

WELCOME - BIENVENIDOS

At Western Tech, this word is more than a simple greeting; it represents the open door to all those who wish to enjoy a real-world experience in a professional school. It is a belief that is embodied by each and every staff member from the time a student first contacts us, through graduation and ongoing career assistance. Family-owned and operated for over three generations and forty-five years, Western Tech began as a place where students could translate their passions into careers they loved to pursue. The real-world approach is one of the many reasons our graduates have found success in their careers.

Education is more than words in a book or information that can be found on a computer. It is a combination of hands-on experience, traditional classroom work, and industry-specific career development. Western Tech utilizes high-tech facilities and equipment, combined with instruction given from our highly qualified instructors that prepares students with the skills that are applicable the first day on the job. The school's owners and administrators pledge to provide high quality facilities, equipment, and instructors for the specialty areas that are offered.

Finally, Western Tech stands by its students and is committed to supporting them from the time of first contact, during their program of study and on through graduation and employment. In order to ensure our graduates are successful beyond graduation, Western Tech makes available ongoing career assistance and provides opportunities for graduates to refresh and update their technical skills.

Western Tech is a total package of expert instruction and student support.

The Staff, Faculty, and Students welcome you to

Western Tech!

OUR MISSION

The Mission of Western Technical College is to: Provide quality training and education in a caring, professional environment that prepares new students and working adults with the skills they need to succeed and advance in their chosen careers.

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INTRODUCTION

Western Tech has several thousand employers and other guests on campus every year. They visit almost every day. They come to interview and hire Western Tech graduates. That will be YOU sooner than you realize. What kind of impression do you want to make on the person that will be signing your paycheck? All these college policies that you are about to discuss are about what kind of impression you want to make on the person who will someday be interviewing you for your first job out of college. What kind of impression do you want other students to make on that person?

Let's take a couple of hypothetical examples:

- 1) **Employer A** needs some techs and has heard good things about Western Tech. After a phone call to our Career Services Department he is very excited to visit and tour the college and interview some students. As he pulls into the driveway to the college he sees the impressive campus and thinks, "Wow, this is the real deal!". He is greeted by the front desk staff and Lovely Lolita from career services shows him around the school. He sees students in classrooms equipped with the latest in teaching technology and students who are really engaged in the learning process. He sees real world equipment in the professionally equipped shop and lab areas, but most of all he sees students who are dressed like professionals and who are busy with their projects. They appear to be learning about how to take care of customers' equipment. He interviews several and extends job offers to them. They accept the offers and have interesting, good paying careers and the employer returns many times over the years to Western Tech and hires dozens of grads for great jobs. Bottom line - You win - everyone wins!
- 2) **Employer B** has a different experience. When he drives on campus he is almost hit by a student driving recklessly in the parking lot. As he walks up to the front door he encounters a group of students laughing, talking and smoking as they "hang out" in front of the building. He has to say "excuse me" as he tries to get to the front door. During his tour he sees students with their shirt tails out and their clothes look like they hadn't washed them for a month. Some students are working on their projects but others are standing around talking and wasting time. As he passes the classrooms he sees a student sleeping and another looking at inappropriate material on his computer. His impression of Western Tech students is very negative and the outcome is entirely different from that of Employer A. Instead of hiring dozens of students over many return visits, Employer B leaves here believing he doesn't want people like the ones he saw here working for him, and so he goes somewhere else to find his employees. Bottom line - You lose - everyone loses! But you, the student, lose the most because you lose the entire reason you came to school here.

You have a lot of control over what kind of experience employers and other visitors have at Western Tech. The following policies are guidelines to help us make the kind of impressions you want to make on them so they will hold the college in high esteem and hire graduates from here. Please do your part by having the good sense and maturity to abide by the policies and encourage others to do the same. Their actions affect your future and your career.

WESTERN TECHNICAL COLLEGE STUDENT HANDBOOK

POLICIES AND STANDARDS

ATTENDANCE

Addendum to Student Attendance Policy

Western Tech prepares students for employment, therefore Western Tech holds students accountable. Western Tech requires students to attend classes regularly and on time, otherwise there are consequences. There are no excused absences. Any legitimate reason (with proper documentation) may result in make-up hours. This is only authorized by the program director. Students that are late or fail to come to class are required to contact their instructor and/ or program director if they are absent or late. Failure to do so may result in loss of professionalism points to suspension. The infraction and the discipline are at the discretion of each department.

Attendance Policies

In order to better prepare students for employment, by developing good habits, it is essential that absenteeism and tardiness be kept to an absolute minimum. Western Tech strives to enforce attendance policies which require students to regularly and punctually attend class. All absences and tardiness are recorded regardless of the reason.

Tardy Policy

Students will be deducted time to the nearest quarter for coming in late to class and from breaks and for leaving early for the day. If a student arrives any time after 8:00 a.m., but before 8:15 a.m., the student will be charged 15 minutes. If the student arrives after 8:15 a.m. but before 8:30 a.m., the student will be charged for 30 minutes, and so on. The same applies when a student leaves class for any reason.

All tardies are reported by the instructor to the registrar and will be used as part of the overall attendance percentage. A student can end up on attendance probation without having missed a day of school if the tardies accumulate. Furthermore, instructors have the authority to request work at the start of class, and students arriving late may end up with a lesser grade or a zero for a grade, depending on the policy laid out by the instructor. Instructors can further schedule quizzes and exams at the start of class. Students arriving late may also be subject to receiving a lesser grade or a zero, depending on the class policy. Students missing 30% of an entire course may be required to retake the course in its entirety. It's important to arrive to school on time, and not leave class early.

The College will evaluate each student's attendance at the end of each course. In cases of excessive absenteeism or tardiness, the College may take disciplinary action prior to the end of a course. Students who exceed 15% of the first course of their program may be dropped due to not meeting the cumulative attendance percentage requirements. Students who miss more than 15% of their scheduled classes after the first course will be placed on attendance probation for the following course. A student

missing over 15% of scheduled classes during the probationary course may be terminated from the College. Student is at risk of being terminated when his/her absences exceed 15% of the total cumulative hours in the program. Authorized Leaves of Absence (LOA) will not be included in the attendance percentage of a course.

Any student who is absent five (5) consecutive college days without an approved leave of absence will automatically be terminated. Any student who is terminated for unsatisfactory attendance may not re-enter college before the start of the next grading period, and will only be readmitted if the factor(s) contributing to the poor attendance has been resolved to the College's satisfaction. A student who was terminated for violating the attendance policy and that is readmitted will be placed on attendance probation for at least one course.

College holidays and scheduled annual breaks are not considered days of absence. However, the Veterans Administration regulations require that all scheduled school breaks be reported.

Attendance Policy for Business Students

If a student misses 15% or higher in any course in the first term, they will be dropped.

If a student misses 15% or higher in the following terms, they will be placed on attendance probation for the following term.

If during the probationary term, the student misses 15% or higher they may be dropped.

Additionally, a student is at risk of being dropped when his/her absences exceed 15% of the total cumulative hours in the program. Authorized Leaves of Absence (LOA) will not be included in the attendance percentage of a course.

Any student who is absent five (5) consecutive college days without an approved leave of absence will automatically be dropped. Any student who is dropped for unsatisfactory attendance may not re-enter college before the start of the next grading period, and will only be readmitted if the factor(s) contributing to the poor attendance has been resolved to the college's satisfaction. A student who was dropped for violating the attendance policy and that is readmitted will be placed on attendance probation for at least one grading period.

MAKE-UP WORK & HOURS

At its discretion, the College may allow a student, who for reasons acceptable to the College, is experiencing non-repetitive, extreme attendance problems, to make up essential coursework previously missed due to absenteeism. It is the student's responsibility to contact his/her department program director and instructor to arrange for any make-up work & hours. **No more than 5% of the total program clock hours can be made up.** In the event that a student misses a significant amount of hours in a course, the instructor may determine that's in the best interest of the student to repeat the entire course.

All make-up work & hours must:

1. Be approved by the Instructor and department Program Director.
2. Be supervised by an instructor approved to teach the subject matter being made up.
3. Require the student to demonstrate the same level of knowledge and competence expected of a student who attended the scheduled class session.
4. Be completed within two weeks following the date of the absence or the date in which the student returns to college.
5. Be documented by the instructor as being completed. The documentation should include the date, time, duration of the make-up session, as well as the name of the supervising instructor.
6. Be signed and dated by the student and the instructor to acknowledge the make-up session.
7. Be documented using a make-up time form.

Massage Therapy Attendance, Tardy & Make-Time Policy

Students enrolled in the Massage Therapy program are required by the Texas Department of State Health Services (TDSHS) to attend 100% of the program. Therefore, all absence time must be made up. No more than 15 % of the total program hours can be made up or 15% of a portion of the program if the student enrolls in less than the total minimum 500 hour requirement. Make-up time shall not be authorized for the purpose of removing an absence. All make up time shall be made up no later than five (5) scheduled school days after date of absence. Failure to make up time within this time frame will affect student's final grade for that grading period. Students missing 20% in an entire course may be required to take the course in its entirety. The course may be taken in a different class schedule if available. There may be an additional cost. This is handled on a case by case basis.

A student entering the classroom after initial roll is taken, and/or upon returning late from break, will be required to make up the time missed. There is no grace period for late arrivals.

Massage Therapy make-up work & time must:

1. Be approved by the instructor and department Program Director.
2. Be supervised by an instructor approved to teach the subject matter being made up.
3. Require the student to demonstrate the same level of knowledge and competence expected of a student who attended the scheduled class session.
4. Be completed within 5 days following the date in which the student returns to class.
5. Be documented by the instructor as being completed. The documentation should include the date, time, and duration of the make-up session, as well as the name of the supervising instructor and be signed and dated by the student and the instructor to acknowledge the make-up session.

Note: Not completing make-up time within the deadlines will result in professionalism grade being affected. See program director for specific information.

LEAVES OF ABSENCE (LOA)

A leave of absence (LOA) is a temporary interruption in a student's program of study and should only be requested in emergencies and extenuating circumstances including but not limited to; medical reasons, military service, or jury duty. In order to request a LOA, the student must submit a signed, written request to the registrar. The written request should include the reason for the LOA and the amount of time needed. All LOAs must have prior approval by the students' current instructor, program director, and by a financial aid officer. A financial aid officer must be involved in the LOA process before the student is allowed to leave.

Leaves of absence shall be reasonable in duration, preferably not to exceed 45 calendar days. Western Tech highly discourages any requests for an additional leave of absence; however, Western Tech may grant more than one LOA in the event that an unforeseen circumstance arises, such as medical reasons, military service, or jury duty. The LOA, together with any additional leaves of absence, must not exceed a total of 120 days in any 12-month period.

It will be left to the discretion of the program director and instructor whether the student may attempt to complete the required make-up work and challenge the course exam for credit. If not approved, the student will be required to retake the course in its entirety. Due to the sequential nature and prerequisites of many of the courses in each respective program, students may be required to return to the same point in their studies in which they began their LOA. If approved, contingent on course scheduling and availability, the student may be required to: (1) audit classes until they can return to the point of study in which they began their LOA, (2) attend a different schedule, or (3) double class loads by attending multiple schedules.

All Students:

- Retaking a course may affect the student's graduation date and depending on course schedules and availability, may require the student to change class schedules for the remainder of their training.
- Students on a LOA remain in Active Status; therefore, they are still obligated to maintain payments due to Western Tech.

In order to graduate, a student's cumulative absences (not including Leave Of Absence) must not exceed 15% of the total program hours.

Veteran Leave of Absence Policy

All LOAs requested by Veterans must be approved by the Program Director, a financial aid officer, and the VA Certifying Official at both campuses. All Chapter 31 students are required to receive authorization for a Leave of Absence from their designated Vocation Rehabilitation Counselor before they are granted an LOA. Any student requesting a Leave of Absence (LOA) will be notified that their veteran benefits *may* be suspended until they have returned which at that time; the veteran will be reinstated and recertified. Veterans are encouraged NOT to take an LOA in the middle of the course but rather at the end of the course. If a veteran requests an LOA in the middle of the course, the veteran will be responsible to pay back the money received for that course if the grade results in an incomplete.

Furthermore, upon recertification, it can take up to two (2) months for the Veterans Affairs office to get the student back into the system resulting in a delay of the first payment.

Leave of Absence (LOA) Massage Therapy Only

Students requesting a leave of absence must do so in writing. LOAs' must be approved by program director and/or campus director. A leave of absence for reasonable purposes acceptable to the massage therapy educational program shall not exceed the lesser of 30 school days or 60 calendar days. A student shall be granted only one leave of absence for each 12-month period. If the LOA was in excess of 20% of a single course (not necessarily the progress report period), the student may be required to retake the entire course. There may be an additional cost to retake the course. LOA's or absences equaling less than 15% of a single course, require the student to make up each and every hour (where applicable) in order to meet the prescribed minimum state requirements from the programs regulatory body, the Texas Department of Health Services (TDSHS). Leaves of Absence and retaking a course may affect the student's graduation date and/or will require the student to change class schedules for the remainder of the training until completion of the program.

Massage Therapy Only

Students enrolled in the Massage Therapy Program are required by the Texas Department of State Health Services (TDSHS) to attend 100% of the program. Therefore, all absence time must be made up. No more than 15 % of the total program hours can be made up or 15% of a portion of the program if the student enrolls in less than the total minimum 500 hour requirement. **Make-up hours shall not be authorized for the purpose of removing an absence.** All make up time shall be made up no later than five (5) scheduled school days after date of absence. Failure to make up time within the allotted time frame will affect student's final grade for that grading period. Late arrivals to class will constitute an absence for the amount of hours missed. There are no grace periods. Students missing 20% in an entire course may be required to take the course in its entirety. The course may be taken in a different class schedule and/or upon availability at no additional cost. This is handled on a case by case basis.

A student entering the classroom after initial roll is taken, and/or upon returning from late from break, will be required to make up the time missed. There is no grace period for late arrivals. Please see the Make-Up Time Policy in the school catalog.

Standard Western Tech protocol will be followed in regards to the Attendance and Leave of Absence policies, however with some variations that are specific to the Massage Therapy Program. Those variations can be found in the Massage Therapy Program section of this catalog and on the Western Tech website, www.westerntech.edu.

Massage Therapy Specific Requirements

While enrolled in the program, if a student's health status changes which prevents the student from safely, actively and satisfactorily performing all of the technical requirements of the program or creates a safety or health risk for themselves, other students, Western Tech staff/faculty and or internship clients, the student may be asked to take a Leave of Absence from the program until such time that the student's health status allows him or her to fully, actively and satisfactorily meet the technical requirements. This educational program is not designed to address or treat existing health conditions of

any kind. Attendance and Leave of Absence policies standard to Western Technical College are applicable. This will be handled on a case by case basis.

WITHDRAWAL

If a student should elect to withdraw from his/her program for any reason before the completion of his/her training, the student is required to inform Western Tech in writing, of his/her intentions.

Notification must be delivered to the college director prior to withdrawing.

DROP & TERMINATION / READMITTANCE

Students who have dropped from the college or have been terminated for violation of the College policies and standards, attendance or academic issues may request consideration for re-admittance by writing a letter to the School Director specifically explaining the following:

1. What variables prevented them from maintaining satisfactory attendance, academic requirements or adhering to the Western Tech policies and standards.
2. What has been done to correct the issue(s).
3. What can the college expect from the individual if allowed to return.

Students will only be allowed to restart once in the same program. The student must also be able to demonstrate that he/she has the financial resources to complete the program.

APPEALS

A student has the right to appeal depending on the nature and severity of the situation, as noted in the Student Handbook Code of Conduct. The student will be required to do the following:

1. Submit a letter to the attention of the Campus Director, detailing the issues that surrounded the dismissal.
2. Request an appeal of the decision rendered, with reasons stating why WTC should reconsider
3. The letter can be mailed or presented in person, and **MUST** be signed by the student. Letters sent by email **WILL NOT** be accepted.
4. Letters must be sent within 10 days from the day of dismissal in order to be considered.

Upon the Campus Director receiving the letter, the student will be notified within 48 hours by the Campus Director who will determine if the violation merits further action or not.

In most cases, a panel will be assembled.

NOTE: If student is allowed back in school, the student may or may not end up in the same classroom, and may have to consider a different schedule, or a different start date for the following class. This decision is at the discretion of the Program Director and Campus Director.

STUDENT ACADEMIC PROGRESS (SAP)

Academic Progress and Financial Aid

The Western Tech Academic Progress Policies apply to all students, regardless of whether they are recipients of federal financial aid. Financial aid applicants are also subject to a separate policy on Academic Progress for Financial Aid Eligibility. A student's academic status for financial aid eligibility has no impact on the student's status under the general Academic Progress Policy.

A student who is dismissed for any reason under the school's Academic Policies as outlined above (and is thus no longer in attendance) consequently loses eligibility for financial aid because of the discontinuance. A formerly dismissed student who is re-admitted regains eligibility for financial aid, provided the student's academic record is in compliance with the policy on Academic Progress for Financial Aid Eligibility.

Attendance Symbols Used by Faculty

Below is a list of symbols used by the College to document attendance for students. Attendance is recorded by the instructor and posted on a daily basis.

P – Present

A – Absent

P Number of Hours Present

Example: P3 = Student was present for 3 hours.

W – Withdrawn

TI – Transferred IN

TO – Transferred Out

LOA – Leave of Absence

LDA – Last Day of Attendance

I – Incomplete

M – Make Up

SI – Sit In

ACADEMIC GRADING SCALE

Numeric	Scale	Letter
98 – 100	4.0	A+
94 – 97.9	4.0	A
90 – 93.9	4.0	A-
88 – 89.9	3.75	B+
84 – 87.9	3.5	B
80 – 83.9	3.0	B-
78 – 79.9	2.75	C+
74 – 77.9	2.5	C
70 – 73.9	2.0	C-
68 – 69.9	1.75	D+
64 – 67.9	1.5	D
60 – 63.9	1.0	D-
BELOW 60	0	F

- ITEM #1** The heading of the progress and attendance report identifies the report as such and gives the name of our school.
- ITEM #2** This item reflects the start and end dates of the grading period.
- ITEM #3** This information identifies the student as the recipient of the report by name, student identification number, and date of birth. This also indicates the program in which the student is enrolled, the student’s start date, and completion date.
- ITEM #4** This item lists the phase in which the student was enrolled for that grading period.
- ITEM #5** This example shows the individual grades the student earned in Homework/Quiz, Performance/Lab, Professionalism/Safety, Midterm Exam, and Final/Exam during this grading period. In order to get one grade for the course, the grades are averaged. Each individual grade is weighted in order to derive a course grade. When adding all percentages, the total will be 100%. The weights of each grade will vary with each course.
- ITEM #6** This item reflects the final grade received for the course.
- ITEM #7** This item shows the final grade point average (GPA) for the phase. In order to calculate the GPA and the CGPA (item #8), a variable called “Quality Points” is used. Quality points are the product of grade points granted for a course and the number of credit hours for that course. Looking at our example, John Doe achieved the following:

Course	Credit Hours	Grade	Quality Points
IT 701	4.5	95=A=4.0	3.0x4.5=13.50

The GPA is now calculated by dividing the total number of quality points by the total number of credit hours during this phase.

$$\text{GPA} = 13.50 / 4.5 \qquad \text{GPA} = 3.0$$



Western Technical College -
Diana

Progress Report Card

Course Period From 6/17 To 8/5

#1

#2

Name: John / Jane Doe
StudentID: 2003WTD0327
Program: Medical/Clinical Asst.
Schedule: Day

#3

DOB:
Start Date: 8/21
Graduation Date: 5/20

Courses Scheduled	Individual Grades	Course Grades
AP 101 MCA #4 5.5	#5 FINAL EXAM 95.20 HOMEWORK/QUI 98.09 MIDTERM EXAM 96.00 PERFORMANCE/L 96.12 PROFESSIONALI 100.00	#6 96.95

GPA: 4.00 #7 CGPA: 4.00

Course Credits Scheduled: 5.5
Cumulative Credits Scheduled: 5.5

#8

Course Credits Earned: 5.5
Cumulative Credits Earned: 5.5

Course Hrs. Scheduled	Course Hrs. Attended	Absences	% Attendance
100	100	0	#9 100.00
Cumulative Hrs. Scheduled 100	Cumulative Hrs. Attended 100	0	100.00

#10

Congratulations

As a result of your excellent overall performance, you have been placed on the Directors Honor Roll for this period.

ITEM #8 This item shows the cumulative grade point average (CGPA). The CGPA is calculated similarly to the GPA, but it also includes all previously taken phases divided by the sum of credit hours of this phase and all previously taken phases.

ITEM #9 This item shows the student's attendance record. It shows the Phase Hours Scheduled and the phase hours attended. The student's overall attendance for that phase is calculated on a percentage basis. The last line of #9 shows the student's cumulative hours scheduled and cumulative hours attended since the student started school. The student's cumulative, or overall, attendance for that phase is calculated by dividing the total hours attended by the total hours scheduled.

Please note that the school does not give the student an attendance grade; we merely report the student's attendance.

ITEM #10 THIS IS RESERVED FOR COMMENTS. THE STUDENT MAY BE INFORMED OF PROBATIONARY STATUS, ACHIEVING DIRECTOR'S HONOR ROLL, OR ANY OTHER SPECIAL RECOGNITION OR SITUATION.

SATISFACTORY PROGRESS

Upon completion of each course, all students will be able to access their progress report through the student portal. Students must achieve and maintain a CUMULATIVE grade point average (GPA) of 2.0 in all courses, and all course work must be satisfactorily completed to be eligible for graduation.

UNSATISFACTORY PROGRESS

If a student's GPA falls below 2.0 at the end of the first course, the student will be dropped from the program for not meeting the GPA requirements. If a student's GPA falls below a 2.0 at the end of any course after the first, the student will be placed on academic probation for the following course. If a student fails to achieve the required GPA of 2.0 while on probation, it may be extended for a second course during which the student's CUMULATIVE GPA is 2.0 or higher. A student failing to achieve the required GPA during this time will be terminated.

Students on academic probation are given written notification that if the unsatisfactory progress continues, it will result in their termination from College.

A student whose enrollment was terminated for unsatisfactory progress may be re-entered after a minimum of one (1) grading period. A student who returns after the enrollment was terminated for unsatisfactory progress shall be placed on academic probation for the next grading period.

Students who miss their final for the course are required to prove (or demonstrate) that an emergency occurred preventing them from being present at the exam, otherwise students will receive a ZERO. Students who miss an exam for a death in the family, jury duty or while on an authorized leave of absence (LOA) will be allowed to take a make-up exam for full credit.

Students receiving an "F" grade must repeat the failed course in order to receive credit. It is at the discretion of the Program Director to allow the student to continue until the course becomes available.

No make-up work will be allowed on missed or failed "pop quizzes" or open book tests.

The student will be required to demonstrate an entry-level degree of proficiency in each competency which has been warranted during the course it is taught. An inability to achieve the required level of competency in the warranted skills will prevent the student from being able to advance into the next course or graduate.

Academic Policy for Business Students

If the term GPA for the first term falls below a 2.0, the student will be dropped.

After the first term, if the term GPA falls below a 2.0, the student will be placed on academic probation.

If during the probationary period, the term GPA falls below a 2.0 but the CGPA is above a 2.0, the student may be placed on a second academic probation.

If during the second academic probation, the student falls below a term and CGPA of 2.0, the student will be dropped.

Physical Therapist Assistant Specific Requirements

Standard Western Tech protocol will be followed with regard to the Satisfactory and Un-Satisfactory Progress policies, however with some variations that are specific to the Physical Therapist Assistant Program. Those variations can be found in the Physical Therapist Assistant Program section of the Western Tech school catalog and on the Western Tech website, www.westerntech.edu.

Massage Therapy Program Specific Requirements

Standard Western Tech protocol will be followed in regards to the Satisfactory and Un-Satisfactory Progress policies, however with some variations that are specific to the Massage Therapy Program. Students will receive a report card at the end of each course as well as a Progress Report Card at the end of a specific grading period, which constitutes bundled courses at specific times throughout their enrollment.

Course Repeats (Effective 10/1/16)

Students who are required to repeat a failed course will not be charged for their first retake within their program of study. If a student is required to repeat any additional course/s beyond the first retake, the student will be charged 50% of the cost of tuition for that course.

Military Obligations, Attendance, and Make-up Work:

Many students choose to serve while pursuing their education. Standing by its reputation as a military friendly school, it is the policy of Western Tech to accommodate a student's continuing service.

For members of the National Guard and Reserves, there may be times when students might miss a class or two due to a weekday drill or similar military training. If orders are not issued, the student must contact the registrar and bring a signed letter (usually from the unit CO) that specifically outlines the date(s) on which the student was in a military status. The registrar, upon verifying the letter, will send a clearance notification via email directly to the student. The student will then submit the letter to the instructor, either in person or through email.

It cannot be emphasized enough that students are responsible to keep their course instructor(s), program director, registrar, and VA certifying official informed of all military absences in order to agree upon and document make-up work or a leave of absence.

Medical Clinical Assistant with X-Ray Technology Program Only:

To successfully complete the Non-Certified X-Ray Technology course students must attend 100% of Non-Certified X-Ray course. Therefore, all absence time must be made up. **Make-up work shall not be authorized for the purpose of removing an absence.** All make up time shall be made up no later than five (5) scheduled school days after date of absence. Failure to make up time within the allotted time frame will affect student's eligibility to register with the Texas Department of State and Health Services / TDSHS. Late arrivals to class will constitute an absence for the amount of hours missed. There are no grace periods. Students missing 30% in an entire course will be required to take the course in its entirety. The course may be taken in a different class schedule and/or upon availability.

GRADE LEVELS

Students attending Western Tech should consider themselves as having advanced beyond post-secondary freshman grade level upon successful completion of a minimum of twenty-four (24) semester hours and thirty (30) weeks of training. Each additional twenty-four (24) semester hours and thirty (30) weeks of successful training represent advancement beyond the next grade level.

STUDENT SUPPORT SERVICES

The purpose of the Student Support Services is to provide assistance to students that may be experiencing difficult life situations while enrolled at Western Tech. Available resources to students include:

- Federal Work Study Job Opportunities
- Transportation
- Housing Issues
- Tutoring
- Local Health Clinics
- Testing Center

Student Support Services partners with individual organizations, agencies, and companies throughout the region to provide employment opportunities, community resources and volunteer activities that will assist students in their educational process.

Learning Resource Center

The Learning Resource Center (LRC) is available to both current students and graduates of Western Tech. The LRC provides instruction, services, and materials to help enhance academic growth and personal enrichment to help support the college's mission. The center provides a range of services for faculty as well as for students and alumni including but not limited to the following:

- Book borrowing and searching capabilities
- Online catalog
- Online databases

LEARNING RESOURCE CENTER HOURS OF OPERATION

MAIN CAMPUS

7:00 a.m. - 10:00 p.m. Monday through Thursday
7:00 a.m. - 4:30 p.m. Friday

LIBRARIAN HOURS

4:15 p.m. - 6:45 p.m. Monday and Wednesday

LIBRARIAN ASSISTANT HOURS

8:00 a.m. - 5:00 p.m. Monday
8:00 a.m. - 8:00 p.m. Tuesday
8:00 a.m. - 5:00 p.m. Wednesday
8:00 a.m. - 5:00 p.m. Thursday
8:00 a.m. - 1:00 p.m. Friday

BRANCH CAMPUS

7:00 a.m. - 10:00 p.m. Monday through Thursday
7:00 a.m. - 4:30 p.m. Friday

LIBRARIAN HOURS

4:15 p.m. - 6:45 p.m. Tuesday and Thursday

LIBRARY ASSISTANT HOURS

8:00 a.m. - 5:00 p.m. Monday
8:00 a.m. - 5:00 p.m. Tuesday
8:00 a.m. - 5:00 p.m. Wednesday
8:00 a.m. - 7:00 p.m. Thursday
8:00 a.m. - 1:00 p.m. Friday

Tutoring

Tutoring services are offered for students experiencing difficulty with their studies. Students on academic probation should attend tutoring sessions. This tutoring is offered as a free service for the benefit of students. The Program Directors of each department are responsible for approving and coordinating tutoring between faculty and students. The student must be in good standing with Western Tech, that is, the student must not have excessive absences and must prove diligent in turning in their class work and/or homework.

Housing

Western Tech provides housing options and housing information to all interested students. Prospective students may apply in person to receive information about off campus housing.

Advising

Academic and attendance advising is provided by faculty, program directors, registrars, dean of general education, applied general education coordinator, and campus directors. In regards to non-academic areas, college personnel have a resource directory which may assist students seeking professional counseling for health, finance, legal, or other issues.

Advising services are provided on an individual or small group basis to help students deal with concerns or problems so that he/she may maximize his/her college experience.

Student Insurance

Western Tech provides insurance coverage for injuries to students while attending class or school functions on Western Tech premises and during internship and group activities sponsored by the college. The Policy does not cover students after school. See your Registrar for more information. Western Tech also provides Medical Malpractice insurance for those students in the following programs: Massage Therapy, Medical/Clinical Assistant, Health Information Technology, and Physical Therapist Assistant.

Note: Massage Therapy students acquire student membership liability insurance with Associated Bodywork and Massage Professionals for coverage outside of school hours while students utilize and practice skills outside of class time specifically off campus.

Parking Facilities

The college offers free student parking that is available on a first-come, first-serve basis. Western Tech does not assume any responsibility for vandalism, damage, or theft that might occur to vehicles.

Speeding and reckless driving on college property (parking lot) or adjacent streets will not be tolerated. **THE SPEED LIMIT IS FIVE (5) MILES PER HOUR.** Any student who fails to comply with this standard may be subject to verbal or written reprimand, probation, suspension from classes, or termination from Western Tech depending on the nature and severity of the violation (examples: speeding, recklessness, double parked, parked in visitor or handicapped, fire lanes, driveways, etc.)

Unauthorized or illegally parked vehicles (ex: double parked, parked in visitor or handicap parking) will be towed away at the vehicle owner's expense.

Testing Center

Western Tech offers multiple testing centers for our students and the community alike. We are authorized to provide certification and professional licensure examinations through GED and Pearson Vue testing partners. Main hours of operation are from 8:00 am until 5:00 pm, Monday through Thursday, and 8:00 am through 12:30 pm on Fridays. For more information, please contact a test administrator at (915)566-9621.

Articulation Agreements

For graduates wishing to continue their education, Western Tech has structured articulation agreements with the University of Phoenix and Grand Canyon University. Western Tech graduates may receive both academic and financial credit towards their continuing education. Further detailed information can be obtained from each Campus Director.

Off Campus Counseling

Western Tech does not provide counseling services; however, a Resource Directory is available to students, which provides helpful numbers of centers, agencies and services to assist people in need. Copies of the directory are located in the college director's office and are available upon request.

Awards

Honor Student Awards are given at the end of each grading period to outstanding student(s) in each department. Selections are based on those performance characteristics that employers frequently look for in a graduate: shop/lab grades, exam grades, attendance, shop safety, dependability, cooperation, and initiative. Students who achieve at least a 95% grade average and a 98% attendance will be eligible for Honor Student Awards.

Directors Honor Roll Certificates are awarded at the end of each grading period to students who achieve at least a 90% grade average and a 98% attendance record.

Perfect Attendance Awards are presented to those students who complete each grading period with 100% attendance.

INTERNSHIP/CLINICAL REQUIREMENTS

Students must complete all program requirements before going on internship; to include obtaining required certifications, competency testing, and term papers due. Failure to fulfill this requirement will result in a delayed internship start until the requirement is met.

Internships provide students the opportunity to apply their knowledge and skills learned in school at an actual employer job site prior to graduation. They will improve their new skills by working alongside experienced professionals in the field. During internship students must attend the same work schedule and hours as regular employees at their intern site.

During their internship, students may be required to work up to eight (8) hours per day and will need to adjust their schedules accordingly. Any exceptions must be approved by the internship coordinator.

Each student will be placed into an approved business location relative to his/her field of study. Normally, internships are unpaid.

The internship coordinator will supervise each student's progress. Supervision will consist of reviewing student evaluations provided by the sponsor site and regular intern site visits. The intern site manager or supervisor will complete weekly student evaluations. During this review, any deficiencies indicated will be addressed with the student. The student will work with the internship program

coordinator to establish an individual study program designed to address and correct the areas that may need improvement.

Clinical and internship sites may require drug testing and or background checks prior to the student's scheduled internship/clinical experience. The cost(s) of testing is the responsibility of the student, and the student will be required to make payments in full directly to the college. Drug screens are \$30.00, and background checks are \$32.75.

In the event a student tests positive for illegal drugs, the student will be automatically suspended from his/her program of study for a period of no less than thirty (30) days. At the completion of thirty (30) days, the student will be required to re-take a drug test at their cost. If the drug screen returns negative, the intern coordinator or Academic Coordinator of Clinical Education (ACCE) will be allowed to work with the student to place them at a site. If it returns positive, the student will be dropped from the program. Students will be provided with a resource directory and Western Tech will advise the student to seek counseling. If the student chooses to go through drug counseling, the student may re-apply for their respective program thirty (30) days after termination, given the student can provide proof of having successfully completed drug counseling.

Students from all disciplines are encouraged to be truthful and honest about their backgrounds. In the event the background check reveals any misdemeanor or felony convictions in which the student did not make Western Tech aware of before the check was administered, Western Tech reserves the right to take action against the student, to include, but not limited to suspension or termination from the program. This depends upon the severity of the infraction, and will be determined by the program director, academic dean, and school director.

The student must successfully complete the internship program before he/she will be allowed to graduate.

Internship Dress Code

The Employer /Internship sites may have dress code policies which students are required to abide by. Failure to comply may result in termination of student internship opportunity, which may affect the student's status in his/her educational program. Students may be required to remove any piercings, adjust attire/uniform or cover tattoos/body art to start and complete their internship.

Note: While every effort will be made to schedule internship experiences for students in the evening program to coincide with their school schedule, most companies in the business field operate during regular business hours, which is 8:00 a.m. to 5:00 p.m. Therefore, evening students need to be prepared to attend their internships during morning and/or afternoon hours in order to successfully complete this program requirement.

Massage Therapy Specific Requirements

Standard Western Tech protocol will be followed in regards to the Internship requirements, however with some variations that are specific to the Massage Therapy Program. Those variations can be found in the Massage Therapy Program section of the Western Tech school catalog and on the Western Tech website, www.westerntech.edu.

PROGRAM CHANGES

Any changes to a student's program must be made through the registrar at each campus. Changes affecting the length or attendance schedule of a student's program may have a significant effect on the student's financial arrangements with Western Tech. All program changes are subject to review by the campus director, financial services, student accounts, and program director.

In addition, any student who requests a transfer to a different schedule must receive prior approval from the program director and all changes must be processed through the registrar of that campus. Students are allowed to transfer to a different schedule twice during the length of their program

CURRICULA REVISIONS

The college reserves the right to vary the sequence of courses and revise and/or update curriculum content, textbooks and tool sets as needed, with or without notification.

REFRESHER TRAINING

In order to stay current with ever-changing technological developments in their industry, graduates may return to Western Tech and retake any courses of the program from which they graduated according to the following conditions:

1. Refresher training will be allowed on a "space available" basis only and requires the approval of both the program director and campus director.
2. Graduates may repeat up to three courses in the same program from which they graduated at no tuition charge. Any additional courses may be taken at a charge of 25% of the current tuition rate.
3. To take a new course in the same program from which they graduated, the graduate will pay 50% of the current tuition rate.
4. Graduates must pay the current cost of any and all books, tools, supplies, lab fees, certification test fees, student insurance fee, or any other fees or charges associated with the course or program they are refreshing.
5. Graduates must be in satisfactory standing with Western Tech. For the purposes of this policy, satisfactory standing is defined as a graduate:
 - a. Is current in all their financial obligations to Western Tech and any student loans.
 - b. Has NOT been discharged from a job due to misconduct such as stealing, sexual harassment, substance abuse, etc...
 - c. Has NOT failed nor refused to take an employment related physical due to illegal drug use.
 - d. Did not have any instances of misconduct, suspension, or other significant issues while they were a student at Western Tech.
6. Graduates will be given a transcript indicating a grade for the refresher training completed.
7. Graduates taking refresher training must comply with all Western Tech policies and regulations.

Note: WTC is not required to provide refresher training. As a result, WTC exercises the right in using discretionary measures to determine who is eligible for updates. Specifically, WTC will not allow graduates to return for update training if there is a conflict of interest, i.e. graduate is working for a competitor school.

SEMESTER CREDIT UNITS (TWC & THECB)

A semester credit unit (SCU) earned is defined as the successful completion of fifteen (15) clock hours of theory instruction, thirty (30) clock hours of laboratory instruction, or forty-five (45) clock hours of internship. Each clock hour is at least fifty (50) minutes in length. At least one hour of study time is recommended for each hour of lecture.

All conversions for Semester Credit Units are defined by state regulators; namely Texas Workforce Commission (TWC) and Texas Higher Education Coordinating Board (THECB).

SEMESTER CREDIT HOURS (ACCSC)

Semester Credit Hours are defined by Western Tech's Accreditor, The Accrediting Commission of Career Schools and Colleges (ACCSC), and are approved by the US Department of Education. ACCSC approved SCHs are used Title IV Financial Aid disbursement.

Credit units and credit hours are discussed in detail in the college catalog. We use multiple sources to ensure that the assignment of credit hours conforms to commonly accepted practice in higher education. We use the state's inventory of courses, The Higher Education Coordinating Board's Workforce Education Course Manual that provides guidance for technical courses throughout the state for our AAS degree programs and the Academic Course Guide Manual as a guide for our general education courses. These manuals provide to both public and private institutions accepted thresholds on course length, content, and objectives that are used statewide. We also rely heavily on input from our Program Advisory Committees, who twice a year influence the direction of our offerings by recommending deletions and additions to our program listings. Finally, we rely on employers who hire our graduates. These employers keep us most current because they describe the immediate needs of the workplace.

Physical Therapy Assistant Specific Requirements

Standard Western Tech protocol will be followed in regards to earning Semester Credit Hours, however with some variations that are specific to the Physical Therapist Assistant Program. Those variations can be found in the Physical Therapist Assistant Program section of this catalog and on the Western Tech website, www.westerntech.edu.

TRANSFER CREDIT FOR PREVIOUS EDUCATION, TRAINING, MILITARY, OR WORK EXPERIENCE

Academic Credit

Those who believe they may qualify for academic credit based on previous education, training, or work experience may apply by informing their admissions representative during the enrollment process. The evaluation of credit granted may be done by transcript evaluation, interview, testing or performance, or a combination thereof. Credit granted is documented and cost of the program reduced proportionately. Previous credit decisions must be made prior to a student starting school.

For Applicants who want to Transfer Credits to Western Tech:

1. Applicants who wish to have their previous education and experience reviewed and considered for credit must do so prior to being accepted and starting class. For all academic degree programs, students that have taken general education coursework over the last five (5) years, students may be entitled to course exemption. All course exemptions are determined by the Campus Director at each location.
2. The acceptance of credit for transfer is primarily based on the competencies achieved by the applicant in previously completed coursework, training or employment and whether the competencies reasonably align with the Western Tech coursework and program into which the credit is to be transferred. In addition to transcripts, applicants may be required to provide course descriptions from the school where the coursework was performed, to enable Western Tech to perform a course-by-course evaluation.
3. Additionally, Western Tech may require applicants requesting transfer credit to take oral, written or performance exams or a combination thereof. Applicants must achieve a minimum score of 75% on the exam(s) in order to receive credit.
4. Western Tech does not accept credits listed as “transfer” credits on transcripts from other institutions. Actual transcripts are required for coursework from all institutions previously attended.
5. Western Tech will only consider granting credit for coursework, certifications earned, military or work experience which has occurred within the last five years.
6. If the institution which the applicant previously attended is located within the United States, it must be accredited by an accrediting agency recognized by the United States Department of Education. Transcripts in Spanish from Puerto Rico or other United States territories are acceptable. If the institution is outside the United States, it must be accredited or similarly acknowledged by an agency deemed acceptable at Western Tech’s discretion. Western Tech may also require evaluation of foreign transcripts or credentials by an independent third party at the applicant’s expense.
7. High school graduates may be eligible for an award from high school level coursework based on the articulation agreement between Western Tech and the independent school district from which the student graduated. Western Tech has articulation agreements with most of the school districts in the surrounding area. In order to qualify for the award, a high school course grade must be at least an 80% / B / 3.0.
8. Students receiving credit are not eligible to receive Title IV student financial assistance or Veterans Administration (VA) funding for any coursework for which credit was granted. They may receive student financial assistance or VA funding for all other coursework at Western Tech contingent upon their eligibility.

9. At a minimum, 50% of the credits required for graduation from Western Tech must be earned at Western Tech.
10. Final decisions on transfer credit are made by the campus director.

Massage Therapy Program Specific Requirements

Standard Western Tech protocol is followed in regards to the transfer credit policy but with some variations specific to the Massage Therapy program. Those variations may be found in the Massage Therapy section of this catalog and on the Western Tech website, www.westerntech.edu.

High School Articulation

A high school graduate may be eligible for credit from previous training in high school. WTC has articulation agreements with most of the El Paso school districts, and surrounding areas. The student must receive an 80% or higher on the articulated course(s) for credit purposes.

Alumni Credit

Graduates who wish to take an entire program different than the one they graduated from may do so at 50% of the lesser tuition rate, hours, and course exemptions from the program taken and the program to be taken. The graduate must be in good standing with WTC, to include zero conduct issues with his/her previous program and or student loans.

FOR STUDENTS/GRADUATES WHO WANT TO TRANSFER THEIR WESTERN TECH CREDITS TO ANOTHER INSTITUTION

Other than specific colleges/universities that have formal articulation agreements with Western Tech, it is unlikely that credits earned at Western Tech will transfer to another postsecondary institution. It is the student's responsibility to confirm whether or not credits from Western Tech are accepted by another college. Western Tech does not imply, promise, or guarantee transferability of its credits to any other institution. In the United States Higher Education system, transferability of credit is always determined by the receiving institution, taking into account such factors as course content, grades, accreditation and licensing.

SECTION 504/ADA POLICY

Western Tech does not discriminate admission to programs on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic or auxiliary aids, please contact the Campus Director. You may request academic or auxiliary aids at any time. Each Campus Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance. The College will work

with the applicant or student to determine whether reasonable accommodations can be made and/or are available.

Any qualified individual with a disability requesting an accommodation, auxiliary aid or service should follow the procedure below:

1. Notify the Campus Director in writing of the type of accommodation needed, date needed, and documentation of the nature and extent of the disability. International documentation of disabilities will not be accepted. The request should be made at least four weeks in advance of the date needed.
2. The Campus Director will respond within two weeks of receiving the request.
3. If you would like to request reconsideration of the decision regarding your request, please contact the Campus Director within one week of the date of the response. Please provide a written statement of why and how you think the response should be modified.

STUDENT CODE OF CONDUCT

Any violation of Western Tech policies & standards, including safety violations, abusive language, drinking or illegal use of drugs (on or off campus) may result in suspension or termination. Improper conduct off campus may also result in suspension or termination.

Students are required to follow college policies and standards while attending Western Tech. It is the student's responsibility to conduct himself/herself in a proper and respectable manner while attending the college.

Any student who fails to comply with the conduct standards and policies as published on the Western Tech website, (www.westerntech.edu), may be subject to verbal or written reprimand, probation, suspension, or termination from Western Tech depending on the nature and severity of the violation. Re-admittance following such termination is at the discretion of the college and relative to the nature and severity of the conduct violation. Students should immediately report any conduct violations to their instructor or other school official.

1. A student must not in any way interfere with class instruction and learning and must obey directives of Western Tech faculty and administration.
2. Under no circumstance is any type of food or drink allowed in the classroom. Eating and drinking is allowed in designated break areas. Water will be allowed; however, it must be in a closed container.
3. Use of cellular phones is prohibited in the library, classrooms, labs, and shop areas.
4. The library and Internet are available only for purposes of school projects. Viewing of illicit or inappropriate material or downloading any software is forbidden.
5. A student asking or being asked to visit a staff office for any reason should obtain a sign-out slip from the instructor. The sign-out slip will be completed by the staff member and returned to the instructor. If students follow this procedure, they will not be counted absent for time spent in staff offices conducting official college business.
6. Students are expected to conduct themselves in an orderly manner at all times. Profanity, vulgarity, loud talking, inappropriate discussion or public displays of affection which may cause embarrassment to Western Tech or to fellow students, is prohibited and not tolerated. Students who violate these policies may face disciplinary action.
7. Smoking, the use of E-Cigarettes, Vapors, or any other tobacco products (i.e. chewing tobacco, snuff, etc.) is not allowed in the buildings. Smoking, using E-Cigarettes or vapors, or chewing tobacco is allowed in designated areas, outside break areas only, and not in front of the building.
8. No loitering in front or at entrance of the buildings or in parking areas is allowed.
9. For safety purposes, sport activities are not allowed on college property. (i.e., football, soccer, baseball, Frisbee, etc.)

10. Students are expected to participate in the classroom and lab activities. They must put forth a reasonable effort to learn. “Loafing,” sleeping in class, sitting on work/lab benches, horse playing, and not carrying out instructions are considered types of unsatisfactory conduct.
11. Fighting and gambling on college property are absolutely forbidden.
12. Spouses, children, family members, or friends are not allowed into the classroom unless authorized. The student will be asked to leave with the accompanying member and will be docked for attendance.
13. The unlawful manufacture, distribution, dispensing, possession, use of a controlled substance or alcohol, or the presence of such in your body’s system is prohibited on this institution’s premises.

These “premises” are defined as all school property including building interiors and exteriors, sidewalks, parking lots, privately owned vehicles parked on college premises, as well as desks, lockers, and storage areas. This prohibition applies to students performing any college related tasks, attending school-sponsored functions, including field trips, and internships regardless of location, on or off college premises.

Students are expected to comply with all requirements of the Drug Free Schools Act (detailed information is contained in the student handbook).

14. Possession of a handgun under the authority of the Texas concealed handgun license law is prohibited on college premises. Ammunition, long blade knives (blades over 3" long), and any other type of object that may be construed as a weapon are a violation of college rules and are not permitted. Students possessing weapons are subject to dismissal. Fake or toy guns are also not to be on college premises.
15. Stealing and vandalism are prohibited. Students who commit such violations are subject to automatic dismissal and may be reported to local law enforcement.
16. Any student who willfully damages college property, property belonging to another student, or removes a part(s) from training aids without instructor approval is responsible and liable for repair or replacement costs and is subject to dismissal from Western Tech.
17. Each student is expected to do his/her own work. Presenting work done by others, using dishonest means in taking tests, and aiding in cheating is forbidden and subject to suspension or termination from Western Tech.
18. Safety is everyone’s responsibility. Students may be exposed to many potentially dangerous situations and it is very important that the classroom/lab/shop work areas be kept safe. All Western Tech students are responsible to help keep the school classroom/lab/shop areas clean, dry and orderly.
19. It is forbidden for students and Western Tech employees to fraternize, (socializing, dining, drinking, etc.)
20. It is mandatory for all students to have books, the appropriate tools and tool chips (if applicable) at school daily.
21. Students are prohibited from downloading items on the college’s computers anywhere in the college, unless authorized by the IT Department of Western Tech.
22. Under no circumstance are students allowed or permitted to sell any items (food, beverages, school material, etc.) for personal gain on school property.
23. Solicitation by a student for any cause or organization is prohibited. The distribution of advertising materials, handbills, or any other literature on Western Tech property or via any electronic form of communication by students is prohibited.
24. All students are expected to keep the college environment free from intimidation and harassment regardless of sex, race, age, religion, national origin, and disability or any other protected status.
25. Western Tech is a community of trust whose very existence depends on adherence to standards of conduct. Student conduct that violates these standards is handled by the President. This includes cases involving sexual misconduct and/or sexual assault or attempted sexual assault.

Western Tech seeks to assure that the school maintains a campus free of sexual harassment and intimidation. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's enrollment
- Submission to or rejection of such conduct by an individual is used as the basis for enrollment decisions affecting such individuals
- Such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive environment

Western Tech may report violators to the appropriate authority for civil or criminal action. Western Tech prohibits retaliation of any kind against students who, in good faith, bring sexual harassment complaints or assist in investigating complaints. Exercising rights under this policy does not in any way affect a student's right to seek relief through the Texas Commission on Human Rights, the Equal Employment Opportunity Commission, or in a court of proper jurisdiction for any complaint for which a remedy is provided under state or federal law.

It is the responsibility of each student to be aware of the details of the foregoing policy.

Sex offenses: Victims of sexual assault that has occurred on campus should notify the department's Program Director, School Director or higher authority immediately. Victims may seek assistance from faculty or staff to assist in reporting a sexual assault. If the assault occurred outside the Western Tech campus or property, call the local police department where the assault occurred.

Following the assault, in order to preserve evidence necessary for the proof of criminal sexual assault, victims should not bathe, douche, or change clothes. After reporting the assault to police, victims need to go to the hospital emergency room for a sexual assault examination. Victims may choose to have someone take them to the hospital or the police will escort them from their location. The officer will need to obtain a statement describing the details of the assault. Off-campus counseling is available at:

STARS- Sexual Trauma and Assault Response Services
710 N. Campbell, El Paso, TX 79902
(915) 533-7700
24 hour Crisis Line (915) 779-1800

Western Tech provides assistance in changing academic schedules after an alleged sexual offense if so requested by the victim and if accommodations are reasonably available. Arrangements can be made through the Campus Directors. Policies and procedures regarding disciplinary proceedings are described in the Western Tech Catalog and the Western Tech Student and Employee Handbooks. The accused and the accuser are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both will be informed of the outcome of the proceeding. Sanctions range from verbal or written reprimand to termination from Western Tech.

TITLE IX

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of a recipient’s educational programs and activities.

If a student experiences any unlawful harassment, violence or discrimination, (s)he should promptly report it to a supervisor or department head, or to the Title IX Coordinator. An investigation of the matter will be initiated and appropriate action taken. No employee may retaliate against someone who files a complaint of unlawful harassment; such retaliation will subject the offender to additional charges and sanctions under the policy. However, if the College determines that an intentionally false or malicious complaint has been made under this policy, disciplinary action will be taken against the individuals filing the complaint or providing false information regarding the complaint.

Sexual harassment, which encompasses sexual harassment and sexual violence, is illegal under state and federal law. Attending a harassment-free environment is the right of every WTC student.

The Title IX Coordinator is the individual designated by the College to coordinate its efforts to comply with Title IX. Questions or concerns about Title IX should be directed to:

Martha Molinar, Title IX Coordinator
Main Campus: 9624 Plaza Circle, El Paso, TX 79927
Branch Campus: 9451 Diana Drive, El Paso, TX 79924
Office: (915) 760-8164
Cell: (915) 497-2433
mmolinar@westerntech.edu

Massage Therapy Program Conduct Policy:

All massage therapy students are required to use professional conduct as described in the Western Tech Student Handbook. Due to the nature of the Massage Therapy program, all massage therapy students must also adhere by the following conduct standards which include, but are not limited to following:

- The student shall not make comments or jokes of a deviant and/or sexual nature. There is a zero tolerance policy. Students violating this policy will be dropped from the program without exception.
- Because Massage Therapy is a health care career, and students train using the human body, the student shall refer to the human body in a professional manner using proper terminology. The student shall also refrain from making comments of any kind in reference to the physical status and or appearance whether complimentary or derogatory about any other student, faculty, staff member, any other employee of Western Tech, internship clients or guests of the college.
- Students shall use confidentiality standards in accordance to professional health care environments regarding other students and/or internship clients.

- Students shall display professional demeanor, language, student to student/instructor interaction and conduct that fosters a safe, productive and ethical learning environment for themselves and all students, employees and guests of Western Tech. other students enrolled in the program.
- Students shall not violate professional, ethical and safety standards of the massage therapy field to include ethical standards as set by Western Tech and Texas Department of State Health Services.

Students who violate these program specific conduct policies are subject to disciplinary action which can result in suspension up to termination.

PROPER DISCARD OF SYRINGES

Students with health conditions that require treatment with syringes and/or needle sticks (e.g. diabetes, etc.) are required to dispose of syringes correctly. Students found discarding syringes or other sharp items in an inappropriate manner and/or inappropriate location such as bathroom trash bins, or any other undesignated bin, will be subject to disciplinary action by Western Tech up to and including suspension and/or expulsion from the program.

Medical Clinical Assistant with X-Ray Technology Students Only:

It is imperative that when students are working with syringes and/or needle sticks, they dispose of them correctly. Students found to discard syringes in an inappropriate manner and/or inappropriate location such as bathroom trash bins, or any undesignated bin, will be subject to disciplinary action by Western Tech up to and including suspension and/or expulsion from the program.

DRESS CODE

All students at Western Technical College are required to wear specific uniforms each day. Variations of the dress code may occur for your program under the direction of your program director and/or instructors. The Western Tech student dress code is as follows:

- a. All students must wear their student issued uniforms or scrubs while they are attending school.
- b. All students must wear closed toe shoes with socks. All welding students must wear leather boots.
- c. Students are not allowed to wear flip-flop shoes under any circumstances.
- d. All students must wear closed toe shoes in all programs, with the exception of Business Administration and Management and Medical Billing and Coding. Open toe shoes are allowed for these two programs only.
- e. Socks must be worn by all students in the Medical/Clinical Assistant with X-Ray Technology.
- f. Where applicable, personal protective equipment must be worn as directed by each department.
- g. Shorts, tank tops, sweat pants or other clothing or headwear considered inappropriate by the school, may not be worn at school.
- h. Excessively long hair and beards may create a safety hazard and must be tied or braided during shop/laboratory.
- i. Sunglasses are not to be worn anywhere inside the building.

NOTE: Program Directors and Instructors have the authority not to allow baseball caps or other headgear to be worn in the classroom, shop areas or lab areas.

Health and Hygiene:

Medical Clinical Assistant w/X-Ray Technology, Physical Therapist Assistant and Medical Billing and Coding students are required, for health and hygiene reasons, to have clean, trimmed fingernails, active length (no longer than ¼"). Acrylic nails are NOT allowed in the Massage Therapy Program and Medical Clinical Assistant w/X-Ray Technology programs.

Massage Therapy:

In addition to standard WTC Health and Hygiene policies, massage therapy students must maintain fingernails trimmed at active length no longer than the finger tips. Acrylic nails, nail polish or clear coating of any kind are NOT allowed in the program.

Students visiting WTC outside regularly scheduled class hours for tutoring, seminars, exam reviews, make-up time, workshops, or other functions, are required to maintain professional attire/uniforms and clean personal hygiene.

WEDNESDAY PROFESSIONAL DRESS ATTIRE

Western Tech strives to improve in keeping up with current technical trends to ensure quality training for our students. Part of that training entails improving professionalism issues. For the last several years, employers and Program Advisory Committee (PAC) members have asked us to address professional dress issues with our students in an effort to improve their overall appearance. With that, Western Tech has implemented the "Professional Dress Attire Day."

ALL STUDENTS ATTENDING THE INFORMATION SYSTEMS & SECURITY, ELECTRONICS ENGINEERING TECHNOLOGY AND PHYSICAL THERAPIST ASSISTANT PROGRAMS WILL ADHERE TO THE FOLLOWING PROFESSIONAL DRESS ATTIRE EVERY WEDNESDAY. STUDENTS MUST ADHERE TO THE NORMAL DRESS CODE ALL OTHER DAYS UNLESS INSTRUCTED OTHERWISE BY YOUR PROGRAM DIRECTOR AND/OR INSTRUCTORS.

MEN

- Clothing:* NO JEANS. Slacks or khaki's are acceptable with a belt (no metal studs of any kind on belt allowed). ONLY Oxford button down shirts (long sleeve or short sleeve) will be acceptable, must be tucked in front and back at all times.
- Colors:* Conservative colors only such as black, dark blue, etc.
- Hats/Caps:* Not to be worn at any time in the building.
- Shoes:* Your shoes should be in good condition. Conservative styles, No tennis shoes or any other type of athletic shoes.
- Jewelry:* None to be worn on any visible part of the body. Only exceptions will be wedding bands and/or a watch. Students will also need to refrain from wearing strong cologne.
- Hair:* Styled neatly or pulled back. Beards and mustaches must be neat and trimmed.

WOMEN

- Clothing:* NO JEANS. No baggie or tight fitting slacks, no skirts shorter than 2 inches above the knee. Not acceptable to wear t-shirt without blazer, jacket or sweater, no see-through, tight fitting or low cut tops. No caprice or gauchos. Hosiery is to be worn at all times. NO EXCEPTION!
- Colors:* Conservative Professional Colors ONLY.
- Shoes:* Conservative Colors Only. NO TENNIS SHOES OR ANY OTHER TYPE OF ATHLETIC SHOES ARE TO BE WORN. No flip flops or open toed shoes, no heels higher than 3 inches.
- Jewelry:* No hoop earrings larger than 1” inch. Only one set of earrings, one necklace, ring, watch, and bracelet.
- Nail polish:* Use clear or conservative colors ONLY, no red or black colors, no chipped polish Only professional office length nail allowed for HIT Program (due to limited contact with patients).
- Make-up:* Conservative Professional Day Make-Up Only. (Ex: no black lip liner)

***UNDERGARMENTS ARE NOT TO BE VISIBLE THROUGH CLOTHING**

Not every department can adhere to “Professional Dress Wednesday” due to safety and regulatory issues. Students are required however, to adhere to all other areas of the policy involving accessories, make-up and jewelry.

NOTE: Massage Therapy students are required to adhere to Professional Dress Wednesdays using issued Polo style shirt which must be tucked in, Khaki pants (no Cargo, Capri or gauchos), black or brown conservative style belt (no metal studs or print), tennis shoes of conservative colors (tan, black, white, brown), or conservative black or brown flexible shoes. No canvas material tennis shoes, checkered pattern or fluorescent colors.

BOOKS & TOOLS BUY-BACK POLICY

Western Tech will, on a case by case basis, consider a buy-back of books, supplies, and tools that are, at the college’s sole discretion, in a good condition such that they could be re-issued. The student’s Program Director will take an inventory of all tools and supplies, determine their condition, and either approve or deny the buy-back.

Due to the used nature of the books, tools, and supplies; all buy-backs will be at a reduced price of the original cost to the student and carry an associated restocking fee and administration fee.

Buy-backs are not a cash transaction. When a buy-back is approved, the associated amount will be credited to the student’s ledger to offset a balance due.

Western Tech does not guarantee the buy-back of any item.

OFFICIAL COMMUNICATION POLICY

Any official correspondence from Western Tech to students, instructors and/or staff will be made:

- **In Writing:** at the permanent postal mailing address, or via personal delivery within the school premises; and/or

- **Via Email:** at the Western Tech email address provided to all students, instructors and staff.

Students, instructors and staff are responsible for reading any official correspondence upon receipt or within a reasonable period of time thereafter. Students are also responsible for reading and responding appropriately to email correspondence from instructors regarding assignment, projects, tests, etc.

Change in Scheduled Operations

A change in scheduled operations including weather-related closing announcements, class cancelations, early dismissal, emergency evacuation, etc. will be made:

- through the Western Tech text message alert system;
- on-site at both campuses via signage;
- via the Western Tech email address provided to students, instructors and staff;
- www.westerntech.edu – Western Tech homepage; and/or via local broadcast media.

ILLEGAL DRUGS/ALCOHOL

Western Tech supports a drug-free environment and will not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As a condition of acceptance Western Tech students agree to random and for-cause drug testing or search throughout their attendance as set forth in Western Tech's Substance Abuse Prevention Policy. A violation will result in taking appropriate action up to and including termination.

DRUG AND ALCOHOL POLICY

The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful and prohibited by the school or as part of any of its activities. Drug and alcohol abuse prevention and counseling is available to all students and staff upon request.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following is provided in accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendments of 1989 (RL. 101-226).

DRUG-FREE SCHOOLS NOTICE TO STUDENTS

Western Tech is a drug-free campus. Drug and/or alcohol use impairs memory, alertness, and achievement. Their use erodes the capacity to perform, think, and act responsibly. Therefore, any form of such substance abuse creates an extreme danger in the school to students, employees, and others. Substance abuse can be grounds for termination of your enrollment at this institution.

1. Western Tech has a policy of maintaining a drug-free school atmosphere. All students are hereby notified that the unlawful manufacture, distribution, dispersion, possession, use of a controlled substance, or alcohol, or the presence of a controlled substance or alcohol in your body's system is prohibited on this institution's premises. These "premises" are defined as all school property, including building interiors and exteriors, sidewalks, parking lots, privately-owned vehicles parked on school premises, as well as desks, lockers, and storage areas. This prohibition applies to students' performing any school related tasks or attending any school-sponsored functions, including field trips, regardless of location on or off school premises.
2. Pursuant to its Drug-Free Schools Program, Western Tech may conduct a reasonable search of a student's work area, locker, vehicle (driven on or parked on school property), or other personal items. Continued enrollment is contingent upon your submission to a reasonable search.
3. According to the severity of the violation, in the judgment of school authorities, the following disciplinary sanctions will be imposed upon students for drug or alcohol abuse violations occurring on school premises:
 - Oral or written reprimand
 - Suspension from school
 - Mandatory entry into a drug or alcohol abuse counseling, treatment, or rehabilitation program. If referred, failure to enter and successfully complete such a program will result in immediate termination
 - Immediate termination without referral to a treatment and rehabilitation program
 - Referral of violation to local law-enforcement agencies for prosecution
4. Students should be aware that substance abuse inhibits employment opportunities. There is an ever-growing sentiment among employers nationwide that drugs and alcohol will not be tolerated in the work place. Employers in nearly every field now require pre-employment screening to detect drug and alcohol abusers. Remember, even though you may graduate from the program in which you are enrolled, substance abuse can inhibit career opportunities.
5. Drug and alcohol counseling, treatment, and rehabilitation programs are available at, but not limited to, the following locations:
Aliviane No-AD Inc. Substance Abuse Prevention and Treatment Program
11960 Golden Gate Road
(915) 857-0083
Rio Valle Recovery Center
400 S. Zaragoza Road
915) 775-1976
6. All students must read, understand and agree to the following:

- I understand, that as a condition of my enrollment and continued attendance at this institution, I must agree to the terms of Paragraphs 1-4 above
- I must notify my campus Director of any criminal drug statute conviction for a violation occurring on school premises no later than five (5) days after such conviction
- I understand that this institution has established a drug free awareness program to inform students about
- This institution's policy of maintaining a drug free school
- The penalties that may be imposed upon students for drug or alcohol abuse violations occurring on school premises
- The health risks of drug and alcohol abuse
- The availability of drug and alcohol counseling, treatment, and rehabilitation programs
- The inhibition of employment opportunities should I be identified as a substance abuser

HEALTH RISKS

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol

produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants

(speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic Steroids

seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.

Barbiturates/Depressants

(downers, quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack

stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens

(PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis

(marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period -enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics

(heroin, morphine, demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/nicotine

causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

PUNISHMENT FOR ALCOHOL AND DRUG RELATED CRIMES

STATE OF TEXAS

The Texas Health and Safety Code sets the possession law, dividing controlled substances into five penalty groups, plus a marijuana category. While some of the substances are legal, it is illegal to possess them without a prescription, and the health code establishes the punishments for illegal possession.

Penalty Group	Examples of Drugs/ Controlled Substances
1	Cocaine, heroin, methamphetamine, GHB, ketamine, oxycodone and hydrocodone.
1A	LSD
2	Ecstasy, PCP and mescaline.
3	Valium, Xanax and Ritalin.

Penalty Group 1

Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
1 gram or more, less than 4 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
4 grams or more, but less than 200 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
200 grams or more, but less than 400 grams	First-degree felony	5 to 99 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	10 to 99 years and a fine of not more than \$100,000

Penalty Group 1A

Amount	Classification	Penalty
Fewer than 20 units	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
20 or more units, but less than 80 units	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
80 units or more, but less than 4,000 units	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
4,000 units or more, but less than 8,000 units	First-degree felony	5 to 99 years in a state prison and/or a fine of not more than \$10,000
8,000 units or more	Enhanced first-degree felony	15 to 99 years in a state prison and a fine of not more than \$250,000

Penalty Group 2

Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
more than 1 gram, less than 4 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000

More than 4 grams, less than 400 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	5 to 99 years in a state prison and/or a fine of not more than \$50,000

Penalty Groups 3 and 4

Amount	Classification	Penalty
Less than 28 grams	Class A Misdemeanor	Not more than 1 year in a county jail and/or fine of not more than \$4,000
28 grams or more, but less than 200 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
200 grams or more, but less than 400 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
400 grams or more,	Enhanced first-degree felony	5 to 99 years and/or a fine of not more than \$50,000

The Texas Tax Code, in addition to the criminal penalties for drug possession, also sets potential civil penalties. Although the statute is not often used in minor possession cases, the code requires that taxes must be paid on illegal drugs, so that “dealers” who possess over certain amounts can be charged with tax evasion. The state of Texas can also suspend your license for up to six months following a conviction on any violation of the Texas Controlled Substances Act.

The Code of Criminal Procedure also allows police to seize any property used or “intended to be used” in the commission of a drug felony. That means they can take your car, your home, or any other belonging where you are accused of carrying or hiding drugs. The asset forfeiture law is a civil action, not criminal, and you don’t have to be convicted for the state to try to take your property. Drug possession penalties are complicated, and depend on the classification of the substance and the quantity.

POSSESSION OF DRUG PARAPHERNALIA

Any item that can be used as a drug processing, packaging, or consumption mechanism can be defined as paraphernalia under 481.002 (17) of the Texas Controlled Substances Act. Even common household items such as scales, spoons, bowls, envelopes or bags can land you an illegal possession of paraphernalia charge. The most common paraphernalia charges result from pipes, and bongs.

Simple possession of drug paraphernalia is a Class C Misdemeanor, which carries a penalty of fines up to \$500.

Distribution or possession with intent to distribute or sell drug paraphernalia is a Class A misdemeanor, which can result in up to a year in jail. Second offense penalties will result in mandatory jail time, or if you sell to someone under 18 years old.

FEDERAL LAW

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 year, and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

REFERRAL AND HOTLINE INFORMATION

Referral and Hotline Information

The school does not offer professional counseling services but offers the following recourse information:

National Institution on Drug Abuse (M-F, 8:30 a.m.-4:30 p.m.) 1 -800-662-HELP

National Alcohol & Drug Abuse Hotline 1-800-234-0420

Cocaine Helpline 1-800-COCAINE

Reach-Out Hotline 1-800-522-9054

(Alcohol, drug-crisis, intervention, mental health referral)

SUSPENSION

A student may be suspended due to a violation of any Western Tech policies or standards. All suspensions are determined by the Campus Director, Instructor, Program Director and when needed Academic Dean. There is a maximum time frame of (3) three days per suspension.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

If a student feels that he or she has an issue or grievance which needs to be addressed, the student must first take the issue to an instructor, Program Director or other school administrator.

If the complaint cannot be adequately resolved there, the student must then address it, in writing, to the Campus Director or the College President.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703)247-4212
www.accsc.org

A copy of the Commission Complaint Form is available at the school and may be obtained by contacting the Registrar, Administrative Officer or School Director.

The following is the TWC Complaint Procedure:

Dear Students:

This school has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is: S0117 (Diana) and S0118 (Plaza).

The school's programs are approved by the following entities: TWC, Career Colleges & Schools of Texas, Texas Higher Education Coordinating Board, and the Accrediting Commission of Career Schools and Colleges. For school S0017 (Diana), the Texas Department of State Health Services approves Massage Therapy Program, and the Commission on Accreditation in Physical Therapy Education approves the Physical Therapist Assistant Program.

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at <http://csc.twc.state.tx.us/>.

If a student does not feel that the College has adequately addressed a grievance or concern, students may contact the state licensing in writing at:

The Texas Workforce Commission,
Career Schools and Colleges Section,
101 East 15th St., Austin, TX 78778-0001

Contact information for filling student complaints with the Texas Higher Education Coordinating Board including:

How to submit a Student Complaint: After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by sending the required forms either by electronic mail to StudentComplaints@theeb.state.tx.us, or by mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile transmissions of the forms are not accepted.

The web address for the Texas Higher Education Coordinating Board's Student Complaints page with forms and a description of the complaint procedure:

<http://www.theeb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>

The web address for the rules governing student complaints – Title 19 of the Texas Administrative Code, Sections 1.110-1.120:

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

Massage Therapy: Contacting the Texas Department of State Health Services

Massage Therapy Licensing Program
Texas Department of State Health Services
Mail Code 1982
P.O. Box 149347
Austin, Texas 78714-9347

The department may be reached by telephone at (512) 834-6616 or by email at massage@dshs.state.tx.us. An individual who wishes to file a complaint against a massage therapist, a massage therapy school, a massage therapy instructor, or a massage therapy establishment may write to:

Complaints Management and Investigative Section
P.O. Box 141369
Austin, Texas 78714-1369

Or call 1-800-942-5540 to request the appropriate form or obtain more information. *This number is for complaints only.*

Physical Therapist Assistant

Standard Western Tech protocol will be followed in regards to the grievance policy, however with some variations that are specific to Physical Therapist Assistant program. Those variations can be found in the individual program sections of the college catalog and on the Western Tech website, www.westerntech.edu.

**STUDENTS RIGHT-TO-KNOW AND CRIME AWARENESS
AND CAMPUS SECURITY ACT**

Campus security and safety are important issues in postsecondary education today. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, provides students and families, as higher education consumers, with the information they need to make informed decisions. The Clery Act requires that institutions disclose statistics for offenses committed on campus.

The information is a compilation of data reported in the campus crime log and incidents that were reported to local law enforcement agencies. Crimes statistics are disclosed each year for the previous three years. Statistics are made available to the public by the Department of Education's website located at <http://ope.ed.gov/security>. Western Tech is in compliance with this act.

Since crime can occur anywhere and at any time, it is our sincere hope that you will read and follow these guidelines. If you suspect a crime has been committed or if you witness a crime in progress, notify the School Director, and, if necessary, call the local law enforcement agency.

There is no such thing as a fail-safe security system. Even the most elaborate security precautions (such as alarm systems, courtesy guards, patrol cars and electronic gates) are not a guarantee against crime. You should proceed as if such security precautions did not exist. All systems are subject to mechanical malfunctions, tampering, human error and personnel absenteeism. The best safety measures are the ones you perform using common sense.

In order to comply with the Students Right-to-Know and Campus Security Act (Public Law 102-25), Western Tech has established the following policies and procedures:

1. Western Tech's policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports:
 - a. Any staff, faculty member, or student observing or having knowledge of a criminal act should immediately notify the School Director or next higher authority. Upon being notified of a criminal act, the School Director or next higher authority will make the decision to handle the problem or notify a local law enforcement agency.
 - b. Any staff, faculty member, or student involved in or observing an emergency on campus should immediately notify the School Director or any staff or faculty member or next higher authority (if time allows). If the emergency is such that a life is endangered or severe harm could result, the person witnessing the emergency should immediately dial 911 and notify the school Director or any staff member as soon as possible. Upon being notified of an emergency, the Director or next higher authority will determine the type of emergency and will handle it or notify the appropriate agencies for necessary action.
2. Western Tech's policies concerning security and access to campus facilities and security considerations:
 - a. Western Tech's Main Campus (9624 Plaza Circle) is open from 7:00 a.m. to 10:00 p.m., Monday through Thursday and from 7:00 a.m. to 6:00 p.m. on Friday. The building is secured by a security alarm and a separate fire alarm system. All classes conducted at the Main Campus are in one building with an adjoining parking area.
 - b. Western Tech's Branch Campus (9451 Diana Drive) is open from 7:00 a.m. to 10:00 p.m., Monday through Thursday and from 7:00 a.m. to 6:00 p.m. on Friday. The building is secured by a security alarm and a separate fire alarm system. All classes conducted at the Diana Campus are in one building with an adjoining parking area.
 - c. Students should only be in the building during their scheduled classes, unless arrangements have been made with an instructor to use the classrooms, stay for tutoring, or use the library.
 - d. Security of the building is an ongoing project by all staff and faculty members. Each staff and faculty member must be security conscious at all times. All security violations should immediately be reported to the School Director.
3. Current policies concerning campus law enforcement, including the enforcement authority of security personnel and their relationship with state and local agencies:
 - a. Western Tech does not employ security personnel. All requests for security assistance are handled by law enforcement agencies.

- b. The School Director is responsible for reporting all crimes to the appropriate local law enforcement agency.
4. The type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others:
 - a. Security procedures for each campus are reviewed during new student and new employee orientations. Students and employees are told about securing their autos and other personal property and how to report any crime or emergency. All students are provided a “Student Handbook” that includes school security policies and procedures.
 - b. All employees are given an “Employee Handbook” which also includes these school security policies and procedures. All employees are reminded about security procedures quarterly during monthly information hours.
 - c. In order to provide a safe and secure environment for all employees and students, the following procedures should be followed:
 - 1) Lock and secure vehicles.
 - 2) Do not bring large sums of money to school or show to other people monies in your possession.
 - 3) Do not leave valuables unattended.
 - 4) Fighting or gambling on school property is forbidden.
 - 5) Unauthorized drugs or alcohol of any type are not allowed on school property.
 - 6) Possession of a handgun under the authority of the Texas Concealed Handgun License Law is prohibited on school premises (Texas and States article 4413/29EE). Possession of ammunition, long blade knives (blades over 3" long), or any other type of weapon is not allowed on school property.
5. Western Tech does not provide counseling for sexual assault. Counseling is available at, but not limited to, the following location:

STARS- Sexual Trauma and Assault Response Services

710 N. Campbell
El Paso, TX 79901

In the event that a sexual assault occurs on campus, please notify your department Program Director or the School Director. Upon being notified of the emergency the department Program Director or School Director will assist you in contacting the appropriate authorities.

7. In accordance with the Student’s Right-to-Know and Campus Security Act, statistics will be distributed to all students.

SEXUAL ASSAULT POLICY

Western Tech is a community of trust whose very existence depends on adherence to standards of conduct. Student conduct that violates these standards is handled by the President. This includes cases involving sexual misconduct and/or sexual assault or attempted sexual assault.

WHAT CONSTITUTES SEXUAL ASSAULT?

Texas Penal Code § 22.011 states:

A person commits an offense if the person:

- (1) Intentionally or knowingly:
 - (A) Causes the penetration of the anus or sexual organ of another person by any means without that person's consent;
 - (B) Causes the penetration of the mouth or another person by the sexual organ of the actor, without that person's consent; or
 - (C) Causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or
- (2) Intentionally or knowingly:
 - (A) Causes the penetration of the anus or sexual organ of a child by any means;
 - (B) Causes the penetration of the mouth or a child by the sexual organ of the actor;
 - (C) Causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
 - (D) Causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
 - (E) Causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.
- (b) A sexual assault under Subsection (a) (1) is without the consent of the other person if:
 - (1) The actor compels the other person to submit or participate by the use of physical force or violence;
 - (2) The actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;
 - (3) The other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
 - (4) The actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it
 - (5) The other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
 - (6) The actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
 - (7) The actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
 - (8) The actor is a public servant who coerces the other person to Submit or participate;
 - (9) The actor is a mental health services provider
 - (10) The actor is a clergyman
 - (11) The actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2 Family Code.

WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED

Any person who may be a victim or is aware of a victim of sexual assault on campus should immediately report the incident to the school President and/or any staff member the student is comfortable confiding in.

Students, faculty, and staff are strongly encouraged to report sexual assaults to the El Paso Police Department, whether the assault occurs on or off campus, no matter who the alleged assailant is.

If the assault occurs off campus, the school will assist a victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred.

It is important for persons who have been sexually assaulted to seek medical attention. A representative from the STARS (Sexual Trauma & Assault Response Services) is available to accompany students who have been sexually assaulted to the hospital and for counseling, if desired. A medical examination specifically tailored for sexual assault victims is conducted by the hospital staff. This will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides later to prosecute. It is important for persons who have been sexually assaulted to contact the police who will arrange for immediate medical attention and will initiate an investigation.

The school will work with local law enforcement to investigate all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by Texas state law and the El Paso County District Attorney's Office.

In accordance with the Texas Code of Criminal Procedure Article 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the sexual assault. Victims of sexual assault are not required to file criminal charges; however, preferring charges is encouraged.

IF YOU HAVE BEEN SEXUALLY ASSAULTED

1. Call 9-1-1 on campus/from a cell phone or off campus phone line call (915)747-5611
2. DO NOT shower, bathe, or douche.
3. Have a trusted friend take you to Sierra Medical Center. It is the only hospital in El Paso County that performs sexual assault examinations. Take the clothes in which you were assaulted with you to the hospital in a paper bag, not plastic.
4. Obtain counseling services recommendations from the hospital or law enforcement.
5. Remember it is not your fault.

HOW TO FILE A SEXUAL ASSAULT COMPLAIN

If the complainant elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to the school President. Disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a natural consequence of such conduct. Sanctions can include the following:

- Disciplinary warning
- Disciplinary probation
- Withholding of grades, official transcript or degree
- Bar against readmission or drop from current enrollment
- Restitution
- Suspension of rights and privileges
- Suspension
- Expulsion
- Other penalty as deemed appropriate under the circumstances

CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires that all universities afford sexual assault victims certain basic rights such as:

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement

- Survivors shall be notified of counseling services.

In accordance with the Student's Right-to-Know and Campus Security Act, statistics will be distributed to all students.

CLASS SIZE

The number of students per class or per instructor varies depending on the course of study. Generally, lecture class limits the maximum number of students to 30 per instructor. The maximum ratio for lab/shop instruction is set at 20 students per instructor.

For students enrolled in the Massage Therapy program, no more than 3 students can work from 1 table during lab time.

Class size for Massage Therapy: A maximum of 24 students per class.

Class size for Physical Therapist Assistant: A maximum of 24 students per class and a maximum of 12:1 student instructor ratio for laboratory.

Class size for Medical /Clinical Assistant with X-ray Technology: A maximum of 25 students per theory class and a maximum of 15:1 student instructor for laboratory.

STUDENT MEDIA RELEASE

While attending the college, Western Tech may take pictures, video and statements of students either during class or after graduation.

The purpose of those pictures, videos or statements is to increase awareness, promotion of activities and programs at Western Tech. The media sources may be used by Western Tech in press releases and advertisements, including, but not limited to newspaper, newsletter, printed material, testimonials, web sites, graduation videos, catalogs and other media.

Western Tech makes no promises or offer of compensation, express or implied, verbal or contractual, to students who are highlighted, depicted or otherwise included in any of the aforementioned media.

LOGO & NAME USAGE

Western Techs' name and logos may not be used in a manner which falsely portrays the College, its mission, services, initiatives and positions. The College's name and logos may not be used to imply support or endorsement of a particular position on matters of public concern, unless College Administration has indeed adopted a position and authorized the use.

In all cases, approval of logo use must be received prior to printing, manufacture, or distribution. Any use of logos or names must be in accordance with policies established by the college and with written pre-approval from the Office of the President.

POSTING TO INTERNET OR SOCIAL MEDIA SITES NOT ADMINISTERED BY WESTERN TECHNICAL COLLEGE

Western Tech is aware that students of the Western Tech community may wish to express their personal ideas and opinions through private social media that are not administered by the College. Nevertheless, Western Tech reserves the right, under circumstances it deems appropriate and subject to applicable policies, to impose disciplinary measures upon students, and including dismissal from the College, who use private social media sites or communications resources in violation of the guidelines in this policy or in ways that reflect poorly on the college or are deemed to interfere with the conduct of college business. In appropriate cases, such conduct may also be reported to law enforcement authorities.

PUBLIC RELATIONS & PUBLIC INFORMATION

News releases **should not** be sent or posted online by any student of the College.

WESTERN TECH AUTOMOTIVE, DIESEL AND PERFORMANCE TUNER DEPARTMENTS PERSONAL VEHICLE REPAIRS

Automotive, Diesel and Performance Tuner students are allowed to bring in their personal and their immediate families vehicles for phase related work only. Immediate family is Spouse, Mother, Father, Brother or Sister. Proof of ownership and insurance must be presented. (Registration Documents)

All vehicles must have a work order and be approved by the student's instructor and the Department Supervisor. The work order must be placed on the windshield of the vehicle. Major projects that require more than three (3) school days to perform the repair must be approved by the Department Director or the College President. Vehicles will not be parked on Western Technical property for more than five (5) school days. Vehicles in violation of this policy will be towed away at the owner's expense.

All students must pay for any supplies and consumables used in the repair of their personnel vehicles. This includes but is not limited to A/C refrigerant, engine, transmission and differential oils, coolants and fuel system cleaners. Products and pricing will be provided by the tool room.

Students will not be allowed to work on any vehicles before class, after class, during break or without an instructor present. Students must abide by all Western Tech dress, safety and conduct codes while working on the vehicle both during and outside of scheduled class time.

Students are not allowed to provide payment, tips or gifts of any type to employees or students for assisting in the diagnosis or repair of any vehicle.

More information concerning vehicle repairs will be provided by the Department Supervisor during class room instruction.

COMPUTER AND INTERNET USE

Personal Computers (PC)/Laptops, Tablets and any other electronic device of any kind are not authorized to access the Western Tech network without prior approval from the Western Tech IT Director. The Student must submit a request to the instructor requesting authorization to utilize the Western Tech network using a PC, laptop, tablet or any electronic device at the Campus. The request must include purpose and location where these devices are going to be used. The request must be submitted in writing or by e-mail by the instructor with his or her approval to the IT Director. All students requesting access to the network must ensure that their electronic devices meet Western Tech software license requirements.

Any device that provides internet access outside of Western Tech's network such as, but not limited to, wireless access provided by Verizon, Cricket, or T-Mobile, or any WiMax connection, is not allowed in the classroom.

Internet access is provided by Western Tech for student and administrative use. Student use within the realm of the classroom or lab is intended for educational purposes and designated assignments only. Unauthorized use of internet access during class time includes: browsing sites such as but not limited to: Twitter, MySpace, Facebook, and YouTube; installing or using instant message chat programs such as MSN Messenger, Yahoo Messenger, and Google Talk; and installing or playing any online games from sites such as but not limited to addictingames.com, newgrounds.com, and Popcap.com. Use of these or similar sites cause issues with student productivity and affects the school's bandwidth capabilities.

Students will be held accountable for violation of these policies. Failure to adhere to these policies may result in disciplinary action by the school to include verbal warning, written warning, suspension or expulsion. This will depend on the severity of the infraction.

COPYRIGHT AND COMPUTER USE POLICY

The School supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The School requires that staff and students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the college supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

INTERNET GUIDELINES

Internet access is now available to students and staff. The goal in providing this service to Instructors and students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The school's network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and instructors and staff may have access to:

- Electronic mail
- Information and news
- Opportunity to and research
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The School firmly believes that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the School.

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. The School may request the system administrator to deny, revoke, or suspend specific user accounts.

SURVEILLANCE

Western Tech uses an audio and video surveillance system at both campuses with the primary objective of the system being security. Cameras and audio are not a guarantee of safety, but a tool that assists Western Tech personnel in the protection of campus community members from dangers by serving as deterrents. The cameras and audio are also used for work place surveillance. Western Tech reserves the right to monitor and record public areas to enforce Western Tech policy, and assure quality customer service and Western Tech policy compliance. Access to the surveillance system is restricted to authorized personnel only.

SEARCHES

The College may conduct searches for weapons, illegal drugs, alcohol, or missing items on College premises or worksites without prior notice to students. Such searches may be conducted at any time. Students are expected to cooperate fully.

In addition, the College retains the right to search students' desks, planners, computers, software, mobile phones, computer equipment storage areas, storage devices or other personal property brought on College property, including parking lots, in the conduct of its business (i.e. to locate work product) and/or when the College has a reasonable suspicion that there has been a violation of College rules such as those against dishonesty, drug, alcohol or inhalant abuse, or weapons possession. Students should understand that they should have no expectation of privacy in their planners, computers, software, computer storage areas, or other personal property brought on College property including parking lots and those areas may be accessed or searched at any time by persons or dogs in either the absence or presence of the student. Likewise, the College may inspect the personal property of students on College premises such as automobiles, computers, personal data assistants, planners, handbags, and briefcases when the College has a reasonable suspicion that a threat to student or employee safety exists or that there has been a

violation of College policies. A student's consent to a search is required as a condition of enrollment and the student's refusal to consent may result in disciplinary action up to and including termination.

ADMINISTRATIVE RULE

1. This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
2. This administrative rule applies to all staff and students who make use of materials created by entities other than themselves. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for school publication.
3. Copyright issues dealing with intellectual property created by staff and students are covered in the administrative rule on intellectual property.
4. The School considers the educational environment to consist of traditional on-campus instruction.
5. Staff and students are expected to comply with copyright law and to apply the fair use criteria to each use of material of which they are not the originator.
6. Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.
7. The only software programs, other than students' projects, to be used on systems in the school are those products for which the school owns a valid license or the school may legally use. Copying the school's software from the computer system is considered theft and is a serious offense. Copying or modifying school software and/or borrowing software from the labs is not permitted. If you have a question, please see the system administrator.
8. In compliance with the Section 512(2)(c)(2) of Chapter 5, Title 17 of United States Code, the School shall have a DESIGNATED AGENT "to receive notifications of claimed infringement" and "other contact information which the Register of Copyrights may deem appropriate." The designated agent for the School will be the CFO.

FAIR USE

Fair Use is the use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The School encourages staff and students to be diligent in the application of the fair use criteria. Through diligent application school constituents and the School avail themselves of protection from infringement by establishing "reasonable grounds for believing that his or her use of the copyrighted work was a fair use" according to Sections 107 and 504c of United States Code title 17.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

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 (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an 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 costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

SCHOOL DISCIPLINARY ACTIONS

Disciplinary action may be taken in the event that the provisions of this guideline are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

USERS’ OBLIGATIONS

- Users must be clearly aware of which computing practices are considered acceptable and which are considered unacceptable
- School related files are the only files to be saved on one’s account. Storing commercial software, utility programs, games or hidden files to the account is not permitted
- Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited, to copyrighted material, threatening or obscene material, or material protected by trade secrets
- Playing games on the school’s computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited
- Saving to the hard disk drive is granted only by permission of the system administrator.
- One may use computing facilities and services only for authorized purposes
- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user
- One may not attempt to subvert the restrictions associated with your own or any other computing accounts

NETIQUETTE

Everyone is expected to abide by the generally accepted rules of network etiquette.

These include (but are not limited to) the following:

- Be polite. Do not use abusive, vulgar, or inappropriate language in your messages to others
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language,
- Messages relating to or in support of illegal activities may be reported to the authorities
- Be careful what you say about others
- Leave equipment and room in good condition for the next user/class
- Do not use the network in a way that you disrupt the use of the network by others

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log in to the network as a system administrator will result in cancellation of user privileges.

VANDALISM

Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to a teacher, administrator or system administrator.

ACCOUNTS AND ACCOUNT PASSWORDS

- You may be required from time to time to update your user account. This may require changing your password or deleting some of your files
- Do not use another individual's account. **DO NOT REVEAL YOUR PASSWORD TO ANYONE.** Attempts to log in to the network as system administrator will result in immediate cancellation of user privileges
- Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the network
- You must maintain secure passwords to your account
- You must follow all directions of the System Administrator with respect to security of passwords and take reasonable precautions against unauthorized access
- You may not set up an account for another user
- You may not make any attempts to find out the password of a service for which you have not been authorized, including accounts set up for other users

GIFTS

All Western Tech personnel are prohibited from accepting gifts from students valued in excess of \$20.00.

PERSONAL TELEPHONE CALLS

Western Tech is not responsible for taking students' personal phone calls. In case of an emergency, callers should explain the nature of the emergency to the receptionist. Students will be called out of class for real EMERGENCIES only. All other messages may be picked up at the front desk.

LOCKERS AND STORAGE AREAS

Students attending the Automotive, Diesel, Performance Tuner, Refrigeration and Welding programs are provided with lockers for their convenience. This is done in an effort for the students to keep their books, tools and equipment secure. Students are responsible for providing their own locks. Items left in open storage areas/lockers are the responsibility of the student. Western Tech is not responsible for fire, theft, damage, etc, of items left in lockers and open storage areas to include shop and lab areas.

It is the responsibility of each student with a locker who leaves school via graduation, termination or otherwise, to remove ALL personal belongings from their designated locker/storage area, and all other areas where personal effects may be in place during their last date of attendance. Western Tech will not be responsible for any items left behind.

Students are required to report thefts, damages, etc.; to their instructor, the department Program Director, or the School Director immediately.

DESIGNATED BREAK AREAS

Western Tech has strong employer and community relationships. Thousands visit the college annually for various meetings, functions, and tours. (Many times, the first impressions are very important representations of what we stand for and what our professional image is based upon.)

Western Tech has designated smoking and break areas. Employees and students are not allowed to smoke or loiter in areas not designated. Loitering in the front and sides of the building or parking lot is forbidden.

STUDENT ACCOUNTS

Students who have made payment arrangements directly with Western Tech are obligated to that agreement. Payments are made to the Student Accounts Coordinator. If they are unavailable, payments should be made at the front desk. Any student who makes a payment to the college for tuition or any other reason should always request a receipt. Under no circumstances should a student make a payment to Western Tech if no one is available or able to provide a receipt. Failure to abide by terms of payment agreement may jeopardize current standing with Western Tech.

In the event that a student or graduate is unable to make a payment, it is their responsibility to inform the Student Accounts Coordinator and make other arrangements.

At the discretion of the Business Office Manager, if any student misses two (2) consecutive payments, the student will be sent home until he/she is able to bring the account current.

If a graduate or dropped student misses three (3) consecutive payments, the account will be sent to a collection agency. They will also be ineligible to receive benefits such as refresher courses, admittance to other Western Tech courses or career services assistance.

LATE CHARGES

If any payment is more than 5 days late, there will be a \$25.00 late charge.

RETURNED CHECKS

All checks returned for insufficient funds will be charged a \$25.00 processing fee.

TRANSCRIPTS

At the time of graduation, students will receive an official transcript in addition to their graduation document. Additional certified copies may be obtained anytime thereafter for a nominal charge by contacting the college. The college reserves the right to withhold graduation documents and transcripts to a student until all financial obligations to the college have been fulfilled or satisfactory arrangements have been made.

COMPARABLE PROGRAM INFORMATION

Students who desire to compare program information related to tuition and program length may do so by writing or calling the following agencies:

Texas Workforce Commission
Proprietary Schools Section
101 East 15th Street
Austin, Texas 78778-0001

The Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Telephone: (703) 247-4212

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), of 1974, is a federal law that pertains to the release of and access to student educational records. FERPA rights apply to students and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at the school, regardless of the person's age. Under FERPA, a student has a right to:

- Inspect and review his or her educational records
- Request to amend his or her educational records
- Have some control over the disclosure of information from his or her educational records

The directory information made available by the School is:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Birth Location
- Course
- Dates of Attendance
- Degrees & Awards Received
- Most Recent Previous Educational Institution Attended

The Family Educational Rights and Privacy Act also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with the school asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting a school employee and filing a request to be excluded from the directory or from any other requests for open directory information.

According to FERPA, some non-directory student records may not be released without prior written consent from the student. A record is any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record)
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists
- Employment records, provided that employment is not contingent upon being a student
- Law enforcement records

The college will disclose information from a student's education record without the written consent of the student to staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required.

Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon request, the School shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. Educational records covered by FERPA

normally will be made available within ten (10) days of the request. All records are to be reviewed by students in the presence of a staff member. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the school.

It is the policy of the school that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, the school will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.

Rights under FERPA cease upon death. However, it is the policy of the school that no records of deceased students be released for a period of five (5) years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin.

If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave. SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpco/

Parents Rights under FERPA

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express, written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give express written permission of access to their educational record by completing the FERPA Release Form and remitting it to the school.

In emergency or crisis situations, the school may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

General Policy

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to examine certain files, records, or documents maintained by the school, which pertain to them. The school will permit students to examine such records within forty-five (45) days after submission of a written request, and to obtain copies of such records upon payment of a reproduction fee.

Students may request that the school amend their education records on the grounds that they are inaccurate, misleading, or in violation of their right to privacy. In the event that the school refuses to so amend the records, students may request a hearing. If the outcome of a hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the education record.

Students have the right to file complaints with the U.S. Department of Education concerning the school's alleged failure to comply with the Act.

Education Records

Education records are files, records, or documents maintained by the school, which contain information directly related to the students. Examples of education records are student education files, placement files, and financial aid files. The only persons permitted access to such records are those who have legitimate administrative or educational interest.

Exemptions

The following items are exempt from the Act:

- a) Parents' Confidential Statements and the Financial Need Analysis Report.
- b) Confidential letters of recommendation received by the school prior to January 1, 1975. The Act permits students to waive their right of access to letters received after 1974 if the letters are related to admissions, employment, or honors.

- c) Records about students made by teachers or administrators which are maintained by and accessible only to teachers or administrators.
- d) School security records.
- e) Employment records for school employees who are also current or former students.
- f) Records compiled or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in such capacities, for treatment purposes, which are available only to persons providing the treatment.

Review of Records

The college monitors educational records to insure that they do not contain information that is inaccurate, misleading, or otherwise inappropriate. Western Tech may destroy records that are no longer useful or pertinent to the students' circumstance.

VETERANS AFFAIRS

Western Tech's Veterans Affairs Office can help you complete all required forms and submit all documentation for veteran's educational benefits under chapters 1606, 1607, 30, 31, 33, 35, MyCAA and Tuition Assistance.

The Veterans Affairs Office provides on-going services to veterans and their dependents and is responsible for creating and maintaining records used to certify a student's status for the VA.

All new and returning students who intend to receive VA Educational Benefits while enrolled at Western Tech need to be aware of the following:

- Be sure you are certified. Registration for Western Tech classes does not automatically certify you for VA benefits. To be certified, you will need to come by the Veterans Affairs Office and complete the required forms.
- Students are required to submit copies of each transcript from all institutions previously or currently attending, to the Veterans Affairs Office. Students are responsible for requesting transcripts and making sure they are received at the correct office. Transcripts are required by the VA even if you have never received benefits before since VA regulations stipulate that all prior training must be evaluated to receive educational benefits.
- It is the your responsibility to promptly report and submit supporting documentation of any changes in your Degree Plan or Preliminary Program of Study, degree objective, course(s) substitution(s), enrollment (part of terms), or address to the Veterans Affairs Office
- If you receive a non-punitive grade, our office will notify the VA. VA educational benefits will not be paid if you withdraw from a course or for a course that will not be used in computing requirements for graduation. The VA may reduce or terminate your benefits if you can't show mitigating circumstances.

“Mitigating circumstances” – unanticipated or unavoidable events which interfere with a student's pursuit of a course. A student may submit evidence to substantiate mitigating circumstances; however, the VA will determine eligibility for resumption of benefit payments.

“Non-punitive grades”:

- A “W” grade for withdrawing from a course.
- An “I” grade for an incomplete course, which is not made up during the time period required by the school.

You must maintain satisfactory attendance and progress toward completion of your educational objective. If you do not meet the school standards, our office will notify the Veterans Administration Office. Upon receipt of the notice, VA will terminate your benefits.

Be aware that VA regulations are subject to change without notice. For current information, check with the Western Tech Veterans Affairs Office or you may contact the Department of Veterans Affairs (VA), Muskogee, OK at 1-888-442-4551.

Active duty and reserve service members, honorably discharged veterans or National Guard members, and their dependents qualify for 10% reduction to current tuition. A copy of the DD214 and other verifying documents must be provided prior to enrollment. The 10% reduction does not apply to books, tools, or any other charges.

Veterans Information Sources:

Department of Veterans Affairs (VA) www.va.gov or www.gibill.va.gov

Department of Veterans Affairs
Muskogee Regional Processing Office (Education)
PO Box 8888
Muskogee, OK 74402-8888
Educational Benefits Inquiries: 1-888-442-4551 (1-888-GIBILL-1)
Website: www.vba.va.gov/Muskogee.htm
E-mail: muskprpo@vba.va.gov

MILITARY TRANSCRIPT REQUEST

VA regulations stipulate that for any student that has previously qualified for VA educational benefits, transcripts from all previously attended institutions must be requested and submitted **by the student** to the VA office for evaluation prior to being certified for any additional VA benefits.

AIR FORCE:

**Community College of the Air
Force**

CCAF/DFRS
100SouthTurner Blvd
Gunter Annex AL 36114-3011
<http://www.au.af.mil/au/ccaf/>

ARMY, COAST GUARD,

**MARINE CORPS, AND NAVY:
Joint Services Transcript (JST)**

NETPDTC
ATTN: JST Operations Center N615
6490 Saufley Field Road
Pensacola, FL 32509
Email: jst@doded.mil
<https://jst.doded.mil/>

STUDENT FINANCIAL SERVICES

Western Tech employs a full-time staff of dedicated student financial services professionals to help each student to understand the financial aid programs, learn their rights and responsibilities, navigate the application processes, and manage all of the paperwork associated with financial aid eligibility. Our Financial Aid Office is open during normal business hours at both campuses, including evenings (Monday through Thursday). We encourage students to stop by any time they have questions or concerns about financial aid or any aspect of college financing.

Western Tech participates in Federal Title IV Student Aid programs authorized under Title IV of the Higher Education Act of 1965 (as amended), and is approved for the training of veterans and other eligible persons in accordance with the provisions of Section 3675, Title 38, U.S. code. Financial assistance is made available to qualified students according to the rules of each individual student aid program.

The Western Tech website contains detailed information about the types and amounts of student aid available, application procedures, eligibility rules, and the rights and responsibilities of students receiving aid at www.westerntech.edu.

The following are brief descriptions of the aid programs in which Western Tech participates. More detailed information is available on the College's website at www.westerntech.edu.

FEDERAL STUDENT AID

Federal Pell Grant

Federal Pell is a grant that does not need to be repaid. Eligible students who have not received a Bachelor's Degree may receive this grant based upon their Expected Family Contribution (EFC) as determined through the FAFSA application process.

Federal Supplemental Education Opportunity Grant (SEOG)

Pell-eligible students (see above) may also be eligible for an additional grant under this program. SEOG awards are limited to those eligible students with the lowest EFC's (generally zero EFC's only).

Federal Work Study Program

This program enables students who demonstrate financial need to earn a portion of their education expenses. Students earn at least the current hourly minimum wage by working at the College, non-profit organizations or other community employers.

Federal Stafford Loan Program

Eligible students at Western Tech are able to borrow a traditional "student loan" from the Federal Direct Student Loan Program. These loans are called Federal Stafford Loans, and the interest on these loans may be subsidized and/or unsubsidized.

For maximum loan amounts, explanations of the differences between the Subsidized and Unsubsidized Loan Programs, and other important information, please visit the College's website at: www.westerntech.edu.

Federal PLUS Loan (Parents)

The parents of dependent students at Western Tech are generally able to borrow a Federal Parent PLUS Loan based upon credit-worthiness. Parents can borrow up to the full cost of education minus any other aid received.

INSTITUTIONAL FINANCING

In the event that a student is unable to completely pay for his/her education with Federal Student Aid funds, Western Tech offers students two options:

1. **In-School Payment Plan**- The Western Tech Payment Plan allows students to make equal monthly payments across the school year for any remaining balance after other forms of financial assistance are considered.
2. **Long-Term Financing**- Western Tech also offers institutional financing (through a third-party servicer) which allows for a maximum term of thirty-six months. Interest rates are determined by credit analysis.

Western Tech complies with all applicable state, federal and equal credit opportunity laws; however, Western Tech does not guarantee financial assistance to any student.

PERSONAL FINANCING

In the event that a student and/or parent would like to obtain personal financing through their own lender, please consult with the Financial Aid Office to discuss a personalized payment schedule.

SCHOLARSHIPS:

The primary purpose of this scholarship program is to encourage high school seniors to enter high-tech career training. The secondary purpose is to assist economically disadvantaged students who, although academically capable, may not otherwise be able to fully afford specialized career training.

The following are brief descriptions of the scholarships that Western Tech offers for qualified students:

High School Senior Scholarships:

The Western Tech High School Senior Scholarship awards ten (10) total scholarships from each of our (13) eligible programs to all school districts throughout the Southwest Region. The criteria's to complete the High School Senior Scholarship are as follows:

1. Turn in (1) letter of recommendation from an appropriate source (teachers, employers, counselors).
2. Turn in a minimum of a (300) word essay "Why you want a career in the field you are applying for" (list your activities in school, work experience, previous training and goals).
3. Provide an official copy of your current high school transcripts, (after the first semester).
4. Schedule a Wonderlic SLE Survey exam to be administered at Western Tech.

The awarded scholarships will be applied towards current tuition in the following amounts:

- 1st. place will receive \$4,000.00
- 2nd. place will receive \$3,750.00
- 3rd. place will receive \$3,500.00
- 4th. place will receive \$3,250.00
- 5th. place will receive \$3,000.00
- 6th. place will receive \$2,750.00
- 7th. place will receive \$2,500.00
- 8th. place will receive \$2,250.00
- 9th. place will receive \$2,000.00
- 10th. place will receive \$1,500.00

All seniors who will be graduating High School in the spring are eligible to apply for the High School Senior Scholarships. Students who wish to apply should see their high school career center or school counselor for a scholarship application, or visit the Westerntech.edu website. The selection process is completed by a committee of local high school personnel. The application and review process will be completed in mid-April.

Skills USA Scholarships:

Western Tech offers scholarships to the winners of the Skills USA competition (El Paso regional area). The participants who place 1st through 3rd in each category will receive a scholarship using the following formula:

- 1st. place will receive \$4,000.00 off tuition
- 2nd. place will receive \$3,000.00 off tuition
- 3rd. place will receive \$2,000.00 off tuition

Military Appreciation Award

Active duty and reserve service members, honorably discharged veterans or National Guard members, and their dependents qualify for 10% reduction to current tuition. Supporting documentation to be considered for the award is as follows:

1. **Veteran** -A copy of the prospective student DD214 along with a picture ID
2. **Military Dependent Spouse** – A copy of military spouse DD214 and/or proof of active duty(active orders), picture ID, and marriage certificate.
3. **Military Dependent Child** – Marriage certificate of parents, child birth certificate identifying either parent, picture ID (parent, child) along with DD214 and/or proof of active duty, reserve and/or National Guard.

The 10% reduction does not apply to books, tools, or any other charges.

Career Colleges and Schools of Texas (CCST) Scholarships:

Western Tech participates in the Career Colleges and Schools of Texas (CCST) scholarship program that is offered to high school seniors. Each public and private high school in Texas receives four scholarship certificates, each valued at \$1000.00, which can be redeemed at select colleges and schools throughout the state. The selection process is done at each high school. Please see your high school career center or school counselor (Texas schools only) for a scholarship application. The deadline may vary, and scholarships are awarded by May 31st of each year.

Academic Requirements for Scholarships and Awards:

Each scholarship/award may have academic requirements for a student to remain eligible for continued payments. Recipients of each scholarship will be notified in writing of any such requirements. This will be administered by the College Education Liaison staff.

Limit on Awards:

Prospective students who are enrolling cannot be granted more than 50% off tuition in total scholarship awards.

Institutional Specific Scholarships:

Prospect students who are enrolling will have the option to use institutional specific scholarship awards not to exceed the total amount of \$5,000.00 towards tuition. These scholarships will be honored from other colleges and universities within (1) year of the high school graduation date.

Scholarships and awards are valid for one year after the date and are not a cash award. They are applied towards tuition fees only. Scholarships are non-transferable and redeemable only at Western Tech.

GRANTS, LOANS, SCHOLARSHIPS, ETC.

A **Grant or a Scholarship** is money that is used to help a student pay for school-related expenses. These items are awards that do not need to be re-paid.

A **Work-Study** award must be earned through work at an hourly wage. Wages earned through this program do not need to be re-paid.

A **Loan** must be re-paid at a future date through monthly payments. Any loan/financing offered at Western Tech will be fully explained and provided with written terms and conditions, including terms of repayment. Be sure to read and understand the terms and conditions prior to agreeing to any loan or financing agreement.

ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY

All Western Tech students must maintain satisfactory progress toward completion of their academic program. Students who fail to meet the academic progress standards of the College are subject to both academic penalties and the potential loss of eligibility for federal aid. The standards below apply exclusively to eligibility for federal student financial aid.

Revisions Effective January 1, 2013

Certain sections of this policy have been revised effective January 1, 2013. The revisions are in *italics*. The revised sections apply **only** to students who begin their program at Western Tech after the effective date and/or who transfer or re-enroll into a cohort of students who began their studies after the effective date. Sections of this policy which do not contain any *italics* remain unchanged from the previous catalog and are identical for both new and continuing students.

Definitions – Effective 2013:

Degree Programs: are defined as programs which lead to an Associate Degree.

Degree-Track Programs: are certificate programs in which 100% of the coursework is applicable to an Associate Degree program at Western Tech.

Certificate Programs: are certificate programs that do not have an affiliated Associate Degree program.

Degree Programs and Degree-Track Programs are measured in traditional Semester Credit Hours, while Certificate Programs are measured in Clock-to-Credit Conversion Credit Hours.

Payment Periods

The measurement of Academic Progress for Financial Aid shall occur in increments which correspond to the “payment periods” for Federal Title IV Financial Aid. Academic Progress shall be measured at the end of each payment period. A “payment period” is defined as one-half (as measured in both weeks and clock hours (instructional hours)) of the student’s scheduled academic year or the remaining scheduled period of instruction until program completion (whichever is less). If the remaining period of instruction is less than one-half of the standard academic year, (less than 450 clock hours) it shall be considered a single payment period.

Payment Periods – Effective 2013

The measurement of Academic Progress for Financial Aid shall occur in increments which correspond to the “payment periods” for Federal Title IV Financial Aid. Academic Progress shall be measured at the end of each payment period. For Degree/Degree Track Programs, the payment period is the Semester. For Certificate programs, the payment period is defined as one-half (as measured in both weeks and credit hours (instructional hours)) of the student’s scheduled academic year or the remaining scheduled period of instruction until program completion (whichever is less). If the remaining period of instruction is less than one-half of the standard academic year, (less than twelve credit hours) it shall be considered a single payment period.

Academic Progress Standards for Financial Aid	Minimum Cumulative Grade Point Average	Cumulative Hours Completed/ Attempted
<i>End of 1st payment period</i>	1.50	67 percent
<i>End of 2nd payment period</i>	1.75	67 percent
<i>End of 3rd or subsequent payment period</i>	2.00	67 percent

Additional “Maximum Timeframe” Standard

Eligibility is also limited to students completing their programs within one and one-half times the normal program length. The maximum timeframe is reached when the student has attempted more than one and one-half times the number of clock or credit hours required to graduate from his/her program. The maximum timeframe standard evaluation for transfer students will consider all credits attempted at Western Tech, or accepted for transfer or proficiency credit. Students who change programs may request that their maximum timeframe be re-calculated based solely on those hours that are applicable to the current program of study. A determination of ineligibility based upon the maximum timeframe standard may be reversed based upon a mitigating circumstance. Please refer to the “Regaining Academic Eligibility” section (below).

GPA and Grading Policy

All issues of grading policy, Grade Point Average (GPA) calculation, attendance, etc. are calculated in accordance with the regular academic policies of Western Tech.

Completed/Attempted Clock Hours

“Attempted Hours” means the number of scheduled clock hours (clock hours) in the program as listed in the Western Tech calendar. “Completed Hours” means the number of “attempted” clock hours a student actually attended.

Completed/Attempted Credit Hours – Effective 2013:

For Degree/Degree Track Programs, “Attempted Hours” means any credit hours for which the student was charged or received financial aid. “Completed Hours” means the number of “attempted” credit hours for which a student received a passing grade. For Certificate programs, “Attempted Hours” means the number of scheduled credit hours in the program as listed in the academic calendar to the measurement point. “Completed Hours” means the number of “attempted” credit hours a student actually attended.

Transfer Students

Accepted transfer credit shall be considered as completed coursework for purposes of this policy. However, since no grades are assigned to transfer courses, they will not impact the student’s GPA. Academic years and payment periods for transfer students shall be defined individually based upon the remaining period of instruction.

Return after an Absence

A student who returns after a leave of absence, withdrawal, dismissal, or other extended absence of 120 calendar days or less, shall not have the period of absence considered in the calculation of academic progress. In all other aspects, the student's progress will be evaluated in the same manner as if the absence had not occurred, with the exception of any necessary changes to the start and end dates of planned payment periods. A student, who returns after a withdrawal, dismissal, or other absence of more than 120 days, shall be measured in a manner consistent with a transfer student (see above).

Return after an Absence – Effective 2013:

A certificate program student who returns after a leave of absence, withdrawal, dismissal, or other extended absence of 180 calendar days or less, shall not have the period of absence considered in the calculation of academic progress. In all other aspects, the student's progress will be evaluated in the same manner as if the absence had not occurred, with the exception of any necessary changes to the start and end dates of planned payment periods. A certificate program student, who returns after a withdrawal, dismissal, or other absence of more than 180 days, shall be measured in a manner consistent with a transfer student (see above).

Financial Aid Warning Status

Students who fail to meet the standards defined above will be placed on Financial Aid Warning Status for their subsequent payment period. Students in Warning Status remain eligible for federal student aid.

If a student has not returned to “good” academic standing (according to the chart) by the end of the Financial Aid Warning Status payment period, the student will lose eligibility for federal student aid from that point forward. Such dismissal/loss of eligibility may be subject to appeal (see below).

Data Corrections

If a student's academic record is corrected subsequent to the evaluation date, a student may submit a written request to the Financial Services Director for re-evaluation of the student's financial aid eligibility.

Regaining Academic Eligibility for Financial Aid

1. Mitigating Circumstances Appeal: A determination of loss of eligibility for federal financial aid may be appealed based on mitigating circumstance(s). A mitigating circumstance is defined as an exceptional or unusual event(s) beyond the student's direct control, which contributed to or caused the academic difficulty. Examples include: the death of a relative, an injury or illness of the student, or other special circumstances. Appeal letters should be addressed to the Financial Services Director and must include a complete description of the circumstances that led to the academic difficulty, how those circumstances have changed, and a plan for future academic success. Copies of supporting documentation should be included. All appeals are reviewed by a committee of academic and administrative staff whose determination is final. A mitigating circumstance appeal may also be used to override the Maximum Timeframe Standard.

A student for whom a mitigating circumstance appeal is approved will be placed in Financial Aid Probation Status for one payment period. If the student has not returned to good academic standing (according to the chart) by the end of a probationary payment period, the student will lose eligibility for future financial aid.

2. **Regaining Eligibility Other Than Through Appeal:** Students who have lost federal financial aid eligibility may potentially regain academic eligibility by one or more of the following methods: 1) be accepted into a different academic program at Western Tech, if the re-evaluated student's record (based upon the courses applicable to the new program) will be in compliance with all academic standards; and/or make up the academic deficiencies at Western Tech without benefit of federal financial aid. In each of these circumstances, approval is at the discretion of the School Director.

Return to Good Standing

Once a student has returned to good academic standing, any previous academic difficulty, warning, or probation shall have no future bearing on the student's status. Hence, such students will have benefit of all provisions of this policy, including a warning payment period.

RETURN OF TITLE IV FUNDS RETURN TO TITLE IV/ REFUND REPAYMENTS POLICY

This policy applies to recipients of Federal Title IV Financial Aid funds who cease enrollment for any reason prior to graduation. Students that are no longer attending may owe funds to the College to cover unpaid tuition, fees, and other charges. Also, the College will attempt to collect from the student any funds that the College was required to return to the financial aid programs under this policy.

The College will calculate how much federal aid may be retained or disbursed for a student who withdraws prior to the end of a payment period. The calculation is referred to as "Return of Title IV Funds" (R2T4). The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the College. All students subject to this policy will have their eligibility calculated according to the following definitions and procedures, as prescribed by regulation.

Withdrawal Before 60%:

The College must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's proration formula to determine the amount of financial aid funds the student has earned at the time of withdrawal.

Withdrawal After 60%:

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the College will still calculate the student's eligibility for a post-withdrawal disbursement.

CALCULATING R2T4

Title IV funds are earned in a prorated manner up to the 60% point in the payment period. The proration is based upon scheduled classroom/instructional hours (clock hours) for clock-hour programs, and calendar days for credit hour programs. The College will determine the earned and unearned Title IV aid as of the student's last date of attendance (LDA) and the College's academic calendar.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 funds is allocated in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOG). The calculation steps are outlined as follows:

1. Calculate the percentage of Title IV aid earned by the student. Days or clock hours scheduled through LDA / days or clock hours in the payment period.) = 15.3% (% of completed calendar days within the payment period) 118 (scheduled days).
2. Calculate the dollar amount of Title IV aid earned by the student. Percentage as calculated in step one above X Amount of aid which was disbursed to the student or could have been disbursed to the student.
3. If the earned amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the federal student aid programs.

The College will notify the student in writing of the amount and type of any financial aid funds that must be returned.

RETURN TO TITLE IV FUNDS TIMEFRAME

Western Technical College adheres to the maximum timeframes prescribed regulation to return unearned funds. The date of the determination of the student's withdrawal remains 14 days from the student's last day of attendance; with exception of students determined to be on an approved leave of absence. The institution will return any unearned funds with 45 days after the date the institution determined that the students withdrew.

POST-WITHDRAWAL DISBURSEMENT

If a student earned more aid than was disbursed to him/her, the student may be eligible for a post-withdrawal disbursement. The College will notify the student in writing if he/she is eligible for a post-withdrawal disbursement of Title IV loan funds. A student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of any loan funds offered as a post-withdrawal disbursement. A post-withdrawal disbursement of Federal Pell Grant funds does not require student acceptance or approval. The College will seek the student's authorization to use a post-withdrawal disbursement for all other educationally-related charges in addition to tuition and fees.

OVERPAYMENTS

Any amount of unearned grant funds that a student must return directly is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the Pell Grant funds you received

or were scheduled to receive. Students in this circumstance must make arrangements with the College and/or the U.S. Department of Education to return the unearned grant funds. Failure to do so will result in ineligibility for future federal financial aid.

CONSUMER INFORMATION

The Western Tech website contains consumer information mandated by numerous governmental agencies. The consumer information webpage can be accessed at www.westerntech.edu/consumer.htm. The information available includes:

PRIVACY AND INFORMATION SECURITY

Western Tech carefully protects all personal information in its possession regarding students and their families. The college employs office procedures and password-protected computer systems to ensure the security of paper and electronic records. The college does not disclose its security procedures to students or the general public to protect the effectiveness of those procedures. Access to social security numbers and other personally identifiable information (PII) is strictly limited to those School Officials with a need-to-know.

The Family Educational Rights and Privacy Act of 1974 (FERPA) also provides current and former students with the right to inspect and review educational records, the right to seek to amend those records, the right to limit disclosure of information from the records and the right to file a complaint with the U.S. Department of Education. For more information and details of this policy, please refer to the Western Tech website at www.westerntech.edu.

CAMPUS SECURITY REPORT AND POLICY

This report contains an itemized listing of crimes and certain other offenses committed on the College's campuses and the adjacent public areas during the past three calendar years. The policy highlights Western Tech's methods for protecting student security, and for informing the students and the campus community of any crimes or patterns of crimes that may pose a threat to safety. The Report and Policy can be found at www.westerntech.edu/campussecurity.htm. Interested parties who are unable to access the report on-line, or would prefer a paper copy, may contact any member of Western Tech staff.

DRUG AWARENESS AND DRUG ABUSE PREVENTION POLICY

Western Tech maintains a drug abuse prevention policy which prohibits the illegal possession, sale, or distribution of controlled substances on the Western Tech campuses or at College events. The Policy and significant information about the hazards drug abuse, the effects of specific substances, and links to local rehabilitation service organizations can be found at www.westerntech.edu/drugawareness.htm. Interested parties who are unable to access the policy on-line, or would prefer a paper copy, may contact any member of Western Tech staff.

OTHER CONSUMER INFORMATION AVAILABLE ON THE WESTERN TECH WEBSITE

(www.westerntech.edu/consumer.htm):

Detailed Information on Financial Aid Programs (including current maximum awards)

Student Loan Requirements

Rights and Responsibilities of Students Receiving Financial Aid

Satisfactory Academic Progress for Financial Aid

Cost of Attendance and Net Price Calculator (NPC)

Withdrawal, Refund and Return to Title IV Policies

Transfer of Credit Policy and Transferability Disclosure

Copyright Infringement/Internet Use Policy

Facilities and Services Available to Students with Disabilities

Completion, Graduation and Placement Disclosures (including Student Right-to-Know Act)

Voter Registration/Constitution Day

Information Regarding Graduation Rates, Median Debt of Program Graduates, and Other Important Information

PRINTED COPIES OF ANY OF THE CONSUMER INFORMATION CONTAINED ON WESTERN TECH WEBSITE CAN BE OBTAINED BY CONTACTING THE SCHOOL DIRECTOR'S OFFICE

CAREER SERVICES

GRADUATE EMPLOYMENT ASSISTANCE

The mission of Career Services is to provide quality employment assistance services to both the employer and graduates alike. Career Services offers research, résumé writing, interviewing, and networking skills to students. Career Services also assists in preparing students to meet those employers' expectations, as well as the employer meeting their needs. The success of our graduates is a reflection of the college's success. Western Tech (Western Tech) places great importance on assisting graduates in starting their careers.

Students will be required to undergo a mock interview with an employer in their field of study. A mock interview exposes the students to a real-world experience and readies them for the workforce. This mock interview may be videotaped and later critiqued with the student. Career Services offers workshops for students to receive valuable training in successful interviewing techniques, completing applications, writing effective résumés and answering questions most frequently asked by employers. Because of Western Tech's innovative class scheduling, graduations occur several times per year. This system affords our graduates more individual attention and gives them an advantage over graduates from schools that have only one large graduating class per year that floods the job market.

Western Tech has maintained an excellent graduate employment record which we are determined to continue. We wish to make it clear that due to the vastly different personalities, characteristics, and backgrounds of each individual graduate, the college does not guarantee employment. We do, however, accept the responsibility of making every reasonable effort to assist each graduate in finding employment in his/her field; however, it may be necessary for graduates to relocate to areas where the greatest career opportunities exist. Graduate employment results are greatly influenced by student's attendance, overall attitude, academic performance, driving record and background.

EMPLOYER EXPECTATIONS

Western Tech strives to ensure that every graduate is given every opportunity to interview and secure a job in his/her field of study. Education on what employers expect is crucial to becoming gainfully employed in your field of study. Requirements vary from business to business, and many will require one or more of the items listed below:

1. **Clean Driving Record:** Companies requiring employees to drive company vehicles, pick-up and drop off customers, test drive cars, or automotive service companies, will require a driving record free of DWI's and moving violations. It is very costly to the company to insure drivers with poor driving records, so most employers bypass hiring high-risk drivers.
2. **A Current Driver's License:** Failure to produce a driver's license at the time of interview may prevent the graduate from getting hired. Without a license, how will the graduate get to work? An employer has the right to ask.
3. **A Criminal Background Check:** Most Background checks not only reveal misdemeanors and/or felonies in one's background, but also any pending litigations. The criminal check can go as far back as the employer wants to go. Failure to report any criminal conviction may result in termination and further hinder the graduate's ability to find other work.
4. **Drug Testing:** More than 90% of the employers are requiring drug testing for the use of illegal drugs. The most common is urinalysis testing. Drug and/or alcohol use, impairs memory, alertness and achievement. Their use erodes the capacity to perform, think and act responsibly.
5. **Credit Checks:** All employees that handle government contracts or the government entities themselves, (i.e. FBI, CIA, Border Patrol, etc), will require government security clearances. In order to qualify for a government security clearance, the applicant will need to have a good credit rating score. Applicants that have claimed bankruptcy or have had to undergo credit counseling will find that this will prevent them from being considered for employment. Applicants that possess a poor credit score rating are considered "high-risk" and may not be trusted to handle and maintain security information.

PROGRAM ADVISORY COMMITTEE

Every program taught at Western Tech has a Program Advisory Committee (PAC). The members of the Committee are employers who hire Western Tech graduates and who are leaders in their technical fields. All Programs Advisory Committees meet twice a year.

The Advisory Committees are designed to help keep Western Tech curricula up-to-date with ever-changing procedures and equipment improvements in the technical industry. By keeping in touch with and seeking the advice of those companies that employ Western Tech graduates, the college is able to better train its students to successfully compete in today's global economy.

GRADUATE WARRANTY

Western Tech students receive a high-tech quality training from highly skilled and experienced instructors, with modern equipment in spacious classrooms, labs and shops. Emphasizing "hands-on" competency based training, the employer can be confident that Western Tech graduates are capable of

performing entry level skills in the workplace. Many local and regional employers of Western Tech graduates can satisfactorily attest to the quality training we provide.

Any employer hiring a Western Tech graduate in the field for which they were trained who determines that the graduate possesses less than ENTRY-LEVEL competence within the college's list of identified skills may contact Western Tech in writing. Western Tech will then provide the necessary remedial training at no additional tuition. Books, insurance, uniforms or other course related charges are the responsibility of the student. Western Tech will require the employer to certify in writing, on official company stationery, that the graduate is lacking entry-level skills identified by the college as warranted competencies within 90 days of the graduate's date of hire with his/her initial employer only. If the student has commenced employment prior to graduation and remains with the same employer thereafter, then the certification of warranted-skill incompetence must be received within 90 days of the graduation date.

The warranty does not imply that the graduate is capable of successfully passing any industry licensing or certification examination. Also, the graduate's employment must have commenced within six months from the graduation date for the warranty to be effective. Activation of this Graduate Warranty program is initiated upon timely receipt of the required letter sent to the campus Director.

The student will be required to demonstrate an entry-level degree of proficiency in each competency which has been warranted during the course he/she is taught. An inability to achieve the required level of competency in the warranted skills will prevent the student from being able to advance to the next course.

Western Tech is committed to providing quality training in a caring, professional way that will prepare a student or upgrade an experienced worker to succeed in the modern, high-tech workplace.

GRADUATE EMPLOYMENT SEVERANCE

Employment assistance is an ongoing service available to all graduates in satisfactory standing. To protect the college's reputation as well as the employment opportunities of future graduates, a graduate is considered to be in unsatisfactory standing and may forfeit their graduate employment assistance privilege under the following conditions:

1. Have failed or refused to take an employee physical relative to drug or substance testing.
2. Have defaulted on a student loan.
3. Are not current in their financial obligations to the college.
4. Have been discharged from a job for misconduct such as stealing, substance abuse, sexual harassment, etc.
5. Are in violation of any of the items listed under Employer Expectations.

GRADUATION REQUIREMENTS

In order to graduate from Western Tech, all students must obtain an overall 2.0 cumulative GPA, meet attendance and other college requirements, and pass all required courses, including Employment Preparation (EP101 and EP102) and Internship.

Students seeking an Associate of Occupational Studies Degree or Associate of Applied Science degree must earn at least fifty percent (50%) of the semester credit units of the degree program at Western Tech.

The college reserves the right to withhold official transcripts to a student until all financial obligations to the college have been fulfilled or satisfactory arrangements have been made. They must also attend and complete a financial aid exit interview.

The student will be required to demonstrate an entry-level degree of proficiency in each competency, which has been warranted during the course it, is taught. An inability to achieve the required level of competency in the warranted skills will prevent the student from being able to graduate from Western Tech.

In addition, all graduating students must attend a final clearance orientation as instructed by their internship/internship coordinator and complete a final clearance sheet before graduating. Students who fail to attend the graduation orientation must reschedule the orientation with the Administrative Officer in order to be processed for graduation. Students will be allowed to pick up their degree/certificate of completion within approximately 4 weeks after their final completion date from the Registrar.

Automotive Technology, Light Duty Diesel, Performance Tuning and Diesel Mechanics:

Students graduating from these programs are required to achieve at a minimum one (1) ASE certification in the following subjects: Automotive and Performance Tuner students must pass the ASE G1 exam; Light Duty Diesel students must pass the ASE A9 exam; and Diesel Mechanics students must pass the ASE T8 exam prior to their scheduled graduation dates.

Refrigeration & HVAC Technology:

Students graduating from this program are required to achieve the EPA 68 certification (minimum TYPE II certification) prior to their scheduled graduation dates.

Advanced Welding Technology:

The Advanced Welding program requires that all “Structural” certification tests be passed as a prerequisite for the “Pipe” welding portion of the program. WTC Welding certifications will only be awarded upon completion of the program in its entirety.

Medical/Clinical Assistant with X-Ray Technology and Medical Billing & Coding:

Students graduating from these programs are required to achieve one (1) relative industry certification of their choice prior to the completion of the scheduled graduation date.

Information Systems and Security:

Students graduating from these programs are required to achieve two (2) relative industry certifications of their choice prior to the completion of the scheduled graduation date.

Electronics Engineering Technology:

Students graduating from these programs are required to achieve two (2) relative industry certifications of their choice prior to the completion of the scheduled graduation date.

GRADUATION CEREMONIES

Western Tech graduation ceremonies represent the culmination of a student’s academic achievement. It is a time of celebration and reflection for students, families, friends, faculty and staff.

In addition to celebrating each student’s accomplishments, graduates with exemplary academics and/or attendance are recognized during the ceremony. Graduates who achieved a CGPA of 4.0 are provided a gold cord; graduates with an overall program attendance of 98% or above are provided a red cord. Graduates meeting both criteria will be provided both a gold and red cord to wear throughout the commencement ceremony.

Western Tech commencement ceremonies are held twice a year, once in the summer and again during the winter and are conducted in the Don Haskins center located at the University of Texas at El Paso. All family members and friends are invited and welcome to attend to help celebrate the achievements of the graduates.

In order to ensure that all graduates are prepared and have all necessary requirements completed prior to graduation, each student will receive a graduation packet one (1) month prior to the commencement ceremonies.

In this packet, students will receive:

- A congratulatory letter detailing the events for the day of graduation (time, date)
- Graduation photography information
- Do’s and Don’ts of graduation
- Directions to and map of the venue

The commencement ceremony is a special celebration and at this time your degree/certification will be officially conferred upon you.

CERTIFICATES/DIPLOMAS

Certificate

A certificate indicates satisfactory completion of a Diploma Program covering the fundamentals of a particular subject(s).

Associate of Occupational Studies Degree/Associate of Applied Science Degree

A diploma indicates the satisfactory completion of a comprehensive study of a particular subject(s). This degree is of limited transferability since it is not designed as being automatically transferable to a college or university. Its outcome is, as it says, “Occupational” or “Applied,” and is designed to prepare a person for entry-level employment in a particular occupation. It may also be an appropriate qualification for future advancement or promotion within a company.

CANCELLATION & REFUNDS POLICY

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. If the student is not scheduled for three class days during the first week, a full refund will be made to any student who cancels enrollment within the student’s first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged and items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. Notice of cancellation must be sent to the college at the address on the enrollment agreement by certified or registered mail, postage prepaid or hand delivered to the Director of Admissions.

REFUND POLICY

1. In the event that a student account has a credit balance, it is the policy of Western Technical College to refund the amount according to the completed Student Account Closeout form on file with the Financial Aid office. Refunds are only issued in the event of a credit balance.
2. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
3. The effective date of termination for refund purposes will be the earliest of the following:
 - a) The last day of attendance, if the student is terminated by the school;
 - b) The date of receipt of written notice from the student; or
 - c) Ten school days following the last date of attendance.
4. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

5. Students who decide to leave their program within the first 14 school days of starting their program will be entitled to a full tuition refund, less administrative fees not to exceed \$100, and will be eligible for a full refund of books, tools, and supplies (including uniforms) if returned to Western Tech in good condition. Any balances that remain for non-returned items will be billed to the student, and any balance owed needs to be paid within 3 months to avoid the account from being sent to collections.
6. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
7. Refunds for books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
8. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
9. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a) An enrollee is not accepted by the school;
 - b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

10. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 1. Satisfactorily completed at least 90 percent of the required coursework for the program; and
 2. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

11. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

**In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 0611.*

CANCELLATION & Refund Policy- Massage Therapy Only

- A. A full refund of all monies paid by a student will be made if:
 1. The student cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student;
 2. The enrollment of the student was procured as the result of any misrepresentation in advertising, in promotional materials of the massage therapy educational program or by the owner, the massage school, or massage therapy instructor; or
 3. The student was not provided ample opportunity to read the information provided in §140.341 (a) of The Texas 25 Administrative Code.
- B. After expiration of the 72-hour cancellation privilege, or if the student fails to enter, withdraws from, or is terminated from the program at any time prior to completion the refund policy is:
 1. Refunds for each program will be based on the program time expressed in clock hours;
 2. Refunds must be consummated within 30 days after the earliest of:
 - a. The effective date of termination if the student is terminated;
 - b. The date of receipt of written notice from the student of withdrawal; or
 - c. 10 instructional days following the first day of the program if the student fails to enter;
 3. If tuition is collected in advance of the first day of the program, and if, after expiration of the 72-hour cancellation privilege, the student does not enter the program, not more than \$200 shall be retained;

4. If a student enters a massage therapy educational program and is terminated or withdraws, the minimum refund of the tuition will be:
 - a. During the first week or one-tenth of the program, whichever is less, 90% of the remaining tuition;
 - b. After the first week or one-tenth of the program, whichever is less, but within the first three weeks of the program, 80% of the remaining tuition;
 - c. After the first three weeks of the program, but within the first quarter of the program, 75% of the remaining tuition;
 - d. During the second quarter of the program, 50% of the remaining tuition; e.
 - e. During the third quarter of the program, 10% of the remaining tuition;
 - f. During the last quarter of the program, the student may be considered obligated for the full tuition;
5. Refunds of items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges, where these items are separately stated and shown in the pre-enrollment information, will be made in a reasonable manner;
6. If a program is discontinued by the school and this prevents the student from completing the program:
 - a. All tuition and fees paid shall be refunded if the student is not provided with a transcript of all successfully completed hours within 30 days of discontinuance of the program; or
 - b. In the event, an additional or changed location is 10 miles or more from the previously approved location of instruction and an enrolled student is unable to complete the program at the additional or changed location as determined by the department:
 - a. All tuition and fees paid shall be refunded if the student is not provided with a transcript of all successfully completed hours within 30 days of the change of location; or
 - b. All unearned tuition and fees shall be refunded if a transcript of all successfully completed hours is provided within 30 days of the change of location.
7. If a student did not meet the requirements of a program and the student does not complete the program for any reason, all tuition and fees shall be refunded

**In all refund computations, leaves of absence, suspensions, school holidays, days when classes are not offered and summer vacations shall not be counted as part of the elapsed time for purposes of calculating of a student's refund.*

ADDITION TO MASSAGE THERAPY CANCELLATION AND REFUND POLICY

Students who decide to leave their program within the first 14 school days of starting their program will be entitled to a full tuition refund, less administrative fees not to exceed \$100, and will be eligible for a full refund of tools, and supplies (including uniforms) if returned to Western Tech in good condition. Any balances that remain for non-returned items will be billed to the student, and any balance owed needs to be paid within 3 months to avoid the account from being sent to collections.

VOTER REGISTRATION

Students are encouraged to register and vote in state and federal elections. Voter Registration and Election Date information for the State of Texas can be found at: www.sos.state.tx.us.

The Elections Division of the Secretary of State's Office is open from 8:00 a.m. until 5:00 p.m. weekdays. The Elections Division is also open during the hours that the polls are open on all uniform

election dates (2nd Saturday in May and 1st Tuesday after the 1st Monday in November), on the primary and primary runoff election dates (1st Tuesday in March of even-numbered years and 2nd Tuesday in April following the primary), and the dates on which special statewide and federal elections may be ordered. Answers to questions on election law and procedures may be obtained by telephoning the Elections Division toll-free at 1.800.252.VOTE (8683) or direct at 512.463.5650.

To be eligible to register to vote in Texas, a person must be:

- A United States citizen
- A resident of the Texas County in which application for registration is made
- At least 18 years old on Election Day
- Not finally convicted of a felony, or, if so convicted must have (1) fully discharged the sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; or (2) been pardoned or otherwise released from the resulting disability to vote; and
- Not determined by a final judgment of a court exercising probate jurisdiction to be (1) totally mentally incapacitated; or (2) partially mentally incapacitated without the right to vote

Registering to vote is easy in Texas. It doesn't even require a stamp! Official applications to register to vote are postage-paid by the State of Texas. In most Texas counties, the County Tax Assessor-Collector is also the County Voter Registrar. In some counties, the County Clerk or County Elections Administrator registers voters. You may obtain an application from the school, the Secretary of State's Office, libraries, many post offices, or high schools. Or, you may download an informal application, but you will be required to affix a stamp before mailing. You may also register to vote when you apply for or renew your driver's license.

The application must be received in the County Voter Registrar's office or postmarked 30 days before an election in order for you to be eligible to vote in that election. You will receive a voter registration certificate in the mail after the County Voter Registrar has processed your voter registration application. Upon receipt of the voter registration certificate, sign it, fold it and keep it in your wallet and take it to the polls with you when you vote.

All voters who registered to vote in Texas must provide a Texas driver's license number or personal identification number issued by the Texas Department of Public Safety or the last four digits of your social security number. If you have not been issued any of these numbers, then you must state that fact on the application by checking the designated box.

A voter who has not been issued a driver's license or social security number may register to vote, but such voter must submit proof of identification when presenting himself/herself for voting or with his/her mail-in ballots, if voting by mail. These voters' names are flagged on the official voter registration list with the annotation of "ID." The "ID" notation instructs the poll worker to request a proper form of identification from these voters when they present themselves for voting. Acceptable identification includes:

- A driver's license or personal identification card issued to the person by the Department of Public Safety or a similar document issued to the person by an agency of another state, regardless of whether the license or card has expired
- A form of identification containing the person's photograph that establishes the person's identity
- A birth certificate or other document confirming birth that is admissible in a court of law and establishes the person's identity
- United States citizenship papers issued to the person
- A United States passport issued to the person
- Official mail addressed to the person by name from a governmental entity
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter; or
- Any other form of identification prescribed by the Secretary of State

VOTER REGISTRATION CERTIFICATE

- Once you apply, a voter registration certificate (proof of registration) will be mailed to you within 30 days
- Check your certificate to be sure all information is correct (If there is a mistake, make corrections and return it to the voter registrar immediately)
- When you go to the polls to vote, present your certificate as proof of registration
- You may vote without your certificate by signing an affidavit at the polling place and showing some other form of identification (for example, driver's license, birth certificate, copy of electric bill)
- If you lose your certificate, notify your County Voter Registrar in writing to receive a new one
- You will automatically receive a new certificate every two years, if you haven't moved from the address at which you are registered

If you move within the same county simply go to the Secretary of State's web site and change your address online or promptly notify the County Voter Registrar, in writing, of your new address by:

- Correcting your current voter registration certificate on the back and returning it to the County Voter Registrar
- Filling out a new voter registration application form and checking the "change" box; or
- Making simultaneous changes to your driver's license and voter registration when you apply for or update your driver's license

You will receive a new certificate with your new address. You will be able to vote in your new precinct 30 days after your change of address is submitted. If you miss the deadline (30 days before an election), you may vote in your former precinct as long as you still reside in the political subdivision conducting the election.

Your residence is located in a specific "precinct," which is an area within the county. There are many precincts within a county. The place where you will vote on Election Day is located in your precinct. There may be combined precincts in order to accommodate joint local elections; therefore, in some elections you may vote outside your designated precinct. The County Clerk or County Elections Administrator can give you the specific location of your polling place, or you can check on-line to see if the County Clerk or Elections Administrator has that information posted. The Secretary of State's Office may also provide polling place information at the "Where do I vote" link on its webpage prior to the primary, primary runoff and November uniform election date elections.

If you move to another county you must re-register! Fill out a new application and mail it, or take it in person, to the Voter Registrar of your new county. You may not register online if you move from one county to another. You will be registered 30 days after your application is submitted. You will receive a new certificate.

After changing residence to another county, a person may be eligible to vote a "limited" ballot in his/her new county of residence on candidates or issues common to the old and new counties. A "limited" ballot may be voted only during early voting by personal appearance or by mail (not on Election Day) if:

- The person would have been eligible to vote in the county of former residence on Election Day if still residing in that county;
- The person is registered to vote in the county of former residence at the time the person offers to vote in the county of new residence; and
- A voter registration for the person in the county of new residence is not effective on or before Election Day.

Promptly notify the County Voter Registrar, in writing, of the name change using the same steps as for IF YOU MOVE WITHIN THE COUNTY. You will receive a new certificate 30 days after your name change notice is submitted. You may continue to vote during this period. If you do not have your certificate in hand, you may sign an affidavit at the polls and present a form of identification.

FOR MORE INFORMATION, CONTACT:

- Secretary of State's Office toll-free at 1.800.252.VOTE (8683)
- Your local County Clerk (will be listed in the blue pages of your telephone book)
- Your local County Elections Administrator
- Your County Voter Registrar (Tax Assessor-Collector)

Secretary of State

Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
512.463.5650 or
1.800.252.VOTE(8683)
Fax 512.475.2811
TTY 7.1.1

Federal Election Commission

999 E Street, N.W.
Washington, D.C. 20463
1.800.424.9530

Texas Ethics Commission

P.O. Box 12070
Austin, Texas 78711-2070
512.463-5800
1.800.325.8506

CONSTITUTION DAY

Western Tech celebrates Constitution Day on or near September 17 of each year as required
www.constitutionday.com

STUDENT SIGNATURE

I have received information about the policies and standards of Western Tech contained in the student handbook. I have reviewed the policies and do understand them, and I do hereby agree to abide by all of the policies/standards including:

1. Academic, Attendance.
2. Dress Code and Professional Dress Attire regulations.
3. Student Code of Conduct.
4. Crime Awareness Program and Campus Security Act Policy.
5. "Drug Free Schools-Notice to Students."
6. Software protection policies of Western Tech.
7. Student Media Release.
8. Graduation Requirements.

I understand that failure to comply with the College's policies, standards or regulations will result in disciplinary action up to and including termination of my training.

Printed Name

Signature

Date

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