

**MIDWEST INDUSTRIAL TRADE SCHOOL
VETERANS ADDENDUM TO THE AUGUST 2013 CATALOG**

Effective September 2013 to September 2015

Student Conduct and Suspension/Termination Policy

The school reserves the right to suspend or dismiss, at any time, any student whom it deems “unsatisfactory” for any reason. Students are expected to act with decorum, to obey the regulations of the school, and to pay due respect to its staff, instructors, and other students. “Undesirable conduct”, which is inconsistent with general good order whenever it may occur, is held to be sufficient grounds for dismissal. This includes any attempts by a student to present as their own work (anything they have not honestly performed) or an attempt to pass an exam by improper means. A student is expected to conduct themselves properly outside the school area. Alcohol and drugs will not be permitted and/or used on school property. Persons under the influence of alcohol and/or drugs are subject to immediate dismissal.

The school may dismiss any student who fails to maintain passing grades, engages in improper or unlawful conduct, conducts themselves in such a manner that discredits the school, demonstrates disruptive classroom behavior, or maliciously destroys or damages school property. The student will be held liable for repair or replacement of the damaged property. The school reserves the right to suspend or dismiss, at any time, any student who behaves in a manner deemed unsatisfactory by school staff directors.

Conduct inconsistent with general good order, whenever it may occur, is considered to be sufficient grounds for dismissal. Such behavior includes but is not limited to:

- Attempts by a student to present as his/her own work anything that he/she has not honestly performed.
- Attempts by a student to pass an exam or test by improper means.
- Improper or unlawful conduct.
- Behavior that discredits the school or is deemed by school staff to be disruptive to the everyday operations of the school.
- Malicious destruction or damage to school property. In addition to dismissal, the student will be held liable for repair or replacement of damaged property.
- Bullying behavior. For these purposes, bullying is defined as behavior involving unwanted, negative actions in a pattern of behavior repeated overtime.
- Sexual harassment directed toward students or any person on school property. For these purposes, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature creating an intimidating, hostile, or offensive working or learning environment.
- Alcohol and drugs will not be permitted on school property. Students found under the influence of, or in possession of, alcohol or drugs are subject to immediate dismissal.

The possession, storage or use of weapons of any sort by is strictly prohibited on school property. The term "weapon" refers to firearms, explosives of any type (including fireworks), metal knuckles, and knives with blades more than 3 inches long. This includes hunting bows and arrows and hunting knives. Additionally, “weapon” is expanded to include any instrument that is furnished as a weapon including, but are not limited to, fake or toy guns, pocketknives, or a hand held under clothing to simulate a weapon. Students found in possession of weapons are subject to immediate dismissal.

Suspension Policy

Midwest Industrial Trade School reserves the right to suspend students for 1-3 days for the following reasons (but not limited to):

1. Inappropriate, undesirable, or unprofessional behavior
2. Threats to staff or students (zero tolerance)
3. Cheating or plagiarizing
4. Non-compliance with school rules or procedures (insubordination)
5. Drug or alcohol usage on school property.

Students will receive zero credit or points for day(s) of suspension and will be counted as absent.

Attendance

Midwest Industrial Trade School assumes that when a student registers for a course, that student accepts responsibility for full participation in all classes, lab activities requirements. Students are, therefore, expected to attend all classes.

Monitoring of Satisfactory Progress

The maximum time frame to complete a student's training shall not exceed 1.5 times the normal duration of a student's elected course. Satisfactory progress will officially be checked weekly and the end of every lesson.

Satisfactory Progress Requirements

The purpose of training is to prepare a student for immediate employment in their chosen field upon graduation. Because of this, grading is administered to correlate the student's level of achievement on classroom tests and lab projects. Students will be furnished with a grade report at the completion of each lesson, which will reflect his/her current grade point average (GPA).

Satisfactory Progress Definition

At Midwest Industrial Trade School, satisfactory progress is defined by the following criteria:

- A minimum of 70% for each subject/lesson in the Welding and Pipe Fitting Trade Programs.
- If a student's average falls below 70% at the mid-lesson portion of the course, the student will be given a written academic warning and have until the end of the lesson to comply with the standard. At the end of the course lesson, if the student has not satisfied the specific requirements and is not making satisfactory progress, the student will be offered the opportunity for additional mentoring assistance by the school instructor and review at end of additional assistance will determine if student will be eligible to reenroll in the Welding and Pipe Fitting Trade Programs.
- Acceptable attendance.
- Meeting required classroom and laboratory/shop goals.
- If a student receives an incomplete in any subject, the student will have 5 days to complete all assigned work. A student may be allowed to progress into the next module on a probationary period. An incomplete is defined as any work that is not completed by the end of a lesson within the given timeline, as assigned by the course instructor. If the work from the previous module is not completed within 5 days, the student's progress will be deemed unsatisfactory and they will be dismissed from the school.

Academic Warning

If a student's GPA falls below 2.50 in Welding or Pipe Fitting course, at the end of a lesson he/she will be given an "Academic Warning" and have until the end of the next lesson to comply with the standard. Students in the Welding or Pipe Fitting Trade program must pass their last lesson. At the end of the lesson, if the student has not satisfied the specific requirements and is not making satisfactory progress, the student may be dismissed from the school.

If a student's grade falls below 70% at mid-term/course of instruction for Welding, or Pipe Fitting, the student will be counseled and have until the end of the term/lesson to comply with the standard. At the end of the term/lesson if the student has not satisfied the specific requirements and is not making satisfactory progress, the student may be dismissed from the school.

Any student allowed to continue in the course program, who does not meet academic requirements for graduation, may receive a certificate of attendance (transcript up to the date of drop) in place of a certificate. If the student is not passing at mid-lesson, the student will be given a written warning that will clearly outline why the student is on “Academic Warning,” what is required of the student to be removed from “Academic Warning,” and how to make satisfactory progress by the end of the probationary period.

Grade Scale

A - 4.0 - Indicates superior grasp of material, earned through 100% - 90%, excellent performance on all assignments and examinations, and is a very strong indication of career success.

B - 3.0 - Indicates a good level of proficiency, earned through 89% - 80%, is a strong indication of career success.

C - 2.0 - Indicates a satisfactory level of achievement earned through 79% - 70%, to enable successful employment or completion of further course work.

D - 1.0 - Indicates probationary grade and a marginal level of 69% - 60% achievement. Students earning this grade are expected to seek extra help to correct deficiencies. Conferences with the student, instructor, and the respective Technical Program Director will determine the best course of action to take to promote academic success.

F - 0.0 - Indicates an insufficient comprehension of material, to permit promotion, 59% to 0%, to the next module.

Students who earn this grade will be placed on academic probation and must consult the Program Technical Director for further guidance.

Refund Policy for Students Using Veterans Education Benefits

The school will charge a sum which does not vary more than 10% from the exact pro rata portion of tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact portion will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course (number of hours completed divided by the total number of hours in course plus 10% = refund). Refund will be made within thirty (30) days of the change in student status.

REFUND POLICY

All tuition and instructional charges is subject to the following pro-rata refund policy:

Percentage of days in class completed by student at notice of cancellation	Percentage of tuition and instructional charges that school may retain
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%

In excess of 85% to 90%
In excess of 90%

95%
100%

Contact the Program Technical Director for appropriate paperwork to cancel the Enrollment Agreement.

FACILITY DESCRIPTION

The classroom building contains seating for up to 12 students with a total of 200 square feet. The school laboratory facility contains 12 welding booths, pipe fitting station, beveling and grinding equipment, and a total of 7200 square feet.

VETERANS COMPLAINTS

Veterans who have complaints about the quality of training or administration of veterans' benefits provided by Midwest Industrial Trade School are encouraged to share their concerns with Midwest Industrial Trade School officials. Veterans can also contact the Illinois State Approving Agency for Veterans Benefits at (217) 557-4604.

Acknowledgement of Receipt of Veterans Addendum

Midwest Industrial Trade School has provided me with the Veterans Addendum to the Midwest Industrial Trade School Catalog and I have read and understood the policies contained within the Addendum. I also understand that as a veteran receiving federal veterans' educational benefits that I will have to comply with the policies contained within the Veterans Addendum.

Signature of Veteran

Date

Signature of Midwest Industrial Trade School Representative

Date