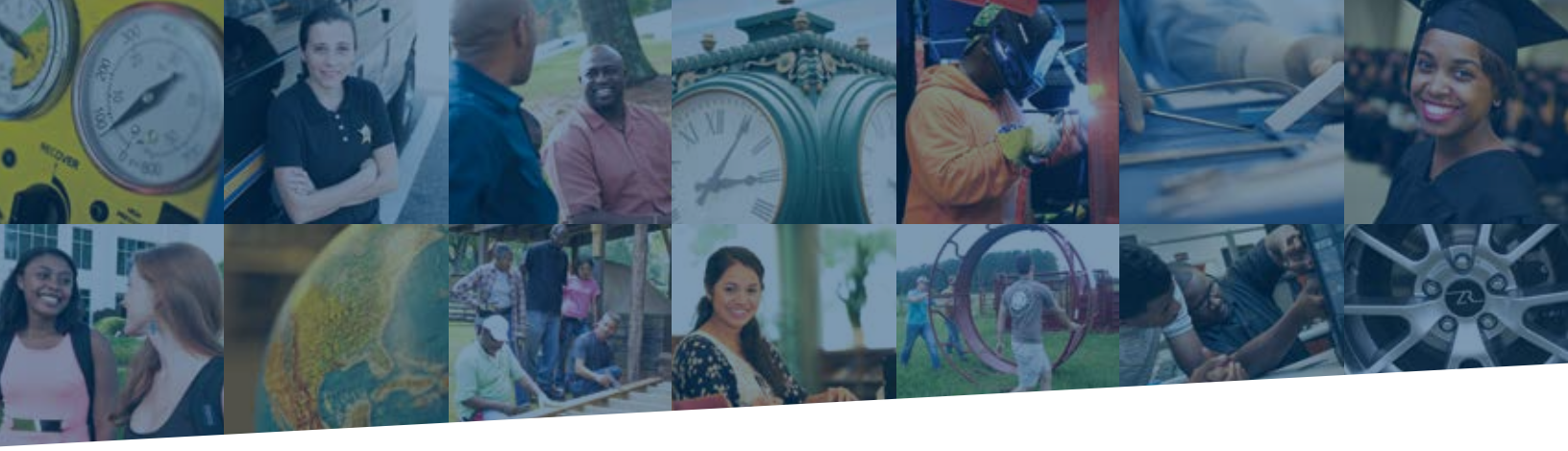


2016-2017 STUDENT CALENDAR & HANDBOOK

ABBEVILLE • EDGEFIELD • GREENWOOD • LAURENS • MCCORMICK • NEWBERRY • SALUDA

PIEDMONT Technical College

Piedmont Technical College Services

Area	Contact	Location	Phone Number
Academic Probation	Tamatha Sells	Student Records, 140-A	(864) 941-8363
Academic Advisement	Staff or Your Faculty Advisor	New Student Advising and Veterans Center, 149-A	(864) 941-8388
Academic Counseling	Staff	Student Success Center, 101-A	(864) 941-8356
Accidents	Staff	Campus Police and Security, 109-F	(864) 941-8000
Books/Supplies	Staff	Campus Shop, 106-F	(864) 941-8683
Career Decision-Making, Career Information, Personal Issues and Questions About Your Major	Staff	Student Success Center, 101-A	(864) 941-8356
College Transfer	Lynn Mack Kim Neal	107-G 173-K	(864) 941-8449 (864) 941-8672
County Campuses	Lisa Toland Pleshette Elmore Sherry Holmes Paige Mills Pleshette Elmore Beth Jaeger Robin Black Janean Reish	Dean of Off Campus Instruction Abbeville County Campus Edgefield County Campus Laurens County Campus McCormick County Campus Newberry County Campus Saluda County Campus Center for Advanced Manufacturing	(803) 768-8157 (864) 446-8324 (803) 637-5388 (864) 938-1505 (864) 852-3191 (803) 276-9000 (864) 445-3144 (864) 682-3702
Emergencies	Staff	Campus Police and Security, 109-F	(864) 941-8000
Financial Aid	Staff	Financial Aid Office, 140-B	(864) 941-8365
Graduation Information	Staff	Student Records, 139-A	(864) 941-8361
Health Science Resources and Program Readiness Information	Health Science and Nursing Division	H Building	(864) 941-8504 (864) 941-8724
Job Search Assistance, Interviewing Tips, and Resume Writing	Staff	Student Success Center, 101-A	(864) 941-8356
Learning or Physical Disabilities	Brenda Dailey	Student Success Center, 101-A	(864) 941-8378
Library	Meredith Daniel	234-K	(864) 941-8442
Lost & Found Items	Staff	Campus Police and Security, 109-F	(864) 941-8000
Online Course Assistance	Instructional Development Office	108-G	(864) 941-8449 (864) 941-8682
Parking Sticker	Staff	Library	(864) 941-8441
Payment Plan	Staff	Business Office, 150-A	(864) 941-8322
Program Changes, Class Changes and Withdrawals	Staff	Student Records, 139-A	(864) 941-8361
Refunds and Billing Questions	Staff	Business Office, 150-A	(864) 941-8322
Residency	Crystal Pittman	Business Office, 178-A	(864) 941-8328
Safety Escort	Staff	Campus Police and Security, 109-F	(864) 941-8000
Scholarships	Jennifer Fleming	Student Affairs, 239-A	(864) 941-8359
Student ID	Staff	Library	(864) 941-8441
Student Life, Clubs and Organizations	Staff	Student Success Center, 101-A	(864) 941-8356
Student Support Services Program	Staff	Student Success Center, 101-A	(864) 941-8385
Teaching and Learning Center (TLC)	Allison Bouknight	TLC, 118-K	(864) 941-8433
Testing Center	Staff	119-K	(864) 941-8748
Transcript Request	Staff	Student Records, 139-A	(864) 941-8361
Transfer Credit	Staff	Student Records, 139-A	(864) 941-8361
Tutoring	Audrey Hearst	Tutoring Center, 118-K	(864) 941-8435
Veterans Educational Benefits	VA Certifying Official	New Student Advising and Veterans Center, 149-A	(864) 941-8764

Academic Calendar

FALL 2016

*Administrative and Inservice Days**	August 8-12 & 15-19, 2016
Classes Begin (Full Term, A Term)	August 22
End Add/Drop Period (A Term)	August 24
End Add/Drop Period (Full Term)	August 26
Labor Day (College Closed)	September 5
Classes Begin (Late Term)	September 27
End Add/Drop Period (Late Term)	September 29
Classes End (A Term)	October 14
Classes Begin (B Term)	October 17
End Add/Drop Period (B Term)	October 19
Thanksgiving Break (College Closed)	November 23-25
Classes End (Full Term, B Term, Late Term)	December 9
Graduation	December 13
Final Grades Due	December 13
*Administrative and Inservice Days**	December 12-16
*Administrative Days**	December 19-22
Winter Break (College Closed)	December 23-30

SPRING 2017

New Year's Day Observed	January 2, 2017
*Administrative and Inservice Days**	January 3-6 & 9-10
Classes Begin (Full Term, A Term)	January 11
End Add/Drop Period (A Term)	January 13
Martin Luther King, Jr. Day (College Closed)	January 16
End Add/Drop Period (Full Term)	January 18
Classes Begin (Late Term)	February 16
End Add/Drop Period (Late Term)	February 20
Classes End (A Term)	March 3
Classes Begin (B Term)	March 6
End Add/Drop Period (B Term)	March 8
Spring Break (No Classes)	March 13-17
Classes End (Full Term, B Term, Late Term)	May 3
Graduation	May 4
*Administrative and Inservice Days**	May 4-5
Final Grades Due	May 5

SUMMER 2017

*Administrative and Inservice Days**	May 8-12 & 15-16, 2017
Classes Begin (Full Term, A Term)	May 17
End Add/Drop Period (A Term)	May 18
End Add/Drop Period (Full Term)	May 19
Memorial Day (College Closed)	May 29
Classes Begin (Late Term)	May 31
End Add/Drop Period (Late Term)	June 2
Classes End (A Term)	June 20
Classes Begin (B Term)	June 21
End Add/Drop Period (B Term)	June 22
Independence Day (College Closed)	July 4
Faculty Break (No Classes)	July 3 & 5-6
*Administrative and Inservice Day**	July 7
Classes End (Full Term, B Term, Late Term)	August 1
*Administrative and Inservice Days**	August 2-4
Final Grades Due	August 3
Graduation	August 3

**no classes*

August 2016

Full Term (August 22-December 9) ▪ A Term (August 22-October 14)

Late Term (September 27-December 9) ▪ B Term (October 17-December 9)

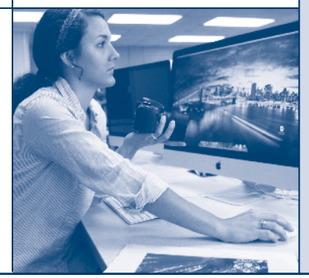
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Notes
	1	• **SUMMER CLASSES END (Full, Late & B Terms)** 2	• Student Records Office Closed • Last Day to Enroll in the Fall Tuition Payment Plan - 0% Down Payment 3	**Graduation** • Student Records Office Closed • Final Grades Due by 7 p.m. (Full, Late & B Terms) • Payment Plan - 33% Down Payment 4	5	6	
7	• **FALL TUITION & FEES DUE (Full & A Terms)** • Bookstore Charges Open (Full, A, Late & B Terms) 8	• Potential Drop Notification (Full & A Terms) 9	10	11	12	13	
14	• **DROP FOR NON-PAYMENT (Full & A Terms)** 15	• $50 Late Registration Fee Begins (Full & A Terms) 16	**New Student Orientation** 17	**New Student Orientation** 18	• Registration Deadline (Full & A Terms) 19	20	
21	• **FALL CLASSES BEGIN (Full & A Terms)** 22	23	• Add/Drop Ends (A Term) • Last Day to Enroll in the Fall Tuition Payment Plan - 33% Down Payment 24	• 0% Refund (A Term) • Payment Plan - 50% Down Payment 25	• Add/Drop Ends (Full Term) • Potential Drop Notification (Full & A Terms) 26	27	
28	• **FINANCIAL AID FREEZE DATE (Full & A Terms)** • **DROP FOR NON-PAYMENT (Full & A Terms)** • 0% Refund (Full Term) 29	• Academic Success Workshop 30	31				

Dates are subject to change. Please refer to the Events page on the college website for current information:* **www.ptc.edu/events

September 2016

Full Term (August 22-December 9) ▪ A Term (August 22-October 14)

Late Term (September 27-December 9) ▪ B Term (October 17-December 9)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Notes
				• Scholarship Applications Available Online • Spring Merit & Program-Ready Applications Available Online 1	2	3	
4	**College Closed** • Labor Day 5	• Deadline to Report Never Attends (Full & A Terms) 6	• Student Withdrawals Open in Pathway (Full & A Terms) 7	• Degree Pickup for Summer Graduates 8	9	10	
11	12	**Club Fair** • **FALL TUITION & FEES DUE (Late Term)** 13	• Potential Drop Notification (Late Term) • Healthy Relationship Series 14	• Scholarship Applications Deadline 15	• Spring Merit & Program-Ready Applications Deadline 16	**Constitution Day** 17	
18	• Bookstore Charges End (Full & A Terms) 19	• **DROP FOR NON-PAYMENT (Late Term)** • Academic Success Workshop 20	• $50 Late Registration Fee Begins (Late Term) 21	22	• Last Day to Enroll in Fall Tuition Payment Plan • 60% of Term (A Term) 23	24	
25	• Registration Deadline (Late Term) 26	• **FALL CLASSES BEGIN (Late Term)** 27	28	• Add/Drop Ends (Late Term) • Potential Drop Notification (Late Term) • "From Soldier to Student" Event 29	• **FINANCIAL AID FREEZE DATE (Late Term)** • **DROP FOR NON-PAYMENT (Late Term)** • Last Day to Withdraw (A Term) • Bookstore Charges Reopen (Full Term) • 0% Refund (Late Term) 30		

Dates are subject to change. Please refer to the Events page on the college website for current information:* **www.ptc.edu/events

October 2016

Full Term (August 22-December 9) ▪ A Term (August 22-October 14)

Late Term (September 27-December 9) ▪ B Term (October 17-December 9)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 • **FALL TUITION & FEES DUE (B Term)** • Financial Aid Disbursement Checks Mailed for Full and A Terms, 1st Half of Loan; Direct Deposits Available	4 **College Transfer Fair** • Potential Drop Notification (B Term) • InterClub Council Meeting	5	6	7 • Last Day to Apply for Fall Graduation • Summer "I" Grades Convert to "F" • Spring "CF" Grades Convert to "F"	1 8
9	10 • **DROP FOR NON-PAYMENT (B Term)** • Bookstore Charges End (Full & Late Terms)	11 • Deadline to Report Never Attends (Late Term) • Academic Success Workshop • $50 Late Registration Fee Begins (B Term)	12 • Student Withdrawals Open in Pathway (Late Term)	13	14 • **FALL CLASSES END (A Term)** • Registration Deadline (B Term)	15
16	17 • **FALL CLASSES BEGIN (B Term)**	18 • InterClub Council Meeting	19 • Add/Drop Ends (B Term) • Potential Drop Notification (B Term) • Healthy Relationship Series	20 • **FINANCIAL AID FREEZE DATE (B Term)** • **DROP FOR NON-PAYMENT (B Term)** • Final Grades Due (A Term) • Midterm Grades Due (Full Term) • 0% Refund (B Term)	21	22
23	24 • Financial Aid Disbursement Checks Mailed for Late Term and 2nd Half of Loan; Direct Deposits Available	25 • Academic Success Workshop	26 • Deadline to Report Never Attends (B Term)	27 • Student Withdrawals Open in Pathway (B Term) • 60% of Term (Full Term)	28	29
30	31 • **SPRING 2017 VIP REGISTRATION BEGINS** • Bookstore Charges End (Full, A, Late & B Terms) • Payment Plan for Spring Begins - 0% Down Payment					

Notes

Time for Advising!

Meet with your advisor this month to review your progress and plan for the upcoming semester. VIP Registration will open on **October 31** for spring registration. Be prepared and you can be first to register for your classes!

Dates are subject to change. Please refer to the Events page on the college website for current information:* **www.ptc.edu/events

November 2016

Full Term (August 22-December 9) ▪ A Term (August 22-October 14)

Late Term (September 27-December 9) ▪ B Term (October 17-December 9)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		• **FAFSA PRIORITY DATE** (Spring Term) • InterClub Council Meeting 1	• Healthy Relationship Series 2	3	4	5
6	7	**No Classes** (Faculty Break) 8	• Veterans Day Celebration 9	• 60% of Term (Late Term) • "From Soldier to Student" Event 10	• Veterans Day 11	12
13	• Financial Aid Disbursement Checks Mailed for B Term; Direct Deposits Available 14	• InterClub Council Meeting • Academic Success Workshop 15	16	17	• 60% of Term (B Term) 18	19
20	21	22	**College Closed** 23	**College Closed** • Thanksgiving Day 24	**College Closed** 25	26
27	• **LAST DAY TO WITHDRAW** (Full, Late & B Terms) 28	29	• **SPRING 2017 VIP REGISTRATION ENDS** 30			

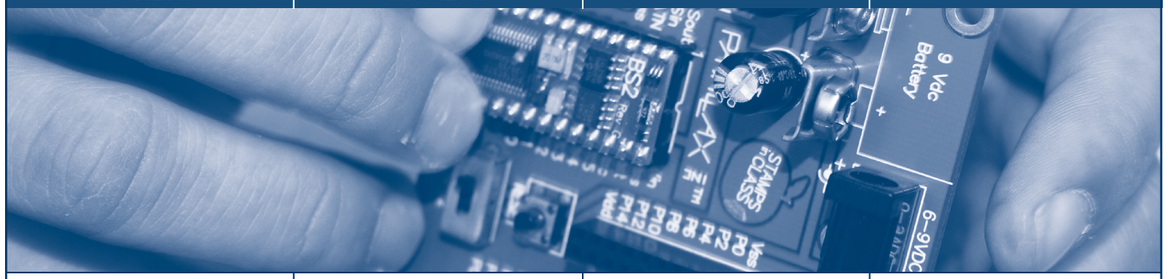
Notes

Dates are subject to change. Please refer to the Events page on the college website for current information:* **www.ptc.edu/events

December 2016

Full Term (August 22-December 9) ▪ A Term (August 22-October 14)

Late Term (September 27-December 9) ▪ B Term (October 17-December 9)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Notes
				• **SPRING 2017 OPEN REGISTRATION BEGINS** ($25 Registration Fee) 1	2	3	
4	5	6	7	• Last Day to Enroll in the Spring Tuition Payment Plan - 0% Down Payment 8	• **FALL CLASSES END (Full, Late & B Terms)** • Payment Plan - 33% Down Payment 9	10	
11	• **FINANCIAL AID REQUIREMENTS COMPLETION DEADLINE** • Student Records Office Closed 12	**Graduation** • Student Records Office Closed • Final Grades Due by 7 p.m. (Full, Late & B Terms) 13	14	15	16	17	
18	**No Classes** (Faculty Break) 19	**No Classes** (Faculty Break) 20	**No Classes** (Faculty Break) 21	**No Classes** (Faculty Break) 22	**College Closed** 23	• Christmas Eve 24	
• Christmas Day 25	**College Closed** 26	**College Closed** 27	**College Closed** 28	**College Closed** 29	**College Closed** 30	• New Year's Eve 31	

Dates are subject to change. Please refer to the Events page on the college website for current information:* **www.ptc.edu/events

January 2017

Full Term (January 11-May 3) ▪ A Term (January 11-March 3)

Late Term (February 16-May 3) ▪ B Term (March 6-May 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
• New Year's Day 1	**College Closed** 2	• **SPRING TUITION & FEES DUE (Full & A Terms)** • Bookstore Charges Open (Full, A, Late & B Terms) 3	• Potential Drop Notification (Full & A Terms) 4	**New Student Orientation** • Last Day to Enroll in the Spring Tuition Payment Plan - 33% Down Payment 5	• **DROP FOR NON-PAYMENT (Full & A Terms)** • Payment Plan - 50% Down Payment 6	7
8	• $50 Late Registration Fee Begins (Full & A Terms) 9	• Registration Deadline (Full & A Terms) 10	• **SPRING CLASSES BEGIN (Full & A Terms)** 11	• Scholarship Applications Available Online 12	• Add/Drop Ends (A Term) 13	14
15	**College Closed** • MLK, Jr. Day 16	• 0% Refund (A Term) • InterClub Council Meeting 17	• Add/Drop Ends (Full Term) • Potential Drop Notification (Full & A Terms) 18	• **FINANCIAL AID FREEZE DATE (Full & A Terms)** • **DROP FOR NON-PAYMENT (Full & A Terms)** • 0% Refund (Full Term) 19	20	21
22	23	• Academic Success Workshop 24	• Deadline to Report Never Attends (Full & A Terms) 25	• Degree Pickup for Fall Graduates • Student Withdrawals Open in Pathway (Full & A Terms) • Scholarship Applications Deadline 26	27	28
29	30	31				

Notes

Dates are subject to change. Please refer to the Events page on the college website for current information: **www.ptc.edu/events**

February 2017

Full Term (January 11-May 3) ▪ A Term (January 11-March 3)

Late Term (February 16-May 3) ▪ B Term (March 6-May 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	• **SPRING TUITION & FEES DUE (Late Term)** 2	• Potential Drop Notification (Late Term) 3	4
5	• Last Day to Enroll in the Spring Tuition Payment Plan • Bookstore Charges End (Full & A Terms) 6	• InterClub Council Meeting 7	8	• **DROP FOR NON-PAYMENT (Late Term)** • "From Soldier to Student" Event 9	• $50 Late Registration Fee Begins (Late Term) 10	11
12	• 60% of Term (A Term) 13	• Academic Success Workshop 14	• Registration Deadline (Late Term) 15	• **SPRING CLASSES BEGIN (Late Term)** 16	• Last Day to Withdraw (A Term) • Bookstore Charges Reopen (Full Term) 17	18
19	• **SPRING TUITION & FEES DUE (B Term)** • Financial Aid Disbursement Checks Mailed for Full and A Terms, 1st Half of Loan; Direct Deposits Available • Add/Drop Ends (Late Term) • Potential Drop Notification (Late Term) 20	• **FINANCIAL AID FREEZE DATE (Late Term)** • **DROP FOR NON-PAYMENT (Late Term)** • Potential Drop Notification (B Term) • InterClub Council Meeting • 0% Refund (Late Term) 21	• Healthy Relationship Series 22	23	• Fall "I" Grades Convert to "F" • Summer "CF" Grades Convert to "F" 24	25
26	• **DROP FOR NON-PAYMENT (B Term)** • Bookstore Charges End (Full & Late Terms) 27	• Academic Success Workshop • $50 Late Registration Fee Begins (B Term) 28				

Notes

Dates are subject to change. Please refer to the Events page on the college website for current information:* **www.ptc.edu/events

March 2017

Full Term (January 11-May 3) ▪ A Term (January 11-March 3)

Late Term (February 16-May 3) ▪ B Term (March 6-May 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			• Deadline to Report Never Attends (Late Term) 1	• Student Withdrawals Open in Pathway (Late Term) 2	• **SPRING CLASSES END (A Term)** • Last Day to Apply for Spring Graduation • Registration Deadline (B Term) 3	4
5	• **SPRING CLASSES BEGIN (B Term)** 6	• InterClub Council Meeting 7	• Add/Drop Ends (B Term) • Potential Drop Notification (B Term) 8	• **FINANCIAL AID FREEZE DATE (B Term)** • **DROP FOR NON-PAYMENT (B Term)** • 0% Refund (B Term) • Final Grades Due (A Term) • Midterm Grades Due (Full Term) 9	10	11
12	• Financial Aid Disbursement Checks Mailed for Late Term and 2nd Half of Loan; Direct Deposits Available 13	14	**Spring Break** (Faculty Break) 15	16	17	18
19	• Bookstore Charges End (Full, Late, A & B Terms) 20	• Deadline to Report Never Attends (B Term) • InterClub Council Meeting 21	• Student Withdrawals Open in Pathway (B Term) 22	**Employers Day** • 60% of Term (Full Term) 23	24	25
26	27	• Academic Success Workshop 28	29	**Scholarship Luncheon** 30	31	

Notes

Time for Advising!

Meet with your advisor this month to review your progress and plan for the upcoming semester. VIP Registration will open on **April 3** for summer and fall registration. Be prepared and you can be first to register for your classes!

Dates are subject to change. Please refer to the Events page on the college website for current information:* **www.ptc.edu/events

April 2017

Full Term (January 11-May 3) ▪ A Term (January 11-March 3)

Late Term (February 16-May 3) ▪ B Term (March 6-May 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 • **FAFSA PRIORITY DATE (Summer Term)**
2	3 • **SUMMER 2017 VIP REGISTRATION BEGINS** • **FALL 2017 VIP REGISTRATION BEGINS (for Current Students)** • Payment Plan for Summer Begins - 0% Down Payment • Financial Aid Disbursement Checks Mailed for B Term; Direct Deposits Available	4 • InterClub Council Meeting	5 • Healthy Relationship Series	6 • 60% of Term (Late Term)	7	8
9	10	11 • Academic Success Workshop	12	13 **Spring Activities Day** • 60% of Term (B Term)	14	15
16 • Easter	17	18	19 • **LAST DAY TO WITHDRAW** (Full, Late & B Terms)	20 • "From Soldier to Student" Event	21	22
23 30	24	25 • Academic Success Workshop	26 **Student Awards and Recognition Program**	27	28 **PTC Golf Classic** • **SUMMER 2017 VIP REGISTRATION ENDS**	29

Notes

Dates are subject to change. Please refer to the Events page on the college website for current information:* **www.ptc.edu/events

May 2017

Full Term (May 17-August 1) ▪ A Term (May 17-June 20)

Late Term (May 31-August 1) ▪ B Term (June 21-August 1)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	• **FALL 2017 VIP REGISTRATION BEGINS (for New Students)** • **SUMMER 2017 OPEN REGISTRATION BEGINS** ($25 Registration Fee) • Fall Merit & Program-Ready Applications Available Online 1	2	• **SPRING CLASSES END (Full, Late & B Terms)** • **SUMMER TUITION & FEES DUE (Full & A Terms)** • Bookstore Charges Open (Full, A, Late & B Terms) • Student Records Office Closed 3	**Graduation** • Potential Drop Notification (Full & A Terms) • Student Records Office Closed 4	• Final Grades Due by 7 p.m. (Full, Late & B Terms) 5	6
7	8	9	• **FINANCIAL AID REQUIREMENTS COMPLETION DEADLINE FOR SUMMER TERM** • **DROP FOR NON-PAYMENT (Full & A Terms)** • Last Day to Enroll in the Summer Tuition Payment Plan with 0% Down Payment 10	**New Student Orientation** • Payment Plan Due - 50% Down Payment • $50 Late Registration Fee Begins (Full & A Terms) 11	12	13
14	15	• Fall Merit & Program-Ready Applications Deadline • Registration Deadline (Full & A Terms) 16	• **SUMMER CLASSES BEGIN (Full & A Terms)** • **SUMMER TUITION & FEES DUE (Late Term)** 17	• Add/Drop Ends (A Term) • Scholarship Applications Available Online • Potential Drop Notification (Late Term) 18	• Add/Drop Ends (Full Term) • Potential Drop Notification (Full & A Terms) • 0% Refund (A Term) 19	20
21	• **FINANCIAL AID FREEZE DATE (Full & A Terms)** • **DROP FOR NON-PAYMENT (Full & A Terms)** • 0% Refund (Full Term) 22	23	• **DROP FOR NON-PAYMENT (Late Term)** 24	• $50 Late Registration Fee Begins (Late Term) 25	26	27
28	**College Closed** • Memorial Day 29	• Deadline to Report Never Attends (Full & A Terms) • Registration Deadline (Late Term) 30	• **SUMMER CLASSES BEGIN (Late Term)** • Student Withdrawals Open in Pathway (Full & A Terms) 31			

Notes

Dates are subject to change. Please refer to the Events page on the college website for current information:* **www.ptc.edu/events

June 2017

Full Term (May 17-August 1) ▪ A Term (May 17-June 20)

Late Term (May 31-August 1) ▪ B Term (June 21-August 1)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				• **FAFSA PRIORITY DATE (Fall Term)** • Scholarship Applications Deadline 1	• Add/Drop Ends (Late Term) • Potential Drop Notification (Late Term) 2	3
4	• **FINANCIAL AID FREEZE DATE (Late Term)** • **DROP FOR NON-PAYMENT (Late Term)** • 0% Refund (Late Term) 5	• 60% of Term (A Term) 6	• **SUMMER TUITION & FEES DUE (B Term)** • Deadline to Report Never Attends (Late Term) 7	• Student Withdrawals Open in Pathway (Late Term) • Degree Pickup for Spring Graduates • Potential Drop Notification (B Term) 8	• Last Day to Enroll in Summer Tuition Payment Plan 9	10
11	12	• Last Day to Withdraw (A Term) 13	• **DROP FOR NON-PAYMENT (B Term)** 14	• $50 Late Registration Fee Begins (B Term) 15	• Last Day to Apply for Summer Graduation 16	17
18	• Bookstore Charges End (Full, A & Late Terms) 19	• **SUMMER CLASSES END (A Term)** • Registration Deadline (B Term) 20	• **SUMMER CLASSES BEGIN (B Term)** 21	• Add/Drop Ends (B Term) • Potential Drop Notification (B Term) 22	• **FINANCIAL AID FREEZE DATE (B Term)** • **DROP FOR NON-PAYMENT (B Term)** • 0% Refund (B Term) • Final Grades Due (A Term) 23	24
25	• 60% of Term (Full Term) 26	27	• Deadline to Report Never Attends (B Term) 28	• **FALL 2017 VIP REGISTRATION ENDS** • Student Withdrawals Open in Pathway (B Term) 29	• **FALL 2017 OPEN REGISTRATION BEGINS** ($25 Registration Fee) • Spring "I" Grades Convert to "F" • Fall "CF" Grades Convert to "F" 30	

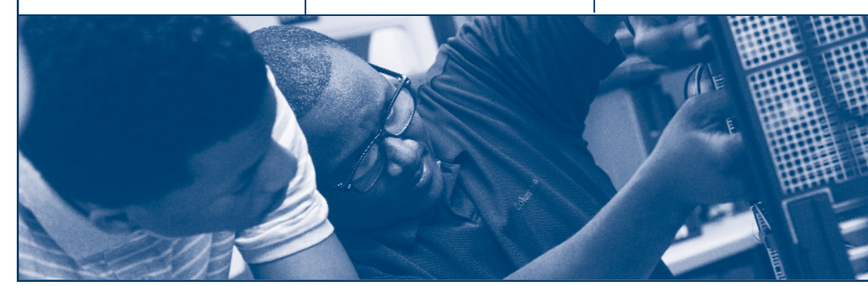
Notes

Dates are subject to change. Please refer to the Events page on the college website for current information:* **www.ptc.edu/events

July 2017

Full Term (May 17-August 1) ▪ A Term (May 17-June 20)

Late Term (May 31-August 1) ▪ B Term (June 21-August 1)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Notes
• Financial Aid Disbursement Checks Mailed for Full, A, Late Terms and Loans; Direct Deposits Available • Bookstore Charges End (Full, A, Late & B Terms) 2	**No Classes** (Faculty Break) 3	**College Closed** • Independence Day 4	**No Classes** (Faculty Break) 5	**No Classes** (Faculty Break) • Payment Plan for Fall Begins - 0% Down Payment 6	**No Classes** 7	1 8	
9	10	• 60% of Term (Late Term) 11	12	13	14	15	
16	• Financial Aid Disbursement Checks Mailed for B Term; Direct Deposits Available 17	• **LAST DAY TO WITHDRAW** (Full, Late & B Terms) 18	• 60% of Term (B Term) 19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Dates are subject to change. Please refer to the Events page on the college website for current information:* **www.ptc.edu/events

August 2017

Full Term (May 17-August 1) ▪ A Term (May 17-June 20)

Late Term (May 31-August 1) ▪ B Term (June 21-August 1)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		• **SUMMER CLASSES END (Full, Late & B Terms)** 1	• Student Records Office Closed 2	**Graduation** • Student Records Office Closed • Final Grades Due by 7 p.m. (Full, Late & B Terms) 3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	• **FALL CLASSES BEGIN (Full & A Terms)** 21	22	23	24	25	26
27	28	29	30	31		

Notes

Dates are subject to change. Please refer to the Events page on the college website for current information:* **www.ptc.edu/events

2016-2017
STUDENT HANDBOOK

Visit **www.ptc.edu** for most current information.
This handbook is effective Fall 2016.

Piedmont Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in its admissions policies, programs, activities or employment practices.

For information on tuition and fees, program length, graduation rates, placement rates, and median loan debt, visit www.ptc.edu.

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Important Dates

TERM DATES

Fall 2016

Full Term	August 22-December 9, 2016
A Term	August 22-October 14, 2016
Late Term	September 27-December 9, 2016
B Term	October 17-December 9, 2016

Spring 2017

Full Term	January 11-May 3, 2017
A Term	January 11-March 3, 2017
Late Term	February 16-May 3, 2017
B Term	March 6-May 3, 2017

Summer 2017

Full Term	May 17-August 1, 2017
A Term	May 17-June 20, 2017
Late Term	May 31-August 1, 2017
B Term	June 21-August 1, 2017

VIP REGISTRATION DATES

Fall 2016

Current Students	April 4-June 29, 2016
New Students	May 2-June 29, 2016
Spring 2017	October 31-November 30, 2016
Summer 2017	April 3-28, 2017

ADMISSIONS APPLICATION PRIORITY DATES

Fall 2016

Full Term	August 15, 2016
Late Term	September 20, 2016

Spring 2017

Full Term	January 4, 2017
Late Term	February 9, 2017

Summer 2017

Full, A and B Terms	May 10, 2017
Late Term	May 24, 2017

TUITION DEADLINES

Fall 2016

Full and A Terms	August 8, 2016
Late Term	September 13, 2016
B Term	October 3, 2016

Spring 2017

Full and A Terms	January 3, 2017
Late Term	February 2, 2017
B Term	February 20, 2017

Summer 2017

Full and A Terms	May 3, 2017
Late Term	May 17, 2017
B Term	June 7, 2017

FINANCIAL AID DATES

FAFSA DEADLINES

Spring 2017 FAFSA Priority Date	November 1, 2016
Summer 2017 FAFSA Priority Date	April 1, 2017
Fall 2017 FAFSA Priority Date	June 1, 2017

FA FILE COMPLETION DEADLINES

Fall 2016	July 25, 2016
Spring 2017	December 12, 2016
Summer 2017	May 10, 2017

FINANCIAL AID STUDENTS CAN PURCHASE BOOKS

Fall 2016

Full, A, Late and B Terms Charges Open	August 8, 2016
Full and A Terms Charges End	September 19, 2016
Full Term Charges Open Again	September 30, 2016
Full and Late Terms Charges End	October 10, 2016
All Bookstore Charges End	October 31, 2016

Spring 2017

Full, A, Late and B Terms Charges Open	January 3, 2017
Full and A Terms Charges End	February 6, 2017
Full Term Charges Open Again	February 17, 2017
Full and Late Terms Charges End	February 27, 2017
All Bookstore Charges End	March 20, 2017

Summer 2017

Full, A, Late and B Terms Charges Open	May 3, 2017
Full, A and Late Terms Charges End	June 19, 2017
All Bookstore Charges End	July 3, 2017

FINANCIAL AID ENROLLMENT FREEZE DATES

Fall 2016

Full and A Terms	August 29, 2016
Late Term	September 30, 2016
B Term	October 20, 2016

Spring 2017

Full and A Terms	January 19, 2017
Late Term	February 21, 2017
B Term	March 9, 2017

Summer 2017

Full and A Terms	May 22, 2017
Late Term	June 5, 2017
B Term	June 23, 2017

PAYMENT PLAN DATES

Fall 2016 Payment Plan Opens	July 6, 2016
Last day to enroll with no down payment	August 3, 2016
33% down payment begins	August 4, 2016
Last day to enroll with 33% down payment	August 24, 2016
50% down payment begins	August 25, 2016
Last day to enroll in payment plan	September 23, 2016
Spring 2017 Payment Plan Opens	October 31, 2016
Last day to enroll with no down payment	December 8, 2016
33% down payment begins	December 9, 2016
Last day to enroll with 33% down payment	January 5, 2017
50% down payment begins	January 6, 2017
Last day to enroll in payment plan	February 6, 2017
Summer 2017 Payment Plan Opens	April 3, 2017
Last day to enroll with no down payment	May 10, 2017
50% down payment begins	May 11, 2017
Last day to enroll in payment plan	June 9, 2017
Fall 2017 Payment Plan Opens	July 6, 2017

FINANCIAL AID 60% OF TERM DATES

Fall 2016

Full Term: October 27, 2016	*Late Term:* November 10, 2016
A Term: September 23, 2016	*B Term:* November 18, 2016

Spring 2017

Full Term: March 23, 2017	*Late Term:* April 6, 2017
A Term: February 13, 2017	*B Term:* April 13, 2017

Summer 2017

Full Term: June 26, 2017	*Late Term:* July 11, 2017
A Term: June 6, 2017	*B Term:* July 19, 2017

DROPS FOR NON-PAYMENT

Fall 2016

Full and A Terms	August 15 and August 29, 2016
Late Term	September 20 and September 30, 2016
B Term	October 10 and October 20, 2016

Spring 2017

Full and A Terms	January 6 and January 19, 2017
Late Term	February 9 and February 21, 2017
B Term	February 27 and March 9, 2017

Summer 2017

Full and A Terms	May 10 and May 22, 2017
Late Term	May 24 and June 5, 2017
B Term	June 14 and June 23, 2017

LAST DAY TO WITHDRAW FROM A CLASS

Fall 2016	November 28, 2016
Spring 2017	April 19, 2017
Summer 2017	July 18, 2017

GRADUATION DATES

APPLICATION DEADLINES

Fall 2016 Graduates	October 7, 2016
Spring 2017 Graduates	March 3, 2017
Summer 2017 Graduates	June 16, 2017

GRADUATION CEREMONY DATES

Fall 2016	December 13, 2016
Spring 2017	May 4, 2017
Summer 2017	August 3, 2017

FINANCIAL AID DISBURSEMENT DATES

(Checks Mailed/Direct Deposits Available)

FALL 2016

Disbursement Checks mailed for Full and A Terms, 1st Half of Loan; Direct Deposits Available	**October 3, 2016**
Disbursement Checks mailed for Late Term and 2nd Half of Loan; Direct Deposits Available	**October 24, 2016**
Disbursement Checks mailed for B Term; Direct Deposits Available	**November 14, 2016**

SPRING 2017

Disbursement Checks mailed for Full and A Terms, 1st Half of Loan; Direct Deposits Available	**February 20, 2017**
Disbursement Checks mailed for Late Term and 2nd Half of Loan; Direct Deposits Available	**March 13, 2017**
Disbursement Checks mailed for B Term; Direct Deposits Available	**April 3, 2017**

SUMMER 2017

Disbursement Checks mailed for Full, A, Late Terms and Loans; Direct Deposits Available	**July 3, 2017**
Disbursement Checks mailed for B Term; Direct Deposits Available	**July 17, 2017**

PTC Pathway: A User's Guide

>>What is PTC Pathway?

PTC Pathway is your gateway to online college services. A fully accessible Intranet, Pathway allows you to access a number of college services and information.

>>How do I log into PTC Pathway?

You can find a link to PTC Pathway on the college homepage at **www.ptc.edu** or visit **pathway.ptc.edu**. Enter your PTC ID and password.

>>What is my PTC ID? Why do I need it?

You should have received a PTC ID via letter from Admissions and when you met with your New Student Advisor. The letter P followed by eight numerical digits, your PTC ID replaces your social security number for all PTC services.

Your PTC ID will also be used in the Campus Shop and Library. Memorize your PTC ID. Don't forget it; write it down!

! **If you don't know your PTC ID, you can look it up online:**

1. Go to **pathway.ptc.edu**
2. Click on **"Forgot Your Username?"**
3. Follow the onscreen instructions.

>>What is my Password? How do I get it?

Your password is a combination of symbols, letters and numbers. For first-time users, this password is:

- The first and second letters of your last name (lowercase)
- A period
- Your birthdate formatted as MMDDYY

Example: *John Smith was born October 5, 1980.*
His password is sm.100580.

! **If you forget your Password, you must:**

1. Click on **"Forgot Your Password?"** on the Pathway login screen.

— or —

1. Call the Help Desk at **(864) 941-8627** to have it reset.

— or —

1. From the Pathway login screen, click on **Tech Support** at the bottom of the page.
2. Submit a ticket to have your password reset.

>>How do I change my Password?

From the **Home** tab:

1. Click **Change My Password** in the Personal Information area.
2. Follow the on-screen instructions.
3. Click **Change Password**. Remember this password!

>>How do I navigate PTC Pathway?

After logging in, you'll find that getting around PTC Pathway is a snap!

- The Home tab contains important announcements and quick access to email and Brightspace (D2L).
- The Student tab links you to DegreeWorks, registration resources, advising information, career resources, student records, academic resources, my grades, bookstore, library resources, my classes and student life.
- The Financial Aid and Tuition tab links you to financial aid requirements, financial aid awards, financial aid dates, credit/debit card payment information and the business office.

>>How do I print my schedule?

Return to the **Student** tab:

1. **Class Schedule and Account Summary**.
2. Select the term and click **Run Report**.
3. This brings up your schedule/account summary that can be used to purchase books at the bookstore.
4. Click **File** and **Print** in your browser window.

>>How do I check my Financial Aid Status?

From the **Financial Aid and Tuition** tab, you can check financial aid requirements and Financial Aid Awards. To check these items, choose an award year and click **GO.**

>>How do I check my Tuition Balance?

From the **Financial Aid and Tuition** tab, select account statement and schedule in the Business Office box.

>>How do I access my Brightspace (D2L) courses?

From the **Home** tab:

1. Click the Brightspace (D2L) image on the right side of the screen.
2. Brightspace (D2L) opens in a new window taking you to your Brightspace (D2L) homepage.

>>How do I check my grades?

Once posted each semester, you may view your grades on Pathway. From the **Student** tab:

1. Select the term you want to view and click **Go** in the **My Grades** box.
2. You can view both Midterm Grades and Final Grades.

Check the academic calendar to determine when grades will be posted each semester.

All faculty maintain a numerical gradebook in the college's Brightspace (D2L) learning management system. Students should check the Grades tool in their Brightspace (D2L) course for their most current numerical grade.

>>How do I access my email?

Before you access your email, you must set up your email account. To do this, you must:

1. Log into PTC Pathway. From the **Home** tab, click on the **Live.edu** image on the right side of the screen to access your email.
2. Storage space is limited; check your email frequently and delete unwanted messages.

>>What is my email address?

Your email address will be your PTC ID number, for example: **P00026628@live.ptc.edu**.

>>How do I view my unofficial transcript?

View your unofficial transcript in PTC Pathway. From the **Student** tab:

1. Click "view unofficial transcript" under **Student Records** area.
2. Click **Submit**.
3. Your unofficial transcript will be displayed.

For an official copy of your transcript, click on "order official transcript" on the **student** tab. You will be redirected to the National Student Clearinghouse transcript ordering website.

>>How do I find out what courses I need to complete my major?

You are able to complete a **Degree Evaluation** in **DegreeWorks** via your PTC Pathway account.
From the **Student** tab:

1. In the **Advising Information** box, click on **DegreeWorks**.
2. This opens your degree evaluation worksheet.
3. Scroll down to see the requirements for your program, including courses you have completed and those that you still need to complete for your major.
4. To view another major, click on **What If** to the left of the worksheet.
5. Select the new major with the drop-down menu.
6. Click **Process What-If.**

For additional information on how to use **DegreeWorks,** please contact your academic advisor.

Advising Tips

You are urged to establish a close relationship with your academic advisor. Your academic advisor is a faculty member assigned to help you set and reach your academic and career goals.

Why should I meet with an academic advisor?

Your advisor can:

- Interpret college and career requirements.
- Provide information about opportunities in your major and intended career.
- Acquaint you with campus resources and services.
- Discuss academic problems or concerns.
- Help you understand the consequences of your academic decisions.
- Clarify academic policies and procedures.
- Monitor your progress toward graduation.
- Refer you to resources available on campus.
- Verify you are in the correct major for your goals.

What are my responsibilities in the advising partnership?

- Make appointments by phone, email, or office sign-up sheets.
- Seek help in decision making rather than expecting your advisor to make decisions.
- Show up on time for appointments, and if you are unable to keep an appointment, reschedule it.
- Be open to your advisor's suggestions.
- Follow through when your advisor refers you to another resource or office.
- Know about college policies, procedures and requirements.
- Recognize that you are ultimately responsible for knowing and fulfilling program requirements and for meeting deadlines and financial obligations.

How do I prepare for my advising appointment?

Advising appointments may be held in person, by telephone or even through email. Being prepared will help your session go more smoothly.

- Determine the courses you need to take to complete your program in DegreeWorks in Pathway.
- Be prepared with questions you want to ask about your progress toward completing your program.
- Discuss any problems you are having toward reaching your goals.

Who is my advisor?

Your assigned Academic Advisor is listed in DegreeWorks. To view a list of all academic advisors by major, visit the Advising web page at **www.ptc.edu/advisor**.

Scheduling Classes

PTC has a Class Scheduler program that will assist you in finding just the right schedule of classes to fit your individual needs. The Class Scheduler can be accessed through your Pathway account on the Student tab. The program allows you to generate a number of potential schedules within minutes. Once you have chosen the schedule that fits your needs, with just a few additional clicks, you can register for those classes immediately, as long as you have met the prerequisite requirements for each course and have no holds. Check your DegreeWorks and contact your academic advisor to determine the appropriate classes for your major and to verify you have met all requirements before using the Class Scheduler.

Enrollment Tips

Checklist for New Students

After meeting with your New Student Advisor, be sure to:

- ❑ Make a student ID
- ❑ Request a parking sticker
- ❑ Sign up for New Student Orientation
- ❑ Order your textbooks
- ❑ Make sure tuition and fees are paid prior to drop dates

Checklist for Returning Students

- ❑ Make an appointment with your academic advisor
- ❑ Review courses needed to complete your academic program by referring **to your** DegreeWorks checklist in Pathway or the college catalog
- ❑ Review course offerings and self-register in Pathway
- ❑ Renew your financial aid if needed
- ❑ Identify and use college resources as needed
- ❑ Order your textbooks
- ❑ Make sure tuition and fees are paid prior to drop dates

Student Programs and Services

The mission of the Student Affairs Division is to design and implement student programs and services that will foster the growth and development of the whole student and enable the college to become a more effective learning community. In collaboration with faculty, staff and administration, the division is responsible for providing valuable programs and services to complement the educational process and assist all students in reaching their goals.

In keeping with the college's commitment to excellence, the Student Affairs Division strives to offer quality services to all students. With this goal in mind, the division routinely assesses students' experiences as well as their impressions of the college through surveys and questionnaires. This information is used to improve services on a continuing basis.

VETERANS SERVICES

Certification of VA Education Benefits

Students receiving VA Education Benefits should meet with the Veterans Services office to submit paperwork to activate these benefits. A VA Certification Request Form must be submitted to the VA each semester with the student's class schedule in order for classes to be certified. Only courses required for the student's current program of study may be certified, with certain exceptions in the student's final semester.

Student Support Services Veterans

The Student Support Services Veterans program is a federal TRIO grant program, designed especially for veteran students to increase college retention, graduation and four-year college transfer rates. Eligible students should be first-generation college students, low-income and/or have a disability. The program provides a single point of contact for eligible veteran students and provides a variety of services:

- Certification of VA Education Benefits
- Tutoring services
- Academic counseling and coaching
- Veteran-specific events and activities
- Financial aid, Veterans Benefits and Scholarship assistance
- Financial literacy programs

This program is funded to support 60 veteran students annually. Contact the Veteran Services Office at (864) 941-8764 for further information.

CAMPUS CONNECT

Looking for an easy way to reach services like Financial Aid and Counseling? Do you want to contact one of our other campuses? Try our Campus Connect phone system. These locations provide a convenient way for you to contact all college services from any PTC campus. To use the service look for one of our Campus Connect directory signs or ask the front desk for assistance.

NEW STUDENT ADVISING

After completing the Admissions process, new and readmitted students (those students returning to PTC after an absence of one year or more) will meet with a New Student Advisor who will review the student's vocational, academic and personal goals and needs, assist the student with selection of first semester courses and provide information about the next steps in the advising process as well as resources for college success. The New Student Advisor will assist in the initial steps in developing an individualized degree plan in collaboration with the student.

STUDENT SUCCESS CENTER

The Student Success Center, located in Room 101-A, is committed to providing career, educational and personal awareness opportunities to all students in an effective and time-efficient manner. This area is made up of several departments providing a variety of support services that facilitate successful outcomes. For more information, please call (864) 941-8356 or check "College Resources" on the PTC website.

CAREER PLANNING AND COUNSELING SERVICES

Career Planning

Choosing a particular career path can be a difficult decision. Students should evaluate their own self-awareness, interests, abilities and goals before investing time and money in a particular program of study. They should also be fully informed as to job opportunities, starting salaries and training required. To learn about the different PTC curricula as well as programs at four-year colleges, utilize Career Planning and Counseling Services. The career planning process may include using occupational outlook information, personality inventories, career planning workshops and individual counseling sessions free of charge. Call (864) 941-8356 or visit 101-A for more information or to make an appointment.

Your stage in the career planning process can be assessed and you will be guided through the resources that best match your need of information. Regardless of your stage in career planning, we can enroll you in classes. The following are the stages we may begin with:

- Determine Your Interests – Who are you, what are your values, how do they fit into a career that satisfies your need
- Discover Your Career – Explore salaries, work environments, job duties, type(s) of education needed for your career choice
- Plan Your Goals – How do I get there from here

Counseling Services

Academic, personal and career counseling services are offered on an ongoing basis. Counselors are available to assist students with issues prohibiting success. The issues may include communicating with the instructor, academic probation counseling, personal concerns, sexual assault/abuse and to provide strategies topics such as:

- Study Skills
- Learning Strategies
- Stress Management
- Critical Thinking
- Note Taking
- Test Anxiety
- Time Management
- Test Taking Skills
- Learning Styles

Referrals to other agencies are sometimes made for additional information to assist students.

Student Disability Services

Appropriate and reasonable accommodations are available to assist any student who has a documented disability while attending Piedmont Technical College. Identification of such disabilities may be made by the individual student to the designated counselor. The college is committed to providing equal access and opportunity to all students so that each might realize his or her full potential.

Confidentiality of a student's disability is maintained in accordance with the Family Educational Rights and Privacy Act, which restricts the college's release of certain records without the written consent of the student. Also in accordance with federal laws and regulations, ramps, reserved parking spaces, curb-cuts, public restrooms and elevators are available for easy accessibility to students who are disabled.

WHO IS ELIGIBLE FOR SERVICES?

Anyone with a documented disability may register with Student Disability Services. The disability may be physical, psychiatric, psychological or emotional in nature. Assistance may be provided, but is not limited, to people with:

- Mobility impairments
- Hearing impairments
- Visual impairments
- Learning disabilities
- Chronic physical conditions
- Speech impairments
- Attention deficit hyperactivity

WHAT DO YOU NEED TO DO?

Make an appointment with Brenda Dailey, Counselor, Student Disability Services, at (864) 941-8378 or **dailey.b@ptc.edu**.

DOCUMENTATION

Any student requesting services based on a disability must submit recent and appropriate documentation from school, physician, psychological or psychiatric sources. See the counselor for more information or to review your documentation.

WHAT NEXT?

After reviewing your documentation, your counselor will help you determine what reasonable accommodations you need to reach your academic goals.

ACCOMMODATIONS

A minimum of two weeks' notice is required after appropriate documentation has been evaluated to arrange accommodations.

Individual arrangements can be made during the application process including placement testing, orientation and admissions advising.

CLASSROOM ACCOMMODATIONS

Based on your individual needs and supporting documentation, accommodations may be provided in the classroom. Referral to outside agencies and other resources are also available.

OUTREACH

Consultation and in-service training concerning reasonable accommodations, rights of people with disabilities, sensitivity and awareness, and federal and state laws such as the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 are provided if needed.

Financial aid advising, transfer information, career development, testing services, tutoring services, counseling and guidance services are also available to individuals with disabilities.

FORMS

Visit **www.ptc.edu/college-resources/academic-assistance** to download the necessary documentation forms.

Student Employment Services

Assistance with finding employment is available to all current and former students. Priority is given to recent graduates of the college and those students nearing completion. Services include:

- Notification of job openings via the "Jobs At A Glance" web page.
- Coordination of campus recruiting by business and industry representatives, including an annual Employers Day which is held during the spring term. This event informs students of various types of career opportunities and allows faculty and students to interact with company representatives.
- Assistance with job search strategies, resume preparation and interviewing skills.

Please call (864) 941-8377 to schedule an appointment to discuss any of the above services. Although the Student Success Center cannot guarantee anyone a job, all efforts are made to assist students as much as possible. Students should remember that employers are looking for well-rounded individuals who will be dependable, effective and responsible employees. Faculty recommendations, grade point average and college involvement are also very important.

Student Support Services Program

The Student Support Services Program, a TRIO federal grant program, is designed to increase college retention and graduation rates; to increase the transfer rates from a two-year to a four-year institution; and to foster an institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities. The program provides a variety of free support services to enrolled students, including:

- Tutorial services
- Academic counseling
- Exposure to cultural events/activities
- Career counseling
- Activities to assist in securing admission and financial assistance for enrollment in a four-year college or university
- College tours
- Financial literacy

More than 160 students are served annually by this program. Information can be obtained in the Student Success Center (101-A), or by telephone at (864) 941-8385.

Scholarships

Many scholarships are available to current students after they have completed 12 PTC credit hours in their major and have earned at least a 2.5 grade point average (GPA). A few scholarships are available to high school seniors. Most scholarships are based on academic achievement and financial need. Applications for current students are available online at **www.ptc.edu/scholarships** and are offered during specified dates.

Student Life

Many opportunities for student interaction and involvement outside of the classroom are offered and designed to complement the academic programs, including:

ACTIVITIES

Annual activities are sponsored by the Student Success Center including a Club Fair and Spring Activities Day. Special educational and cultural events may also be offered throughout the year.

INTER-CLUB COUNCIL

Students have a voice in campus affairs through the Inter-Club Council (ICC). The ICC is a Piedmont Technical College organization composed of one representative of each active and approved student club and organization. The purpose of ICC is threefold: to provide input to the administration and give students a voice in the governance of the college; to help plan events and activities for students; and to provide leadership opportunities for members and other students.

PRESIDENTIAL AMBASSADORS

Second-year students selected to represent Piedmont Technical College are chosen on the basis of their leadership ability, academic achievement, college involvement and their desire to assist other students. Presidential Ambassadors represent the college at various functions on and off campus each year, speak to visiting groups about their college experience, lead campus tours and serve as new student orientation leaders. If you are interested in becoming an Ambassador, visit the Student Success Center or visit the website at **www.ptc.edu/pa**.

CAMPUS CONNECTION

The *Campus Connection* is an online newsletter that includes information on upcoming campus and community activities, events, scholarships and campus news. It is available at **www.ptc.edu/studentlife**. Information is also displayed on television monitors placed across the Lex Walters Campus-Greenwood as well as at the Laurens County Campus.

STUDENT CENTER

The Student Center is available to all students to meet and relax on campus. It offers free wifi, laptop stations, comfortable furniture and an eating area.

Student Organizations

Clubs and organizations play an important role in student life. They can help students develop leadership skills, promote interaction with professionals in the field, provide educational programs for the campus community and provide a social network for members. Current clubs and organizations include:

ALPHA CHI EPSILON

This club is open to all students majoring in criminal justice. It is a chapter of Lambda Alpha Epsilon, the American Criminal Justice Association.

BCT-4-LIFE

Open to building construction students and graduates, this club provides a vehicle for campus involvement and professional development of members.

CHRISTIAN STUDENT UNION

Open to all students, faculty and staff, the club provides a ministry to individuals in the campus community and encourages Christian growth and outreach. Past activities have included a "See You at the Pole" event, donation drives for local charities and regular fellowship meetings.

COLLEGIATE FFA

Collegiate FFA is a form of membership within the National FFA Organization. Collegiate FFA has been around since 1931 and has continued to be an influential part of agriculture education on the postsecondary and secondary level of education. Members continue to make a difference on their campuses and in communities through leadership and service.

CVT CLUB

Open to students in CVT and other health care professions who are interested in cardiovascular care. This club promotes cardiovascular care and heart disease awareness in our community.

DACA CLUB

To provide a forum for discussions about issues concerning the DACA (Deferred Action for Childhood Arrivals) population in particular as well as college success in general, this organization is made up of DACA students and others who are interested in helping DACA students with their college journeys.

ECD CLUB

The ECD Club is open to any student in the Early Care and Education program. All club members must maintain a 2.0 GPA each semester in order to remain in the club.

FULL THROTTLE

To promote leadership among students in the Automotive Technology program, this club provides members networking opportunities within the automotive industry.

GUNSMITHING CLUB

To promote firearm safety, this organization is open to Gunsmithing program students who participate in service projects, fundraisers and other club events.

LAMBDA BETA SOCIETY

A national honor society for the respiratory care profession, its purpose is to promote, recognize and honor scholastic achievement and character of students, graduates and faculty members of the respiratory care profession. Members must be in the top 25 percent of the class.

LAMBDA CHI NU

Open to ADN students and graduates who meet certain criteria; the honor society recognizes academic and clinical excellence in nursing. All members must be recommended by the faculty.

MASSAGE THERAPY CLUB

Open to all students in the massage therapy program, the primary purpose of this club is to market and recruit, team build within the club, and raise money for the massage therapy program.

MATH CLUB

Open to all students with an interest in Mathematics, the purpose is to promote interest and excitement about mathematics in a friendly, collaborative environment. This club is a charter of the national mathematical honor society, Mu Alpha Theta.

MEDICAL ASSISTING CLUB

Open to all medical assisting students, the goals of the club are to promote fellowship, provide service and enhance knowledge of the profession.

MU ALPHA THETA

The purpose of this honor society is to stimulate interest in mathematics by providing public recognition of superior mathematical scholarship and by promoting various mathematical activities. It is cosponsored by the Mathematical Association of America, the National Council of Teachers of Mathematics, the Society for Industrial and Applied Mathematics, and the American Mathematical Association of Two-Year Colleges. There are now over 2000 chapters in the United States and nineteen foreign countries. Colleges and major universities recognize membership in Mu Alpha Theta as an important part of a student's academic resume. Topics presented during club meetings, participation in our free mathematics competitions, and the interest generated by these activities help members to gain a greater understanding and enjoyment of mathematics.

PATIENT CARE TECHNOLOGY CLUB

Open to all patient care technology students, the club promotes the profession and provides an excellent opportunity for networking and community service.

PHI BETA LAMBDA

Phi Beta Lambda (PBL) is the two-year college division of Future Business Leaders of America. PBL has over 11,000 student members nationwide preparing for careers in business and business-related fields such as Accounting, Administrative Office Technology, Computer Technology, Economics, Entrepreneurship, Management, Marketing and Human Resources.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

Open to students in associate degree programs, the award-winning society's four hallmarks are scholarship, leadership, fellowship and service. Activities have included chapter fundraising, assistance with community events and service projects, attendance at international and regional conventions, and participation in activities relating to the international honors topic.

PN CARE CLUB

Open to students enrolled in the PN clinical program, the club recognizes practical nursing as a professional organization, unites students to support and promote the profession, provides a network with which to communicate with state and national organizations and promotes continuing education.

PSYCHOLOGY CLUB

The Psychology Club is open to all students with an interest in the field of psychology.

PTC PHOTO/ART CLUB

This club is open to ARV, CPT and other students with an interest in photography or art. Club members promote involvement on campus and in the community through art, lectures and community services.

RAD TECH CLUB

Open to all radiologic technology and pre-rad students, the club is involved with promoting the rad tech profession and activities such as appreciation programs at local hospitals, attendance at regional conventions and visits by rad tech alumni to speak about the profession.

RESPIRATORY CARE CLUB

Open to respiratory care and pre-respiratory care students, this club promotes the profession and gives members the opportunity to connect with working professionals.

RX TECHS

A club for pharmacy technician students, the club's mission is networking, personal and professional growth and service to the community.

STUDENT NURSES ASSOCIATION

As a national organization, open to nursing and pre-nursing students, this association's purpose is to help in the professional development of the nursing student.

STUDENT SUPPORT SERVICES ADVISORY COUNCIL

Open to selected Student Support Services (SSS) program participants. The primary purpose of this organization is to develop leadership skills, promote peer interactions and assist with the planning and facilitation of SSS events.

SURGICAL TECHNOLOGY CLUB

Open to all surgical technology and pre-surgical technology students, this club promotes the surgical technology profession through group interaction.

TAU ALPHA PI

This is an honor society open to both engineering technology students and graduates who achieve high academic standards. Members are involved in campus and community activities and are working to build a network of local business professionals.

TAU UPSILON ALPHA

Open to students who have declared a major in human services, who have completed at least 12 hours in courses toward an associate degree and who have an overall GPA of 3.25 and rank in the top 35% of their class, Alpha Theta honors academic excellence and promotes excellence in service to humanity.

VETERINARY TECHNOLOGY CLUB

A student chapter of NAVTA (National Association of Veterinary Technicians in America). This club is open to students enrolled in the veterinary technology program. The primary purpose of the club is to promote the professional and educational advancement of veterinary technology students, through community service, educational advancement and leadership development.

VIP (VERY INVOLVED PERSONS) CLUB

This club provides local leadership and community service opportunities for all Newberry County Campus students. It is open to all students, regardless of major.

Library Resources

Piedmont Technical College's library resources are available to students 24 hours a day, 7 days a week, from any location. The starting point for accessing all library resources is the library's web page at **www.ptc.edu/library**. Off campus, students may log in using their PTC ID numbers and 6-digit dates of birth. Our librarians are available to assist in a variety of ways. Patrons may call the library at (864) 941-8441, send an email to librarian@ptc.edu or click on the "Ask a Librarian" link on the library's webpage. For personal assistance, visit the library on the Lex Walters Campus-Greenwood or any of the Learning Resource Centers at the Abbeville, Laurens, McCormick, Newberry or Saluda campuses. Also, college IDs are made at the PTC Library Computer Lab, as well as the Laurens and Newberry Learning Resource Centers. A current schedule and a photo ID are required to obtain a college ID. After acquiring a college ID, a student may obtain a PTC parking decal by presenting his/her car tag number. Parking decals are available at all PTC campuses.

CAMPUS POLICE AND SECURITY

Located on the first floor of the F building, the Campus Police and Security team works hard to maintain a safe and secure campus for students, employees and guests of the college. They provide services such as:

- First Aid needs
- Safety Escorts
- Investigation of crimes
- Emergency phone response
- Emergency alert notification

For immediate assistance from a Campus Police and Security Officer, please call **(864) 941-8000**. The public may call the Crime Prevention Hotline at (864) 941-8745 to report criminal, safety or related information 24 hours a day. Additional information about the services above are available at **www.ptc.edu/campuspolice**. Students are responsible for their personal equipment and property, as Piedmont Technical College does not assume responsibility for stolen articles. Equipment and vehicles should be kept locked at all times. To report missing items, please contact the Campus Police and Security office. The courtesy phones on campus are for the convenience of all students. Calls by students on office phones are not authorized. Students who withdraw from all classes will not be allowed continued access to the college unless they have legitimate business on the premises. More information about the office is located on page 13 of the 2016-17 Academic Catalog.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as part of the Higher Education Opportunity Act, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student-aid programs are subject to this requirement. The Clery Act requires colleges and universities to:

- Publish an annual report disclosing campus security policies and documenting three previous calendar years of select campus crime statistics.
- Provide crime statistics to the U.S. Department of Education.
- Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees.
- Keep a public crime log accessible to the public.
- Uphold basic rights for survivors of sexual assault.

Campus crime, arrest and referral statistics include those reported to the Piedmont Technical College Police Department, those designated as Campus Security Authorities, and law enforcement agencies who provide services to Piedmont Technical College owned and leased properties. For an updated list of these individuals, visit **www.ptc.edu/campuspolice**.

CAMPUS POLICE AND SECURITY RELATED POLICIES

Harassment and Sexual Assault Information

Piedmont Technical College is committed to maintaining a safe and supportive campus for all faculty, staff and students. The college affirms the principle that individuals have the right to be free from any form of harassment. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's sex, color, race, religion, national origin, age, disability or other protected status. Piedmont Technical College will not tolerate harassing conduct that interferes unreasonably with a student's educational process; an individual's work performance; or that creates an intimidating, hostile or offensive campus environment. Further, Piedmont Technical College does not tolerate acts of domestic violence, dating violence, stalking, sexual harassment and sexual assault.

DEFINITIONS

Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and other physical, verbal or visual conduct based on sex. Definitions may be found at **www.ptc.edu/definitions**.

HARASSMENT & SEXUAL ASSAULT REPORTING PROCEDURES

If a student or employee wishes to report dating violence, domestic violence, or stalking, he/she may report it to Campus Police and Security for appropriate follow-up. If a student wishes to report sexual harassment and/or sexual assault, he/she may report it to the Associate Vice President of Student Affairs in 239-A (omundson.a@ptc.edu). If an employee wishes to report sexual harassment and/or sexual assault, he/she may report it to the Director of Human Resources in 157-A (brown.a@ptc.edu). Once a report is received, a preliminary investigation will be conducted to determine appropriate follow-up and violations of PTC's policies and procedures, if any. Confidentiality will be maintained to the extent that the institution can still provide a safe and nondiscriminatory environment for all students, faculty, staff, and administrators. PTC Polices and Procedures which relate to this information can be found at **www.ptc.edu/policies-and-procedures**.

VICTIM ASSISTANCE

Campus Police and Security will assist victims of sexual assault, domestic violence, dating violence or stalking with transportation to the nearest designated treatment center if necessary. The college will provide victims with counseling and information about victim support services. The college will grant victims' requests for reasonable and appropriate alternative accommodations to allay their security and safety concerns. Possible accommodations may include alternative classes, campus relocation, work reassignments and/or schedule changes. The victim may choose to exercise the option to file formal disciplinary actions against the alleged assailant under the Student Code and the Student Grievance Procedure.

DISCIPLINARY ACTION

Disciplinary actions imposed for sexual assault and sexual harassment offenses vary according to the severity of the conduct and may include expulsion of a student or termination of employment for a faculty or staff member. Due process under established college disciplinary procedures will be afforded all parties. Both the complainant and the accused have the right to counsel, but solely for offering advice. Both parties will be notified of the resolution of any disciplinary proceedings and both parties have the right to appeal. All procedures are found in the Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment on pages 50-53 of this Student Handbook.

CAMPUS CONTACTS

If you find yourself a victim, or witness to, an act of domestic violence, dating violence, stalking, sexual harassment, or sexual assault, you may notify any faculty or staff member or one of the following:

- Campus Police and Security: **(864) 941-8000**
- Associate Vice President of Student Affairs: **(864) 941-8376** or **(864) 941-8359**
- Human Resources Director: **(864) 941-8611**

EDUCATIONAL PROGRAMS

Piedmont Technical College provides programming to enhance the awareness and prevention of sexual assault, sexual harassment, domestic violence, dating violence and stalking. Designated staff members and community experts give presentations and provide resources on request.

NOTIFICATION TO STUDENTS

At the beginning of the fall and spring semesters, the Associate Vice President of Student Affairs will send an email to every student with links to information on available counseling, health and legal services for students as well as options that are available for academic accommodations.

Carrying or Possession of Weapons Prohibited on Campus

It is unlawful for a person to carry onto any premises or property owned, operated or controlled by a private or public school, college, university, technical college, other postsecondary institution or any public building a firearm of any kind (guards, law enforcement, military excluded). It is unlawful for any person (law enforcement and authorized officials excluded) to carry on his person, while on any school or college property, a knife with a blade over two inches long, a blackjack, a metal pipe or pole, firearms or any other type of weapon, device or object which may be used to inflict bodily injury or death.

Emergency Alert System

The PTC Alert system allows Piedmont Technical College officials to send emergency messages via all college-owned computers currently attached to the network, through cell phones via text messaging, and through email. This system will only be used to communicate during emergencies. The system allows students who provide a cell phone number to be reached during emergencies via text messaging, even if they're not on campus, tuned into local news or checking email. Piedmont Tech will provide additional information as needed via the college website, PTC Pathway, and media outlets.

Policy for the Use of Alcohol and Other Drugs

It is the policy of the South Carolina Technical College System to provide a drug-free, healthy, safe and secure work and educational environment. Employees and students are required and expected to report to work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful, for these purposes, means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or on approved educational sites off campus. In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment. The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

- Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, the risk of injury, poor health or death. Information on health risks and effects of controlled substances and alcohol will be provided to students and employees.
- Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting the agency and the college mission as well as seriously affecting educational and career goals of the student.
- Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to the Human Resources Office within five days.
- It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures, statements, laws and guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion, respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
- Use of employee assistance programs, student assistance programs or drug/alcohol rehabilitation is encouraged.

Severe Weather Policy

PTC is committed to providing a safe and secure campus for students, employees and visitors. To that end, college personnel will take appropriate actions to prevent conditions that could result in the harm of lives and/or property.

WATCH means that conditions are present for severe weather to develop, e.g. thunderstorm or tornado.

WARNING means that severe weather is imminent and that a tornado or funnel cloud, for example, has been sighted. When a warning is issued, students will be directed to the many **Shelters in Place** areas throughout campus. **Shelters in Place** areas are interior classrooms, offices or hallways that do not have windows or outside doorways. Students should NOT attempt to leave campus during this period.

When weather conditions return to normal, students, faculty and staff will be directed to return to their classrooms and offices.

In the case of severe weather conditions during the night, such as snow and ice, the college will notify students in several ways. Visit **www.ptc.edu/weather** for full details.

Student ID

College policy requires that persons on campus be enrolled as students, employed by the institution or have other legitimate business on the premises. To ensure enforcement of this policy, Campus Police and Security staff members are empowered by the administration to make periodic identity checks. Picture identification cards should be worn on the exterior clothing of all students, faculty and staff.

Tobacco Use Policy

It is the policy of Piedmont Technical College that the use of tobacco, tobacco products and electronic cigarettes are prohibited. Violations could result in a $25 citation and a referral to the Associate Dean of Students.

Vehicle Registration and Decals

Motor vehicles operated on the Lex Walters Campus-Greenwood and county campuses must be registered with the Campus Police and Security Office. Registration decals are available from the Library or at county campuses at no cost to the student. During registration week, maps designating authorized parking areas will be distributed to all students. Parking tickets will be issued for all parking violations, including parking in unauthorized areas. Fines will be paid at the Business Office. Disputed citations may be appealed to the Traffic Citation Appeals Committee. Appeal forms can be obtained from the Campus Police and Security Office. The committee will meet once a month or as required by volume of appeals.

STUDENT RESPONSIBILITIES AND COLLEGE POLICIES

Bulletin Boards

All student club notices and other publicity such as posters and fliers must be approved through the Student Success Center. Posters or other materials shall not be posted on glass, vinyl, wood or painted surfaces of the buildings.

Children on Campus

Piedmont Technical College is not able to offer child care services to students with children. As a result, students must make arrangements for child care while they are attending classes or working in labs. The presence of children in classes or labs is disruptive for the instructor and fellow classmates, and we want everyone to gain as much as possible from the educational experience at PTC.

Copyright Policy and Infringement

Piedmont Technical College expects all students and employees to adhere to federal copyright laws. Copyright infringement is the reproduction, distribution, performance, public display or derivation of a copyrighted work without the explicit authorization of the copyright owner. Infringement is a serious offense that violates one or more of the exclusive rights granted to copyright holders. More information on copyright law and infringement is available at **www.ptc.edu/copyright**.

Dress and Personal Appearance

Students are encouraged to use their own discretion and judgment in selection of clothing to be worn and personal appearance at the college. If, however, extreme styles of dress interfere with the educational process, or are found to be offensive by another student, appropriate attire will be suggested to the student. Each department head has the prerogative to require dress appropriate to the career field for which the student is preparing.

Online Honor Policy and Online Confidentiality of Email and Online Materials

I pledge to strictly adhere to the following conditions:

1. I will not divulge my username or password to anyone.
2. I, and only I, will post answers to course assignments using my username and password.
3. I, and only I, will take the online exams using my username and password.
4. I understand that the online exams are closed book and I will not refer to my textbook while taking the exams (unless explicitly told otherwise by my instructor).
5. I will not divulge the content of the online exams to any other student, whether enrolled in the course or not.
6. I will report any violations of this honor code to the instructor.

I understand the violation of this honor code will constitute a violation of the Student Code for the South Carolina Technical College System and I will be subject to the appropriate sanctions as described in the PTC student handbook.

All students' email addresses may be available to other students in the class. Although some assignments in an online course may require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication. However, students should recognize that email and other electronic media are never totally secure; therefore, there is no guarantee of the privacy of your email.

The use of Piedmont Technical College's website, email service and/or online learning management system software for the creation and/or distribution of material not pertaining to course participation is prohibited and may be grounds for disciplinary actions according to College Policy. Such actions include, but are not limited to, the inappropriate use of email and discussion boards for harassment, unlawful solicitation, and "spamming" and the use of editing tools within the online learning management system software to create offensive material and/or to link to inappropriate materials.

To protect your privacy, do not share your college ID or password with anyone else.

Policy Regarding Students Called to Military Duty

TUITION REFUND

Students who are members of the National Guard or Reserves and have been ordered to active military duty will be provided a full refund of tuition and fees or will be provided a credit to be used against future terms. The adjustment of tuition will be made on an individual student basis, taking into consideration the date of withdrawal and the source of the student's funding. All students who have to withdraw due to military call-up should be referred to the Business Office to ensure that all adjustments can be made to the appropriate program and through the appropriate college offices. If you have questions regarding the refund policy, please contact the Business Office at (864) 941-8322.

TEXTBOOKS

Students or their families will need to coordinate any return of books through the Campus Shop manager. Book refunds will be based on the condition of the books returned.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The term in which the student is withdrawing will not count against the maximum allowable terms for that program. The student's file will be noted with the term affected by the military call-up. This term of withdrawal will be waived in monitoring the Title IV Standards of Satisfactory Academic Progress.

GRADING

Students called to military service in the middle of a term will be awarded the non-punitive grade of W. If the call to duty is near the end of the term, and the student has completed most of the course objectives, it is the instructor's discretion to award a grade of A, B, C or D rather than a W.

Refund Policy

Students may receive refunds of tuition upon reduction of credit hours during the add/drop period of each term. To receive refunds, students must submit the Change of Class Schedule form or drop courses through their Pathway account prior to the end of the add/drop period. Students are considered to be enrolled unless the student initiates the drop through Pathway or through the use of the Change of Class Schedule form. Please see the student calendar, the college website at **www.ptc.edu** or the Student Records Office for dates of the add/drop periods. Refunds for student-initiated drops will be processed as they occur and mailed on Friday of the following week.

Social Media

Piedmont Technical College students should exercise caution, sound judgment, common sense, and professionalism when using social media sites. Improper use including unprofessional or unethical conduct and breach in confidentiality may violate state and federal laws and could result in disciplinary action.

Tuition Payment Policy

Before the tuition and fee due dates for each term, full payment of fees is required or an approved payment plan agreement must be signed. Registration on accounts not paid in full or approved for the payment plan by the tuition deadline will be deleted. For your convenience, the college accepts cash, personal checks, MasterCard, Visa and Discover for payment of tuition and fees.

Students are responsible for the management of their financial accounts. If a student decides not to attend a class before the semester begins, it is the student's responsibility to drop the class. Students who do not initiate the drop or withdrawal process may still owe the tuition and fees to the college. If financial obligations to the college are not met by the student and the account is turned over to a collection agency or the S.C. Department of Revenue, the student will be responsible for paying all collection fees involved. Also, future registrations will be blocked and all grades will be withheld for any debt to the college.

Students who are applying for financial aid have the responsibility of ensuring that the entire financial aid process is completed prior to the tuition deadline. Students who have missing information or have been selected for verification must submit all of the required paperwork by the tuition deadline. **Failure to supply the necessary paperwork will result in students being dropped from their classes.**

HOW TO PAY USING FINANCIAL AID

If you receive a grant, loan or scholarship, your award will be posted directly into your student account to offset tuition and fees. If the aid posted is not enough to cover tuition and fees, it is your responsibility to pay the remaining balance before the term begins to avoid being dropped for non-payment.

For additional financial aid information on programs and policies, refer to our web page at **www.ptc.edu/fininfo/Quick_Facts.htm**.

Use of Cell Phones and Other Electronic Devices

It is inappropriate for students to use cell phones, iPods, MP3 players, pagers or other electronic devices during any class, clinical or laboratory activity, in the college library, or in any college office. Students should advise their families and friends that they will be called out of class for a telephone call only in case of emergency.

Use of Computers

It is the policy of Piedmont Technical College to allow students to use the computer resources for educational purposes or for conducting college business, such as registration or processing financial aid applications. Students who use the computer resources for any other activity deemed to be inappropriate will be asked to suspend such activity. Continued inappropriate use may lead to disciplinary action according to the South Carolina Student Code of Conduct.

COLLEGE CODE OF CONDUCT

It is a common goal of the faculty, staff, students and administration of Piedmont Technical College to foster a campus environment that is conducive to teaching, learning and personal development. All students and employees of PTC are expected to exhibit both in the classroom and throughout the campus values, attitudes and behaviors that nurture character and ethical behavior. These core values are respect, responsibility, honesty and self-discipline.

Respect

Showing regard, consideration and courtesy of the rights and feelings of students AND employees and conducting oneself in a mature, dignified manner.

Responsibility

Distinguishing between right and wrong and being held accountable for one's actions.

Honesty

Being truthful, respecting others' property and demonstrating integrity.

Self-Discipline

Controlling one's actions and attitudes so as not to inflict emotional and physical harm on others.

Piedmont Technical College students are expected to conduct themselves in a mature, dignified and honorable manner both inside and outside the college. Activities that are considered detrimental to the aims and objectives of the college may be cause for disciplinary action. All instructors, as well as administrators, have express authority for general supervision of student conduct. The Associate Vice President of Student Affairs and the Associate Dean of Students will recommend methods of handling cases of alleged misconduct, according to the Student Code for the South Carolina Technical College System.

The Student Code for the South Carolina Technical College System

Procedure 3-2-106.1

GENERAL PROVISIONS

I. Purpose

The Student Code for South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

II. Principles

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

III. Solutions of Problems

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

IV. Definitions

When used in this document, unless the content requires other meaning,

A. "College" means any college in the South Carolina Technical College System.
B. "President" means the chief executive officer of the college.
C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
F. "Student" means a person taking any course(s), credit or non-credit, offered by the college.
G. "Instructor" means any person employed by the college to conduct classes.
H. "Staff" means any person employed by the college for reasons other than conducting classes.
I. "SGA" means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
J. "Campus" means any place where the college conducts or sponsors educational, public service or research activities.
K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
L. "Instructional Weekday" means any day except Saturday, Sunday or any other day on which the college is closed.

STUDENT CODE

I. Students' Rights

A. FREEDOM FROM DISCRIMINATION

There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

B. FREEDOM OF SPEECH AND ASSEMBLY

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

C. FREEDOM OF THE PRESS

In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. FREEDOM FROM UNREASONABLE SEARCHES AND SEIZURES

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. RIGHT TO PARTICIPATE IN COLLEGE GOVERNANCE

Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.

F. RIGHT TO KNOW ACADEMIC AND GRADING STANDARDS

Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.

Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.

G. RIGHT TO PRIVACY

Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

H. RIGHT TO CONFIDENTIALITY OF STUDENT RECORDS

All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veteran's affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

I. RIGHT TO DUE PROCESS

At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

II. Student Responsibilities

A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.

B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.

C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

III. Student Conduct Regulations

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

A. ACADEMIC MISCONDUCT

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information may call for disciplinary action.

1. Cheating on tests is defined to include the following:
   a. Copying from another student's test or answer sheet.
   b. Using materials or equipment during a test not authorized by the person giving the test.
   c. Collaborating with any other person during a test without permission.
   d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
   e. Bribing or coercing any other person to obtain tests or information about tests.
   f. Substituting for another student, or permitting any other person to substitute for oneself.
   g. Cooperating or aiding in any of the above.

2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.

3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.

4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

B. ABUSE OF PRIVILEGE OF FREEDOM OF SPEECH OR ASSEMBLY

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

C. FALSIFICATION OF INFORMATION AND OTHER ACTS INTENDED TO DECEIVE

Falsification of information and other acts intended to deceive include, but are not limited to the following:

1. Forging, altering, or misusing college documents, records or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service

D. ACTIONS WHICH ENDANGER STUDENTS AND THE COLLEGE COMMUNITY

Actions which endanger students and the college community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

E. INFRINGEMENT OF RIGHTS OF OTHERS

Infringement of rights of others is defined to include, but is not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1.
3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.
4. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

F. OTHER ACTS WHICH CALL FOR DISCIPLINE

Other acts which call for discipline include, but are not limited to, the following:

1. Possessing, using or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off-campus when participating in a college sponsored event or activity.

IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

A. INTERIM SUSPENSION

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process follows:

1. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 p.m. of the first class day following the decision to impose the interim suspension.
2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's address of record within two (2) instructional weekdays of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two (2) instructional weekdays of receiving the information from the President, or designee.

This letter must include the following information:

a. The reason(s) for the interim suspension;
b. Notice that the interim suspension does not replace the regular hearing process;
c. Information about requesting a hearing before the Hearing Committee; and
d. Notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

B. ACADEMIC MISCONDUCT

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
   a. Completion of an educational activity relating to the nature of the offense.
   b. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
   c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
   d. Assign a failing grade for the course.
   e. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five (5) instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven (7) instructional weekdays of the date of the Chief Academic Officer's letter.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student's address of record. This letter must contain the following information:
   a. A restatement of the charge(s);
   b. The time, place and location of the appeal;
   c. A list of witnesses that may be called; and
   d. A list of the student's basic procedural rights.

   These rights follow:
   1. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
   2. The right to present witnesses on one's behalf.
   3. The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
   4. The right to know the identity of the person(s) bringing the charge(s).
   5. The right to hear witnesses on behalf of the person bringing the charges.
   6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
   7. The right to appeal the decision of the Chief Academic Officer to the President.

   e. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
   a. Accept the decision and the sanction imposed by the instructor.
   b. Accept the instructor's decision but impose a less severe sanction.
   c. Overturn the instructor's decision.

Within two (2) instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five (5) instructional weekdays of the receipt of the Chief Academic Officer's decision.

After receiving the student's request, the President will review all written materials, nonwritten materials, and evidence relating to this incident and render one of the following decisions:

a. Accept the decision and the sanction imposed
b. Accept the decision, but impose a less severe sanction
c. Overturn the decision
d. Remand the case to the Student Hearing Committee to be re-heard.

The President's decision is final and cannot be appealed further.

C. STUDENT MISCONDUCT

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than ten (10) instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

1. Preliminary Investigation

Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

a. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.

b. Restitution: Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.

c. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.

d. Disciplinary Probation: A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

e. Loss of Privileges: Suspension or termination of particular student privileges.

f. Suspension from the college: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.

g. Expulsion from the college: Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee,has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

h. Any combination of the above.

Within five (5) instructional weekdays of the preliminary investigation, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the investigation, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee

a. The Hearing Committee shall be composed of the following:

1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
2. Three student members appointed by the appropriate student governing body and approved by the President.
3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
4. The Chief Student Services Officer, or designee, who serves as an ex officio non-voting member of the Committee and who presents the case.

b. The Hearing Committee shall perform the following functions:

1. Hear cases of alleged violations of the Code of Student Conduct.
2. Insure that the student's procedural rights are met.
3. Make decisions based only on evidence and information presented at the hearing.
4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:

a. Academic Misconduct (cases sent to the Hearing Committee by the President)

1. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
2. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
3. Assign a failing grade for the course.
4. Require the student to withdraw from the course.

b. Student Misconduct

1. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
2. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
3. Restitution: Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
4. Disciplinary Probation: A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
5. Loss of Privileges: Suspension or termination of particular student privileges.
6. Suspension from the college: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
7. Expulsion from the college: Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
8. Any combination of the above.

c. Hearing Committee Procedures

1. The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation.
2. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's address of record. The letter must contain the following information:

a. A statement of the charge(s).

b. A brief description of the incident that led to the charge(s).

c. The name of the person(s) submitting the incident report.

d. The date, time, and place of the scheduled hearing.

e. A list of all witnesses who might be called to testify.

f. A statement of the student's procedural rights. These rights follow:

1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
2. The right to present witnesses on one's behalf.
3. The right to know the names of any witnesses who may be called to testify at the hearing.
4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
6. The right to know the identity of the person(s) bringing the charge(s).
7. The right to hear witnesses on behalf of the person bringing the charges.
8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
9. The right to a fair and impartial decision.
10. The right to appeal the Hearing Committee's decision.

3. On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.

4. The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

d. Hearing Committee Meetings

1. The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.
3. The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
4. Witnesses shall be called in one at a time to make a statement and to respond to questions.
5. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "preponderance of evidence," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
6. The Chair of the Hearing Committee will send a certified letter to the student's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

3. Appeal

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable.

The President , or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's address on record.

The Student Grievance Procedure for the South Carolina Technical College System

Procedure 3-2-106.3

*Students may find the **Student Grievance Form** on the PTC website by going to:* **www.ptc.edu/grievance-form**.

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

II. Definitions

When used in this document, unless the content requires other meaning:

A. "College" means any college in the South Carolina Technical College System.

B. "President" means the chief executive officer of the college.

C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.

D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.

E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.

F. "Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.

G. "Days" means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.

H. "Student" means a person taking any course(s) offered by the college.

I. "Instructor" means any person employed by the college to conduct classes.

J. "Staff" means any person employed by the college for reasons other than conducting classes.

K. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

III. Grievance Process

A. FILING A COMPLAINT

This procedure must be initiated by the student within 30 instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the 30 day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B. PRE-HEARING

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays days after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

When the College's President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents or a three person ad hoc committee from within the System to hear the student's complaint.

C. STUDENT GRIEVANCE HEARING

1. Requesting a Hearing

a. The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.

b. If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.

c. Within two instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

a. Student Grievance Committee: The President must approve all recommended members. The committee shall be composed of the following:

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the Chief Academic Officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
5. The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.

b. Ad hoc Committee of Presidents: The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.

c. The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.

d. The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

3. Hearing Procedures

a. The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:

1. A brief description of the complaint, including the name of the person filing the complaint;
2. The date, time, and location of the meeting;
3. The name of any person who might be called as a witness.
4. A list of the student's procedural rights. These rights follow:
   a. The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
   b. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
   c. The right to consult with consul. This person serving as consul may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
   d. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.

b. At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.

c. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.

d. Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.

e. The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.

f. Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.

g. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.

h. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.

i. The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

D. APPEAL PROCESS

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

The Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment

Procedure 3-2-106.2

I. Procedural Overview

The South Carolina Technical College System does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. Any questions regarding Title IX may be referred to the college's Title IX Coordinator or to the Office of Civil Rights.

The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior or complaints alleging acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee. The Title IX Coordinator's office location, email address, and phone number are printed in the college's catalog and appear on the college's website. Students may also contact any Responsible Employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee. The college will evaluate violations to their anti-bullying policy to determine if there is also a possible violation of Title IX.

The Title IX Coordinator, or designee will work with the student who filed a complaint ("Complainant") under this policy to mitigate, to the extent reasonably possible, the likelihood of additional injury during the pendency of the investigation and proceedings. After a complaint has been filed alleging a sex offense covered under this regulation that has occurred, the Title IX Coordinator, or designee will also accommodate Complainants' reasonable requests to change academic schedules, housing assignments, or to make other reasonable accommodations.

Reports may also be filed by any other member of the college community at any time. The Complainant may also file a criminal report regarding the alleged conduct. Title IX investigations are separate from criminal investigations. However, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. During this delay, colleges will take interim measures to protect the complainant in the educational setting. Additionally, all parties involved will receive updates of the status of the investigation and receive notification once the college resumes its Title IX investigation. The State Board for Technical and Comprehensive Education (SBTCE) and its member colleges encourage the prompt reporting of sexual misconduct to campus law enforcement and local law enforcement. Information regarding law enforcement reporting procedures is available on the colleges' websites.

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, sexual violence, and other forcible and non-forcible sex offenses, as well as sexual harassment awareness programs.

If the alleged violator named in the report is an employee or third party, the case will be adjudicated through SBTCE Student Grievance Procedure (SBTCE Procedure 3-2-106.3) and/or SBTCE Non-Discrimination, Anti-Harassment, and Sexual Misconduct Procedure (SBTCE 8-5-101.1).

If the alleged violator of this policy is a student, the case may be adjudicated through the Formal Resolution Process (Section IV) or the Informal Resolution Process/Mediation (Section V) as outlined below.

II. Definitions

For a list of definitions, please refer to our website at **www.ptc.edu/definitions**.

III. Sanctions

Following an investigation by the Title IX Coordinator, or designee, and/or hearing before the Hearing Committee the following sanctions may be imposed, if the available information indicates that a violation has occurred:

a. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.

b. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.

c. Disciplinary Probation: A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

d. Loss of Privileges: Suspension or termination of particular student privileges.

e. Suspension from the college: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.

f. Expulsion from the college: Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

g. Additional Measures: Minimizing contact between Complainant and Respondent; may include, but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.

h. Any combination of the above.

IV. Formal Resolution Process

A. PRELIMINARY INVESTIGATION

Within five (5) instructional weekdays after the charge has been filed, the Title IX Coordinator, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator (Respondent) and, if needed, the Complainant. During the pendency of the investigation, the college will take reasonable measures to ensure the requirements of any judicial no-contact, restraining, or protective orders are followed while the Complainant is engaged in school activities. After discussing the alleged infraction with the Respondent and reviewing available information, the Title IX Coordinator, or designee will decide whether the information presented during the meeting indicates that a violation occurred. When the Respondent cannot be reached to schedule an appointment or when the Complainant fails to attend the meeting, the Title IX Coordinator, or designee, will base the decision upon the available information.

B. SANCTIONING

If the available information indicates that a violation has occurred, then one of the following sanctions outlined in Section III will be imposed.

C. NOTIFICATION OF RESOLUTION

Within five (5) instructional weekdays of completion of the preliminary investigation, the Title IX Coordinator, or designee, will send a certified letter to the Respondent and to the Complainant. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the Respondent allegedly violated, identify the decision, summarize the rationale, and, if the Respondent violated the regulation(s), state the sanction that was imposed. This letter must also state that if the Respondent or the Complainant disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Title IX Coordinator, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance pending the outcome of the Hearing Committee's meeting. Under exceptional circumstances, the Title IX coordinator, or designee may extend the timeframe of the investigation and hearing process.

D. HEARING

If it is determined by the Title IX Coordinator, or designee, that the alleged violation occurred and that a hearing is necessary or if a hearing is requested, the Title IX Coordinator, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation. The Title IX coordinator, or designee, will also take steps, where necessary, to prevent the further harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing sexual harassment or sexual assault or other counseling to the Complainant. The Title IX Coordinator, or designee, where appropriate, will ensure the Complainant is aware of available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance. The Title IX Coordinator, or designee, where appropriate, will also take steps to prevent the harassment of the Respondent. Furthermore, the Title IX Coordinator, or designee will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further sexual harassment or sexual assault or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the Technical College community. In cases involving sexual harassment, the Title IX Coordinator, or designee, will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator, or designee, will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

1. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Title IX Coordinator, or designee, shall send a certified letter to the Respondent's address of record and to the Complainant's address of record. The letter must contain the following information:

   a. A statement of the charge(s).

   b. A brief description of the incident that led to the charge(s).

   c. The name of the person(s) submitting the incident report.

   d. The date, time, and place of the scheduled hearing.

   e. Identification of the members and chair of the Hearing Committee

   f. A list of all witnesses who might be called to testify.

   g. A statement of each party's procedural rights. These rights follow:

      1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
      2. The right to present witnesses on one's behalf.
      3. The right to know the names of any witnesses who may be called to testify at the hearing.
      4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
      5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
      6. The right to know the identity of the person(s) bringing the charge(s).
      7. The right to hear witnesses on behalf of the person bringing the charges.
      8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
      9. The right to challenge the participation of any member of the Hearing Panel by submitting a written objection to the assigned Title IX Coordinator within three (3) days of notification. Such an objection must state the specific reason(s) for the objection. The Title IX Coordinator will evaluate the objection and determine whether to alter the composition. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.
      10. The right to a fair and impartial decision.
      11. The right to appeal the Hearing Committee's decision.

2. On written request of the Respondent or the Complainant, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Title IX Coordinator, or designee, concurs with this change.

3. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

E. APPEAL

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the college's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee communicated its decision to the parties involved. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee.

The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the student's address of record.

V. Informal Resolution/Mediation Process

At any time before the Hearing Committee provides notice of the Complainant's hearing, the Complainant may elect to resolve his or her Complaint through the informal resolution (mediation) process, provided that (1) the Respondent agrees to such resolution, (2) the Complainant and the Respondent are both students, (3) the Title IX Coordinator, or designee, determines that informal resolution is an appropriate mechanism for resolving the Complaint, and (4) the Complaint does not involve sexual assault, sexual exploitation, and sexual violence. Otherwise, a Complaint that is not closed pursuant to the Title IX Coordinator's, or designee's, evaluation of the Investigative Report will proceed to formal resolution.

At any time prior to the date of his or her designated hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual harassment or sexual assault, sexual exploitation, and sexual violence. In such a situation, the Title IX Coordinator will propose sanction(s). If the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Committee will convene for the exclusive purpose of determining a sanction, which determination may be subject to appeal.

Informal resolution may not be selected for less than all of the misconduct alleged in the Complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all the claims at issue), then all of the claims must be resolved according to the informal resolution process.

The Complainant and Respondent both have the right to terminate the informal resolution process at any time and proceed with formal resolution. Furthermore, the Title IX Coordinator, or designee, may, where, appropriate, terminate or decline to initiate informal resolution, and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in the subsequent formal resolution proceedings.

A. The Title IX Coordinator, or designee, will appoint a Mediator to oversee the mediation process.

B. Notice of the Mediation: Promptly after the Title IX Coordinator, or designee has appointed the Mediator; the Title IX Coordinator, or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth 1.) the date, time, and location of the mediation; 2.) the name of the individual selected to serve as the Mediator.

C. No Contact: Parties may not contact each other outside of the mediation, even to discuss the mediation.

D. Attendance: Both the Complainant and the Respondent are expected to attend the mediation. If either party fails to appear at the mediation, and such party was provided proper notice of the mediation as set forth above, the Mediator may either direct that resolution of the Complaint to be determined according to the formal resolution process set forth above, or if the Complainant fails to appear without good cause, dismiss the Complaint.

E. The Mediation

1. The Complainant's Rights. During the mediation the Complainant may:
   a. Confront the Respondent in the presence of, and facilitated by, the Mediator
   b. Communicate his or her feelings and perceptions regarding the incident and the impact of the incident either by communicating directly with the Respondent or by communicating indirectly with the Respondent through the Presiding Officer and/or
   c. Relay his or her wishes and expectations regarding protection in the future.
2. Counsel and Advisors:
   a. Legal Counsel- Under no circumstances may legal counsel be present at the mediation on behalf of the alleged Complainant or Respondent. The College, however, may seek advice from legal counsel on questions of law and procedure through the mediation process.
   b. Other Advisors- Absent accommodation for disability, the parties may not be accompanied by an advisor during the mediation.
3. Resolution
   During the mediation, the Presiding Officer will attempt to facilitate the parties' resolution of the Complaint. If the mediation results in a resolution between the parties and the Title IX Coordinator, or designee, finds the resolution to be appropriate under the circumstances (giving consideration to the extent to which the resolution will protect the safety of the Complainant and entire college community), the informal disciplinary procedure will be concluded, and the complaint will be closed. If such a resolution is reached, the terms of the resolution shall be committed to writing and signed by all parties. If the parties are unable to reach a resolution, the formal resolution process outlined above will promptly commence.
4. Revocation
   Any party bound by a resolution reached during mediation shall have the right to revoke the written mediation agreement provided such revocation is in writing and received by the Title IX Coordinator, or designee, no later than the close of business on the fifth day after full execution of the agreement.

F. Privacy and Disclosure. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the general public. Accordingly, documents prepared in anticipation of the mediation and other information introduced at the mediation may not be disclosed outside of the mediation, except as may be required or authorized by law.

G. Documentation. The college will retain any documentation of the mediation for at least seven (7) years.

VI. Hearing Committee

The Hearing Committee shall be composed of the following:

A. Five (5) faculty/and or staff members and one (1) Ex Officio nonvoting member appointed by the Title IX Coordinator, or designee.

B. All cases are decided by a majority vote. In extenuating circumstances hearings may move forward with three (3) members.

C. The Title IX Coordinator, or designee, will designate one (1) member of the Hearing Committee as the Chair.

The Hearing Committee shall perform the following functions:

A. Hear cases of alleged violations of the Code of Student Conduct.

B. Insure that the student's procedural rights are met.

C. Make decisions based only on evidence and information presented at the hearing.

D. Determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation.

E. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the sanctions outlined in Section III.

Hearing Committee Meetings:

A. The chair shall be appointed by the Title IX Coordinator, or designee, from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.

B. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the college, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.

C. The Committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings, and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Title IX Coordinator. The student may review the notes and listen to the recording under the supervision of the Title IX Coordinator or designee.

D. Witnesses shall be called in one at a time to make a statement and to respond to questions.

E. After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation, occurred, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred, by majority vote, the members will decide upon the appropriate sanction.

F. The Chair of the Hearing Committee will send a certified letter to the Respondent's and to the Complainant's addresses of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.

1. When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the Complainant will also include the sanction imposed by the Hearing Committee.
2. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the Complainant will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the Complainant (e.g., the violator has been directed to stay away from the Complainant while on the college's campus).

VII. Confidentiality and Privacy

The college will protect Complainants' privacy to the extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused.

The college will make every reasonable effort to abide by Complainants' wishes to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to a respondent include: the seriousness of the alleged conduct; the Complainant's age; whether there have been other complaints about the same individual; and the alleged violator's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA). All hearings closed to all persons except those referenced in hearing section (VI, "Hearing Committee Meetings").

VIII. Amnesty for Drug and Alcohol Possession and Consumption Violations

Students are encouraged to report instances of sex-based discrimination, sexual harassment, and sexual harassment or sexual assault involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual harassment or sexual assault involving students will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in which they might have engaged in connection with the report.

Student Instructional Complaint/Appeal Process

COMPLAINT PROCESS

From time to time, issues may arise which result in a student having a complaint about the instruction or grades received during a course. In all instances, the student should seek resolution with his/her faculty member directly. If a student is unable to resolve the concern after working with the instructor, the formal complaint process may be initiated.

This formal process provides a system by which a student can make a complaint concerning (1) instruction during a course, (2) faculty conduct, or (3) course grades.

To initiate an instructional complaint, begin by filling out the form available at **www.ptc.edu/complaint** and submit the form to the faculty member's direct supervisor. Contact information is available on the Academic Programs by Division directory found on pages 56-57 of this publication.

Following investigation of the complaint, an instructor's supervisor will make a binding decision. In cases where an academic dean is not the direct supervisor of the instructor in question, the appropriate dean will sign-off on the decision before the supervisor provides a written response to the student making the complaint. The supervisor has 10 instructional weekdays (days that classes are in session) to provide a written response to a student's complaint.

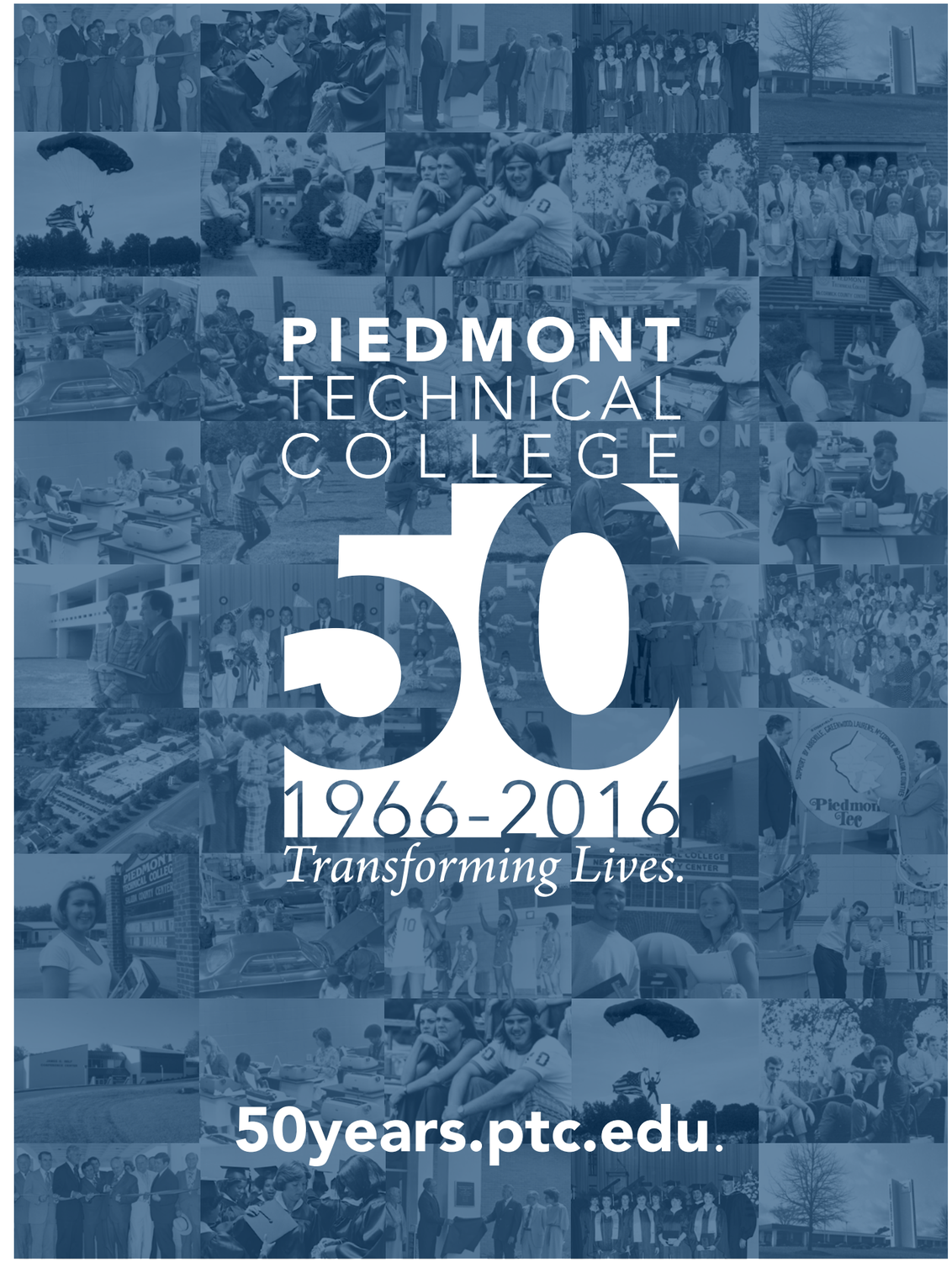
APPEAL PROCESS

Following the decision, if the student feels that due process was not followed, the appeal process may be used to challenge the decision reached during the complaint process. An appeal must be submitted within 10 instructional weekdays (days that classes are in session) following the decision being appealed.

The person filing the appeal should use the form available at **www.ptc.edu/appeal**, and should submit the form to the office of the Vice President for Academic Affairs. Upon receiving the appeal, the Vice President will have 10 instructional weekdays (days that classes are in session) to respond to the appeal. The Vice President will convene and chair a committee composed of the following individuals: Vice President for Academic Affairs (or designee), President's designee, a faculty member from another academic division of the college, the Associate Vice President of Student Affairs (or designee).

The appealing party will be provided the opportunity to present a case for appeal before the committee and should be prepared to answer questions. The committee may also interview college faculty who were involved in the original decision being appealed.

The Vice President will provide the person bringing the appeal the committee's decision in writing. This decision is final and binding.



Academic Programs by Division

ARTS AND SCIENCES

Bradley Griggs, Dean | (864) 941-8630
Melissa Gregory, Administrative Specialist | (864) 941-8447

Program	Contact	Phone Number
Associate in Arts and Sciences	Bradley Griggs	(864) 941-8630
Science	David Henry	(864) 941-8570
College Transfer Programs	Kim Neal	(864) 941-8672
English	Tonia Luker	(864) 941-8459
Humanities	Dee Sumerel	(864) 941-8455
Mathematics	Kim Neal	(864) 941-8672
Social Sciences	Bradley Griggs	(864) 941-8630
Transient	Admissions	(864) 941-8369
Undecided	Career Planning and Counseling Services	(864) 941-8356

BUSINESS/PUBLIC SERVICE

Sissy Copeland, Dean | (864) 941-8501
Maryanne Goff, Administrative Specialist | (864) 941-8729

Program	Contact	Phone Number
Administrative Office Technology	Lesley Price	(864) 941-8746
Business	Sissy Copeland	(864) 941-8501
Commercial Art	Kendall Adams	(864) 941-8474
Computer Technology	Lesley Price	(864) 941-8746
Criminal Justice	Josh Lindsay	(864) 941-8681
Early Care and Education	Rhonda Pendergrass	(864) 941-8507

COLLEGE PREPARATORY AND TRANSITIONAL STUDIES

Lisa Martin, Dean | (864) 941-8393
Allison Bouknight, Administrative Specialist | (864) 941-8353

Program	Contact	Phone Number
English	Claudia Edwards	(864) 941-8448
Math	Rick Judy	(864) 941-8772
Reading/College Skills	Joyce Brown	(864) 941-8727

ENGINEERING/INDUSTRIAL TECHNOLOGY

David Kibler, Interim Dean | (864) 941-8475
Maggie Slimmer, Administrative Specialist | (864) 941-8486

Program	Contact	Phone Number
Agriculture	Hugh Bland	(864) 445-3144, ext. 3104
Automotive Technology	Gerald Sartin	(864) 941-8468
Building Construction Technology	Bobby Roche	(864) 941-8465
Engineering Graphics Technology	Christina Knight	(864) 941-8483
General Engineering Technology	Sandy Warner	(864) 941-8466
Electronic Engineering Technology	Doug Massey	(864) 941-8484
Gunsmithing	Jerry Capone	(864) 941-8753
Horticulture Technology	Josh Murdock	(864) 941-8671
HVAC Technology	Keenan Tallent	(864) 941-8473
Industrial Electronics Technology	Charles Dixon	(864) 941-8656
Machine Tool Technology	Don Lytch	(864) 941-8472
Mechanical Engineering Technology	Sung Kim	(864) 941-8477
Mechatronics Technology	Kevin Moore	(864) 941-8480
Welding	Jim Ladd	(864) 941-8476

HEALTH SCIENCE

Jerry Alewine, Dean | (864) 941-8536
Kim M. Easler, Administrative Specialist | (864) 941-8504

Program	Contact	Phone Number
Cardiovascular Technology *(Invasive)*	Christy Nichols	(864) 941-8618
Cardiovascular Technology *(Non-Invasive)*	Laura Boone	(864) 941-8717
Dental Hygiene	Lenette Thompson	(864) 941-8516
Emergency Medical Technician	Deborah Hoffman	(864) 941-8426
Funeral Service	David Martin	(864) 941-8506
Health Information Management	Lenette Thompson	(864) 941-8516
Human Services	Beverly Burton	(864) 941-8503
Massage Therapy	Michelle Liggett	(864) 941-8617
Medical Assisting	Deborah McCallum	(864) 941-8464
Medical Laboratory Technology	Lenette Thompson	(864) 941-8516
Nursing Assistant	Deborah Hoffman	(864) 941-8426
Occupational Therapy Assistant	Audrey Wilson-Alston	(803) 768-8189
Patient Care Technology	Kindel Atkins	(803) 768-8152
Pharmacy Technician	Clayton Sprouse	(864) 941-8527
Phlebotomy Technician	Deborah McCallum	(864) 941-8464
Physical Therapy Assistant	Lenette Thompson	(864) 941-8516
Radiologic Technology	Lee Balentine	(864) 941-8523
Respiratory Care	Ann Allen	(864) 941-8533
Surgical Technology	Susan Kinney	(864) 941-8535
Veterinary Technology	Ruthie Buist	(803) 768-8162

NURSING

Tara Harris, Dean | (864) 941-8525
Deidre Stidom, Administrative Specialist | (864) 941-8724

Program	Contact	Phone Number
Nursing	Tara Harris	(864) 941-8525

PIEDMONT Technical College

Lex Walters Campus-Greenwood Directory