

## **Student Disability Grievance/Appeal Procedure**

Mount Marty students have the right to file a grievance when they believe they are a qualified individual with a disability and have been adversely affected by an improper application of College policy.

When a student believes he/she has been subjected to prohibited discriminatory treatment in the context of the College's compliance with the Americans with Disabilities Act of 1990, they are initially encouraged to work with MMC personnel to resolve the matter informally. If the parties involved cannot agree on an equitable resolution, the following procedure should be followed:

1. The student may file a written complaint with the Dean for Student Affairs. If the Dean is of the reasonable opinion that the matter of the complaint falls within the functional review area of another office or department of the College, the complaint will be referred for inquiry and resolution.
2. The Dean/Officer hearing the grievance will conduct an inquiry into the matter, with the discretion to appoint an individual(s) to review the matter as he/she determines is appropriate. The Dean/Officer will establish a schedule and procedure of inquiry, and after gathering all relevant information, make a final decision. This decision will be communicated in writing to the student, and will conclude the matter. Any recommended corrective action will be implemented.
3. All parties should seek to act promptly in resolving disagreements and grievances involving disabilities. Each phase of the process should be completed within 10 days, with the understanding that particular matters may take longer for a variety of reasons.

### **Drug Policy**

Students are expected to abide by state and federal laws prohibiting unlawful manufacture, possession, purchase, use or distribution of controlled substances. *If a*

*student is found with drugs on campus, local police will be called immediately.* Students who are convicted of a violation of federal or state criminal drug statutes as a result of criminal activity will be subject to college disciplinary action in addition to the penalties imposed by state and/or federal law. College disciplinary action may include expulsion and/or required attendance in an appropriate rehabilitation program. Refer to the Student Discipline section of this handbook for additional information.

When a student seeks assistance from a member of the Student Affairs Staff for drug abuse, normal disciplinary procedures may be suspended provided appropriate assessment, education, rehabilitation and/or follow-up care is completed.

It is the college's policy to provide drug education programs that are designed to increase awareness and knowledge of healthy lifestyle alternatives. Programs and publications offered during new student orientation and throughout the academic year provide information regarding the description of the effects of illegal drugs; addresses and phone numbers for help agencies and the description of education programs.

### **Identification Cards**

Students are required to obtain an identification card in the Office for Student Affairs. An identification card is required for the use of the cafeteria, library, health service, attendance at athletic events and for other campus services and activities. Students are required to carry their ID card and present it to college officials upon request. The cost of a replacement card is \$10.

### **Immunization Policy**

Mount Marty College requires all students to complete the Comprehensive Student Health Form prior to the first day of classes. The form is available online at [www.mtmc.edu/student/health](http://www.mtmc.edu/student/health) or at the Student Affairs office. This form includes a health history essential for appropriate treatment of acute conditions, to ensure continuity of care for chronic conditions and to comply with immunization requirements.

Students who do not provide immunization documentation may be subject to exclusion from class if it is determined that there is a contagious disease outbreak on campus. If an individual can neither prove current immunity nor submit to vaccination, they will be subject to exclusion orders as recommended by the South Dakota Department of Health. In these cases, Mount Marty College will make reasonable efforts to accommodate the exclusion order, but accommodations may not be possible in all cases. Mount Marty College, in cooperation with the South Dakota Department of Health, will respond to public health emergencies caused by the outbreak of contagious diseases. If you have further questions, please call the Health Services Director, at 668-1587.

### **Lost and Found**

Lost and found articles may be turned in and picked up at the Office for Student Affairs.

### **Off-Campus Student Activities**

All students are responsible for their own behavior and personal safety while engaged in off-campus activities. Students are requested to report any criminal activity that occurs off-campus to the local police and to the Dean for Student Affairs. Any student engaged in criminal activity or activity that is contrary to the student conduct policies of the college, as stated in the Student Handbook, may be subject to college discipline.

Mount Marty College does not have off-campus student organizations (i.e. fraternities or sororities). If such an off-campus organization should be formed, all students are responsible for immediate reporting of any criminal activity. In addition, such students are subject to the college discipline policy.

### **Parental Notification**

Mount Marty College recognizes that the student is legally responsible for his/her own education. The college also recognizes the concern of parents for the welfare of their sons and daughters. The college reserves the right to communicate with parent(s)/guardian(s), or someone acting in the absence of either, of students who are (1)

younger than 18, or (2) financially dependent on his/her parent(s)/guardian(s) as defined by the federal government for income tax purposes, regarding such matter as the following:

- Discontinuation or extended absence from college and/or classes.
- Medical treatment or psychiatric examination in emergency situations or to maintain one's status as a student.
- Misconduct which is of such a nature that the student is in danger of temporary suspension, suspension or dismissal.
- Dismissal from the residence halls.
- Information about business and financial matters.
- Grades, academic progress reports, and other academic information.

Mount Marty College does not assume a duty or responsibility to notify the parent(s)/guardian(s) or anyone acting in the absence of either, of the student in regard to the above or other matters.

### **Parking Policy**

Permits: Mount Marty College does not charge a fee for parking permits. All individuals who operate or maintain a motor vehicle on campus have the responsibility to register their vehicles, understand the parking regulations and abide by the regulations. All motorized vehicles driven by students must be registered in the Business Office within five (5) school days after classes begin. The Business Office must be notified of vehicle changes during the school year. To register your vehicle with the Business Office, please provide license number, make, model and color of the vehicle. Upon registration you will receive a free parking decal. For security and safety reasons, the decal must be placed on the front windshield in the lower right hand corner of each registered vehicle.

General Policy: All parking lots are clearly marked. It is the driver's responsibility to register their vehicles, understand the parking regulations and abide by the regulations. Curbs and lots marked in yellow are for