

Student Handbook

UTAH SAFETY LAW

In 1965, the Utah State Legislature passed a law requiring every student, teacher, and visitor in any public or private school to wear industrial quality eye protection devices while participating in or observing the following: Industrial educational activities involving hot or molten metals; operation of machinery or equipment that may throw particles of foreign matter into the eyes; heating, treating, tempering or high firing of industrial materials; and chemistry projects, when using caustic, explosive or hot chemicals, liquids, or solids.

This policy is in accordance with the RIGHT TO KNOW and CAMPUS SECURITY ACT of 1990. (Title II of Public Law 101-542)

INCIDENT REPORTING

Any student involved in an incident or accident on campus must complete an Incident Report form. These forms are used for College records and in the event of an insurance claim being filed by any party involved in an incident. Contact VP of Student Affairs.

SCHOOL ACCIDENT REIMBURSEMENT

Students are strongly encouraged to obtain and maintain adequate health insurance coverage. The College has an accident reimbursement policy for limited reimbursement of medical expense due to training-related accidents occurring on College property or at College sponsored events. This reimbursement is designed only to supplement the student's own medical insurance coverage.

PARKING ON CAMPUS

There are student parking lots provided for both campuses. Parking zones for individuals with a disability are provided and enforced at UBTech. Unauthorized parking in designated disabled parking stalls may result in vehicles being towed and impounded at the owner's expense.

CHILDREN

Children are not allowed in the labs and classrooms, because they may be distracting to the instructors or fellow classmates, or damage may occur to the lab equipment. Children in other parts of the building must be under the supervision of an adult at all times.

DRUG & ALCOHOL-FREE ENVIRONMENT

The College is committed to providing a safe and productive work and educational environment that is free from the effects of possession, use, or distribution of illicit drugs or alcohol. Employees, students, and visitors are prohibited from possession, use, or distribution of any illicit drug or alcohol on college premises or at any college activity. The policy is strictly enforced. Violators will be subject to college disciplinary sanctions, criminal prosecution, fine, and imprisonment.

Substance abuse education materials are available for students on the Student Portal.

A listing of health risks and legal penalties associated with substance abuse is provided annually to students online at [Scholarship & Financial Aid-UBTech](#).

STUDENT CODE OF CONDUCT

Students attending UBTech are expected to conduct themselves in a manner consistent with customary standards of employment. Faculty and staff of UBTech are committed to providing all students a positive learning environment where employment skills can be learned in a safe atmosphere. Consistent with this philosophy, is the general expectation that fellow students, faculty, and staff are to be treated in a polite, respectful manner.

The following are considered unacceptable and are not permitted for any students attending UBTech, while on College owned or controlled property, while on externship assignment, or while representing the College in the community:

Alcohol and Controlled Substances: Use of alcohol and drugs not prescribed to the holder. Use of, possession of, or trafficking of controlled substances or drug-related paraphernalia (illegal drugs) in class or on the premises.

Animals: Animals are not allowed in college facilities unless they are service animals.

Assault: Knowingly or recklessly causing or attempting to cause serious physical harm to another. This includes any threat or act of violence intended to harass, frighten, cause harm, or emotional duress.

Student Handbook

Cheating: Cheating is a serious offense and will be punished by penalties that are deemed appropriate. Repeat offenses are punishable by penalties including expulsion from the College. Plagiarism is considered a form of cheating.

Copyright: Violating copyright laws, illegal photocopies, downloading, peer to peer file sharing of copyrighted materials. Copyright violations may subject violators to civil and criminal liabilities. 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.

Destruction of Property: Intentionally or recklessly damaging, destroying, defacing or tampering with the property of the UBTech or the property of another person or entity.

Dishonesty and Misrepresentation: Knowingly or

recklessly furnishing false information to College officials, faculty, and/or staff. This includes forgery or alteration of College documents, records, or identification. This also includes presenting others work as one’s own.

Disturbing the Peace: Knowingly or recklessly disturbing the peace of the College including, but not limited to, disorderly conduct, failure to comply with an order to disperse, fighting, quarreling, and being intoxicated.

Dress Code: Students should dress appropriately for the occupational environment for which they are training and to start acquiring wardrobes suitable for employment. Clothing should be appropriate for safety and effective performance of tasks in the area of training in which they are enrolled. Dress code may vary between training programs. Clothing must be clean and shall not be immodest, obscene, or create a hostile training or work environment for other individuals or themselves.

While it is not our intention to tell students how to dress, there are a few guidelines that we expect UBTech students to follow:

- Shirts and shoes are to be worn at all times.
- Clothing should not be revealing or offensive as to cause disruption of normal college and classroom activities.
- Both the individual and his/her clothes should be clean so as not to offend others.

Free Expression on Campus

General Rights of Free Expression on Campus

1. The college upholds and promotes free expression on campus. Except as limited by regulations consistent with the law and this rule,
 - a. all faculty, students, and staff have the right to express views and ideas, and are free to criticize, contest, and condemn views expressed on campus and

- b. neither the faculty, staff, nor students may obstruct, disrupt, suppress or otherwise interfere with the freedom of others to express views on the basis that they find those ideas hateful, immoral, or misguided.
2. The college's outdoor areas are a traditional public forum.
3. The college may not prohibit:
 - a. a member of the college's community or the public from spontaneously and contemporaneously assembling in an outdoor area of the college's campus; or
 - b. a person from freely engaging in noncommercial expressive activity in an outdoor area of the college's campus if the person's conduct is lawful.

R961-2-5. Time, Place, and Manner Restrictions

1. The college may reasonably regulate the time, place, and manner of free expression to ensure that it does not disrupt the ordinary activities of the college. This includes established procedures for engaging in organized speech activities, such as protest marches or invited speakers.
2. These exceptions to the principle of freedom of expression must be viewpoint neutral, generally content neutral, narrowly tailored, and leave ample opportunity for alternative means for expression, in order to protect the college's interests. It is vitally important that the college will not use these exceptions in a manner that is inconsistent with the college's commitment to free and open discussion of ideas.

Harassment: UBTech is committed to providing students an environment that is free of harassment and discrimination. In compliance with all federal, state, and local laws, the College prohibits all forms of harassment, discrimination, and related inappropriate conduct on campus, at College operated facilities or programs, or College related activities by any student, college

employee, or third-party member. Harassment or discrimination in any form shall be grounds for immediate and appropriate disciplinary action. UBTech supports and adheres to [Title IX](#) policy. UBTech's full Title IX policy can be found on the website at <https://www.ubtech.edu/students/title-ix/>.

Information Technology: Misuse of, theft, unauthorized access, or abuse of the UBTech information technology including the violation of college internet access policies.

Insubordination: Failure to comply with reasonable requests from persons in authority.

Parking: Parking on UBTech grounds is a privilege. Students must comply with all parking and driving regulations on campus. Failure to comply may result in loss of parking privileges, towing, or parking fines.

Safety Equipment: Misuse or unauthorized use or alteration of fire fighting equipment, safety devices, alarms, fire extinguishers, or other emergency device.

Sexual Misconduct: Engaging in sexual activities on school premises or during school activities, on or off the college campus.

Theft: Theft of the property or services of the College or any person or entity.

Tobacco Use: In keeping with UBTech's intent to provide a safe and healthful environment, tobacco is prohibited on school property. This policy applies equally to all employees, students, and visitors.

Trespass or Forcible Entry: Trespass or forcible entry into any College building, structure, or facility or onto College property.

Truancy: Secondary students who are found loitering during class hours anywhere on UBTech property, including classrooms or labs where they are not officially enrolled, will be considered truant and will be subject to disciplinary sanctions and will be referred to law enforcement.

Student Handbook

Unauthorized Visitors: The presence in classrooms, labs, or assessment areas, of visitors, including children, without proper authorization. Children must be attended to at all times.

Unsafe Practices: Physical harm to others or self, threat of physical harm to others or self, and dangerous or abusive usage of tools and materials. This also includes unsafe operation of private vehicles on school property and any other unsafe practice.

Weapons on Campus: The college complies with and enforces the state laws referenced in Title 76, Chapter 10, Part 500 Uniform Law (Right to bear arms in Utah).

SANCTIONS FOR MISCONDUCT

1. In matters of non-academic conduct that may result in either expulsion or a minimum 10-day suspension, the College will provide students the following minimum due process:
 - a) Notice: Prior to being interviewed about allegations of misconduct, the College shall provide students with notice of the allegations against them and of their right to have an advisor throughout the process who may, but need not be, an attorney
 - i) During an inquiry, investigation, or other informal process, an advisor may only advise the student and may not actively participate in the investigation or informal process.
 - b) Explanation of the evidence: Prior to a formal hearing, unless prohibited by reasonable circumstances, each party shall provide to the hearing committee chair (or hearing officer) copies of the documents they intend to submit as evidence and a list of witnesses they intend to call during the formal hearing. This information will be shared with both parties. In all circumstances, including informal processes, the College will provide students an explanation of the evidence against them.

- c) Opportunity to respond: The College will provide students an opportunity for a full hearing at which they can respond to the allegations and evidence against them. With the agreement of all parties, the College may also provide an informal hearing or opportunity to respond or an agreed upon informal resolution.

At formal adjudicatory hearings, students may have an advisor advocate for them. The student's advisor may be an attorney. The student's advisor may actively participate in the hearing in accordance with the College's policies regarding active participation. R961-1-4. Standard of Proof: Students are presumed not to have engaged in a Code of Conduct violation until the college has established a violation by a preponderance of the evidence.

2. When the appropriate College official has determined an offense has occurred, action shall be taken as follows:
 - a) When the offender is a student, the discipline shall be commensurate with the offense. (See Sanctions for Misconduct)
 - b) Written notification of the judgement will be given to both the respondent and the complainant
 - c) If the offense is a violation of the law the matter will be referred to local law enforcement.

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct. The level of sanction imposed upon the student will be commensurate with the severity of the violation.

A student's record of conduct may be considered when determining the appropriate sanction to be imposed. Minor infractions occurring within programs will normally be handled by the program instructor or department head. The VP of Student Affairs or his/her designee is in charge of applying college wide sanctions for student misconduct. More than one

sanction may be imposed from the list for any single violation.

Infractions that violate state or federal laws will be referred to appropriate law enforcement authorities.

Warning: A warning is a verbal or written reprimand for violating a College regulation or policy. The warning advises a student that any further violations may result in more stringent disciplinary action.

Probation: Probation involves the imposition of specified restrictions which deprive the student of various privileges for a stated period of time. The extent of the restrictions and the length of the period of time are to be determined by the magnitude of the offense. Probation is considered a serious matter and further infractions of College rules and regulations subject a student to possible suspension or expulsion.

Suspension: A student who receives a suspension will be excluded from the College facilities and all College-related activities for a stated period of time. To be considered for readmission, the student must present an application for readmission to the VP of Student Affairs and may be required to meet additional criteria for continued enrollment.

Expulsion: Any student who receives expulsion will be permanently excluded from UBTech. Once a student has been expelled, he or she is not eligible for readmission.

APPEAL OF SANCTIONS

Students have the right to appeal sanctions imposed by UBTech. Appeals should be directed in writing to the office of the College President. The College President will designate an appropriate person to serve as the Appeals Officer. The student shall have five College days from receiving the initial sanction to request an appeal. The decision of the Appeals Officer will be final.

An appeal shall be limited to a review of the records of the initial hearing, supporting documents from which the decision was made, and any additional new

evidence. The appeals officer shall consider:

- a. Whether the original hearing was conducted fairly in light of charges and evidence presented, and in conformity with prescribed procedures.
- b. Whether the decision reached was based on substantiated evidence to establish that a violation occurred.
- c. Whether the sanctions imposed were appropriate for the violation the student committed.

*In order to consider new evidence, the evidence must be sufficient to alter a decision.

STUDENT GRIEVANCE PROCEDURE

Uintah Basin Technical College strives to maintain a positive and professional learning environment for its students. This standard for excellence is monitored on an ongoing basis through feedback from students. Open communication is essential in resolving issues of contention. Students are therefore strongly encouraged to discuss and to work out any difficulty or misunderstanding with the particular instructor or staff member with whom that situation exists.

Should you have cause for concern in this area, you are encouraged to follow the procedure listed below in a timely manner:

1. An attempt should be made to resolve the disagreement at an informal level among the parties involved.
2. If you cannot resolve the issue at an informal level, you have the right to submit a grievance to the Vice President of Instruction for binding resolution. Formal grievances must be submitted in writing by the student to the Vice President of Instruction within ten days of the incident. The complaint, including a list of witnesses with first hand knowledge and/or understanding of the issues involved, must be signed, dated, and submitted at this time. Other parties to the grievance may also submit a statement responding to the grievance with witnesses listed.

Student Handbook

3. The Vice President of Instruction or his/her designee will meet with the parties involved to resolve the issue. The Vice President of Instruction or his/her designee will provide a written statement of resolution to the parties involved within ten days of the meeting.
4. If this decision is disputed by either party, they may appeal the decision in writing to the VP of Student Affairs within ten days stating their reasons for the appeal. All relevant information will then be forwarded within one working day to the VP of Student Affairs.
5. An appeal shall be limited to a review of the records of the initial hearing, supporting documents from which the decision was made, and any additional new evidence. The VP of Student Affairs or his/her designee will review:
 - a. Whether the original hearing was conducted fairly in light of charges and evidence presented, and in conformity with prescribed grievance procedures.
 - b. Whether the decision reached was based on substantiated evidence.
 - c. Whether any sanction imposed was appropriate.

*New evidence must be sufficient to alter a decision, or it will not be considered during the appeal.
6. The VP of Student Affairs or his/her designee will review the complaint and render a final decision within ten days of hearing the complaint. The student will receive a written response. The decision of the VP of Student Affairs or his/her designee is final. In the case of a sexual harassment or sexual violence complaint, notification of the outcome will be provided to both the respondent and the complainant.

A copy of all written grievances will be placed in the College's student grievance file

After you have exhausted all grievance procedures at UBTECH and you believe the resolution of the problem has a material defect, you may file a complaint certification with the Council on Occupational

Education. Contact the Chief of Staff to obtain a Complaint Certification form. The form, and all supporting documentation, must be submitted to the Council on Occupational Education within 14 days of the notification date for the decision from the VP of Student Affairs or his/her designee.

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone:(770) 396-3898 FAX: (770) 396-3790
www.council.org

STUDENT CONSUMER COMPLAINTS

Students who have complaints against the College relating to fraud, false advertising, or other deceptive practices can file a complaint with the Utah Division of Consumer Protection, 160 East 300 South, 2nd Floor, Salt Lake City, UT 84111, Telephone No. 801-530-6601, Toll Free in Utah at 1-800-721-SAFE or online at www.dcp.utah.gov/complaints/index.html. In addition, students involved with distance and correspondence education can file a complaint with their state's enforcement authority and are covered by the student code of conduct should follow the College's process for filing a complaint. The student code of conduct is found at [Student Policies](#)

Students who have complaints relating to the College's quality of education or other issues appropriate for its accrediting body to consider can file a complaint with the Council on Occupational Education at:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone:(770) 396-3898 FAX: (770) 396-3790
www.council.org

Copies of documents describing the College's accreditation and state approval are available for review upon request.