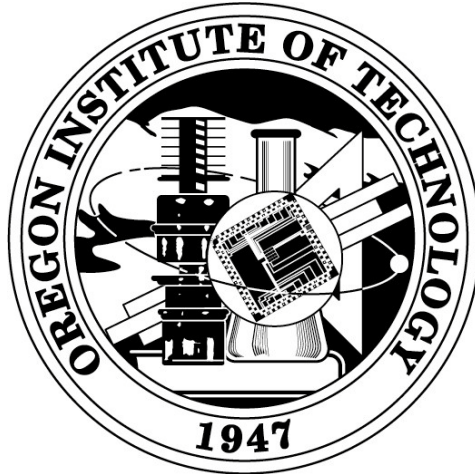


Oregon Institute of Technology



Student Handbook

OIT-Seattle Program
Seattle, WA

Information

The OIT-Seattle Program Office is open weekdays to discuss your interest in obtaining an education in manufacturing, mechanical, or composites engineering technology.

Office staff available Monday through Friday from 6:30 a.m. to 3:00 p.m.:

- Dr. Nathan D. Mead, Director OIT-Seattle Program
425-234-5150 Work Phone
425-256-1499 Cell Phone
425-234-1091 Fax
nathan.mead@oit.edu
- A. Diane Tiefel, Assistant Director OIT-Seattle Program
425-234-4626 Work Phone
425-234-1091 Fax
diane.tiefel@boeing.com

Appointments are available. The office is currently located in the 10-20 Building in Renton; however, please confirm the current office location before arriving for appointments.

Non-Discrimination Policy

Oregon Institute of Technology does not discriminate on the basis of race, color, national origin, gender, disability, age, religion, marital status, or sexual orientation in its programs and activities.

The following office is designated to handle inquiries and complaints regarding this nondiscrimination policy: Office of the Director for Campus Access and Equal Opportunity, Oregon Institute of Technology, 3201 Campus Drive, Klamath Falls, Oregon, 97601-8801. (541) 885-1031; TTY (541) 885-1072; FAX (541) 885-1520; e-mail access@oit.edu.

Accreditation

Oregon Institute of Technology is accredited by the Northwest Association of Schools and Colleges. Accreditation, licensure, or approval of individual programs are listed in departmental sections. Copies of accreditation documents are available in the Office of the Vice President for Academic Affairs/Provost, Oregon Institute of Technology, 3201 Campus Drive, Klamath Falls, Oregon 97601-8801.

General Catalog Production

General Catalog information is accurate at the time of publication, but is subject to change without notice and does not constitute a contract between Oregon Institute of Technology and the student or applicant.

Mission and Objectives

The OIT-Seattle Program exists as a Puget Sound area satellite campus of Oregon Institute of Technology, the only public institute of technology in the Pacific Northwest. The program currently offers a bachelor's and master's degree in manufacturing engineering technology, a bachelor's degree in mechanical engineering technology (beginning September 2007), and a certificate of completion in composites engineering technology. Objectives are central to the mission of the OIT-Seattle Program:

1. Provide degree programs that enable Boeing employees to obtain the knowledge and skills necessary for their positions at The Boeing Company.
2. Enable students to be effective communicators, responsible citizens, and lifelong learners by assisting them in the development of critical thinking and problem solving skills, and ethical and cultural awareness.

3. Provide informational and technical expertise to any Boeing employee in applied research.
4. Develop and maintain the OIT-Seattle Program's partnership with The Boeing Company to ensure quality programs that meet the needs of its employees and the organizations that employ them.

Academic Calendar

The academic calendar is available on the OIT-Seattle Program website: www.oit.edu/bng.

Admission to the OIT-Seattle Program

The OIT-Seattle Program is open to all Boeing employees. Full admit or non-admit status is dependent upon the program or classes they are interested in.

- B.S. Program – Full admit
- M.S. Program – Full admit
- Certificate in Composites Program – Non Admit
- Individual Classes – Non Admit

Full Admission Application Procedures B.S. / M.S. Degrees

All students wishing to enter the bachelor or master's degree programs must apply for full admission. OIT strongly encourages students to submit all application materials at least one month prior to the term enrollment is scheduled to begin. Every applicant must complete the following steps:

1. Print, complete (including full address), and sign:
 - a. Application for Admission
 - b. Release of Information Form

These forms are found on the OIT-Seattle Web site or via email by contacting the program office. Submit to the Program Office.

2. B.S. applicants with fewer than 28 college credits must submit an official high school transcript.

3. M.S. applicants must
 - a. Hold an acceptable bachelors degree from a regionally accredited academic institution, preferably in an ABET-accredited program in a related engineering or engineering technology field;
 - b. Be in good academic standing at the last college or university you attended;
 - c. Have attained a grade point average (GPA) of at least 3.0 on a 4.0 scale in the last 90 quarter (60 semester) units attempted;
 - d. Have attained a GPA of 3.0 on a 4.0 scale in the last 45 quarter hours in the major leading to the bachelors degree; and
 - e. Satisfactorily meet the professional, personal, scholastic and other standards for graduate study, including qualifying examinations, as prescribed.

4. Have official transcripts from all postsecondary institutions attended or have received credit from sent directly to the Program Office (contact the program office for current address).

Mailing Address for Transcripts:
A. Diane. Tiefel, OIT-Seattle Program
The Boeing Company
P.O. Box 3707, M/C 60-AM
Seattle, WA 98124

5. Enroll with the Learning Together Program through their website: <http://learningtogether.web.boeing.com/>. LTP will send you and the OIT-Seattle confirmation of your enrollment. Without enrollment in the program, students are responsible for their tuition.

Students entering the program less than a month prior to the term of enrollment need to complete an OIT “Non-Admit” Application Form and submit it with the Application for Admission.

Transfer Admission Standards (B.S. Program)

A transfer student is one who has previously earned credits at another regionally accredited institution of higher education. Applicants with less than 28 quarter credit hours must also provide high school transcripts or GED scores. Students with postsecondary education must submit official transcripts from all institutions attended.

A letter from the Admissions Office will be sent after admission status has been confirmed. Acceptance of vocational/technical courses may be granted after registration if the student’s administering department finds that vocational/technical courses have satisfied certain bachelor’s degree requirements. With the exception of approval by the program director, all course and/or department prerequisites will be enforced.

Non-Admit Students

A *non-admit* is a student who wishes to take less than nine credit hours per quarter, is not seeking a degree from OIT, and has never been fully admitted to OIT in the past. College-level classes taken while in non-admit status may be used toward OIT graduation requirements upon completion of the full admission process, or may be transferred to other institutions. To enroll as a non-admit student, submit the *Non-Admit Application Form* to the Program Office, preferably at least one week prior to enrollment. Note: Students, who are entering as a *Non-Admit* student as a result of late enrollment, will be fully admitted upon receipt of required paperwork.

New Student Orientation and Registration

Orientation and registration for new students occurs when the Program Office receives notification of intent to register. The Seattle Program Office or the Program Director will contact the student, and/or meet with the student to go over the program and program requirements. The program director will schedule a time to meet with the student to evaluate college transfer credits and recommendations for classes.

Payment of Tuition and Fees

Learning Together Application Procedures

All OIT-Seattle students must be enrolled with LTP to have tuition and fees paid for. Enrollment instructions are provided on their website.

<http://learningtogether.web.boeing.com>

Any questions concerning the Learning Together Program must be directed to them. The OIT-Seattle Program Office does not have access to their website, and cannot assist the student with questions concerning LTP's policies. The only information the program office can assist with is information regarding OIT and its programs.

Tuition and Fees

The OIT-Seattle Program is listed as a direct bill school with LTP; as such, the program office directly bills all students' fees and tuition to LTP. Students who are taking individual classes must provide the program office with a voucher, which will be submitted on the student's behalf. Below are listed the estimated fees paid by students regularly enrolled for undergraduate study.

- **Tuition Fees**
 - B.S. and Certificate of Composites program tuition fees are assessed at \$450.00 per credit. (Subject to change)
 - M.S. program tuition fees are assessed at \$1,000.00 per credit. (Subject to change)
- **Application Fee** (Not refundable) - \$50.00 Please do not send a personal check with application form.
- **Lab Fees** (Dependent upon class)
- **Transcript Fee** (One time fee \$40.00)

OIT students and alumni may now order official transcripts via Web for Student link found at the top of this page. Students and alumni may login to Web for Student and request an official transcript be sent to another college, a personal address, a business etc.

Students and alumni are not charged for transcripts, but are charged for overnight delivery or rush fees if they choose these delivery options. Transcripts are available for pick-up or standard mailing after 3 p.m. the day following when the request is made.

If you have any problems logging into Web for Student or have questions regarding how to request a transcript please call 541-885-1305 or email <mailto:registra@oit.edu>.

Please note that if you attended OIT prior to 1990 you will need to fill out a transcript request and either fax or mail this form in.

Tuition and Fee Refunds

The Learning Together Program may be entitled to certain refunds of fees paid, depending on the time of the student's withdrawal. The student may in turn be assessed a fee from the Learning

Together Program. All students withdrawing from any class must notify the program office and the instructor for the class.

Academic Programs . . .

Oregon Institute of Technology is authorized by the Washington Higher Education Coordinating Board and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. This authorizes Oregon Institute of Technology to offer the following programs in the state of Washington:

- B.S., Manufacturing Engineering Technology
- B.S., Mechanical Engineering Technology
- M.S., Manufacturing Engineering Technology
- Certificate of Completion in Composite Engineering Technology

Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the board at 917 Lakeridge Way SW, P.O. Box 43430, Olympia, WA 98504-3430.

Academic Policies & Procedures

Student Responsibility

Students are responsible for knowing and understanding Oregon Institute of Technology's requirements relating to registration and academic standards. Students are encouraged to meet regularly with the Program Director or the Program Office with questions about academic procedures, policies, or regulations.

Student Classification

Student enrolled in the OIT-Seattle Program are classified according to the number of classes remaining and the average number of classes taken per term. Transfer credits are included in determining classification.

Quarter System

Oregon Institute of Technology operates on an academic year consisting of three quarters of approximately 11 weeks each. Summer term is considered separately and runs 8 or 11 weeks depending upon individual classes.

Transfer of Credits

OIT makes every effort to give maximum consideration to the transfer work presented by students coming to OIT. In order to ensure that the student has the requisite knowledge in OIT's subject areas, OIT follow these policies in determining credit:

- **Accreditation Status of Institution**
The institution where the transfer credit was earned must be accredited by an accrediting body that is recognized by the Council for Higher Education (CHEA).
- Students transferring work from an institution that is not accredited by a CHEA-recognized accrediting body may receive transfer credit by 1) demonstrating prior experiential learning with a portfolio, 2) applying for credit after demonstrating competencies in advanced course work in the same subject area, or 3) challenging courses by exam.
- **International Institutions**
Students seeking transfer credit from international institutions must provide OIT with a credential evaluation from an OIT-approved credential evaluation service. A list of OIT recognized credential services can be obtained from the Program Office. The credential evaluation must include course titles, credits, and grades. Students must also provide course descriptions in English from the foreign institution.
- **Official Transcripts**
Prior to the formal awarding of transfer credit, the transfer student must provide an official transcript of course work completed at all other higher education institutions.

Grading Issues

Adding or Dropping Courses – Students may add courses for two weeks after classes begin by completing an add/drop form and submitting to the program office. A student may drop/withdraw from a course during the first 10 days of a term without having the drop appear on the permanent academic record by submitting a withdrawal form to the program office.

The following schedule list the tuition amounts depending upon the date of withdrawal by the student:

Class dropped before start of term	No Charge
Class dropped in first 10 days	25% of Tuition Billed
Class dropped day 11 through 16	50% of Tuition Billed
Class dropped day 17 through 21	75% of Tuition Billed
Class dropped after day 21	100% of Tuition Billed

Repeating Courses – The following restrictions apply for course-repeat situations:

1. Students may attempt the same course (for a “W” or a letter grade) a total of four (4) times.
2. Each withdrawal (“W”) is considered an attempt. Withdrawals, however, are not included in GPA calculations.
3. The new grade earned will replace the previous grade(s) when computing GPA. Only the first two earned grades will be excluded for GPA calculations. The last grade earned will be used on the petition to graduate.
4. All grades and credits remain on the student’s official transcript.

Grades

The program office submits grades for all students to LTP via electronic drop within one week after the end of term.

Incompletes – When the quality of a student’s work is satisfactory, but some essential requirement of the course has not been completed for reasons acceptable to the instructor, a grade of Incomplete (“I”) may be assigned and additional time granted for completion. The instructor is responsible for submitting an “I” grade and completing the Request for Incomplete form and submitting it to the Registrar’s Office.

An “I” grade must be removed by the end of the next quarter (summer session not included). An “I” may only be extended under the most extenuating circumstances and then only for one additional quarter. If an “I” is not removed within the allotted time, the “I” then reverts to the alternate grade assigned by the instructor on the incomplete form.

NOTE: Incompletes received in the anticipated term of graduation must be finished and the grades recorded in the Registrar’s Office within three weeks after the end of the final term. Otherwise, the diploma will be delayed until the term during which all degree requirements are met.

Posting Grades – Grades are posted to Web for Student within 24 hours of their submission. A “Z” grade usually indicates that the registrar’s office did not receive grades before grades web site was closed. Z grades usually will convert within 48 hours of when the grade is received.

Grade Changes – Faculty may change recorded grades by filling out a “Change of Grade” form available on line during finals week, or available through the program office.

Grade Appeals – A student may appeal a grade given by a faculty member through the procedure outlined in the “Academic Grievances” section of the Student Handbook, located on the Student Affairs web site.

Tuition Payment by The Learning Together Program – Students must complete course requirements with a C- or better in order for The Learning Together Program (LTP) to pay the

student's tuition. Students are responsible for repayment of the tuition cost if a D or failing grade is received. The Learning Together Program does make allowances for students who are unable to complete the required work due to work overloads or major family emergencies. Students will need to contact their manager for approval of a forgiveness of debt release, and then contact LTP for the required paperwork.

Student Academic Integrity

Cheating and Plagiarism – Cheating involves submitting material in assignments, examinations, and other academic work which is based upon sources forbidden by the faculty member. Cheating also includes furnishing material to another person for purposes of aiding that person to cheat [1].

Plagiarism involves submitting material in assignments, examinations, and other academic work which is not the work of the student and where there is no clear and appropriate indication in the assignment that it is not the student's work [1].

Cases of academic dishonesty that go beyond the settlement procedure (between instructor and student) are treated as violations of the OIT Student Conduct Code, and are usually handled by the OIT-Seattle Program Director, and then dean of students and/or the Student Hearing Commission, which is composed of faculty and students.

Academic Grievances – Student grievances in regard to academic issues proceed according to the “Student Academic Grievance” policy [2]. The policy lists appealable and non-appealable disputes; appealable disputes include the following:

- Final course grade resulting from unfair/prejudicial treatment by instructor or unusual/irregular procedures that disproportionately impacted a student's grade
- Dismissal from a professional program due to failure to meet prerequisites or sequential course requirements

- Dismissal from externship component due to failure to meet conduct or performance standards as required by the professional program

Students must file their grievance within two weeks after distribution of final grades for that term.

Classroom Management

Syllabus – A course syllabus, required for all classes, detailing the topics covered during the term; dates for exams, and dates when special projects are due. Lists of readings or reserve materials for the course may be included as well. Typically, the syllabus also lists a faculty member's office location, office phone, and office hours for the term, as well as grading, make-up exam, late work, attendance, and homework policies. This document should be a complete explanation of requirements and the expectations for the course. Instructors usually hand out the class syllabus during the initial days of class each term.

Student Attendance

Attendance requirements for students or penalties for missing classes should appear on course syllabi. A policy, clearly enunciated at the outset of the course, may prevent any misunderstandings; a hastily composed policy after a student's repeated absences can cause needless friction. Be aware that some instructors do penalize a student for failure to attend classes, and late work. It is to the student's benefit to alert the instructor to anticipated missed days due to Boeing travel.

Class Closures

The OIT-Seattle Program Office will only close classes due to inclement weather when the entire area receives the same weather during normal operating hours.

The decision to hold and attend classes remains with our instructors and individual students who have a more intimate

knowledge of what is happening in their individual areas. Please remember that while we may not close classes, we expect our instructors and students to make the determination of what is best for them in any given situation.

When OIT-Seattle Program classes are held at community colleges, the closure policy for the specific community college will be in effect.

Classroom Courtesies

Instructors and students attending classes in Boeing conference rooms are expected to follow the guidelines posted in the conference room. Instructors and students should be aware that these conference rooms are usually located in the vicinity of Boeing employees and consideration given to keeping voices and activities at a minimum while waiting for conference room's availability. Conference room doors should be closed when there is activity in the area surrounding the conference room.

Student Classroom Behavior – Students are expected to behave as adults while in class; disruptive behavior should not be tolerated. Instructors will ask students to modify incorrect behavior as a first step to solving a problem. Discussion regarding the situation will commence if the behavior persists. Instructors unable to resolve issues after following these steps will present the situation to the program office.

If disruptive behavior warrants, a student may be asked to leave for the remainder of the class or lab; often, a meeting with the faculty member is required before readmission. In the rare event that a student refuses to leave, call Security for assistance. Generally, it's best to send another student to summon an officer.

Library Services

The OIT library contains approximately 140,000 volumes and over 1,200 print and electronic periodical subscriptions. The library's

on-line computer databases offer campus-wide and remote access to many information resources. An on-line catalog provides access to library collections, as well as to Summit, a union catalog of Oregon and Washington academic libraries. Research materials and services also include government documents, interlibrary loans, and individual reference assistance. The librarians offer class-related instruction in the use of the library and information resources, workshops on various topics, classes in research methods, and tours.

Discount Software

Many college bookstores in the area offer student discounts on software. Contact the program office if a letter from the college is needed.

Students may go to <http://www.bookstore.oit.edu/> too find the link for academic software. This link takes you to our front page. In the upper right hand corner, you will see a box with "Student Software Discounts" inside it. This will take you directly to our software supplier website.

Commencement

Students are encouraged to participate in the OIT-Seattle graduation exercises, and may also participate in the Klamath Falls graduation. The program office will send out information regarding the Seattle activities, and information concerning the Klamath Falls commencement is sent from the registrar's office.

OIT-Seattle Program Office

The OIT-Seattle Program Office is an integral part of the student's OIT experience, and acts as an interface between the student and main campus. The program office takes care of students' questions regarding admissions, advising, registration, tuition, records, graduation, and program requirements. Students should

notify the program office when questions or difficulties arise.