement and drawings fixtures, faucets and fittings, water supply, fuel gas systems, and installation and maintenance of commercial and residential plumbing and water supplies. Students in both majors will cover a construction core and tool handling and safety.

Career Opportunities May Include

Plumber, Shop Owner/Manager, Construction Worker, Pipelayer, Pipefitter, Lawn Sprinkle Fitter

Plumber's Assistant Major CIP 46.0503/SOC 47.2152 Eligible for Financial Aid	1005 Hours
Plumber Major CIP 46.0503/SOC 47.3015	375 Hours
Electrician's Assistant Major CIP 46.0302/SOC 49.3013 Eligible for Financial Aid	1050 Hours
Electrical Assistant Entry Level Major CIP 46.0302/SOC 49.3013	360 Hours

CULINARY PROGRAM– Fairview Only

The Culinary Arts program is designed to prepare students for a variety of food preparation skills required for a career in food services and/or food preparation. Instruction incorporates kitchen fundamentals such as safety, sanitation, and kitchen equipment with more advanced training in quantity preparation and presentation. The ProStart and ServSafe certification by National Restaurant Association may be obtained during this course.

Career Opportunities May Include

Food Service Specialist, Cook, First Line Supervisor of Food Preparation and Serving Workers, Restaurant Manager/Supervisor, Cafeteria Worker

Culinary Arts Assistant Major	670 Hours
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CIP 12.0500/SOC 35.2014

Eligible for Financial Aid

Culinary Assistant Entry Level Major	1056 Hours
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CIP 12.0500/SOC 35.1011

Eligible for Financial Aid

DIGITAL DESIGN PROGRAM– Alva and Fairview

Students enrolling in majors in Digital Design should have experience in areas such as computer fundamentals and terminology, operating systems, word processing, database management, spreadsheets, presentation software, and Internet and e-mail capabilities. In this pathway students will receive instruction or demonstrate competencies in the skill areas of File Management, HTML, Fundamentals of Web Design, Web Graphics and Multimedia, Web Site Development, Fundamentals of E-Commerce, and Portfolio Development. Students will be provided the opportunity to work on “real-life” design projects as well as “mock” sites. College credit may be earned in this program.

Career Opportunities May Include

Graphic Designer, Print Designer, Desktop Publisher, Production Artist, Digital Designer, Web Marketing Specialist, Web Developer, Web Designer, Front-End Developer, Web Producer and Digital Video Technician

Graphic Design Specialist Major	840 Hours
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CIP 10.0301/SOC 27.1024

Eligible for Financial Aid

Desktop Publisher/Graphic Designer Major	600 Hours
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CIP 11.0801/SOC 27.1024

Eligible for Financial Aid

Interactive Media Specialist, Fairview Only	600 Hours
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CIP 11.0801/SOC 27.1024

HEALTH CAREERS CERTIFICATIONS PROGRAM– Alva and Fairview

The majors in Health Careers Certifications integrate classroom and clinical based activities that provide a foundation for a variety of health related occupations. The program offers traditionally structured lecture and discussion based instruction as well as student centered, technology enhanced curriculum. After successful completion of the program, students are eligible to take the appropriate certification examination. College credit may be earned in this program.

Career Opportunities May Include

Certified Nursing Assistant, Feeding Assistant, Restorative Care Assistant, Rehabilitation Care Therapist, Certified Medication Aid, Advanced Medication Aid, Chiropractic Assistant and Emergency Medical Responder.

EMR Emergency Medical Responder – Alva Only	471 Hours
CIP 51.0904/SOC 29.2041	

EMT Specialist Basic – Alva Only	512 Hours
CIP 51.0904/SOC 29.2041	

Physical Therapy Aide – Alva Only	585 Hours
CIP 51.0806/SOC 31.2022	

Student Athletic Trainer Aide – Alva Only	585 Hours
CIP 51.0913/SOC 29.9091	

Nursing Assistant	496 Hours
CIP 51.3902/SOC 31.1011	

Advanced Acute Care Nursing Assistant – Fairview Only	897 Hours
CIP 51.3902/SOC 31.1011	
Eligible for Financial Aid	

Feeding Assistant – Fairview Only	285 Hours
CIP 51.3902/SOC 31.1011	

Restorative Assistant – Fairview Only	556 Hours
CIP 51.3902/SOC 31.1011	

Legal Issues for Those Enrolling in the Health Program and the Practical Nursing Program:

- Requirements in the health care field may prevent a student from entering a career if they have been convicted of certain offenses. **Students 18 years or older are required to have a background check with the OSBI prior to performing clinicals.**
- If you have questions about requirements for health, see your instructor.
- State law requires all nursing (home) facilities to secure an Oklahoma State Bureau of Investigation criminal arrest report prior to permanently employing a nurse aide. If the results of a criminal check reveal that an applicant for employment at a facility or home has been convicted of certain offenses, the facility or home shall not hire the person.

A facility or home shall inform each applicant for employment that the facility or home is required to obtain a criminal arrest record before making an offer of employment to a nurse's aide or other person. If the results of a criminal check reveal that an applicant for employment was **convicted of any of the following offenses, the facility or home shall not hire the person:**

- Assault, battery, or assault with a dangerous weapon
- Aggravated assault and battery
- Murder or attempted murder
- Manslaughter, except involuntary manslaughter

- Rape, incest or sodomy
- Indecent exposure and indecent exhibition
- Pandering
- Child abuse
- Abuse, neglect or financial exploitation of any person or possessions entrusted to the student's care or possessions
- Robbery in the first or second degree
- Burglary in the first or second degree
- Robbery or attempted robbery with a dangerous weapon, or imitation firearm
- Arson in the first or second degree
- Unlawful possession or distribution, or intent to distribute unlawfully, schedule I through V drugs as defined by the Uniform Controlled Dangerous Substances Act
- Grand larceny
- Petit larceny or shoplifting within the past seven (7) years.

****Individuals, who have been convicted of any of the above offenses are not eligible for the Nursing Assistant, EMR, EMT Specialist Basic, or the Practical Nursing majors****

PRACTICAL NURSING PROGRAM – Alva Only

Practical Nursing is a progressive nursing program that prepares students to assist in providing general nursing care to perform more complex tasks under the direction of a registered nurse, physician or dentist. This program combines clinical and classroom experiences covering all aspects of nursing necessary for graduates to be eligible to apply for the national licensing exam for the Licensed Practical Nurse (LPN).

Career Opportunities May Include

Employment opportunities for an LPN include hospitals, nursing homes, clinics, industries, military service, eldercare facilities, doctors' offices and home health care.

Practical Nursing Major

1463 Hours

CIP 51.3901/SOC 29-2061

Eligible for Financial Aid

WELDING TECHNOLOGY PROGRAM – Fairview Only

Majors in the Welding program include blueprint reading, metal fabrication and layout. Students gain experience in identifying and joining a wide range of metal and will develop the special skills necessary for success in the trade. Courses include oxyacetylene welding and cutting, shielded metal arc welding, and GMAW welding. Students will develop the skills necessary to become certified through the American Welding Society (AWS.) College credit may be earned in this program.

Career Opportunities May Include

Combination Welder, FCAW Structural Welder, GMAW Structural Welder, Cutting Process Technician, Fabricator, Pipeline Welder, Roustabout Worker

Combination Welder Major

1050 Hours

CIP 48.0508/SOC 51.4121

Eligible for Financial Aid

Cutting Processes Technician Major

180 Hours

CIP 48.0508/SOC 51.4121

FCAW Structural Welder Major

330 Hours

CIP 48.0508/SOC 51.4121

Entry Level Welder Major

525 Hours

CIP 48.0508/SOC 51.4121

REFERRAL AGENCIES FOR SERVICES, SUPPORT, AND DEPENDENCY REHABILITATION

Bullying/Violence Hotline:	1-866-346-2628
Teenline	1-800-522 TEEN (8336) Helpline available 3 p.m. to midnight
National Suicide Prevention Lifeline	1-800-273-TALK (8255)
National Drug Abuse Hotline	1-800-241-9746
National Council Of Alcoholism Hotline	1-800-622-2255
American Cancer Society National Hotline: Services: Fee:	1-800-733-9888 Drug and housing assistance; medical equipment None
Area Agency on Aging Northern Oklahoma Dev. 1216 W. Willow Enid, OK Services: Fees:	580-237-2236 Programs to help improve quality of life and wellness for the elderly None
Department of Human Services Juvenile Services 1425 N. Main Fairview, OK Service: Fee:	580-227-3759 Self-esteem, career, probation, and anti-recidivism counseling None
Ft. Supply Alcohol and Drug Treatment Center: Western State Hospital Ft. Supply, OK Services: Fees:	580-766-2311 Counseling-group and individual, educational lectures and films, detox, intro to AA \$165.00 per treatment day
GED Classes Northwest Technology Center 801 Vo-Tech Drive Fairview, OK Service: Fee:	580-227-3708 Assistance in studying to obtain GED certification None
Integris Bass Adult Behavioral Health: 402 S. 3 rd Enid, OK Services: Fee:	580-242-7713 Psychiatric Counseling Sliding scale
Integris Meadowlake Hospital: 2216 S. Van Buren Enid, OK Services: Fees:	580-234-2220 Out-patient chemical dependency counseling (child and adult) Varies

Lighthouse

5050 Williams Ave.
Woodward, OK
Services:
Fees:

580-256-9700

Alcohol and Chemical Dependency Counseling (Adult)
Sliding Scale

Major County Health

501 East Broadway
Fairview, OK
Services:
Fees:

580-227-3362

General preventative health care
Varies according to program

New Horizons

502 W. Randolph
Enid, OK
Services:

580-242-2421

Psychological testing and evaluation; Individual, family, marriage and grief counseling
\$80.00 per session – sliding scale

Fees:

Northern Oklahoma Dev. Authority (NODA)/WIA

Enid, OK
Services:
Fees:

1-800-749-1149

A federally funded program designed to put students to work
None

Northern Oklahoma Dev. Authority (NODA)/WIA

Woodward, OK
Services:
Fees:

580-256-3308

A federally funded program designed to put students to work
None

NW Behavioral Center for Health - CRISIS HOTLINE

Woodward, OK
Alva, OK
Services:
Fees:

1-800-545-0518

(580) 256-8615
(580) 327-1112
Individual and family counseling; day treatment program
Sliding scale

Opportunities, Inc. Behavioral Care Services

Watonga, OK
Services:

580-623-2545

Residential treatment; out-patient services; DUI school, half-way house; Evaluation; and family counseling.
Sliding scale

Fees:

Salvation Army

Enid,, OK
Services:

580-237-1910

For transients, limited medical, one night lodging and/or gasoline to reach destination.
None

Fees:

Dept. of Rehabilitative Services:

Alva, OK
Services:

580-327-1214

A program sponsored by the DHS that helps pay educational expenses for qualifying persons
None

Fees:

Woods County Health

Alva OK
Services:
Fees:

580-327-5050

General preventative health care
Varies according to program

Workforce Investment Act 580-242-6600

Enid, OK

Services:

Targeted to find training and employment for individuals

Fees:

None

Sources of Free Catalogs of Alcohol and Other Drug Use Publications

Hazelden Educational Materials

1-800-328-9000

A source of pamphlets and books on drug use and alcoholism and curriculum materials for drug prevention.

American Council on Alcoholism

1-800-527-5344

A source for pamphlets, booklets, and fact sheets on alcoholism and drug use.

Natl. Asst. for Children of Alcoholics

1-301-468-0985

A source for books, pamphlets, and handbooks for children of alcoholics. Conducts regional workshops and provides a directory of local members and meetings.

NON DISCRIMINATION STATEMENT

Northwest Technology Center is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and other federal laws and regulations.

It is the policy of Northwest Technology Center to provide equal opportunities without regard to sex/gender, age, race, marital status, religion, color, national origin, disability or veteran in the operation of its educational services, recruitment, admissions, financial aid or employment practices. Inquiries concerning application of this policy may be referred to

Daren Slater/Karen Koehn, Alva Campus
Title IX/Section 504 Compliance Coordinators
1801 South 11th Street
Alva, OK 73717
580.327.0344

Colt Shaw/Kay Koehn, Fairview Campus
Title IX/Section 504 Compliance Coordinators
801 Vo-Tech Drive
Fairview, OK 73737
580.227.3708

NORTHWEST TECHNOLOGY CENTER STUDENT CONSUMER INFORMATION

A copy of the Student Handbook is provided to all students enrolled in approved/accredited programs. The contents of the Student Handbook are reviewed with students during an orientation meeting scheduled at the beginning of each school year. Additional copies of the Student Handbook or a separate paper copy of each disclosure are available upon request from the Central Office, the Counselor's Office, or the Financial Aid Office.

All prospective students must complete the admissions process which includes taking an assessment test. At this time, a notice of required disclosures is provided to each prospective student in paper copy.

The Student Consumer Information Handbook is available in the Central Office, Counselor's Office, and Financial Aid Office. All handbooks and disclosures are also available on our website at www.nwtech.edu/policies.htm.

The Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and the additional consumer information. The Board Policy Manual is available for public/student access in the Assistant Superintendent's office on each campus and on our website at www.nwtech.edu/boardpolicies.htm.

What to Disclose, When, and to Whom	Northwest Technology Center's Annual Notice of Required Disclosures of Student Consumer Information <i>Description of Information to be Disclosed</i>	2015-2016 Where to Find Information
What: Institutional Information To: Enrolled Students When: Annually first day of class To: Enrolled Students Prospective Students When: Upon Request	<ul style="list-style-type: none"> Cost of attending school i.e.: Tuition and Fees Institutional Refund Policy/Requirements for officially withdrawing from school Information regarding the school's academic support and career tech career majors Copyright/peer to peer Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation Description of any special services and facilities for disabled students Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them Net Price Calculator Constitution Day/Voter Registration Grievance Procedures 	<ul style="list-style-type: none"> Student Handbook Consumer Information Handbook NWTC Website www.nwtech.edu/information.htm
What: Financial Assistance Information To: Enrolled Students When: Annually first day of class To: Enrolled Students Prospective Students When: Upon Request	<ul style="list-style-type: none"> Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method & frequency of financial aid disbursements; (5) books & supplies policy Procedures for the Return of Title IV Aid and Repayments by withdrawn students 	<ul style="list-style-type: none"> Student Handbook Consumer Information Handbook Financial Aid Policy & Procedures Handbook NWTC Website www.nwtech.edu/finaid.htm
What: Family Education Rights and Privacy ACT (FERPA) To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students When: Annually first day of class, Upon Request, and Annually in Local Newspapers	<ul style="list-style-type: none"> Right to and procedures for inspecting and reviewing student's education records Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights Right to file a complaint with Dept of Ed for alleged school's or educational agency's failure to comply with FERPA requirements Right of school to disclose personally identifiable information contained in student's education records without prior consent Students right for directory information to not be disclosed 	<ul style="list-style-type: none"> Student Handbook Consumer Information Handbook Board of Education Policy and Procedure Manual Paper copy available upon request in the Financial Aid Office http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
What: Completion/Graduation Rate, Retention Rate, and Transfer Out Rate To: Enrolled Students Prospective Students When: Upon Request	<ul style="list-style-type: none"> The institution's completion or graduation rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who graduated or completed their career major within 150% of the normal time (scheduled length of career major) for graduation or completion Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 15 days if their career major is less than or equal to 1050 clock hours, or 30 days if their career major is longer than 1050 clock hours Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants Retention rates of certificate or degree-seeking first-time full-time undergraduate students 	<ul style="list-style-type: none"> NWTC Website www.nwtech.edu/finaid.htm Paper copy available upon request in the Financial Aid Office U.S. Dept of Ed's College Opportunities On-Line website: www.nces.ed.gov/collegenavigator
What: Campus Security Report When: Annually by Oct. 1 To: Enrolled Students Current Employees When: Upon Request To: Prospective Students Prospective Employees When: With Job Application, Upon Request To: U.S. Dept of Education When: Annually by date specified	<ul style="list-style-type: none"> Crime statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authority or local police. Policies concerning the security of and access to campus facilities and procedures to report campus crimes Disciplinary actions imposed for the possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws Emergency Response and Evacuation Procedures Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures 	<ul style="list-style-type: none"> Student Handbook Consumer Information Handbook Board of Education Policy Manual Campus Security Annual Report NWTC Website www.nwtech.edu/security.htm Paper copy available upon request in the Financial Aid Office www.ope.ed.gov/security
What: Drug and Alcohol Abuse Prevention To: Enrolled Students When: Annually first day of class and Upon Request To: Current Employees When: Annually included with first paycheck of the school year and Upon Request	<ul style="list-style-type: none"> Information on preventing drug and alcohol abuse Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees A description of the health risks associated with the use of illicit drugs and alcohol A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution 	<ul style="list-style-type: none"> Student Handbook Consumer Information Handbook Drug Free School and Workplace Handbook Paper copy available upon request in the Financial Aid Office NWTC Website www.nwtech.edu/drug-ed.htm
What: Gainful Employment To: Prospective Students Enrolled Students When: Annually first day of class and Upon Request	<ul style="list-style-type: none"> Information on graduation rates, the median debt of students completing the program, program costs, placement, types of employment, etc. 	<ul style="list-style-type: none"> Student Handbook Consumer Information Handbook Paper copy available upon request in the Financial Aid Office NWTC Website www.nwtech.edu/gainful.htm
This notice is distributed annually to all current and prospective students. It is also located on the NWTC website and in the Student and Consumer Information Handbooks. Additional paper copies of this notice and all handbooks are available in the Financial Aid Office, the Central Office, the Counselor's Office, and on the NWTC website at www.nwtech.edu .		



ALVA CAMPUS CALENDAR FOR 2015-2016

AUGUST 3.....	FIRST DAY OF CONTRACT
AUGUST 3-4	SUMMER CONFERENCE IN TULSA
AUGUST 5.....	PROFESSIONAL DEVELOPMENT
AUGUST 6-7, 10	WORK DAYS
AUGUST 11.....	IN-SERVICE
AUGUST 12-14; 17-18.....	WORK DAYS
AUGUST 19.....	FIRST DAY OF SCHOOL
SEPTEMBER 7	LABOR DAY – CAMPUS CLOSED
OCTOBER 14.....	END OF 1 ST QUARTER (40 DAYS)
OCTOBER 15-16.....	FALL BREAK – CAMPUS CLOSED
OCTOBER 19.....	1 ST DAY OF 2 ND QUARTER
NOVEMBER 25-27	THANKSGIVING BREAK – CAMPUS CLOSED
DECEMBER 22	END OF 2 ND QUARTER (44 DAYS)
.....	END OF 1 ST SEMESTER (84 DAYS)
DECEMBER 23 – JANUARY 1, 2016	CHRISTMAS BREAK – CAMPUS CLOSED
JANUARY 4, 2016	PROFESSIONAL DAY – NO STUDENTS
JANUARY 5, 2016	1 ST DAY OF 3 RD QUARTER
.....	2 ND SEMESTER BEGINS
FEBRUARY 15, 2016.....	PROFESSIONAL DAY – NO STUDENTS
MARCH 10	END OF 3 RD QUARTER (47 DAYS)
MARCH 11	STAFF WORKDAY – NO STUDENTS
MARCH 14-18	SPRING BREAK – CAMPUS CLOSED
MARCH 21	1 ST DAY OF 4 TH QUARTER
MARCH 25	HOLIDAY – CAMPUS CLOSED
MAY 20.....	END OF 4 TH QUARTER (44 DAYS)
.....	END OF 2 ND SEMESTER (91 DAYS)
.....	TOTAL SCHOOL YEAR (175 DAYS)
MAY 30.....	MEMORIAL DAY – CAMPUS CLOSED
MAY 31.....	LAST DAY OF CONTRACT

PROFESSIONAL DAYS

SUMMER CONFERENCE	AUGUST 3-4	2
PROFESSIONAL DAY	AUGUST 5	1
WORK DAY	AUGUST 6-7	2
WORK DAYS	AUGUST 10; 12-14; 17-18	6
INSERVICE DAY	AUGUST 11	1
PROFESSIONAL DAY	JANUARY 4	1
STAFF WORKDAY	FEBRUARY 15	1

DAYS NOT TAUGHT

LABOR DAY	SEPTEMBER 7	1
FALL BREAK.....	OCTOBER 15-16	2
THANKSGIVING	NOVEMBER 25-27	3
CHRISTMAS	DEC 23- JAN 1	8
SPRING BREAK	MARCH 14-18	5
HOLIDAY.....	MARCH 25	1
MEMORIAL DAY	MAY 30	1

SCHEDULE FOR SCHOOL DAY

8:05 A.M. - 11:05 A.M.....	MORNING SESSION
11:05 A.M. - 12:30 P.M.....	NOON HOUR
12:30 P.M. - 3:30 P.M.....	AFTERNOON SESSION



FAIRVIEW CAMPUS CALENDAR FOR 2015-2016

AUGUST 3.....	FIRST DAY OF CONTRACT
AUGUST 3-4	SUMMER CONFERENCE IN TULSA
AUGUST 5.....	PROFESSIONAL DEVELOPMENT
AUGUST 6-7, 10	WORK DAYS
AUGUST 11.....	IN-SERVICE
AUGUST 12-14; 17-18.....	WORK DAYS
AUGUST 19.....	FIRST DAY OF SCHOOL
SEPTEMBER 7	LABOR DAY – CAMPUS CLOSED
OCTOBER 14.....	END OF 1 ST QUARTER (40 DAYS)
OCTOBER 15-16.....	FALL BREAK – CAMPUS CLOSED
OCTOBER 19.....	1 ST DAY OF 2 ND QUARTER
NOVEMBER 25-27	THANKSGIVING BREAK – CAMPUS CLOSED
DECEMBER 22	END OF 2 ND QUARTER (44 DAYS)
.....	END OF 1 ST SEMESTER (84 DAYS)
DECEMBER 23 – JANUARY 1, 2016	CHRISTMAS BREAK – CAMPUS CLOSED
JANUARY 4, 2016	PROFESSIONAL DAY – NO STUDENTS
JANUARY 5, 2016	1 ST DAY OF 3 RD QUARTER
.....	2 ND SEMESTER BEGINS
FEBRUARY 15, 2016.....	PROFESSIONAL DAY – NO STUDENTS
MARCH 10	END OF 3 RD QUARTER (47 DAYS)
MARCH 11	STAFF WORKDAY – NO STUDENTS
MARCH 14-18	SPRING BREAK – CAMPUS CLOSED
MARCH 21	1 ST DAY OF 4 TH QUARTER
MARCH 25	HOLIDAY – CAMPUS CLOSED
MAY 20.....	END OF 4 TH QUARTER (44 DAYS)
.....	END OF 2 ND SEMESTER (91 DAYS)
.....	TOTAL SCHOOL YEAR (175 DAYS)
MAY 30.....	MEMORIAL DAY – CAMPUS CLOSED
MAY 31.....	LAST DAY OF CONTRACT

PROFESSIONAL DAYS

SUMMER CONF TULSA.....	AUGUST 3-4	2
PROFESSIONAL DAY.....	AUGUST 5	1
STAFF WORK DAYS	AUGUST 6-7, 10, 12-14, 17-18	8
IN SERVICE DAY.....	AUGUST 11	1
PROFESSIONAL DAYS.....	JANUARY 4, FEBRUARY 15	2

DAYS NOT TAUGHT

LABOR DAY	SEPTEMBER 7	1
FALL BREAK.....	OCTOBER 15-16	2
THANKSGIVING	NOVEMBER 25-27	3
CHRISTMAS	DEC 23- JAN 1	8
SPRING BREAK	MARCH 14-18	5
HOLIDAY.....	MARCH 25	1
MEMORIAL DAY	MAY 30	1

SCHEDULE FOR SCHOOL DAY

8:20 A.M. – 11:20 A.M.....	MORNING SESSION
11:20 A.M. – 12:20 P.M.....	NOON HOUR
12:20 P.M. – 3:20 P.M.....	AFTERNOON SESSION