

Southern Missouri Technical Institute

407 W. THORNBURGH ST. WEST PLAINS, MO 65775 • 417. 256. 6152

2026–2027

Adult Education Handbook

"Developing a high-quality workforce"

www.somotech.edu

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SCHOOL INFORMATION

WEST PLAINS R-7 SCHOOLS
PHILOSOPHY OF OCCUPATIONAL EDUCATION

CAREER EDUCATION

The Board recognizes that career education is a developmental process designed to help students prepare for life roles in the family, the community, occupations and vocations. The Board also recognizes that the development of career education enables students of all ages to examine attitudes, interests, aptitudes and abilities in order to relate them to career opportunities, and to make valid decisions regarding further education and future endeavors.

Therefore, the Board will provide career education for students at all levels of instruction. Career education in the elementary schools shall consist of career awareness and the exploration of career opportunities in various fields. At the secondary level, it will incorporate career exploration, career guidance, and vocational training opportunities, with the latter designed to equip students to enter postsecondary training for occupational areas, and/or enter specific occupations directly out of high school.

Career training programs shall be an integral part of the comprehensive high school concept in the school district. Efforts will be made to keep vocational programs relevant to job requirements, and reflective of area needs, as well as being geared to the current and future technological and economic conditions. These programs shall provide students with the basic skills to enter the world of work, to obtain additional vocational skills and/or to continue their formal education. Vocational education, as a core component of comprehensive education, will share with other aspects of the high school curriculum in the development of character, attitudes and work skills.

District vocational programs shall meet all federal and state guidelines and requirements. Advisory councils will be utilized in all vocational programs.

The district will comply with provisions of the Student Right-to-Know and Campus Security Act for all postsecondary students attending the area vocational/technical school.

Following the concept of area vocational/technical schools as established by the Missouri Department of Elementary and Secondary Education, students from the West Plains R-VII District may attend vocational/technical training programs at the area vocational/technical facility.

SoMoTech Philosophy

Careers of today and tomorrow demand increased technical skills requiring extended training and education. Since 1970, Southern Missouri Technical Institute (SoMoTech) has provided the quality education and skills training that business and industry expect in their employees. SoMoTech students are prepared with the skills, academic foundation, leadership, and flexibility to be competitive. The workforce of tomorrow needs to be ready to adapt to a constantly changing world of rapid technological advances and new ideas. SoMoTech also prepares students for a variety of postsecondary options, including higher education, skilled employment, and lifelong learning.

Qualified instructors use industry standards and advanced training equipment to prepare students for numerous career options. Academic preparation is a critical component of the SoMoTech student's career development plan. Success and upward mobility in careers is highly dependent upon the ability to be both academically and technically proficient. A strong academic foundation is important in learning the increasingly complex technical skills required by today's workforce. Student learning styles differ and call for a variety of strategies to successfully teach/learn academic and technical subject matter.

Instructors and staff at Southern Missouri Technical Institute will strive to set an example and foster leadership, service, and teamwork for every student.

Mission Statement

The mission of Southern Missouri Technical Institute is to develop a high-quality workforce.

Vision Statement

Southern Missouri Technical Institute will provide the West Plains and surrounding region with training that utilizes industry standards and technology.

Southern Missouri Technical Institute will provide our students employability skills and a desire to be life-long learners.

When a Southern Missouri Technical Institute student completes a program of study, they will:

- Earn a professional certificate within their career and technical field.
- Demonstrate work ethic skills appropriate to their field.
- Have the technical and academic skills required for employment at an equitable wage.
- Possess the skills necessary to pursue a degree from an institution of higher education.

Instructional Staff

To qualify for a staff position, the faculty must have had recent experience in their special field and additional professional preparation. All instructors are certified in their respective field.

Administration and Support Staff		
Director	Josh Cotter, Ed.D.	(Saint Louis University)
Student Services Coordinator	Joy Holloway, Ed.S.	(William Woods University)
Financial Aid Coordinator	Anita Collins, B.S.	(Drury University)
Customer Service/Attendance	Sara Chapman	
Office Manager	Diana Barnard	
Student Data & Reporting	Jessica Weisbrod	
Custodians	Joseph Hicks	
Surgical Technology		
Surgical Technology Coordinator	Misty Hathcock, CST, CSFA	(Ozarks Technical Community College)
Surgical Technology Instructor	Christy Combs, CST	
Practical Nursing		
Practical Nursing Coordinator	Becky Wernsing, MSN, RN	(Western Governors University)
Practical Nursing Full Time Instructors	Jamie Hensley, BSN, RN	(Arkansas State University)
	Jessica McKee, BSN, RN	(Western Governors University)
	Briawna Wilson, ASN, RN	(Missouri State University-West Plains)
	Anita Womack, BSN, RN	(South University)
Practical Nursing Substitute Clinical	Lyndsey Hurd, ASN, RN	(Missouri State University-West Plains)
Adult Education (900 Hour) Programs		
Auto Body & Collision Repair	Brian Hoyle	
Auto Mechanics Technology	Nathan Goad	
Electric Line Technology	Larry Pingleton	
Welding Technology	Nathan Wages	(Missouri State University-West Plains)

Program Courses

Each program is designed to provide practical education on an intensive basis so as to allow the graduate the opportunity to become employable after completion of the course of study. In every instance it is the intention of the Institution to provide salable skills for employment in conjunction with the transfer of credit hours for college work in applicable programs of study. All programs are designed to be completed in one year. Auto Body & Collision Repair and Auto Mechanics Technology run August through May while Electric Line Technology and Practical Nursing begin in January and end in December. Surgical Technology has a July to June cohort. Welding Technology enrolls students monthly as space is available.

Physical Locations and School Hours

Southern Missouri Technical Institute has one (1) location that can be reached at (417) 256-6152. All programs and student services (including admissions and financial aid) is located at 407 W. Thornburgh Street in West Plains, Missouri.

Equipment is available in sufficient quantity to train the student. Adequate space is available for instructional needs at all locations.

Postsecondary (adult, full-time students) either start at 9:00 A.M. and end at 3:00 P.M. Monday through Friday or 3:00 P.M. until 9:30 P.M. Monday through Thursday unless otherwise specified. Individual classes may commence at various times during the day. Specific information is available from the SoMoTech office.

School Calendar

Southern Missouri Technical Institute generally follows the West Plains Schools calendar. However, some programs may not fit within the parameters of an August to May academic year. A finalized calendar will be distributed to students during an orientation meeting. Any exceptions to the calendar will be arranged by your instructor. A copy of the general calendar is located in the Addendums.

Accreditation

SoMoTech is part of the West Plains R-VII Public Schools and is authorized by the Department of Elementary and Secondary Education to provide career and technical programs. To comply with federal regulations concerning accreditation, any school days missed due to uncontrolled reasons will be made up as determined by the school district. Southern Missouri Technical Institute is accredited by the Commission of the Council on Occupational Education. Contact information for the Council follows: 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. Individual programs may also be recognized by additional accrediting agencies. Students may contact the Director at 407 Thornburgh Avenue, West Plains, Missouri, to receive a copy of the school's accreditation and licensure information for review.

Grading Scale

The following grading scale applies to 900-hour programs. Surgical Technology and Practical Nursing grading scales are included in the respective program handbooks.

Percentage	Letter	GPA
90 and above	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0.0

FINANCIAL AID INFORMATION

Students must have earned an accredited high school diploma or a state-approved equivalent to be eligible for Title IV aid.

There are many programs of financial assistance available to help meet the costs of higher education. The majority of the federal aid programs are offered on the basis of financial need. Eligibility for these programs can only be determined after a thorough evaluation of the applicant's family financial status. Students applying for aid should file the Free Application for Federal Student Aid (FAFSA). This application can be made online at: http://www.fafsa.ed.gov.

PELL (Title IV Aid)

Federal Student Aid may be available for any course which includes, at least, 600 clock hours of instruction. (Limited exceptions to this rule may apply. See Financial Aid Office for more information.) Students should complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. When completing the FAFSA application students and their parents must, if possible, use the IRS Data Retrieval Tool (IRS DRT) to import their tax information. There are instances where the IRS DRT cannot be used. When this is the case, students and their parents must request a tax transcript from http://irs.gov. Completion of the FAFSA determines a student's eligibility for Pell grants and Direct subsidized and unsubsidized loans.

IMPORTANT NOTE: Other web sites, with very similar site addresses, are available but they may charge the user for their services. The only free-of-charge web site for this application is www.fafsa.ed.gov.

After this process has been completed, the U.S. Department of Education will notify the student by sending a Student Aid Report (SAR). The SAR is used to verify that the information submitted is correct. If any corrections need to be made, you may contact the SoMoTech Financial Aid Office or make your own corrections, using your FSA ID number, at www.fafsa.ed.gov. Student information will automatically be sent to SoMoTech if the student has listed SoMoTech as their school of choice using Federal School Code 005424.

Once SoMoTech has verified that the student will be actively enrolled in an eligible program, the Financial Aid Office will send the student an award letter which will inform the student of their eligibility for and amount and types of Federal Student Aid. Students need to follow the instructions included with their award letter in order to complete the packaging process.

LIFETIME ELIGIBILITY USED (LEU)
(Duration of Pell eligibility in 2012-2013 & Beyond)

Per the Consolidation Appropriations Act of 2012 (CAA), for the 2012-2013 award year and subsequent award years, a student's maximum duration of Pell eligibility is 6 Scheduled Awards, as measured by the percentage of "lifetime eligibility used" (LEU) field in COD. As such, a student is ineligible to receive further Pell funds if they have 600% or greater of lifetime eligibility used (LEU). This limitation is not limited to students who received their first Pell Grant on or after July 1, 2008, as was the previous limit of 9 Scheduled awards. The LEU levels for Pell are tracked independently of other grant award types.

The Department will provide weekly reports to the school, listing Pell-eligible applicants that have a Pell LEU % greater than or equal to 450%. Students will fall into one of the following categories, which will have various effects:

• Student not on report–Students in this category have Pell LEU of less than 450%. These students' Pell awards will be awarded as normal, since even if they receive a full Scheduled Award they will not go over the 600% LEU maximum.

• LEU greater than 450% but less than or equal to 500%–Students in this category will likely have Scheduled Award eligibility. However, a student's Pell eligibility may be truncated if, for example, another Pell disbursement is reported after a report has been created, putting the student's baseline LEU over 500%.

• LEU greater than 500% but less than 600%–These students will not have full Pell eligibility, since their baseline LEU has less than 100% remaining.

• LEU 600% or higher–These students will have no Pell eligibility for the award year, as they have already exceeded the new lifetime eligibility used amount as defined in the CAA.

SUBSIDIZED FEDERAL STAFFORD LOAN (Title IV Aid)

The student must have completed the Free Application for Federal Student Aid (FAFSA) and SoMoTech must have received a valid Institutional Student Information Record (ISIR). The information contained in the student's ISIR also determines the student's eligibility for Loans through the William D. Ford Direct Loan Program. For more information on annual loan limits, contact SoMoTech's Financial Aid Office. (This and **ALL** Federal Loans **must** be paid back. Failure to repay a Federal Loan ***can and will*** have a negative effect on your credit rating.)

UNSUBSIDIZED STAFFORD LOANS (Title IV Aid)

The student must have completed the Free Application for Federal Student Aid (FAFSA) and SoMoTech must have received a valid Institutional Student Information Record (ISIR). The information contained in the student's ISIR also determines the student's eligibility for Direct Loans. For more information on annual loan limits, contact SoMoTech's Financial Aid Office.

WORKFORCE INVESTMENT ACT (WIA)

This funding is available through the Missouri Job Center, which is located at 408 Washington Street, West Plains, MO 65775, telephone (417) 256-3158.

TRA/TAA

The Division of Workforce Development administers this program, which has been established to help American workers who become totally or partially unemployed as the result of increased imports. For more information, contact a Workforce Development Representative at the Missouri Career Center, 3417 Division Drive, Suite 1, West Plains, MO 65775 or call (417) 256-3158.

VOCATIONAL REHABILITATION

You may apply for financial assistance through this program. Vocational Rehabilitation will determine eligibility. The Division of Vocational Rehabilitation is located at 3417 Division Drive, Suite 2, West Plains, MO 65775 or telephone (417) 256-8294.

VETERAN'S EDUCATIONAL ASSISTANCE

If you are a U.S. Veteran and/or meet the criteria of the Veteran's Administration, you may qualify for educational assistance. Contact the Department of Veterans Affairs at 1-800-827-1000, for more information.

All programs described in this section determine the student's eligibility based on their own guidelines. You will be required to contact these agencies, complete their application process and make all requested arrangements on your own (with the exception of the Title IV programs specified).

NOTE: Funds awarded to the student by any of the above-named funding sources shall be considered in the student's Financial Aid Packaging.

Financial Aid Policies

The SoMoTech Financial Aid Department was established to coordinate all financial assistance available to students through the school, to ensure that the established principles of the United States Department of Education and other affiliated agencies are observed in the administration of all student aid programs.

- All funds received for the administration of student aid programs shall be managed by the Financial Aid Department.
- In accordance with aid office procedures, all students requesting financial aid must file a FAFSA. Students must also agree to complete any related forms upon request of the Financial Aid office.
- Each student applying for funds must request, complete and submit a Needs Analysis Form such as the FAFSA.
- Institutionally controlled funds will not be obligated until Pell eligibility has been established.
- Students will not receive aid in excess of their need. Adequate records shall be maintained to document any changes in the original award.

Audit Policy

An auditing firm shall be retained at the close of each fiscal year for the purpose of auditing and making necessary reports to the Board of Education and the Missouri Department of Elementary and Secondary Education (DESE). The superintendent shall arrange with the firm for an audit examination of all financial, transportation, food service and attendance records of the district, in accordance with state law. Confidential and privileged communications between the district and its auditor, including all auditor work products, are hereby closed to the extent permitted by §610.021(17), RSMo.

The audit examination shall be made in accordance with generally accepted auditing standards, to include such reviews and tests of the accounting system, books and records and other underlying data as are necessary to come to an informed opinion as to the financial affairs of the West Plains R-VII School District.

The audit report shall include the requirements as enumerated in §165.121.3, RSMo.

Each member of the Board of Education shall receive a copy of the audit report and a copy shall be furnished to DESE no later than October 31. The superintendent shall be responsible for filing copies of the audit with the proper authorities.

Within 30 days of receipt of the audit report, the Board of Education shall prepare a summary of the report in accordance with §165.121.5, RSMo., and have it published once in a newspaper within Howell County. The publication shall contain information that the audit report is available for inspection and examination in the superintendent's office during regular office hours.

In order to meet the requirements of the Federal Register, SoMoTech, a Title IV participating school, shall annually submit audited financial statements and compliance audits to the U.S. Department of Education via USDE's electronic submission process known as eZ-Audit.

Student Responsibilities

Federal Student Aid (FSA) is a means to help students complete their educational goals. Receipt of Financial Aid carries with it certain responsibilities. Following through with these responsibilities will help you in achieving your educational goals and enhancing your personal growth. You do not receive all financial aid at one time because federal regulations require it to be made in multiple disbursements.

One of your responsibilities is to use the money you receive for **educational expenses only** while attending SoMoTech. When you receive a large sum of money at one time, it is tempting to spend it, but remember it has to last over a period of several months.

A second responsibility is to do well in your schoolwork and have a good attendance record. **Both** of these are considered when determining your satisfactory academic progress. Students enrolled in an aid eligible program, must be making satisfactory academic progress prior to disbursement of their FSA. Satisfactory progress is measured in two components, grades and attendance, both of which must meet the USDE Financial Aid guidelines.

Your third responsibility is to repay all accrued expenses you have obtained for your education. Expenses to be repaid could be in the form of loans, tuition, books, fees, supplies, etc., which were not covered by financial aid programs.

Drug Free Workplace

Pursuant to Public Law 101-226, West Plains Public School has adopted a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. Students will NOT engage in the unlawful manufacture, distribution, possession or use of a controlled substance. Students are required to sign an anti-drug abuse certification statement before Federal Student Aid (FSA) is disbursed.

Southern Missouri Technical Institute retains the right to require random drug testing for any and all students throughout the student's term of enrollment. Any student who refuses a requested drug test or receives a positive drug test result will be subject to dismissal from their term of enrollment.

Return of Title IV Funds

Should a student determine it necessary to withdraw from their program of study prior to completion, the student should contact the Director or Program Coordinator. The student will be counseled, informed of possible consequences of the withdrawal and given a withdrawal form should they determine withdrawal is their desired conclusion. A copy of the completed withdrawal form will be shared with the Financial Aid Office.

Federal Regulations specify how SoMoTech must determine the amount of FSA assistance a student earns if the student withdraws from a program. Regulations require that, when a student withdraws, the amount of FSA assistance that student earned up to the last date of attendance is to be determined by a specific formula. The student's last date of attendance and the scheduled hours in the payment period are two very important factors in determining the amount of Title IV aid a student has earned up to the last date of attendance. (For more information on the determination of these factors, contact the Financial Aid Office. We will explain this determination and how it applies to the individual student.) If a student has received less FSA than they have earned, as of the last date of attendance, the student may be able to receive the additional earned funds. If a student has received more FSA than they have earned as of the last date of attendance, those unearned funds must be returned to the FSA program(s).

SoMoTech will use the U.S. Department of Education's formulas for calculating the return of Title IV funds. This formula calculates earned and unearned FSA. The result of these calculations will be the

amount used by SoMoTech to determine if a student receives earned aid or if unearned aid must be returned by the student or the school.

If the student has paid for a portion or all of their program, withdraws and the school must return Title IV funds, the school will bill the student for the amount of the Title IV funds the school was required to return or make a post withdrawal disbursement to the student if there is a credit balance. The school will NOT include Title IV loan funds in a post withdrawal disbursement unless the student has consented in writing.

The Higher Education Act and federal regulations specify the order in which unearned funds must be returned to the Title IV programs. SoMoTech must ensure that returned funds are applied to eliminate outstanding balances on loans and grants for the payment period in the following order:

- Unsubsidized FedDirect Stafford loans.
- Subsidized FedDirect Stafford loans.
- Federal Pell Grants.

The amount of assistance a student has earned is determined on a pro-rata basis. That is, if a student has completed 30 percent of the payment period, they have earned 30 percent of the FSA the student was originally scheduled to receive. Once a student has completed *more than* 60 percent of the payment period, that student has earned all of their scheduled FSA.

SoMoTech is responsible for returning the lesser of the following amounts to applicable Title IV programs:

- The total amount of unearned aid.
- The amount that is equal to the total institutional charges (tuition and fees, books and supplies only available from the school) incurred by the student for the payment period multiplied by the percentage of unearned FSA.

If SoMoTech is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student repays according to the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

If the student is responsible for returning grant funds, the student does not have to return the full amount. The law provides that a student is not required to return 50 percent of the grant assistance received that is the student's responsibility to pay. Any amount the student does not have to return is a grant overpayment and the student must make arrangements with SoMoTech or the U.S. Department of Education to return the funds.

This and all policies of SoMoTech are subject to change without prior notification to its students. If a policy is changed, students will be notified of the change, in writing, as soon as is practicable.

Satisfactory Academic Progress

An individual folder is maintained for each student and progress reports are issued on a regular basis.

Agencies providing financial assistance to students, and which require notice of progress, will be notified within thirty (30) days of the withdrawal or termination of the student.

Adult students missing five (5) consecutive school days without notification to the school may be assumed to have dropped and enrollment may be terminated. A student must complete the entire program within one and one-half times the expected completion time (150%).

Adult students must maintain a 2.0 (C) average and be achieving attendance requirements as stated above. If a student falls below this 2.0 average and is not maintaining satisfactory attendance, the student will receive a financial aid warning. The student will remain on FA warning until the next scheduled SAP check. Students that are unable to regain the required SAP benchmarks are normally terminated from their program. However, in the instance where the student's program of study is greater than one academic year in length the student may, on a case-by-case basis, be placed on Financial Aid probation when the student fails to maintain SAP, has appealed and had their aid eligibility reinstated. If a student is receiving financial assistance, the Financial Aid Office will notify any other agency providing assistance within thirty (30) days of the date the student received the financial aid warning.

The SAP benchmarks for grades and attendance may differ by program. If any program has a more stringent SAP policy, that program's SAP policy supersedes the general SAP policy of SoMoTech.

To be eligible for Title IV Financial Assistance, a student MUST maintain Satisfactory Academic Progress. The Director, Adult Education Coordinator, Attendance Officer, and/or the Financial Aid Committee of SoMoTech, in accordance with the following standards, determine Satisfactory Academic Progress. It is the policy of SoMoTech that FSA will not be paid during a period when a student has received a financial aid warning or is under a financial aid probation**.** As soon as the student has rectified the situation and is in compliance with the Satisfactory Academic Progress policy, the financial aid warning will be withdrawn and the student may resume FSA. Students will remain on Financial Aid Warning until the next scheduled SAP check.

A student may appeal the determination of unsatisfactory progress and the termination of financial assistance to the Director and Financial Aid Committee based on extenuating circumstances. In such cases it may be determined that the student is making satisfactory progress despite the failure to conform within the normal time frame or minimum grade averages. At such time, the student's eligibility for financial assistance shall be reinstated.

Clock Hour Payment Period Progression for Disbursement

- The student must be currently enrolled and attending class regularly.
- Students must have completed 90% of the hours in the current payment period to be eligible for aid. Up to 10% of the hours in the current payment period can be due to excused absences. Students must have completed the required hours in the current payment period before being allowed to progress into the next payment period.
- Excused absences:
  A. ***cannot*** exceed 10% of the total hours in the student's program of study.
  B. may be requested because of an unavoidable, unforeseeable, or unusual circumstance.
  C. ***require*** proper documentation, which is to be ***provided by the student.***

Title IV Eligibility for Re-Admitted Students

In the event a student is terminated from their course of study and the termination form states the student may be accepted for readmission to the program, the following shall occur:

- SoMoTech's Financial Aid office will complete a Return of Title IV (R2T4) funds calculation to determine if the student receives earned aid or if unearned aid must be returned by the student or the school.
- If the R2T4 calculation reveals the student is eligible for a post-withdrawal disbursement, the school will NOT include Title IV loan funds unless the student has consented in writing.

- When the student returns to the program, they will not receive Title IV aid for the period covered by the R2T4 calculation. The Financial Aid Office will check the student's T. IV eligibility prior to disbursing the percentage of aid that remains. This percentage shall be the difference between 100% and the percentage of aid earned on the R2T4 calculation from the prior year.
- As long as the student continues to meet the SAP requirements of their program of study, T. IV aid will continue to be paid.
- The student must complete their course within the 150% time frame stated in the regulations.

Consumer Information

Consumer information as required in Subpart D of the General Provisions include financial assistance information and information about the school's academic programs and policies, information on graduation and completion rates, and information about the school's security policies and crime statistics report.

Annual Campus Security Reporting is prepared and disseminated by the Financial Aid Coordinator for SoMoTech. The annual notice is provided electronically to both students and staff as well as provided on the website.

Drug and alcohol prevention materials are available as well as information for students receiving financial assistance regarding FSA loan programs, loan obligation, and repayment options.

Consumer information must include any refund policy with which the school must comply, the requirements for the treatment of Title IV funds when a student withdraws; and the requirements and procedures for officially withdrawing from the school.

Consumer information is included in the Annual Notice to Students and Staff and the Adult Education Handbook. It is distributed by the Financial Aid Coordinator and is available on the school's website.

Federal Need-Based Programs

Financial Need: Federal student aid is awarded on the basis of financial need. Need is the difference between your cost of education (educational expenses such as tuition, fees, room, board, books, supplies and other related expenses) and an amount that you or your family are expected to contribute toward your education. A standard formula used for all applicants determines this amount, which is called Expected Family Contribution (EFC). The information you report on your FAFSA is used in calculating your EFC. Factors such as income, assets and benefits are all considered in this calculation. The amount left over is considered to be your financial need.

Pell Grant: This federal program provides grants (for which no repayment is required) to undergraduate students. The amount of the grant is based on the calculated financial need of the student's family. The maximum Pell Grant award is determined each year by the Federal government. During the 2013-2014 award year, approximately 91.7% of full-time students enrolled at SoMoTech received a Pell grant.

Subsidized Loan: Repayment begins six (6) months after the student leaves school or enrollment drops below half-time. Annual loan limits are generally $3,500.00 for dependent and independent students. Eligibility for loans is based on demonstrated financial need and academic progress. The interest on these loans is subsidized by the federal government. First-time borrowers are required to complete an entrance interview prior to loan processing. The 1st disbursement will not be released to borrowers until 30 calendar days after the student begins classes and eligibility has been verified. Loan limits may be a combination of subsidized and unsubsidized loans provided total FSA does not exceed the student's cost of attendance.

150% Direct Subsidized Loan Limits are applicable to first-time borrowers on or after July 1, 2013. Federal regulations create and define the terms "Maximum Eligibility Period", "Subsidized Usage Period", and "Remaining Eligibility Period". Maximum Eligibility Period is a period of time equal to 150% of the published length of the academic program in which the borrower is enrolled. Subsidized Usage Period is generally the period of time for which the borrower received a Direct Subsidized Loan. Remaining Eligibility Period is the difference between the borrower's Maximum Eligibility Period and the sum of the borrower's Subsidized Usage Period. All of these periods are measured in full or partial academic years. Students will be notified in their award letter of the amounts and types of loans they are eligible to borrow.

Federal Non Need-Based Programs

Unsubsidized Loan: This program is available to students who do not qualify for the maximum subsidized loan based on financial need. Students may receive the unsubsidized loan regardless of family income. However, the borrower is responsible for interest that accrues while he or she is in school. Annual loan limits are generally $9,500.00 for independent students and $5,500.00 for dependent students. Loan limits may be a combination of subsidized and unsubsidized loans provided total FSA does not exceed the student's cost of attendance.

Verification

FAFSA applications are randomly selected for a process called verification. All Student Aid Reports (SAR) with an asterisk by the EFC must be verified. This process is to confirm or double-check the information provided to the U.S. Department of Education on the FAFSA. All students/parents must provide a copy of all documentation required for the verification process to the SoMoTech Financial Aid Office within twenty-one (21) days of written request to be considered for aid. Effective July 15, 2012, students and parents are required to use the IRS Data Retrieval Tool (IRS DRT) when completing their FAFSA. In certain circumstances, an applicant may not be eligible to use the IRS DRT. In this case, it will be necessary to request a tax transcript from http://irs.gov. **If documentation is not received within the required time frame, the applicant forfeits any financial aid award disbursements.** It will be the student's and/or parent's responsibility to provide the Financial Aid Office with the necessary documentation for verification. No Title IV aid will be calculated or disbursed until the required documentation is provided and verified as correct.

Students may be required to complete a Verification Worksheet and submit proof as to household size, number enrolled in college, adjusted gross income, U.S. income tax paid and certain untaxed income and benefits such as IRA distributions, pensions, IRA deductions and payments, tax exempt interest, SNAP benefits (food stamps) and untaxed child support. In the event of verification being required for a dependent student, the student's parent(s) will also be required to provide this information. Required verification elements will be updated annually by the United States Department of Education.

The verification process may result in a change in the amount of the student's award. Should that occur, the student will receive an award letter with the corrected amount(s) of aid offered.

If the student fails to complete the verification process, he/she forfeits any federal student aid disbursement eligibility until such time as the verification process is complete.

Should an overpayment occur, the Financial Aid Office will return the funds to the Department of Education or disburse the funds to another eligible student.

Entrance/Exit Counseling

Entrance counseling shall be completed for every student who is obtaining a Federal Loan for the first time. Entrance and exit counseling requirements will be met in the following manner:

- United States Department of Education provides electronic entrance counseling sessions on their website http://studentloans.gov. Exit counseling sessions are provided at http://studentloans.gov.

  SoMoTech will utilize these electronic counseling sessions to meet most of its loan counseling requirements.

- SoMoTech shall provide web-based workstations to be used for the completion of entrance/exit counseling. A printer will also be provided so the student may print required confirmation data.

- In the event a student withdraws from a program, exit counseling will be completed within 30 days of the student's withdrawal. Should exit counseling not be completed prior to the student's withdrawal, exit counseling materials shall be forwarded to the student within 30 days of the withdrawal.

- The Federal Master Promissory Note (MPN) is the student borrower's promise to repay the funds and it may be used as a multi-year note. A student's eligibility for a Federal loan is determined by completing the Free Application for Federal Student Aid (FAFSA).

- Should a student complete or withdraw from a program, and it is found that through various methods of payment (i.e. Pell Grants, loan proceeds, scholarships or other financial transactions) the student has a credit balance, SoMoTech shall immediately begin refund proceedings. If it is determined the amount of the credit balance was received from FSA funds, the amount of the credit balance is due to the student and will be paid within 14 days after:

  1. The first day of the payment period if the credit balance occurs on or before the first day of the payment period.
  2. The date the credit balance occurs if the credit balance occurs after the first day of the payment period.
  3. The date the school received the request from the borrower to cancel authorization for the school to hold the credit balance.

Delivery of Financial Aid-PELL

After application, processing, verification and award procedures are completed, Pell student aid will be delivered by check to all eligible students in the following manner:

More Than Half-Time (600-899 Clock Hours)
The student's award shall be calculated at the reduced rate, which shall be determined by the student's EFC and the number of clock hours and weeks of instruction in the course in which the student is enrolled. The student's award shall be paid in two payments the dates of which are identified on the student award letter.

Full-Time (900 Clock Hours in Academic Year)
The student's award shall be determined using the student's EFC and the number of clock hours and weeks of instruction in the course. The student's award shall be paid in two payments the dates of which are identified on the student award letter.

Full-Time "Cross Over" programs:
Courses consisting of more than 900 clock hours fall within "cross-over" award years. This means that one portion of the program is completed during one award year. All awards offered during the first 900 hours of a cross-over program are based on the student's primary Expected Family Contribution (EFC).

The remainder of a cross-over program is completed during the subsequent award year. The student's Primary EFC shall be used to calculate Pell awards while the student's Alternate EFC will be used to calculate all other awards.

FSA payments will be made within 30 days of the beginning of the first payment period and as soon as processing can be accomplished for subsequent payment periods provided the student is meeting all eligibility requirements. A student must complete all scheduled hours in a payment period before they may enter the subsequent payment period.

Transfer Students:
The Pell award year runs from July 1 of one year to June 30 of the following year. A full time student at SoMoTech will complete a minimum of 26 weeks and 900 clock hours of instruction. If a student transfers from another postsecondary institution to SoMoTech and has already received part of their annual award at their previous school, the amount of the annual award received must be deducted from the amount awarded by SoMoTech. The student's award from SoMoTech will be calculated at a reduced rate which shall be determined by the student's EFC, annual award paid at the prior school and the number of clock hours and weeks of instruction remaining from the time of transfer to the end of the current award year. This prorated award cannot exceed 100% of the student's scheduled award for the award year.

Example: Joe is awarded $4000.00 for the 09-10 award year by State University. He begins attending in August and receives $2000.00 (1/2) of his total annual award from State U. In January, Joe transfers to SoMoTech. His selected course of instruction at SoMoTech will consist of 23 weeks and 700 clock hours of instruction prior to the end of the award year on June 30. Joe's remaining eligibility is $2000.00. This amount will be prorated to reflect his less than full time status for the remainder of the award year. Joe's award from SoMoTech will be $1556.00.

Transfer Credits:
A student may transfer college credit hours for certain classes that are required to complete the curriculum for medical courses offered by SoMoTech. Students must contact the Program Coordinator to ascertain whether credits earned at another institution meet that program's transfer credit criteria.

Delivery of Other Title IV Funds

Title IV Federal Subsidized and Unsubsidized Loans shall follow the same application, processing and verification procedures. After certification and completion, the loan proceeds shall be delivered by check. The first delivery will be made 45-60 days after the student begins classes. The second disbursement will be made 45-60 days after the student begins the second payment period. Disbursements will be made only after time requirements have been met and verification of eligibility has been established.

Students receiving Federal Subsidized and Unsubsidized Loans will be informed in writing of the terms, schedules and necessity for loan repayment. Students receiving Federal Subsidized and Unsubsidized Loans will also be required to complete loan exit counseling prior to graduation or withdrawal from a program.

Students receiving Federal Student Loans may obtain a deferment for service under: the Peace Corps, Domestic Volunteer Service Act of 1973 and comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service provided they meet the eligibility criteria. Additional information on requesting this deferment and specific eligibility criteria is available in the SoMoTech Financial Aid Office.

SoMoTech will use USDE's EDExpress, Common Origination and Disbursement (COD) and G5 systems for processing Title IV proceeds. When funds are received, SoMoTech's Financial Aid Office will calculate the amount of the student's tuition payment obligation.

SoMoTech will ensure that all borrowers meet eligibility requirements prior to the payout of any Title IV proceeds. SoMoTech will only deliver loan proceeds to those students:

- For, whom USDE has booked a loan
- Who have been determined to have maintained continuous eligibility for the loan from the beginning of the loan period certified on the MPN.

Transfer Students:
A full time student at SoMoTech will complete a minimum of 26 weeks and 900 clock hours of instruction. If a student transfers from another postsecondary institution to SoMoTech and has already received their first loan disbursement, that student will be eligible to receive the balance of their loan eligibility for grade level I at SoMoTech. Once that student has completed the remainder of the loan period set by their previous school, they may be eligible for an additional loan based upon the cost of attendance of their program, EFC, number of weeks and hours of instruction remaining in their course of study.

Example: HKU certifies a Subsidized Stafford Loan in the amount of $3500.00 and an Unsubsidized Loan for $4000.00 for Joe Doe for his loan period of 8-20-2009 to 05-20-2010. In September, Joe receives his first disbursement of $1750.00 Subsidized and $2000.00 Unsubsidized loan funds. In January, Joe transfers to SoMoTech and enrolls in a program of study that consists of 1500 clock hours. After Joe has been in classes for 30 days at SoMoTech, he may receive the balance of his initial certification; $1750.00 Subsidized and $2000.00 Unsubsidized loan funds. Joe may then apply for a second loan period to cover the period of study that exceeds 26 weeks and 900 clock hours of instruction. This second loan may be prorated based on the cost of attendance of his program and the remaining number of weeks and clock hours of instruction.

2nd Loan Period:
A full time student at SoMoTech will complete a minimum of 26 weeks and 900 clock hours of instruction. If a student enrolls in a course of study that exceeds 26 weeks and 900 clock hours of instruction the student may be eligible for a 2nd loan period. This 2nd loan period would cover the weeks and clock hours of instruction that exceed 26 weeks and 900 clock hours and the amount of the 2nd loan will be prorated according to the remaining weeks and hours and the student's remaining need. The Financial Aid Office will keep eligible students informed of this 2nd loan period option. The student's Alternate EFC will be used to calculate all other award amounts including Subsidized and Unsubsidized Direct Loans.

Procedure for Lender Notification
SoMoTech regularly completes Student Enrollment Updates and submits them electronically to the National Student Loan Data System (NSLDS). These reports are submitted in a timely manner in accordance with NSLDS and USDE standards.

GENERAL STUDENT INFORMATION

Insurance

Students may be required to provide proof of accident or medical insurance based upon the course taken (for example: shop, mechanical or construction-oriented classes). All students are required to sign an acknowledgment of risk form at the beginning of the program.

Certificate

All adult students will receive a Program Transcript that indicates clock hours of training, a Competency Profile (if applicable) and a Certificate of Completion. To receive the transcript, competency profile, and certificate, the adult students must have successfully completed their program with a "2.0" (C) average and must have met all academic, practical, financial and attendance requirements. A student must complete the entire program within one and one-half times the expected completion time (150%).

Attendance Policy

Regular attendance is required.

1. Students may be eligible to have up to 10% of the hours in a program per period as excused absences. In a 900-hour program, this would equate to 45 hours of instruction per half.
2. An excused absence is considered one that is unforeseeable, unavoidable, and/or unusual. Examples may include: illness, disability, hospitalization, funeral, or religious observances. Each excused absence will require documentation to the main office prior to approval.
3. Students must make up ALL unexcused absences.
4. If more than 10% excused absences per half of course the student must:
    A. Make-up additional time with documentation required. Make-up time must be completed during the same half of student's course in which the absence occurred.
        EXAMPLE – Terry is enrolled in a program of study that consists of 900 clock hours. Terry's program is divided into two halves, each containing 450 clock hours of study. During the first half of her program, Terry is involved in an accident and misses 62 hours of school. With the proper documentation, 45 of those hours can be approved as excused by the office. Terry must make up 17 hours of school prior to completion of the 450th clock hour of her program.
    B. The student is responsible for making arrangements for make-up time and completing the documentation. Attendance forms are available at www.somotech.edu or at the SoMoTech Main Office and should be turned in to your instructor.
5. In the event of inclement weather on a scheduled day, SoMoTech may, at its sole discretion, designate the day as an excused absence. All allotted excused absences per half may be utilized according to this rule.
6. This policy represents the minimum standard of Southern Missouri Technical Institute. Programs and instructors may establish expectations that exceed this standard. Any changes to this policy by a program or instructor must be on file in the main office and established in the program handbook or course syllabus and distributed at the beginning of the program.
7. EXCESSIVE ABSENCES: Any student who (without PRIOR arrangements through SoMoTech administration) misses five consecutive days or exceeds 20% of the program hours per payment period may be dismissed from the program. The "20% Rule" takes both excused and unexcused absences into consideration.

Appeal: The student may appeal the decision of the attendance officer to the attendance committee. The attendance committee is comprised of the SoMoTech Director, Coordinator of Student Services and Program Coordinators.

Student Probation: Students may be placed on academic, professional, or attendance probation for not following the policies contained in this handbook, program handbooks, course syllabi, and/or West Plains

Board of Education policies. Additionally, violations of local, state, or federal law that impact the educational environment may be taken into consideration on any probation or discipline issue.

Admissions Policy

Eligible enrollees are considered to include graduates of an accredited high school, those who have successfully completed the G.E.D. or equivalent or students who have completed home schooling.

All other criteria being equal, students will be accepted on a first-come, first-served basis. However, students entering the school for the first time will be given priority over students who have already ***or have agreed to be*** trained in one occupation or students who have a poor attendance or achievement record. The school reserves the right to refuse admission to students who have a poor attendance record, or to students who have a low achievement record at SoMoTech.

Admission requirements for Practical Nursing and Surgical Technology are available at www.somotech.edu under the Admissions tab (Program and Instructor Listing).

Southern Missouri Technical Institute does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Matt Orchard
Title IX Coordinator
610 East Olden Street
West Plains, Missouri 65775
(417) 256-6150

Student Transfers & Transfers of Credit

Due to the standalone nature of our programs, SoMoTech does not permit transfers among programs within the institution.

SoMoTech will review credit for prior learning for transfer in from other institutions. Students or applicants wishing to have a prior credit evaluation must send transcripts to the admissions office prior to the first day of class. Administrative and instructional staff will review submitted transcripts to determine what, if any, credit will be granted for prior learning. Surgical Technology and Practical Nursing policies on transfers from outside the institution can be found in the program handbooks available at www.somotech.edu under the Admissions tab (Program and Instructor Listing). In any case, if credit for prior learning is awarded, it will be verified to have come from an institution accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency.

Safety

Students working in the shop areas will be responsible for helping to keep the shop area clean and free of hazardous conditions. Personal safety gear such as safety glasses will be required and purchased by the student, if lost. Failure to wear required safety gear can result in student suspension.

Alcohol and Drug Abuse

The consumption, use, or possession of ALCOHOLIC BEVERAGES and ILLEGAL DRUGS on SoMoTech property is ABSOLUTELY FORBIDDEN and violators may be prosecuted by local law enforcement agencies.

The unlawful possession, use, or distribution of alcohol is prohibited on SoMoTech property. "SoMoTech property" includes West Plains R-VII School District owned or leased land, facilities, vehicles and equipment, and any property adjacent to Southern Missouri Technical Institute as determined by the administration and applicable state and federal law. Prohibited unlawful use includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and all other state and federal laws regulating use, possession or distribution of alcohol or drugs.

Also prohibited are the unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia and/or other chemicals; the distribution and/or sale of alcoholic beverages and the unlawful or unauthorized distribution and/or sale of narcotics, drugs and/or chemicals. Violations of this policy can result in disciplinary action up to and including discharge for employees and dismissal for students and referral for prosecution. For the purposes of discipline and referral to law enforcement, this policy includes any student who is deemed to be under the influence of alcohol or illegal drugs while on school property, representing the school, or at a school event.

Local, state and federal laws also prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to $20,000.00 to imprisonment for terms up to and including life.

Specific serious health risks are associated with the use of illicit drugs and alcohol. Some of the major risks are:

> Alcohol and other depressants (barbiturates, sedatives and tranquilizers): Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.
>
> Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema (particularly in cigarette smokers), impairment of driving ability.
>
> Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
>
> Hallucinogens (acid, LSD, PCP, MDMA, etc.): Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
>
> Narcotics (Heroin, Demerol, Morphine, Codeine, etc.): Addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.
>
> Inhalants (harmful gasses and aerosols, glue, nitrous oxide, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds and impaired judgment.

SoMoTech, in conjunction with local agencies, presents programs for faculty, staff and adult students on a variety of subjects including drug and alcohol abuse education, crime prevention and sexual offense awareness and prevention.

Numerous community resources and services are available to eligible students and families. These services include recreational opportunities, counseling and medical services, food pantries, rentals, and support services. Please contact the School/Family Coordinator or building counselor for more information.

Campus Crime Reporting

Southern Missouri Technical Institute has no campus-based security personnel; therefore, we rely on local law enforcement agencies in the event of an emergency or criminal occurrence. Access to facilities will not be permitted between the hours of 10:00 p.m. and 7:00 a.m. without administrative approval.

Southern Missouri Technical Institute does not offer campus-based housing or facilities other than those offered for educational purposes. Southern Missouri Technical Institute (SoMoTech) does not currently recognize off-campus student activities or student organizations and has no provision for off-campus student housing facilities.

SoMoTech employees and students must take an active role in their personal safety and security. Individuals are expected to function responsibly concerning their own personal safety, as well as the security of their possessions. Individuals should not allow themselves to be found or placed in a situation that leaves them vulnerable to possible bodily harm. Students are encouraged to report all suspicious behavior to the SoMoTech Main Office. Vehicles should be kept locked while parked on or around campus. Students should not leave valuables unattended and if left overnight on SoMoTech grounds, they are still the responsibility of the student. Also, they should secure their personal possessions and keep them safe from possible theft or damage by others at all times. Please watch your possessions—avoid being a victim.

Should a crime against person or property occur on the campus of Southern Missouri Technical Institute, the student or staff member should contact the Director and/or the applicable law enforcement agency.

Should the crime being reported not be an immediate emergency, contact the Director. The Director will make the determination whether the West Plains Police Department or Howell County Sheriff's Department should to be contacted.

If the West Plains Police Department or Howell County Sheriff's Department are contacted as a result of the reported incident, Southern Missouri Technical Institute shall be provided with a copy of the incident report prepared by the police agency.

Any student, staff or employee who observes or is involved in a criminal act or emergency situation should immediately report the occurrence to the Director. The Director will report the occurrence to the appropriate authority and determine what action should be taken or the proper actions to cooperate with the appropriate authority. The Director will document the occurrence and communications with authorities and students involved.

Southern Missouri Technical Institute, in compliance with Part II of the Federal Student Right-to-Know and Campus Security Act of 1990, publishes an annual crime report. It provides applicants, students and employees access to this annual crime report upon request. You may request access to this report at the office of Financial Aid.

Statistics shall be kept and maintained with regard to the on-campus occurrence of the crimes listed below:

- Criminal Homicide (Murder, Non-Negligent Manslaughter, and Negligent Manslaughter)
- Forcible and non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Arrests or referrals of persons for campus disciplinary action for liquor law violation, drug-related violations and weapons possession.
Crimes that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability.

In the event an incident should be reported, all currently enrolled students shall be notified of this occurrence, in writing, within 15 days of the reported offense.

SoMoTech staff and police agency contact information is provided below:

Director
(417) 256-6152
West Plains Police Department
(417) 256-2244 or in case of emergency dial 911
Howell County Sheriff's Department
(417) 256-2544 or in case of emergency dial 911

All 911 calls shall be brought to the immediate attention of the the Director.

Sexual Offense

If you are the survivor of a sexual offense, contact the Director and, as SoMoTech has no on-campus law enforcement officials, the appropriate police agency. You need not give the name of your assailant and your name should not be released to the press. You will receive information about counseling and medical assistance.

All sexual offenses should be reported to the Director. Should the student desire, the Director or other SoMoTech staff members will assist the student in reporting the offense to authorities.

Receiving medical care immediately following a sexual offense is extremely important for the survivor's well being. The collection and the preservation of evidence are very important should you ever choose to prosecute the offender.

For the physical evidence to be present and useful, the medical/legal exam must be obtained within 48 hours of the assault. If the survivor pursues this course of action, he/she must be informed that the appropriate police agency must be contacted. The Director will also be contacted and informed of the assault and the identity of the survivor.

As SoMoTech offers no campus-based housing or facilities other than those offered for educational purposes, we cannot assist victims of a sexual offense with changes in their living situation, but will assist in changes to academic situations if changes are requested by the student and are reasonably available.

The victim of a sex offense may choose to pursue criminal proceedings against the assailant, disciplinary proceedings to be conducted by SoMoTech or both. A student must contact the Director to begin disciplinary proceedings.

Should a disciplinary proceeding against the alleged perpetrator be pursued, both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding.

After SoMoTech has reached a final determination following the disciplinary proceeding with respect to the alleged offense, both the accuser and the accused will be informed of the school's determination. Both accuser and accused will also be informed of any sanction that is imposed against the accused.

Disciplinary sanctions may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses. Sanctions may include suspension, expulsion and/or referral to law enforcement authorities for possible criminal prosecution.

STUDENT RECORDS-NOTICE OF PRIVACY RIGHTS

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
   A student should submit to the Director of Southern Missouri Technical Institute a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed West Plains R-VII School District or Southern Missouri Technical Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Education; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.
   Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

   The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that West Plains R-VII School District and Southern Missouri Technical Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from you or your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include this type of information from you or your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student or parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from you or your child's education records without your prior written consent, you must notify the school in writing by September 1st. Southern Missouri Technical Institute has designated the following information as directory information:

Student's name
Address
Telephone listing
Electronic mail address
Photograph
Date and place of birth
Major field of study
Dates of attendance
Grade level
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Degrees, honors, and awards received
The most recent educational agency or institution attended
Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Leave of Absence Policy

A request for a leave of absence (LOA) form may be obtained from the Director or Program Coordinators/Administrators who will assist the student in completing the form. All requests for a leave of absence will be reviewed by Administration prior to approval. If a leave of absence is approved, Administration will inform the Financial Aid Office, in writing, of the terms, start date, end date and any other pertinent information, as soon as possible.

An approved LOA cannot exceed 180 days and only one (1) LOA may be granted within any twelve (12) month period. The twelve-month period begins on the date the student's LOA begins. Upon return from an approved LOA, the student is allowed to complete the coursework started prior to the LOA.

Subsequent leaves of absence may be granted for special circumstances provided the **total** number of days of all leaves of absence **never** exceed 180 days in any twelve-month period. Subsequent leaves of absence shall be evaluated on a case-by-case basis.

In the event a student fails to return from an approved LOA within the time allowed, the student will be determined to have withdrawn from classes on the date of the student's last date of documented attendance. At this time, a calculation for the return of Title IV funds will be completed and the student will be responsible for loan repayment from the date of the first day of the approved LOA. In other words, if the student fails to return from an approved LOA, SoMoTech will notify the lender of the student's withdrawal. This notification will be through the National Student Loan Data System and the student will be shown to have withdrawn from classes on the same date as the last date of documented attendance. Any student taking an approved LOA should be aware that the LOA may exhaust all or part of the student's six (6) month loan repayment grace period should the student fail to return from the LOA.

Student Conduct

Southern Missouri Technical Institute expects all students to treat Administrators, Instructors, Staff and other students with courtesy and respect. If a student exhibits recommended behavior, it should be reciprocated.

Driving permits will be issued for all adult students and must be properly displayed when parking on SoMoTech campuses.

Disciplinary action may be imposed, including, but not limited to: community service, suspension, and/or expulsion for the following:

- Dishonesty
- Cheating or assisting another student to cheat
  Definition of cheating: (1) to deceive by trickery; (2) to mislead; (3) to practice fraud; and/or (4) to act dishonestly, as defined in the American Heritage Dictionary of the English Language, New College Edition, published by Houghton-Mifflin, 1980.
  Examples of cheating include, but are not limited to:
  (1) Collaborating without authorization; (2) Presenting work done by another as one's own, either in part or in whole; (3) Altering a paper or other assessment instrument after completion, but before the grading process begins or after the grade has been assigned for the purpose of misrepresenting the student's performance; (4) Enlisting another person to take one's evaluation procedure; (5) Using prohibited sources of information for examinations or other testing procedures; (6) Knowingly providing any unauthorized assistance to other students; (7) Falsifying or changing information concerning academic achievement; (8) Facilitating any act that promotes academic dishonesty including the withholding of information concerning the academic dishonest conduct of another.
- Gambling
- Use of vulgar or profane language
- Destruction of public or private property
- Possession of a weapon on school grounds
- Willfully engaging in conduct which is not in the best interests of students, faculty and staff

Conduct resulting in minor infractions, will be referred to the Director, who will determine the plan of action to be taken.

Conduct resulting in serious infractions could be referred to West Plains R-VII District Administration and/or Local Authorities.

As facilities owned and operated by a school district in Missouri, it is unlawful (RSMo 571.030) for anyone (regardless of whether they have a conceal & carry permit) to possess or use any firearm (whether loaded or unloaded) or any other weapon readily capable of lethal use on our campuses including in vehicles. It is a Class B Felony in Missouri to violate this law.

West Plains R-VII School District and Southern Missouri Technical Institute maintain tobacco and smoke-free campus facilities. The use of tobacco will be prohibited on school grounds. Violators may face disciplinary action.

Dress Code

Students are expected to arrive in suitable clothes as would be expected in their vocational field. Your instructor will inform you what is considered appropriate dress for your training program. Your grooming, actions, and language should be in good taste at all times.

It is nearly impossible to cover all dress situations that might arise. However, listed below are some general rules that apply to all students.

NO:

1. All shirts must have a sleeve. Halter tops, tank tops, spaghetti strap tops, shirts with large arm holes, low-cut shirts, or tops which expose the midriff are not permitted. *The appropriateness of any shirt is left to the discretion of the administration.*
2. Patches or suggestive writing on clothing having vulgar, sexual, drug, or alcohol connotations.
3. Short shorts, running shorts, cutoffs, biker shorts, etc. All shorts and skirts must be long enough so that the tip of the middle finger does not touch bare skin when the student is standing upright.
4. For reasons of safety, students must keep their hair at such a length for safe operation of equipment.
5. Any clothing, makeup or accessories that may cause a distraction to the education environment.

These guidelines are used as a training tool to assist our students in seeking employment after graduation. All that is really needed is for the student to exercise good judgment. Your cooperation is required.

Dismissal

A student may be dismissed from school for unsatisfactory conduct, excessive absences, unsatisfactory academic progress or violation of other guidelines concerning student behavior. A dismissed student may apply for re-admission at the beginning of the next school term. Re-admission will be decided by the administration. Additionally, any student committing an action, which could be considered a misdemeanor or felony, including, but not limited to, assault, stealing, drug possession, or being under the influence of illegal drugs or alcohol may be expelled immediately.

Complaint, Grievance and Appeal Procedures

A method is provided for handling any school problems or difficulty, which might occur during the school year. If a grievance arises, the following procedures are to be followed. The grievance must be stated in written form. Southern Missouri Technical Institute is accredited by the Commission of the Council on Occupational Education. Contact information for the Council follows: 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. Additionally, SoMoTech is authorized to operate by the Missouri Department of Elementary and Secondary Education. 205 Jefferson Street, Jefferson City, MO 65101, (573) 751-4212, dese.mo.gov.

Time Limits: All time limits are confined to school days. No grievance will be considered unless a formal statement of grievance is initiated within 15 days of the occurrence of the alleged grievance.

A. Immediate conference between aggrieved student and the instructor. If conflict is resolved, the student will exit at this point.
B. Completed written formal statement of grievance submitted to the Coordinator of Student Services within one (1) week after the conference between student and instructor.
C. Coordinator of Student Services will schedule mediation conference between student and instructor within five (5) days of receiving written formal grievance statement. Notification of conference will be in writing.
D. If grievance is resolved, the procedure is terminated at this point. Resolution will be in writing, signed by both parties and kept in a confidential file in the Directors' Office. Copies of resolution will be provided to all parties.
E. Any unresolved grievance may be brought to the attention of the SoMoTech Director. If grievance is still unresolved, it may be brought to the attention of the School Superintendent.
F. Any further unresolved grievance may be brought to the attention of the West Plains R-VII School Board of Directors.
G. For grievances not resolved at the institutional level once this policy has been exhausted, they may be brought to the attention of the Council on Occupational Education (contact information above). However, under Missouri state law, the decision of the West Plains R-VII School Board of Directors is final.

Tuition, Textbooks, & Withdrawal Refund Policy

In the event that a student withdraws from school the following refund policy shall apply:

1. Appropriate staff notifies the Adult Education Office located at 407 W. Thornburgh.
2. Student OR appropriate staff complete student withdrawal form.
3. Refund policy stated below shall apply. All refunds will be processed within 45 days. Refunds, when due, are made without a request from the student.
4. FSA NOTE: ***Student tuition and fee responsibilities follow the schedule below*** regardless of the separate regulations governing federal student aid (FSA) disbursement. **Students are personally liable based on the fee structure below.** Institutional charges and federal student aid will be prorated on a payment period basis. Students may or may not be eligible for receipt of funds during any given payment period based on the amounts and types of FSA funds for which they are eligible.
5. Orientation Note: All students are required to attend an on-site orientation prior to the start of class.
6. Application processing fees are non-refundable and will not exceed $100 exclusive of pre-entrance assessment costs. No other fees will be collected prior to the start of class.
7. TEXTBOOKS: Southern Missouri Technical Institute will include the costs of books and supplies in the tuition charged and provides all these materials to the student at the start of his or her class. Any supplies that are not included are noted in the annual program costs at www.somotech.edu under the Admissions tab (Tuition and Fees). If a student wishes to purchase their own textbooks and/or supplies, they must notify the financial aid office in writing before the first day of class. The financial aid office will notify any funding agencies of a student's decision to decline.

   As students have the option to purchase books and supplies from SoMoTech, for Chapter 33 (Post 9/11) VA books and supplies benefits will not be billed to the VA by SoMoTech. Students eligible under this program will be required to pay separately for books and supplies if they choose to purchase them from SoMoTech. For programs that provide textbooks that are retained by the student, students will not be charged for textbooks if they withdraw prior to the first day of attendance. Students that withdraw after starting a program will be charged for 100% of the textbooks but may retain them.

8. For recipients of Chapter 31 or Chapter 33 benefits under the Veterans Benefits and Transition Act of 2018, SoMoTech will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities or require the recipient to borrow additional funds to cover the individual's inability to meet his or her financial obligations to SoMoTech due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.
9. Tuition and Fees: current tuition amounts can be found at www.somotech.edu under the Admissions tab (Tuition and Fees).
10. Exceptions to the withdrawal refund policy may be requested by submitting a written request to the Financial Aid Coordinator who will forward the request to the Financial Aid Committee.
11. Refund Schedule:

Short Term Class (less than 900 clock hours)

If student withdraws:	***School Retains:***
Before class (or class is cancelled)	0%
First day of class	100%

Full Time Class (900 clock hours and above)

If student withdraws:	***School Retains:***
Before Class (or class is cancelled)	0%
First Week of Class	0%
Second and Third Week of Class	20%
Fourth and Fifth Week of Class	50%
After the beginning of week six	100%

NOTE: A week is defined as a seven calendar day period commencing on the first scheduled day of class.

All policies of SoMoTech are subject to change without prior notification to its students. If a policy is changed, students will be notified of the change, in writing, as soon as is practicable.

ADDENDUMS

Policy Agreement

I, _____, have read, understand and agree to the policies
(Student Name – please print)

contained in the Southern Missouri Technical Institute Adult Education Handbook. Furthermore, I specifically read, understand, and agree to the following Adult Education Handbook sections:

1. Insurance (Page 19)
2. Attendance (Page 19)
3. Safety (Page 20)
4. FERPA (Page 24)
5. Withdrawal Refund Policy (p. 28)
6. Student Computer/Internet Usage Agreement (Page 32)

_____ _____

Student Signature Date

District Electronic Communications Guidelines

Purpose and Scope

The purpose of these regulations is to ensure the proper use of West Plains R-VII School District's (the "District") computer and telecommunication resources and services (the "System") by its students, employees, and other computer users. All computer users have the responsibility to use computer resources in an efficient, effective, ethical and lawful manner.

The following regulations, rules, and conditions apply to all users of computer and telecommunication resources and services, wherever the users are located. Violations of this policy may result in disciplinary action, including possible termination, and/or legal action.

The District has the right, but not the duty, to monitor any and all aspects of the computer system, including employee e -mail, to ensure compliance with this policy.

The computers and computer accounts given to students and employees are for educational purposes only. Users should not have an expectation of privacy in anything they create, send, or receive on the computer. The computer and telecommunication system belong to the District and may b e used for educational purposes only. Commercial and/or personal use of the District's system is strictly prohibited. Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer and telecommunication services include, but are not limited to, the following: host computers, file servers, workstations, stand-alone computers, laptops, software, and internal or external communications networks (internet, commercial online services, bulletin board systems, and e -mail systems) that are accessed directly or indirectly from the District's computer facilities.

These regulations may be amended or revised periodically as the need arises and are implemented pursuant to District policy (CQ Local).

The term "users" as used in this policy refers to all students, employees, independent contractors, and other persons or entities accessing or using the District's computer and telecommunication resources and services.

SYSTEM ACCESS

The following guidelines will determine access to the District's system:

1. District employees will be granted access to the District's system with the approval of the immediate supervisor.
2. The District may require that all passwords be changed frequently.
3. Teachers will be required to maintain password confidentiality by not sharing their password with students.
4. Student completing required course work on the system will have first priority for use of District equipment after school hours.
5. Teachers may require students to restrict access to course program files, as appropriate.
6. Any system user identified as a security risk or having a history of violations of District and/or campus computer use guidelines may be denied access to the District's system.

Individual User's Responsibility

The following rules will apply to all users of the District's system:

1. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
2. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, inaccurate, sexually threatening, offensive, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed on or stored in the District's computers. Users encountering or receiving such material should immediately report the incident to a superior.

3. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Others may review anything created on the computer.
4. Users may not install software onto any computer or the network.
5. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.
6. Without prior written permission, the computer and telecommunication resources and services of the District may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material, or any other unauthorized or personal use.
7. The individual in whose name a system account is issued will be responsible at all times for its proper use. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others.
Users are responsible for all transactions made using their passwords.
8. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
9. System users must not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by District policy or state or federal law.
10. Transmission of material, information, or software in violation of any District policy or local, state, or federal law is prohibited.
11. System users identifying a security problem in the District's system must notify the appropriate teacher, campus administrator, or District coordinator.
12. System users may not use another person's account without written permission from the campus administrator or District coordinator, as appropriate. Attempts by a user to log on to the District's system as another user will result in cancellation of user privileges and may result in other disciplinary action.
13. System users must not write to directories other than their own, as identified by the District.
14. Students may not use real-time conference features, such as talk/chat/Internet relay chat.
15. System users must remove electronic mail in accordance with established retention guidelines. Such messages will be removed if time lines are not respected by the system user.
16. System users will not evade, change, or exceed resource quotas or disk usage quotas set by the District, except with the specific approval of the District. The District may remove the file of a user who continues to exceed disk space after seven calendar days of notification.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to Internet is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of District policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. The use of any software having the purpose of damaging the District's system or other user's system is prohibited.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Updating Member Account Information

The District may periodically require new registration and account information from system users to continue service. System users must notify the District of any changes of account information, such as address and phone number.

Information Content/Third Party Supplied Information

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student or employee knowingly bringing prohibited materials into the System may be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with District policy.

Termination/Revocation Of System User Account

The District may suspend or revoke a system user's access to the District's system upon any violation of District policy and/or administrative regulation.

Prior to a suspension or revocation of system service, or as soon as practicable, the principal or District coordinator will inform the system user of the suspected violation and give him or her an opportunity to present an explanation, as follows:

1. A system user may appeal the suspension or revocation within seven calendar days.
2. The District coordinator or designee will conduct a hearing, but the principal or District coordinator who imposed the suspension or revocation will not be the person designated to hear the appeal.

Termination of an employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information of software contained therein. The District does not warrant that the functions or services performed by, or that the information of software contained on, the system will be the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not of the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

In order to protect the technology assets of West Plains R-VII, to minimize unnecessary system downtime, and to supplement the District's Electronic Communications Use Guidelines, the following policies are to be followed by all system users:

1. Computer Access

A. User passwords are to be kept secure and not shared between users.

B. Staff members are not to allow student access to any portion of the district network through a staff user's account.

C. Student use of an administrative or office workstation is not allowed.

D. Students are not to perform administrator level activities on any computer system.

2. Software

A. Software can be loaded or removed only by Office of Technology Staff.

B. Students and staff are not to bring diskettes or CD-Roms from home or other sources and load them onto any computer.
C. Strict compliance with software copyright laws will be maintained. There must be a license to support each and every installation of a program.
D. Downloading of programs for storage on a hard drive or diskette is not allowed without authorization.
E. Use of computer games for any purpose is not allowed.

3. Hardware

A. Setup and connection of new computers is to be done only by Office of Technology Staff.
B. Computer hardware must not be moved without prior approval from the Office of Technology.
C. Repairs to technology equipment are to be performed only by Office of Technology Staff.

District Communications Guidelines Acknowledgment Sheet

Please sign and date, then return this sheet to the main office in your building.

District System User Agreement

I agree to abide by the West Plains R-VII District electronic communications system guidelines, and I understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary and/or appropriate legal action may be taken.

Student Name(printed):_____

Student Signature: _____ Date:_____

2026-2027 SoMoTech Adult 900-Hour Programs Calendar

Aug. 19	Daytime 900-hour Classes Begin
Aug. 31	Last Day to Register (900-hour programs)
Sept. 7	Labor Day (No School)
Sept. 21	Teacher In-Service (No School-Daytime Programs)
Oct. 12	Columbus Day (No School-Daytime Programs)
Oct. 30	Teacher In-Service (No School-900-Hour Programs)
Oct. 30	Application Deadline for January start programs
Nov. 16	Teacher In-Service (No School-Daytime Programs)
Nov. 23-27	Fall Break (No School)
Dec. 17	SoMoTech Fall Commencement
Dec. 18	Christmas Vacation (dismiss at 12:00)
Dec. 19-Jan. 3	Christmas Vacation (No School)
Jan. 4	Spring Classes Begin
Jan. 18	Dr. Martin Luther King Holiday (No School-Daytime Programs)
Feb. 12	Teacher In-Service (No School-900-Hour Programs)
Feb. 15	Presidents' Day (No School-Daytime Programs)
Mar. 20-28	Spring Break (No School)
Apr. 16-Apr. 19	Spring Break (No School-Daytime 900-Hour Programs)
May 19	Last Day for Daytime 900-Hour Programs
May 19	Last Day for Makeup Time

900 Hour Program Minimum Attendance Policy

Students may request up to 10% of the program hours per half be designated as excused hours. To be classified as an excused absence, students must follow the procedure outlined in the Adult Education Handbook. All excused absences must be submitted with appropriate documentation.

Any absence in excess of the 10% must be made up. All unexcused absences must be made up.

All excused absences may be utilized for inclement weather at the sole discretion of Southern Missouri Technical Institute. Students in Practical Nursing or Surgical Technology should refer to their program handbook for the minimum attendance policy.