

# MIDWEST LINE COLLEGE

## ELECTRICAL LINEMAN PROGRAM





**YOUR  
PATH  
STARTS  
HERE**

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# What is a Lineman?

A lineman builds and maintains the electrical power system. They do all the work from the point of generation (power plants) all the way to the customer's meter. The lines may be on overhead structures (up to 300ft) or in underground vaults and trenches. They may be in rural or metropolitan areas.

Linemen often assemble and erect metal towers and wood poles along with the installation of footings, hardware, conductors and other related equipment.

Linemen are also first responders during an emergency. They are out in the field, assessing the situation and finding a way to safely repair powerlines and equipment to get power back to everyone.

Linemen are talented, dedicated professionals who do a difficult and critical job that benefits society. The work is varied and exciting and the rewards are plentiful.

## JOB RESPONSIBILITIES

- ⌚ Install, maintain and repair power lines and equipment (underground and overhead)
- ⌚ Drive commercial vehicles to and from jobsites
- ⌚ Climb poles, climb transmission towers and use/operate bucket trucks at high elevations to reach power lines and equipment
- ⌚ Dig holes and set poles using construction equipment
- ⌚ Operate heavy equipment for various tasks
- ⌚ Test power lines and equipment

**Do you like adventure?**

**Would you prefer to work outdoors?**

**What if you could be a hero in your community by restoring power when a storm knocks the lights out?**

# About MLC

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If you are interested in pursuing a high-paying, skilled trade, MLC can help you achieve your goals. Our program focuses on skills for both the entry-level lineworker and the experienced tradesman looking to make a career change. You will be taught by Journey-level instructors who are currently active in the industry.

You will learn skills ranging from fundamental knowledge of electrical systems to equipment and safety protocols. Your accumulated knowledge will prepare you to enter the field as an entry-level lineworker. MLC started in 2023 and has a balanced mixture of hands-on outside skills and classroom time over the twelve (12) week, four hundred eighty (480) hours, fast paced course.

We ensure that the skills we teach are in line with the current industry demand so employers will know you have the skills they want in a new hire.

Midwest Line College has a 93% graduation to employment rate as of our last class that graduated on December 08<sup>th</sup> 2024.



# College vs Trades

While college is a good option for some people, it isn't for everyone — and not going to a four-year college doesn't mean you can't have a meaningful and well-paying career. More people than ever before have a college degree, but a four-year program isn't the only way to be successful.

Too often, students who do well in high school are typically steered toward college and degree related careers and away from trade school and careers in the trades. But the truth is you need smarts—and so much more—for careers in the trades, not just for college.

As the saying goes, “Apprenticeship, the original four-year degree”. Ben Franklin and Paul Revere were apprentices back in their days.

If you're wondering, “Should I go to college or trade school?” here are a few things to keep in mind as you weigh your options and make your decision.

## Hands on education

Hands on teaching is prioritized to help students build the skills they need to use in their career and prepare them to enter the work force.

## Head start on building wealth

Trade schools take a lot less time to complete. Students enter the work force much earlier to gain experience, develop connections and move up that career ladder quicker.

## Less debt

The average cost of a public 4-year college is \$22,000 and the cost of a private 4-year college is \$49,000. Trades school's costs vary widely, depending on how long the program is, but most don't come near the cost of a 4-year public college, let alone a private one.

## An almost-guaranteed job

The demand for skilled workers in the electrical field has never been higher. Companies looking to fill these jobs aren't looking for college degrees, they are looking for workers with the skills and certification trade schools deliver. The electrical field is one of the highest trades in demand, The demand for electricity across the world is always increasing.

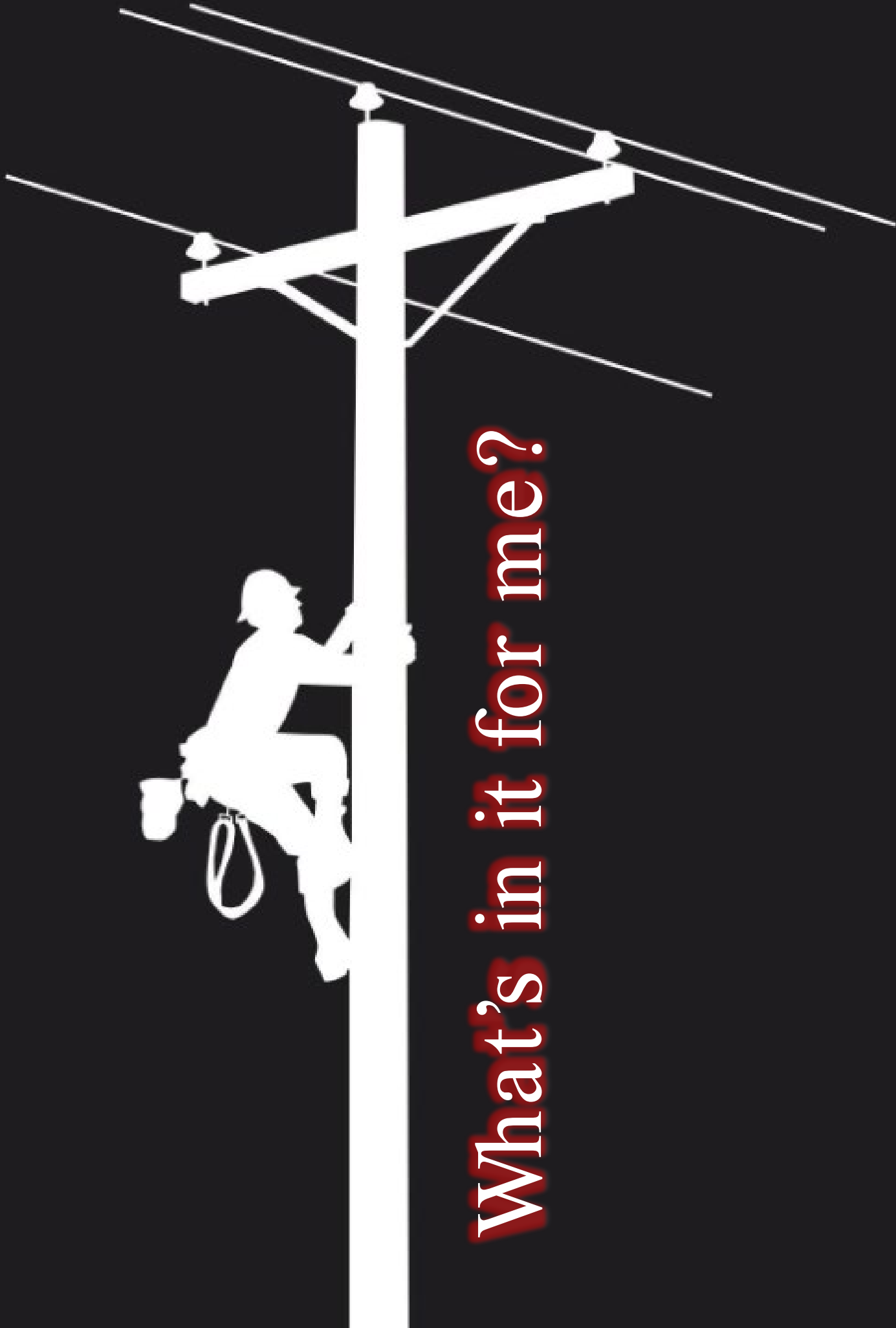
## A job in the right field

Almost 75% of trade school graduates enter careers related to their field of study, while 41% of recent college graduates are underemployed and working in jobs that don't require college degrees.

## Strong return on investment

Trade school grads are usually rewarded with job offers and sizable paychecks. Per the Bureau of Labor Statistics, the average annual wage for power line installers is \$78,310 plus benefits.





**What's in it for me?**



# Industry Outlook

## Are linemen in demand?

Yes, currently there is a nationwide shortage of trained Journeymen Lineman and the demand is expected to climb by 8.5% by the year 2026 according to labor statistics.

It is estimated there will be 21,500 lineman job openings in 2022 alone. In the past five years the industry has seen steady increases in lineman job openings due to the high demand.

## Generation X Linemen are leaving the workforce

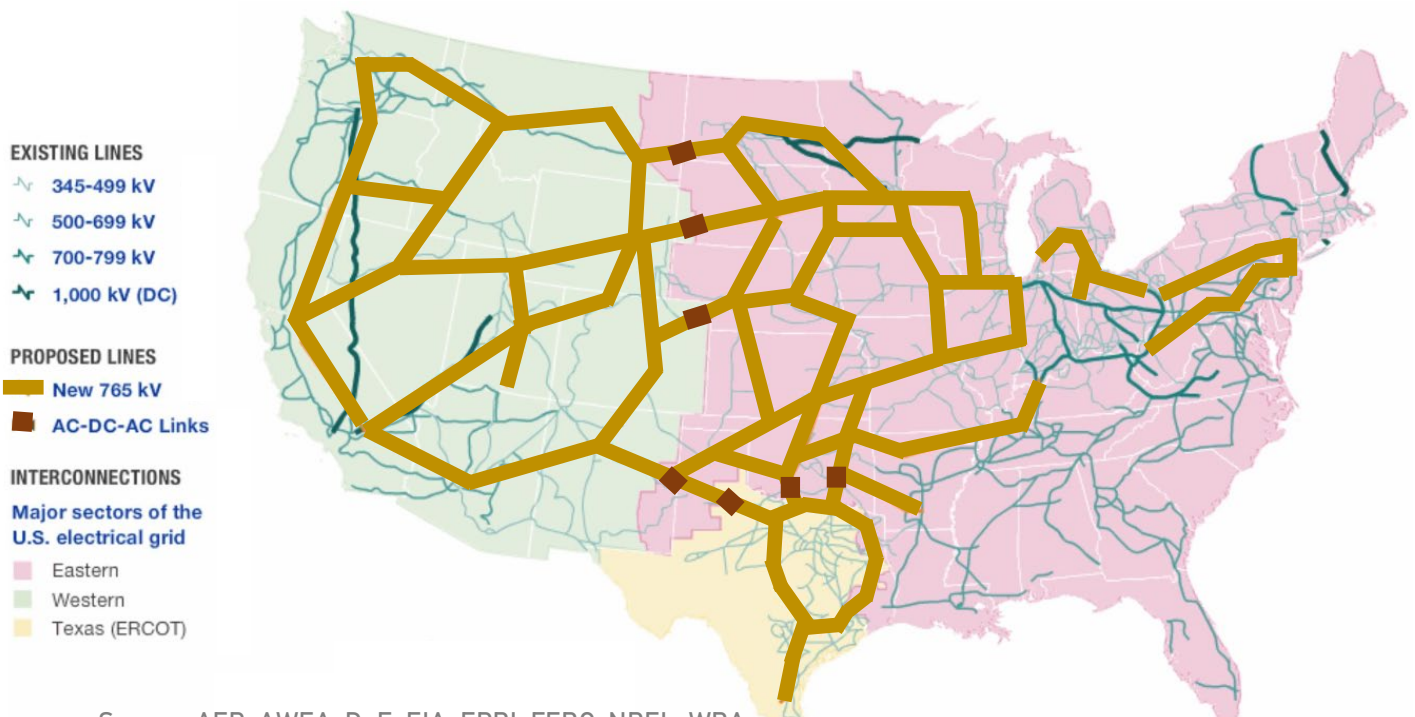
Lineman who were born from 1965 to 1980 are considered to be in Generation X. As this section of the workforce continues to age out of the workforce it will continue to create high demand lineman jobs.

Each year thousands of linemen retire. There are frankly more linemen retiring than there are new linemen entering the trade. Simple math, this is a problem for the line industry. However, it is an opportunity for current line workers; pay is expected to continue to increase.

## Modernizing the infrastructure is increasing Linemen demand

One more reason that lineman jobs are in high demand across the country is the increased demand by the US government and local governments to further modernize the electric grid.

One example below: (some of the proposed transmission powerlines to be built)



Source: AEP, AWEA, DoE, EIA, EPRI, FERC, NREL, WRA

# Career Opportunities

## National average for line-worker wages

According to the Bureau of Labor Statistics (BLS.gov) the following chart is the approximate wages for Electrical Power-Line Installers and Repairers. These numbers are based off of a 40-hour work week and does NOT include any overtime. Overtime is usually 1.5 or 2 times the base wage per hour.

Percentile	10%	25%	50% (median)	75%	90%
Hourly Wage	\$22.21	\$29.08	\$37.65	\$47.59	\$51.49
Annual Wage	\$46,200	\$60,480	\$78,310	\$99,000	\$107,110

## Opportunities

Linework is a rewarding career with multiple career paths. Advancement in this trade can be relatively quick, a trained and qualified workers with demonstrated skills are always in demand. Even though women are currently a small minority in the Linework industry, all those that make it through the program will find that they are highly sought after and have multiple employment opportunities.

Students who have determination and persistence in pursuing employment and that are willing to travel and relocate, your opportunities increase drastically. If you stay and focus on one location or with one company your chances dwindle. Once you have built up your skills and abilities while gaining more experiences, the opportunity to stay in that one location is easier to achieve. The ones who are more successful understand that it's not where you start but rather where you want to end up.

MLC offers all their students a solid, initial career step with multiple opportunities to pursue within the outside electrical industry. Students that complete the program will be qualified for many positions in the industry including but not limited to:

-  **Apprentice Lineworker**
-  **Substation Technician**
-  **Equipment Operator**
-  **Groundman**
-  **Meter Reader**
-  **Warehouse Assistant**

Students that have successfully graduated MLC and meet all Missouri Valley JATC minimum requirements may then be qualified for direct entry into the Missouri Valley JATC Apprenticeship, based on work demand.

### Missouri Valley JATC Requirements:

- Highschool diploma/GED
- DOT medical card
- CDL Class A w/ air brakes and manual transmission

# Calendar

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## 2024 – Spring Term

Feb 5 <sup>th</sup> , 2024	First day of class
May 3 <sup>rd</sup> , 2024	Graduation

## 2024 – Summer Term

May 20 <sup>th</sup> , 2024	First day of class
May 27 <sup>th</sup> , 2024	Holiday – Memorial Day (no class)
July 4 <sup>th</sup> , 2024	Holiday – 4 <sup>th</sup> of July (no class July 1 <sup>st</sup> -5 <sup>th</sup> )
Aug 16 <sup>th</sup> , 2024	Graduation

## 2024 – Fall Term

Aug 26 <sup>th</sup> , 2024	First day of class
Nov 22 <sup>nd</sup> , 2024	Graduation

\*Schedule adjustments may occur due to holidays and/or time off due to unavoidable scheduling conflicts.

# Basic Requirements

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To be eligible for admission into MidWest Line College, individuals must:

- † Be at least 18 years of age by the start date of the term you select
- † Have to be a high school graduate or have a GED certificate
- † Possess a valid driver's license
- † Be physically able to perform the work of the trade. (As defined by "The Job Description for Journeyman Lineman")
- † Must have a DOT (Department of Transportation) physical (not the same as a regular physical)
- † Medical insurance must be provided prior to the first day of class (students are required to keep coverage for the duration of the program). Accident insurance does not qualify

If you meet these requirements, you are welcome to continue and submit your application.

MLC wants every student to be very successful in our program and have a rewarding career after MLC. Every application is reviewed in detail and evaluated with our selection process to determine which applicants are a good fit for the program.

Don't be shy when filling out your application. We will be looking for an indication of your commitment, dedication, and interest in completing the program. We will personally contact and congratulate every applicant that is accepted into MLC.

# Enrollment Process

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Space is limited due to the MidWest Line College's commitment to high quality training, by keeping a low student to instructor ratio. As soon as you have decided that our program is a fit for you, we recommend that you complete the application process as soon as possible.

## Steps to apply to Midwest Line College

1. Visit our website [MidwestLineCollege.org](http://MidwestLineCollege.org)
2. Create an account to access the online application
3. Completely fill out the online application
4. Pay the \$50 application fee (non-refundable)
5. Submit all required documents
6. Submit your application
7. After submitting your application, you will receive an updated status on your application
8. Once accepted, you will be placed into a class
9. You will be notified which class you are placed in after your approved.

If you have any questions you can contact by calling (515) 961-5062





# Graduation Requirements

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The following requirements must be met for a student to earn a Certificate of Completion.



## Knowledge

- Complete all required course content
- Take and pass all written exams
- Earn an 80% or better overall academically



## Skills

- Pass all the skill assessments within the allotted time



## Attitude

- Receive “outstanding”, “above average” or “satisfactory” on the attitude assessment



## Attendance

- No more than three (3) absences



## Student Conduct

- Student must follow all MLC policies and procedures

## DIRECT ENTRY

After a student has successfully graduated MLC and meets all Missouri Valley JATC minimum requirements, that student may then be qualified for entry into the Missouri Valley JATC Apprenticeship, based on work demand.



# Tuition and Costs

Tuition.....	\$13,440
Application Fee..... (Non-fundable)	\$50
<b>Required Associated Costs</b>	
Climbing and Hand Tools..... Students are required to purchase the required climbing gear before the first day of class.	\$3,316.05
Shirts and Safety Gear.....	\$87.97
Training Material/Access.....	\$955.98
<b>Total Cost.....</b>	<b>\$17,800.00</b>

Total program cost is due prior to the first day of class. Seats are not reserved until all admission requirements are met and payment in full is received.

Prices are subject to change

# Tools and Equipment

Tools listed below in the (included) columns are what is included with tuition. Students are required to purchase the required climbing gear before the first day of class. (Lineman Boots and Work Gloves)

Instructors will explain every tool and properly fit every student with their gear.

CLIMBING GEAR (included)		HAND TOOLS (included)		APPAREL (included)	
1	Hard Hat	14	Lineman's Pliers	23	Long Sleeve Shirts (Five shirts)
2	Safety Glasses (ANZI Z-87.1)	15	Hex-Jaw Pliers	OPTIONAL APPAREL	
3	EZ Squeeze™ Fall Protection	16	Ratcheting Box Wrench		
4	Buckadjuster™	17	Folding Ruler	Rain Gear Not a requirement, it is recommended, training will continue regardless of weather	
5	Nut and Bolt Bag	18	Screwdriver	Weather Appropriate Gear	
6	Adjustable Body Belt	19	Adjustable Wrench	CLASSROOM SUPPLIES (included)	
7	5 Pocket Tool Holster	20	Lineman's Hawkbill Knife		
8	Handline Hook	21	Hammer	24	Scientific Calculator
9	Pole Climbers and Pads			Training Manual and Books	
10	Gaff Guards			RECOMMENDED SUPPLIES	
11	Lineman Tool Bag				
REQUIRED CLIMBING GEAR		OPTIONAL HAND TOOLS			
12	Lineman Boots	22	Lineman's Ratcheting Wrench	Notepad	
13	Work Gloves			Pencils Pens Highlighter	
				Backpack	

MLC works with the manufactures to provide the students with a discounted price compared to the retail cost.

# Tools and Equipment



(Not included) (Not included)



(Not included)

# Course Description

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Midwest Line College is offered three (3) times per year (spring, summer, and fall sessions). The curriculum was designed so the MLC course will meet the needs and standards of the electrical industry. Students participate in the classroom and lab instruction for 480 hours, 5 days a week, 8 hours each day (8am-4:30pm with 30min lunch). The course is designed to last 12 weeks.

Students are required to complete all courses detailed in this section. The following description provide a very basic overview of each course.

## Electrical System

In this course students will learn the basics of the electrical grid system. Here is where they will learn about how electricity is generated, transmissions lines, distribution lines, substations, and supply electricity to the customer.

## Electrical Theory

This course will establish the fundamentals of electricity, giving the students a solid background of electrical concepts. Here they will learn about the behaviors of direct current (DC) and alternating current (AC) circuits.

## Rigging

Students will learn how to tie knots, splice rope, and be able to calculate strains and tensions when lifting or hoisting. They will learn about mechanical advantages when using parted blocks. They will learn how to recognize the dangers and where to stand during a lift so they are out of harms way.

## Transformers

In this course students learn the parts of a transformer, how it works and how to read a nameplate. Students learn how to install transformers and how to properly connect it to a customer's home.

## Career Preparation

This course is where students will learn about the different employment opportunities and career paths. They will learn about power companies and contractors. They will learn how to establish contact with potential employers, create and submit resumes, and they will take place in a mock interview to better prepare them for employers.

# Course Description

## OSHA 10 ET&D

This course is given by an authorized Occupational Safety and Health Administration (OSHA) Outreach trainer. They will be given the OSHA 10 Electrical Transmission and Distribution (ET&D) format. Each student will receive an OSHA 10 ET&D card. It will provide participants with crucial lifesaving information designed to increase awareness of contributing factors associated with injuries. It focuses on both electrical safety principles and hazards recognition.

## Personal Protective Grounding

Students will learn the importance of properly grounding a de-energized line. They will learn the proper steps on how to install personal protective grounds on overhead and underground lines. The student will then install equipotential zone grounding (EPZ).

## Climbing

In this course, students will learn to use and inspect their climbing gear. Learn how to inspect the wood pole before climbing. Learn proper techniques for working from wood poles, they will rotate, ascend, and descend the pole all while using fall protection.

## Equipment

Students will learn how to set up and run basic functions on the digger derrick and bucket trucks.

## Distribution

Students will learn the different material and tools used for distribution systems. They will also complete common tasks related to distribution. Here they will also perform pole top rescue.

## Underground

Students will learn the different material and tools used when working on underground circuits and components. They will also complete common tasks related to underground systems. Students will also demonstrate vault rescue.

## Transmission

Students will learn how to climb and work on wood and steel transmission structures. They will also complete Tower Rescue training.

*Disclaimer: MLC is not accredited, and credits earned at the school might not transfer to accredited schools.*



# Training Environment

To prepare students for success, MLC creates a positive learning environment that has been shown to increase the following areas: academic achievement, engagement in learning and retention for all the students. We want every student to feel comfortable expressing themselves and are able to work cooperatively with one another. Students are placed into groups/crews where camaraderie and teamwork are emphasized daily.

## Classroom / Academic Learning

Students spend approximately 160 hours in the classroom environment learning many different subjects at an introductory level. Faculty to student ratio in the classroom is 20:1. Some of the subjects covered are:

- |                     |                                 |                               |
|---------------------|---------------------------------|-------------------------------|
| ⌚ Basic electricity | ⌚ Transformers                  | ⌚ Career preparation          |
| ⌚ Electrical theory | ⌚ Personal protective grounding | ⌚ Underground                 |
| ⌚ Math              | ⌚ Tool identification           | ⌚ Substation                  |
| ⌚ Rigging           | ⌚ Material identification       | ⌚ Distribution & Transmission |

## Hands-on / Field Training

Students spend approximately 320 hours doing hands-on tasks in our pole yard and labs. Faculty to student ratio in the labs and pole yard is 10:1. The tasks involved in the field training are introductory level activities which include:

- |                       |                        |                       |
|-----------------------|------------------------|-----------------------|
| ⌚ Climbing wood poles | ⌚ Distribution systems | ⌚ Underground systems |
| ⌚ Operating equipment | ⌚ Transformer tasks    | ⌚ Rescue              |
| ⌚ Rigging             | ⌚ Transmission systems | ⌚ Knots               |

## Certifications

- |                 |                      |                   |                |
|-----------------|----------------------|-------------------|----------------|
| ⌚ First aid/CPR | ⌚ Climbing wood pole | ⌚ Tower rescue    | ⌚ Vault rescue |
| ⌚ OSHA 10 ET&D  | ⌚ Bucket rescue      | ⌚ Pole-top rescue |                |

# Funding

How to pay for your education? You're not alone, most students have the same question. Remember your education is an investment, with the potential of a great return. Below are a few options to fund your education.

## Loans

There are 2 types of loans, federal and non-federal (private) student loans. MLC does not receive, participate, or qualify for federal student loans (Title IV Funding). However, private loans are accepted. Private loans are becoming more common and most can be applied online. Searching online "private student loans" or "non-federal student loans" may offer some suggestions.

### Personal Loans

Ask banks and credit unions to see you qualify for loans

## State Funding

Some student may be approved to use grants from their local Department of Labor office for career training.

### Workforce innovation and opportunity act (WIOA)

Government program that allows individuals what are unemployed to receive funds for retraining

### Trade act assistance program

Government program that allows individuals funding to who are unemployed due to layoffs

## Scholarships

Scholarships can take time and research to acquire, however it is often worth the effort. Every little bit helps. Consider searching and applying for scholarships at your high school, organizations in the community, employers, power companies and minority organizations.

## Veterans of the armed services

### Veteran's Electrical Entry Program (VEEP)

VEEP was developed to provide transitioning service members and recently separated veterans the ability to re-enter the civilian workforce in a high demand field. By completing the VEEP pre-apprenticeship a qualifying participant may gain direct entry in to an electrical apprenticeship at a location of their choosing, based on work demand. Go to [www.in2veep.com](http://www.in2veep.com) for more information about VEEP

**\* VEEP applicants do not have a state restriction when applying to MLC**





# Safety

Midwest Line College takes safety very seriously. During the program students will learn safety procedures along with the hazards that happen when those procedures are not followed. Ensuring that line workers establish proper safety principles early in their career is key to working safely.

MLC's curriculum includes up to date OSHA regulations, as well as the industry's Best Practices and safety procedures. Student's will also complete an OSHA 10 ET&D (Electrical Transmission & Distribution) course at MLC. Some subjects covered in that course are:

- ⌵ **Electrical Safety**
- ⌵ **Grounding & Bonding Practices**
- ⌵ **Personal Protective Equipment**
- ⌵ **Job Briefings**
- ⌵ **Confined and Enclosed Spaces**
- ⌵ **Lifting and Rigging**
- ⌵ **Excavations**
- ⌵ **Fall Protection for the Electrical Industry**

Not only are these OSHA subjects taught in the classroom, they are also taught and shown to the students in the pole yard as hands on activities. By providing this real-world training it helps teach the students better safe working skills.

Also, in the classroom and pole yard students are taught to identify all components of electrical systems and the tools needed to safely work on them. When they graduate from MLC they will take these skills they learned with them into the electrical industry aiding them so they will have a long and safe career.

## Fall protection

MidWest Line College mandates a 100% attachment policy for all students and staff working in elevated positions. Including climbing wood poles and towers along with working out of a bucket.

# Facility and Equipment

## Campus Details

Midwest Line College has one campus located in Indianola, Iowa.

The campus has the following:

- | State of the art classroom facilities
- | Equipment and tool storage
- | Personal Protective Equipment
- | Several indoor lab areas
- | Indoor and outdoor pole yards
- | Student lunchroom
- | Tool and merchandise store
- | Free Wi-Fi

1600 E. Iowa Ave  
Indianola, IA 50125

12 classrooms and administration space  
50,000 sqft. building  
100 acres





# POLICIES

## SELECTION OF STUDENTS

When applications for Midwest Line College are received, they will be reviewed for compliance with the Admission Requirements and completeness. Students who are qualified will then be placed into the session.

If the number of applications exceeds the space available in the MLC session, the next 20 applicants shall be wait-listed in the sequence their qualified and complete applications were drawn from the remaining pool. Should space in a session become available due to a cancellation, withdrawal or other reason, wait-listed applicants shall be contacted in the sequence of their completed application and invited to join the session until the session is filled.

If an applicant is contacted to fill an available space in a session and declines to do so, their application will be closed. Applicants who are not placed in the enrollment pool will be invited to attend the next available session.

MLC shall keep a log of applications received, noting the date of receipt, whether the application is qualified and complete, and the disposition of the application.

## ADMISSION REQUIREMENTS

MLC encourages anyone who is interested in learning a high-paying, skilled trade to apply. The program focuses on skills for the new worker and for the experienced worker who is changing occupations. To be admitted to the Midwest Line College, prospective students must:

- Be a high school graduate or have received a GED certificate
- Be 18 years of age prior to the commencement of the training
- Have an active email account
- Comply with a no-tolerance drug and alcohol policy which may include testing
- Possess a valid driver's license issued in the United States
- Must pass a (DOT) Department of Transportation physical examination.

## ACCEPTANCE NOTIFICATION

All applicants will receive correspondence indicating the status of their application, regardless of the status of their enrollment. An applicant who has not met the minimum requirements will receive notification indicating the unmet qualifications and will have the opportunity to complete the application. Receipt of incomplete applications does not guarantee acceptance; only completed applications received within the application period will be eligible for registration in the course.

Students accepted into the session will receive notification of acceptance, additional reminders regarding tools, housing etc., as well as scheduled orientation dates.

As MLC serves to provide qualified workers for a "traveling trade" whenever possible, correspondences will be via email. Please ensure you have a current email contact in your account file. All notification will be made within 10 working days from the receipt of application.

## WAIT LIST STIPULATIONS

For applicants on the wait list to remain eligible for the session, the following apply

- You must be able to pay the tuition in full prior to the first day
- You must have all required tools and equipment (confirmed by instructors) by the first day

## MLC TUITION REFUND POLICY

Applicants who cancel and request a refund within seventy-two (72) hours of signing the enrollment agreement will receive a full refund of monies paid to MLC minus the non-refundable application fee of \$50. To request a refund, the applicant must submit a request in writing to the admissions department at Midwest Line College.

## CANCELLATION AND REFUND

A student may cancel enrollment by giving written notice to the school at the administrative address. Enrollment is defined as the signing of the Enrollment Agreement, not as the start date of class sessions. If notice occurs:

- a. within 5 calendar days of the date of enrollment, all monies paid shall be refunded; all requests must be made in writing to the administrative offices.
- or
- b. After 5 calendar days of the date of enrollment and prior to the commencement of classes, the school may retain only the published registration/application fee. Such fee shall not exceed 15 percent of the total tuition cost, of \$50, whichever is less. Tuition payments are refundable in accordance with schedule below.

# POLICIES

## IOWA TUITION REFUND POLICY

Pursuant to Iowa Code Section 714.23

As a non-FSA /no cohort rate school, Midwest Line College uses the school-Friendly refund formula in Iowa Code 714.23(2)(b) and the Exceptional Policy in Iowa Code 714.25(4) to calculate student tuition refunds including the following items.

(a) A proprietary school shall refund all tuition charges to a student who withdraws within the first two calendar weeks of instruction. Iowa code 714.23(2)(a)

(b) A proprietary school shall make a pro rata refund of tuition charges to a student who terminates from any of the school's postsecondary educational programs or courses after the first two calendar weeks in an amount that is not less than ninety-five percent of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period to the total number of calendar days in the school period. If a terminating student has completed sixty percent or more of a school period, the school offering the postsecondary educational program is not required to refund tuition charges to the student. Iowa Code 714.23(2)(b)

(c) A proprietary school that assesses tuition charges to the student at the beginning of each course, term, payment period, or other period that is shorter than the postsecondary educational program's length shall base its tuition refund on the amount of tuition costs the school charged for the course, term, or other period in which the student terminated. A school shall not base its tuition refund calculation on any portion of a postsecondary educational program that remains after a student terminates unless the student was charged for that remaining portion of the postsecondary educational program before the student's termination and the student began attendance in the school term or course. Iowa Code 714.23(3)

(d) if, at any time, a student terminates a postsecondary educational program after the first two calendar weeks due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of the tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period. Iowa Code 714.23(4)

(e) A refund of tuition charges shall be provided to the student within forty-five days following the date of the school's determination that a student has terminated from a postsecondary educational program. Iowa code 714.23(8)

## TUITION REFUND POLICY FOR ACTIVE-DUTY MILITARY

Pursuant to Iowa Code Section 261.9(1)(g)

A student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States, and who is ordered to national guard duty or federal active duty may:

(a) Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees\*.

(b) Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.

(c) Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date\*. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses.

Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course(s) refunded.

*\* For a program in which a student's academic progress is measured only in clock hours, the school shall provide a full refund and mandatory fees to a student who withdraws and who requests that benefit for the payment period in which the student withdrew. The payment period is determined under rules promulgated by the United States department of education for the disbursement of federal Stafford loan funds.*

# POLICIES

## ATTENDANCE

Attending MLC is the equivalent of going to a full-time job. Students are expected to be on time, prepared and ready to learn when the class commences. To maintain satisfactory attendance, students must not have more than three absences. Students who have more than three absences will not receive a certification of completion in this program and will be terminated.

## TARDY

Students 1 to 14 minutes late for class are recorded as tardy. Students 15 or more minutes late (or leaving 15 or more minutes before class ends) are recorded as absent. Two tardies are recorded as one absence, subject to the *Attendance* policy

## MAKE-UP WORK

If a student needs to make-up work as a result of some circumstance, such as illness that is outside the student's control, the instructors will accept late homework and will administer missed tests. The administration of make-up tests will be at the convenience of the instructor. Additionally, any make-up work needed must be completed and evaluated prior to the end of the school session, as there is no carry-over into a subsequent session.

## LEAVE OF ABSENCE

Due to the unique, fast paced environment of the program, any time away from instruction jeopardizes the students' ability to successfully complete the program. The staff of MLC recognized extenuating circumstances may arise and will evaluate such a situation on an individual basis to ensure ample opportunity to complete the course, without compromising the student's education. Should such an event occur, the student must submit a request in writing which includes the reason for leave and the length of time requested. In the event of a disabling illness or accident, death in the immediate family or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.

## PREVIOUS CREDIT

Because of the sequential instruction of the program and uniqueness of the program, we do not allow previous credit. Additionally, due to the unique curriculum, the program does not allow "transfers in" for other like programs.

## STUDENT CONDUCT

To maintain the safety of MLC students, staff and the quality of the MLC student experience as a whole, individual students who do not conduct themselves appropriately may be sent home for the day, placed on probation or terminated from the program depending on the nature and severity of the offense.

Examples of conduct that will result in one of the three listed consequences include, but are not limited to:

- Violation of rules or policies listed in the program catalog, curriculum, or program documents.
- Violation of the *Academic Honesty* policy
- Stealing or vandalizing property of MLC, the facility or personal property of staff, students, or any other individuals.
- Any behavior on or off campus that brings discredit to MLC, negatively effects student or staff morale, or negatively impacts the quality of training or training environment.
- Use or possession of illegal substance, on or off campus.
- Use or possession of alcoholic beverages on campus.
- Use of tobacco products, including smoking, vaping, and chewing/spitting while in academic classes.

# POLICIES

- Being under the influence of any intoxicating substance while on MLC property.
- Posting or stating inappropriate, hostile, or harassing language, photographs, videos, or documents (whether directed at self, peers, instructors or MLC)
- Blatant disrespect of fellow students, faculty, staff, or others.

When a student is sent home for a violation of the *Student Conduct* policy that absence will count towards the student's total absences and calculated as defined in the *Attendance* policy.

## FIT FOR DUTY DETERMINATION

MLC defines being "fit for duty" as an individual who is in a physical, mental, and emotional state that enables the student to perform the essential tasks of his or her field and classroom assignments in a manner which does NOT threaten the safety or health of oneself, fellow students, property, MLC staff and/or the public at large.

In order to ensure the safety and health of all individuals on MLC property, MLC reserves the right to evaluate students on a case-by-case basis to determine if they are fit for duty. This evaluation will be conducted by an instructor and director. The director will make the final determination of fit for duty and recommend a course of action.

If the student is determined not fit for duty, that student will be dismissed for the day after arranging transportation, if applicable. When a student is dismissed because it was determined they were not fit for duty, they will be counted absent for that day. The absence will count toward the student's total absences and calculated as defined in the *Attendance* policy.

## ACADEMIC HONESTY

MLC students will take responsibility for their own work, learning, and performance. Any academic dishonesty (such as cheating, plagiarism, or collusion in connection with examinations) will result in automatic termination.

## JOB PLACEMENT INFORMATION

The program includes industry orientation, covering such topics as related trades, apprenticeship, application processes, and interviewing. As a partner of the industry that it serves, MLC is a unique resources for students as they seek and evaluate job opportunities. Through guest lectures and participation, students will have access to IBEW/NECA contractors, utility companies and/or other program representatives. MLC does not and cannot guarantee employment.

## DRESS CODE

In the field and in the classroom: MLC gray long sleeve shirts are required. Pants should be of durable fabric (denim, wool, etc.). Boots must be leather and cover at least two inches of the ankle. Safety glasses (ANSI Z87) are to be worn in the pole yard. Any attire that is considered offensive by faculty or other students will be restricted. Any clothing (or behavior) that inhibits this environment will not be acceptable.

## STUDENT ORIENTATION

The first day of attendance for each starting class is dedicated for new student orientation. This will include introductions to faculty, policies, facility tour, and an overview of expectation of the students during their time at MLC

## ELECTRONIC DEVICES

Electronic devices may be used during normal classroom hours only if the use is directly related to the lecture/lesson such as taking notes. Devices may not be distracting or interrupting in any way. Students are responsible for the security of their own electronic devices.

At the instructor's discretion, a student may be asked to surrender any electronic device found disrupting the learning environment, being a distraction to the instructor or fellow students, or for usage violation. The device will be returned at the end of the day. Violating this policy will result in a reprimand, if the student has repeated violations, they risk being terminated from the program.

## TOBACCO FREE INSTITUTION

Tobacco products and spit cups are not permitted in any building. Smoking is permitted only in designated areas. If you chew, do not spit chew on the ground.

## DRUG/ALCOHOL POLICY

MLC is a drug/alcohol free educational institution. All marijuana use is prohibited. MLC conducts training and prepares its students for careers in the industry where drugs and alcohol create unsafe conditions.

## PRESCRIPTION DRUG NOTIFICATION

Each student must notify MLC of any prescription drugs they are taking while enrolled at MLC. If any of the prescriptions would possibly impair the student's behavior, physically or mentally, then MLC reserves the right to terminate enrollment.

# POLICIES

## DRUG/ALCOHOL TESTING

Students and employees are subjected to random testing for drugs or alcohol.

Students and employees may be drug/alcohol tested for reasonable cause or suspicion, such as sleeping in class, poor test grades, accidents, odd behavior, and credible reports.

Students and employees who refuse to take a drug/alcohol test will be terminated from the program. Students who alter, dilute, tamper with, provide a false sample, deliberately delay, or in any way compromise the drug/alcohol testing procedure will be terminated from the program. Students who possess, use, or sell any drugs or alcohol on campus will be terminated from the program.

In testing for alcohol, any student and employees tested will be given an initial test, and if they test above .02 BAC, a confirmation test will be performed no sooner than 15 minutes after the first test. Any alcohol confirmation test must be done by means of a breath testing device.

## RESULTS OF A DRUG/ALCOHOL TEST

If drug/alcohol testing occurs on campus and initial test results are available, they are classified as either conclusively negative or non-conclusively positive. Non-conclusive tests are sent to a laboratory for conclusive analysis. Results may take up to 72 hours.

In the event of a non-conclusive positive test result, the student is permitted to attend classes during lab analysis, so long as that student is found to be in compliance with MidWest Line College's Drug/Alcohol policy and all prescribed medications have been previously disclosed. In such case, the student will be limited to activities that do not endanger self or others until lab results are obtained.

In the event of a non-conclusive test result where a student is found to be out of compliance by having failed to disclose prescribed medication, they will be required to leave campus for the duration of the lab analysis and marked absent for days missed.

Upon confirmation of a conclusively negative test result from the lab, immediate reinstatement to full participation occurs. The student will be counted as present for all days attended, including days where they were limited to activities that did not endanger themselves or others.

Upon confirmation of a conclusively positive test result from the lab, immediate termination will occur; the student's last day of attendance will be reported as the date drug/alcohol test was administered.

If drug/alcohol testing occurs off campus and/or initial test results are not available, all students subjected to random testing are assumed to be negative (drug/alcohol-free) and may fully participate in training until conclusive test results are received.

## DRUG, ALCOHOL, AND SEXUAL ABUSE RESOURCES

### IOWA

Iowa Department of Public Health Your Life Iowa  
<https://yourlifeiowa.org/resources> (855) 581-8111

Iowa Coalition Against Sexual Assault  
<http://www.iowacasa.org>  
Sexual Abuse Hotline: (800) 284-7821

Iowa Attorney General's Office - comprehensive sexual abuse services  
[https://www.iowaattorneygeneral.gov/media/cms/2\\_Sexual\\_Abuse\\_Comprehensive\\_FY20\\_C7A43A465D996.pdf](https://www.iowaattorneygeneral.gov/media/cms/2_Sexual_Abuse_Comprehensive_FY20_C7A43A465D996.pdf)

### NATIONAL

Alcoholics Anonymous  
<http://www.aa.org/>

National Institute on Alcohol Abuse and Alcoholism  
Alcohol & Your Health  
<http://www.niaaa.nih.gov/alcohol-health>

National Institute on Drug Abuse  
<https://www.drugabuse.gov/>

## ACCIDENT REPORTING

In the event that an accident or injury occurs while attending Midwest Line College, the student's instructor will be required to complete the "Accident Form" explaining the incident. The student will be asked to make a decision whether they want to be treated by a physician. The student must then sign the form along with his instructor and also any witnesses who may have seen the accident/injury. Any witnesses will be asked to make a statement in writing regarding the incident and sign the form as well. This form will be kept in the student's permanent record.

## GRADING SYSTEM

### KNOWLEDGE

A+	97 to 100%	C+	77 to 79%
A	93 to 96%	C	73 to 76%
A-	90 to 92%	C-	70 to 72%
B+	87 to 89%	D+	67 to 69%
B	83 to 86%	D	63 to 66%
B-	80 to 82%	D-	60 to 62%
		F	0 to 59%

Following the expectations of the industry, MLC has adopted the following system for all academic requirements:

All students will complete all course materials and tests with a passing grade. The minimum passing grade for workbooks is 75%. The minimum passing grade for tests is 80%.



# POLICIES

## SKILL

Poleyard/Hands-on skills are graded as timed proficiencies, based on the individual task. The grade is calculated into the overall academic score. Students are given individual requirements at various intervals up to the “tested” performance.

Additionally, students are given ample opportunity to perfect accuracy and timing to meet the minimum specifications for each task

## ATTITUDE

Attitude is graded on the following scale:

- A Outstanding
- B Above Average
- C Satisfactory
- D Needs Improvement
- F Unsatisfactory

Students must be given a grade of “outstanding”, “above average” or “satisfactory” on their Attitude Assessment to complete to program.

## EVALUATIONS

All students receive a formal progress evaluation review for the 12-week program at 6 weeks and the final review at 12 weeks. Spot evaluations will be made at any time to students demonstrating a deficiency in academics and/or physical performance and/or attitude. Any student not maintaining satisfactory progress will be subject to the probation policies.

## SATISFACTORY PROGRESS

To earn a certificate of completion, students must successfully complete all courses within the “Knowledge, Skills and Attitude” model.

## KNOWLEDGE PROBATION

Students are placed on knowledge probation in a course when their cumulative score in that course falls below 80% or if an individual test grade falls below 70%. The student will be counseled verbally with a written follow-up identifying specific area(s) of deficiency and the requirements to end probation. It is the student’s responsibility to initiate corrective actions which may include meeting with the school official to discuss the reasons for and solutions to the terms of probation.

Students who fail to raise their average above 80% may choose to complete the remainder of the program however, they will be academically dismissed at the end of the term due to unsatisfactory academic progress and will not receive a Certificate of Completion.

## SKILLS PROBATION

Students are placed on skills probation when they fail to complete a skill to standards within its time allotted. Students who are unable to physically demonstrate proficiency throughout the skill activities and are subsequently creating unsafe environments for themselves or others, are at risk of being dismissed from the program. The student will be counseled verbally with a written follow-up identifying specific area(s) of deficiency and the requirements to end probation.

Students who fail to correct their deficiency where it has been determined an unsafe environment is being created will be considered for skills dismissal.

If it is determined there is a safety risk posed that cannot be remedied, the student will be dismissed from the program. Students who remain in the program will stay on probation until the skill issue is resolved. Students who fail to complete all skills within the allotted time and still choose to complete the remainder of the program will be academically dismissed at the end of the term due to unsatisfactory academic progress and will not receive a Certificate of Completion.

## ATTITUDE PROBATION

Students who fail to meet attitude standards may be terminated from the program or assigned attitude probation. If the student is assigned probation, the student is consulted to review deficient behavior, identify possible causes, and list recommended or mandatory steps for improvement. The student remains on probation until the deficient attitude has been corrected. Students who fail to correct their attitude are terminated from the program.

## COMPLETION REQUIREMENTS

To receive a certificate of completion, students must meet minimum requirements for successful completion as follows:

### KNOWLEDGE

- Complete all required course content
- Take all written exams
- Earn 80% or better overall academically

### SKILL

- Pass all the skill assessments within the allotted time

### ATTITUDE

- Receive “outstanding”, “above average” or “satisfactory” on the Attitude Assessment

# POLICIES

## WITHDRAWAL

If a student voluntarily withdraws from the program (form required), the student is subject to the tuition refund policy. If the student withdraws after completing 50% of the program, they will receive no refund. If they withdraw before 50% completion of the program, they are subject to the pro-rated tuition schedule.

## DIRECT ENTRY

After a student has successfully graduated MLC and meets all Missouri Valley JATC minimum requirements, that student may then be qualified for direct entry into the Missouri Valley JATC Apprenticeship, based on work demand.

Missouri Valley JATC Requirements:

- Highschool diploma/GED
- DOT medical card
- CDL Class A w/ air brakes and manual transmission

## STUDENT APPEAL PROCESS

A student has the right to lodge a grievance with or appeal a ruling by the school. If a student has a grievance against the school, they should first attempt to resolve any concerns with the appropriate instructor. If the instructor cannot handle the complaint or concern, the student should file complaints or appeals in writing and postmarked within 30 days of the student's last day of attendance.

These will be reviewed by the Executive Director. Unless specifically provided by state or federal law or administrative rule, the decision of the Missouri Valley JATC shall be final in the reconciliation of the grievance or appeal.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact the Iowa College Student Aid Commission.

Bureau of Iowa College Aid, Iowa Department of Education  
400 E. 14th St. | Des Moines, IA 50319  
877-272-4456

Iowa Department of Education  
website: <https://educate.iowa.gov/>

Student Complaints Webpage  
- <https://educate.iowa.gov/higher-ed/student-complaints>.

## RE-ADMISSION

Re-admission is at the sole discretion of the school. Those students who desire to be reinstated must submit written request to MLC, clearly identifying the request for reinstatement. All requests will be reviewed by the Director and Instructor within five days of receipt. Notifications of results will be in writing.

## STUDENT RECORDS

- MLC will maintain student transcripts permanently.
- All required student records are retained for five years from student graduation, withdrawal, or termination date.
- Supporting documentation is retained for one year from conclusion of the term.

## TRANSCRIPTS

Graduates will receive an official transcript up graduation at no cost. Official transcripts thereafter may be obtained by submitting a written, signed request and fee of \$5 for one official transcript. The request will be mailed to MLC.

## SECTION 504/ADA

MLC does not discriminate in admission or access to programs on the basis of race, color, sex, age, disability or national origin to the extent of the law. If you would like to request reasonable accommodations, please use the process outlined below to contact the respective individual responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the American with Disabilities Act of 1990.

Applicants with disabilities, as defined in paragraph 104.3(j) of the regulation under section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. MLC will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify admissions, in writing, of the accommodation needed, date needed, documentation of the nature and extent of the disability including any individualized education plan (IEP), and any need for auxiliary aid.

The request should be made at least four weeks in advance of the term start date. MLC will respond within two weeks of receiving a request.

To make a request after the start of a respective term, an enrolled student must make an appointment with the Director to start the formal Request for Reasonable Accommodation process. Accommodations are not retroactive.

## **HARASSMENT**

MLC strongly disapproves of and will not tolerate harassment of any kind. All students must avoid offensive or inappropriate behavior at class or in related training and are responsible for assuring that the learning environment is free from harassment at all times.

MLC policy prohibits unwelcome sexual advances, requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; or any other verbal or physical conduct of a sexual nature which has the purpose or effect of adversely affecting the student's performance or which creates a hostile or offensive learning environment.

Complaints of harassment will be promptly and carefully investigated by MLC., and all students are assured that they will be free from any and all reprisal or retaliation from filing such complaints.

Any Student who has a complaint of harassment in class, by anyone, should immediately bring the problem to the attention of the instructor or the Director.

An investigation will include interviews with all relevant persons including the complainant, the accused and other potential witnesses. Students are assured that the privacy of the complainant and the person accused of harassment will be kept strictly confidential.

MLC will review its findings with the complainant at the conclusion of its investigation. If the investigation reveals that the complaint appears to be valid, immediate and appropriate corrective action will be taken to stop the harassment and prevent its recurrence. If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with this harassment policy and to avoid harassment in the future

## **CHILD ABUSE REPORTING POLICY**

Pursuant to Iowa Code Section 261.9(1)(h)

Any MLC employee located in Iowa who in the scope of the person's employment responsibilities examines, attends, counsels or treats a child must report suspected physical or sexual abuse to the institution's administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to the Executive Director and the employee shall immediately make a report to local law enforcement.

## **SEXUAL MISCONDUCT POLICY**

MLC is committed to providing and maintaining a positive learning and working environment, that is free of any form of sexual abuse or assault, for all students, staff, faculty, and other members of the school community.

Individuals who violate this policy will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion as well as having the event reported to the local authorities.

MLC administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any member of the MLC community to engage in any form of sexual abuse or assault. It is a violation of this policy for any member of the MLC community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual abuse or assault pursuant to the terms of this policy who retaliates against his or her accuser in any manner will be charged with violating this policy. Any member of the MLC community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

## **POLICY CHANGE ADMINISTRATION**

This Policy Statement and attached Rules & Regulations may be changed at any time by the MLC Committee.

The Executive Director is authorized to adopt procedures deemed necessary to effectively carry out Committee Policy and the Rules & Regulations.

## **INSTRUCTIONAL LANGUAGE**

Midwest Line College is an English-speaking facility and all instruction is conducted in the English language. MLC does not offer English as a second language (ESL) instruction.



# MidWest Line College

## Electrical Lineman Program



1600 E. Iowa Ave.  
Indianola, IA 50125

[MidwestLineCollege.org](http://MidwestLineCollege.org)

Phone: 515-961-5062