

ACADEMIC CALENDAR 2001-2002

2001 Fall Semester

August 13 (M)	Faculty In-Service
August 14, 15, 16 (T,W,Th)	Student Registration
August 17 (F)	Late Registration/Faculty Work Day
August 18 (Saturday)	New Student Orientation

Fall Semester - 16 Weeks

August 20 (M)	Classes Begin
August 20 (M)	Internet Course Orientation
August 20-24 (M-F)	Drop/Add Period
September 3 (M)	Labor Day (College Closed)
November 2 (F)	Last Day to Withdraw with "W"
November 12-16 (M-F)	Early Registration for Spring
November 21 (W)	Faculty Work Day/Student Holiday
November 22-23 (Th,F)	Thanksgiving Holidays/College Closed
December 4 (T)	Fall Semester Classes End
December 7,10,11 (F,M,T)	Fall Semester Exams
December 7 (F)	Last day to complete Change of Program
	Effective for Spring 2002
December 13 (Th)	Fall Semester Grades Due
December 17 (M)	Faculty Work Day/Student Holiday
December 18-January 1 (T-T)	Faculty/Student Christmas Holidays

Fall Minimester I - 8 Weeks

August 20 (M)	Classes Begin
August 20-22 (M-W)	Drop/Add Period
September 3 (M)	Labor Day (College Closed)
September 26 (W)	Fall I Last Day to Withdraw with a "W"
October 8 (M)	Fall I Classes End
October 9,10 (T,W)	Fall I Exams
October 11 (Th)	Fall I Grades Due/Fall II Registration
October 12 (F)	Fall II Registration

Fall Minimester II - 8 Weeks

October 15 (M)	Fall II Classes Begin
October 15-17 (M-W)	Drop/Add Period for Fall II
November 12-16 (M-F)	Early Registration for Spring
November 20 (T)	Fall II Last Day to Withdraw with a "W"
November 21 (W)	Faculty Work Day/Student Holiday
November 22,23 (Th,F)	Thanksgiving Holidays/College Closed
December 4 (T)	Fall II Classes End
December 5,6 (W,Th)	Fall II Exams
December 7 (F)	Last day to complete Change of Program
	Effective for Spring 2002
December 13 (Th)	Grades Due
December 17 (M)	Faculty Work Day/Student Holiday
December 18-January 1 (T-T)	Faculty/Student Christmas Holidays

2002 Spring Semester

January 1 (T)	New Year's Day (College Closed)
January 2,3 (W,Th)	Student Registration for Spring Semester
January 4 (F)	Late Registration/Faculty Workday
January 5 (Saturday)	New Student Orientation

2002 Spring Semester - 16 Weeks

January 7 (M)	Classes Begin
January 7 (M)	Internet Course Orientation
January 7-11 (M-F)	Drop/Add Period
January 21 (M)	Martin Luther King Day (College Closed)
February 15 (F)	SCTEA/Faculty Work Day/Student Holiday

March 22 (F)	Last Day to Withdraw with a "W"
March 25-29 (M-F)	Spring Break (Faculty/Student Holidays)
March 28,29 (Th,F)	Spring Break (College Closed)
April 8-12 (M-F)	Early Registration for Summer
April 25 (Th)	Awards Convocation
April 26 (F)	Graduation Brunch
April 29 (M)	Spring Semester Ends
May 1,2,3 (W,Th,F)	Spring Semester Exams
May 6 (M)	Semester Grades Due
May 7-9 (T-Th)	Faculty Work Days
May 10 (F)	Graduation
May 10 (F)	Last day to complete Change of Program Effective for Summer 2002

2002 Spring Minimester I - 8 Weeks

January 7 (M)	Classes Begin
January 7-9 (M-W)	Drop/Add Period
January 21 (M)	Martin Luther King Day (College Closed)
February 13 (W)	Last Day to Withdraw with a "W"
February 15 (F)	SCTEA/Faculty Work Day/Student Holiday
February 25 (M)	Spring I Classes End
February 26, 27 (T,W)	Spring I Exams
February 28 (Th)	Spring I Grades Due

2002 Spring Minimester II - 8 Weeks

March 1 (F)	Spring II Registration
March 4 (M)	Classes Begin
March 4-6 (M-W)	Drop/Add Period
March 25-29 (M-F)	Spring Break (Faculty/Student Holidays)
March 28,29 (Th,F)	Spring Break (College Closed)
April 17 (W)	Spring II Last Day to Withdraw with a "W"
April 8-12 (M-F)	Early Registration for Summer
April 25 (Th)	Spring II Classes End/Awards Convocation
April 26 (F)	Graduation Brunch
April 29,30 (M,T)	Spring II Exams
May 6 (M)	Spring II Grades Due
May 10 (F)	Graduation

2002 Summer Session

May 13 (M)	Faculty Workday
May 14, 15 (T,W)	Summer Registration
May 16 (Th)	Late Registration
May 17 (F)	Faculty Workday
May 18 (Saturday)	New Student Orientation

2002 Summer Session - 10 Weeks

May 20 (M)	Classes Begin
May 20-23 (M-Th)	Drop/Add Period
May 27 (M)	Memorial Day/Faculty Workday (Student Holiday)
July 4 (Th)	Independence Day (College Closed)
July 9 (T)	Last Day to Withdraw with "W"
July 8-12 (M-F)	Early Registration for Fall
July 25 (Th)	Summer Classes End
July 29,30 (M,T)	Exams
July 31 (W)	Grades Due
August 1, 2, 5 (Th, F, M)	Faculty Workdays
August 6-9 (T-F)	Faculty Holidays
Aug 9 (F)	Last day to complete Change of Program Effective for Fall 2002

2002 Summer Session I - 5 Weeks

May 20 (M)	Summer I Classes Begin
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May 20,21 (M,T)	Drop/Add Period
May 27 (M)	Memorial Day/Faculty Workday (Student Holiday)
June 12 (W)	Last Day to Withdraw with "W"
June 24 (M)	Summer I Classes End
June 25 (T)	Exams for Summer I
June 26 (W)	Grades Due

2002 Summer Session II - 5 Weeks

June 26 (W)	Summer II Classes Begin
June 26,27 (W,Th)	Drop/Add Period
July 4 (Th)	Independence Day (College Closed)
July 24 (W)	Last Day to Withdraw with "W"
July 31 (W)	Summer II Classes End
August 1 (Th)	Exams for Summer II
August 2 (F)	Grades Due
August 5 (M)	Faculty Workday
August 6-9 (T-F)	Faculty Holidays

2002 Summer Session III - 8 Weeks (Shaw Center)

June 3 (M)	Summer III Classes Begin
June 3-5 (M-W)	Drop/Add Period
July 4 (Th)	Independence Day (College Closed)
July 10 (W)	Last Day to Withdraw with "W"
July 25 (Th)	Summer III Classes End
July 29,30 (M,T)	Exams for Summer III
July 31 (W)	Grades Due
August 1, 2, 5 (Th, F, M)	Faculty Workdays
August 6, 7, 8, 9 (T, W, Th, F)	Faculty Holidays

STUDENT ACTIVITIES & WORKSHOPS CALENDAR Fall Semester 2001

Aug. 2 (Th)	Shaw Center Grand Re-Opening and Open House	4:00-6:00
Aug. 15 (W)	Keyboarding Proficiency Test	3:00
Aug. 18 (S)	New Student Orientation	9:00-11:00
Sept. 12 (W)	Club Day	10:00-2:00
Sept. 12 (W)	Work-Study Training	2:00-5:00
Sept. 25 (T)	Professionalism in the Workplace	12:00-1:30
Sept. 26 (W)	Professionalism in the Workplace	6:00-7:30
Oct. 3 (W)		Fall Fest
	12:00-2:00	4:30-6:30
Oct. 8 (M)	Resume Workshop	10:00-12:00 2:00-4:00
Oct. 9 (T)	Resume Workshop	10:00-12:00 6:00-8:00
Oct. 10 (W)	Kershaw County Campus	5:00-7:00

	Student Appreciation	
Oct. 15 (M)	Dress for Success	10:00-12:00
Oct. 16 (T)	F.E. DuBose Career Center Student Appreciation	1:00-3:30 5:00-6:00
Oct. 17 (Th)	Shaw Center Student Appreciation	6:00-8:00
Nov. 14 (W)	Keyboarding Proficiency Test	3:00

STUDENT ACTIVITIES & WORKSHOPS CALENDAR Spring Semester 2002

Jan. 3 (W)	Keyboarding Proficiency Test	3:00
Jan. 5 (S) 11:00	New Student Orientation	9:00-
Jan. 23 (W)	Club Day	10:00-2:00
Jan. 23 (W)	Work-Study Training	2:00-5:00
Mar. 12 (T)	Shaw Center Student Appreciation	6:00-8:00
Mar. 13 (W)	Kershaw County Campus Student Appreciation	5:00-7:00
Mar. 20 (W)	Sumter Campus Student Appreciation 12:00-2:00	4:30-6:30
Mar. 21 (Th)	Resume Workshop	10:00-12:00 6:00-8:00
Apr. 3 (W)	Resume Workshop	10:00-12:00 2:00-4:00
Apr. 4 (Th)	Job Expo Prep: Put Your Best Foot Forward	10:00-12:00
Apr. 10 (W)	Job Expo	11:00-3:00
Apr. 10 (W)	Keyboarding Proficiency Test	3:00
Apr. 16 (T)	F.E. DuBose Career Center Student Appreciation	1:00-3:30 5:00-6:00
Apr. 25 (Th)	Awards Convocation	7:00
May 10 (F)	Graduation	
May 16 (Th)	Keyboarding Proficiency Test	3:00
May 18 (S) 11:00	New Student Orientation	9:00-

COLLEGE OFFICE HOURS

<u>Service</u>	<u>Regular Hours</u>	<u>Summer Hours</u> (May 20-August 9)
Admissions & Counseling Services	M - Th 8:00 a.m. - 7:30 p.m.	8:00 a.m. - 7:30 p.m.
	Fri 8:00 a.m. - 4:30 p.m.	8:00 a.m. - 12:30 p.m.
Assessment (Testing Center)	M - Th 8:00 a.m. - 8:00 p.m.	8:00 a.m. - 8:00 p.m.
	Fri 8:00 a.m. - 4:30 p.m.	8:00 a.m. - 12:30 p.m.
Bookstore	M - Th 8:00 a.m. - 2:15 p.m.	8:00 a.m. - 2:15 p.m.
	5:15 p.m. - 8:00 p.m.	5:15 p.m. - 8:00 p.m.
	Fri 8:00 a.m. - 1:30 p.m.	8:00 a.m. - 12:00 p.m.
Business Office	M - Th 8:00 a.m. - 4:30 p.m.	8:00 a.m. - 5:15 p.m.
	Fri 8:00 a.m. - 4:30 p.m.	8:00 a.m. - 12:30 p.m.
Cashier	M - Th 8:00 a.m. - 7:30 p.m.	8:00 a.m. - 7:30 p.m.
	Fri 8:00 a.m. - 4:30 p.m.	8:00 a.m. - 12:30 p.m.
Financial Aid	M - Th 8:00 a.m. - 7:30 p.m.	8:00 a.m. - 7:30 p.m.
	Fri 8:00 a.m. - 4:30 p.m.	8:00 a.m. - 12:30 p.m.
Lab Schedules LRC	M - Th 8:00 a.m. - 8:00 p.m.	8:00 a.m. - 8:00 p.m.
	Fri 8:00 a.m. - 3:00 p.m.	Closed
Building 100 Computer Labs	M - Th 7:00 a.m. - 10:00 p.m.	7:00 a.m. - 10:00 p.m.
	Fri 8:00 a.m. - 4:00 p.m.	8:00 a.m. - 4:00 p.m.
	* Sat 9:00 a.m. - 2:00 p.m.	9:00 a.m. - 12:00 p.m.
	* Saturday hours begin 2nd or 3rd Saturday of the semester	
Library	M - Th 8:00 a.m. - 8:30 p.m.	8:00 a.m. - 8:30 p.m.
	Fri 8:00 a.m. - 4:30 p.m.	8:00 a.m. - 12:30 p.m.
	Sat 10:00 a.m. - 2:00 p.m.	Closed
Job Placement Services	M - Th 8:30 a.m. - 5:00 p.m.	8:30 a.m. - 5:15 p.m.
	Fri 8:30 a.m. - 5:00 p.m.	8:30 a.m. - 1:00 p.m.
Security Office	M - F 9:00 a.m. - 11:00 a.m.	9:00 a.m. - 11:00 a.m.
	M - Th 6:30 p.m. - 8:30 p.m.	6:30 p.m. - 8:30 p.m.
Center for Student Information	M - Th 8:00 a.m. - 7:30 p.m.	8:00 a.m. - 7:30 p.m.
	Fri 8:00 a.m. - 4:30 p.m.	8:00 a.m. - 12:30 p.m.

WHERE CAN I ASK ABOUT . . . ?

QUESTION ABOUT CONTACTS
BUILDING/ROOM

Admissions 135	Admissions & Counseling Services	Bldg. 100/Rm.
Appeals Process 103	Registrar	Bldg. 100/Rm.
Career Services 135	Admissions & Counseling Services	Bldg. 100/Rm.
Continuing Education 101	Center for Student Information	Bldg. 100/Rm.
Dropping/Adding Courses 135	Your Academic Advisor Admissions & Counseling Services	Advisor's Office Bldg. 100/Rm.
Emergencies 100	Security	Bldg. 100/Rm.
Fees 100/Rm. 101	Center for Student Information (Cashier)	Bldg.
Financial Aid, Work 133 Study/Scholarship	Financial Aid	Bldg. 100/Rm.
Graduation 103	Center for Student Information (Registrar)	Bldg. 100/Rm.
ID Cards 100	Security	Bldg. 100/Rm.
International Students 135	Admissions & Counseling Services	Bldg. 100/Rm.
Job Placement 135	Admissions & Counseling Services	Bldg. 100/Rm.
Personal/Other Concerns 135	Admissions & Counseling Services	Bldg. 100/Rm.
Recruitment A	Public Information Office	Bldg. 100/Rm. 39-
Single Parent Program 135	Admissions & Counseling Services	Bldg. 100/Rm.
Student Activities 135	Admissions & Counseling Services	Bldg. 100/Rm.
Transcript of Grades 101	Center for Student Information (Student Records)	Bldg. 100/Rm.
Transfer Credits 103	Center for Student Information (Registrar)	Bldg. 100/Rm.

Veteran Affairs
133

Financial Aid

Bldg. 100/Rm.

Withdrawal from College
Counseling Services

Bldg. 100/Rm. 135

Admissions &

ACADEMIC RESPONSIBILITIES

ACADEMIC ADVISING

- Prior to the first term, a new student should make an appointment to meet with his/her assigned advisor or an admissions counselor to plan a class schedule. Each term thereafter, a student should make an advisement appointment by signing up on the posted appointment sheet located outside his/her assigned advisor's office.
- A faculty advisor will be available each term to help plan a program of courses and will serve as the student's major contact for academic advising.
- To change a class schedule, drop a course, add a course, inquire about remaining courses in his or her program, or make any changes in a program, the student should see his or her academic advisor.
- Advisors should be approached with concerns. If the advisor cannot help the student, he or she will refer the student to someone who can.
- Advisors post office hours outside their offices each term. Advisement sessions do not necessarily have to occur by appointment; faculty advisors are available to see students during their office hours.

DRUGS, ALCOHOLIC BEVERAGES, AND WEAPONS

Drugs, alcohol, and/or weapons of any kind including firearms are not permitted on the campus of Central Carolina Technical College. Violators are subject to prosecution under state law and College policy.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID

Students receiving financial assistance through the Federal Pell Grant, Federal Supplemental Grant (SEOG), Federal Stafford Loan, and /or Federal College Work-Study program must be making Satisfactory Academic Progress towards a degree, diploma, or certificate. The standards by which Satisfactory Academic Progress is measured are as indicated in the policy outlined below.

I. STATEMENT OF SATISFACTORY PROGRESS

Students must be making Satisfactory Progress in the course of study he/she is pursuing. The institution must withhold payments if the student is not making measurable progress until the student re-establishes Satisfactory Progress. The Standards applicable at Central Carolina Technical College for curriculum students receiving federal assistance are as follows.

II. SATISFACTORY PROGRESS REQUIREMENTS

1. Students must successfully complete at least 67% of the credit hours attempted in each semester or term. (Grades of W, I, WF, CF, and F, will be counted as hours attempted.)
2. A cumulative grade point ratio of 2.0 must be maintained each semester.
3. A student, whose cumulative grade point average (GPA) upon completion of a semester is less than a 2.0, or did not successfully complete at least 67% of the course work attempted that semester, will be placed on Financial Aid Warning for the next semester for which he/she enrolls.
4. Satisfactory Progress will be reviewed immediately following each semester.

III. PROBATION AND SUSPENSION

1. Financial Aid may be continued during a warning semester. If a warning semester is completed without meeting the Standards for Academic Progress, one probationary semester will be allowed.
2. If a student withdraws or fails to pass at least 67% of the credit hours attempted or fails to achieve a cumulative 2.0 GPA during the probationary semester or term, his/her federal assistance payment will be suspended. Satisfactory Progress is re-established by the student without financial aid funding.
3. Students who fail to satisfy the minimum standards measured during the annual progress check, computed at the end of summer semester, will no longer be eligible for financial aid until such time that Satisfactory Progress is re-established without using financial aid funding.
4. A student's record must reflect, at the annual progress check, a minimum of 67% successful completion of all cumulative course work attempted.
5. Students who reach the limits of the maximum time frame are no longer eligible to receive financial assistance.
6. Students who have previously attended Central Carolina Technical College and return will be subject to Satisfactory Progress Standards based on their existing academic history.
7. Students who have not made Satisfactory Progress that have not been enrolled for at least three calendar years will be allowed to re-enter on Financial Aid for one probationary semester only to re-establish Satisfactory Progress.
8. Any student receiving financial aid who does not meet the Satisfactory Progress requirements and whose aid must be withdrawn will be given written notice.

IV. DURATION OF ELIGIBILITY

1. Students receiving Title IV Financial Aid will be allowed maximum periods of time to obtain a degree, diploma, or certificate.
2. Title IV Financial Aid Programs also require that colleges establish increments, not to exceed one academic year, to determine whether a student has successfully completed a minimum percentage of work towards his/her educational degree, diploma, certificate.
3. If a currently enrolled student who has not previously received Federal Financial Aid becomes eligible at a later date, before receiving aid, they must meet the same standards required by a student who has been receiving aid since the first semester. They must be progressing satisfactorily toward their degree, diploma, or certificate.
4. Students transferring from another institution will be considered to be making Satisfactory Progress.
5. Financial Aid may be received for remedial coursework up to 30 credit hours, provided the student has been accepted into an eligible program. Time spent taking remedial courses will not count towards maximum completion time.
6. Students will be allowed two changes in curriculum prior to graduation. Requests for additional changes may be considered and approved with good reason.
7. Courses not previously passed or withdrawn from may be repeated three additional times only.
8. The maximum number of credit hours that a student is eligible to receive financial aid is 150% of the number of credit hours required to graduate in their program.

V. APPEALS PROCESS

1. A request for an appeal, in writing, will be made to the Director of Financial Aid. The Director will review the appeal and make a decision.
2. If the student is not satisfied with the decision of the Director for Financial Aid, an appeal may be made to the Financial Aid appeals Committee. The Committee would hear the case with input from the student involved, Financial Aid Director and any other applicable person. The Financial Aid Appeals Committee will make a decision.

VI. REINSTATEMENT

After financial aid has been withdrawn, students may have their aid reinstated when Satisfactory Academic Progress has been re-established.

1. Students will be required to pay their own expense each semester or term until the required percentage of hours and/or GPA have been met.
2. Students must send a written request to the Financial Aid Office for financial assistance to be reinstated when Satisfactory Progress has been made.

SCHEDULE CHANGES

ADD/DROP

A student may add a course or courses by the designated add/drop date within the first week of classes provided the course is not closed, and the student has the advisor's permission. Course(s) may be dropped by this date without academic penalty. The designated add/drop date is published in the current term class schedule. All schedule changes require the student to complete an Add/Drop Form, including all appropriate approvals. The completed Add/Drop Form must be submitted to the Center for Student Information.

CHANGE OF PROGRAM

A student's first step in the process to change a program is to contact the Admissions and Counseling Services Office to schedule an appointment with an Admissions Counselor. A consultation will follow to determine if the student is eligible for a change of program. A student may not be eligible for a change of program if he or she is enrolled in two or more DVS courses or has had more than two changes in program without career counseling. Students using Veteran's Benefits should verify eligibility to change their program prior to meeting with the admissions counselor.

Once approved for a program change, the student will fill out a change of program request form. The Admissions Counselor must then officially finalize the change of program and assign the student a new faculty advisor. Students should complete the change of program form as early as possible to reduce delays in registering for the next semester. Program changes will not be processed during open registration.

WITHDRAWAL

A student who wishes to withdraw from a class or classes, or from Central Carolina, must consult with a counselor. The Withdrawal Form is available in the Office of Admissions and Counseling Services. The student has not officially withdrawn until this form has been completed, signed, and taken to the Center for Student Information. Students may withdraw from classes through the withdrawal period and receive a "W," which will not be computed in the grade-point average. Students who withdraw after the withdrawal period will be assigned the grade of "F," which will be computed in the grade-point average.

The withdrawal period ends at the 70% mark of the semester or term.

Financial Aid students who completely withdraw may be liable for repayment of funds. See "Return of Title IV Funds in the Financial Aid Section".

REFUND POLICIES FOR CREDIT COURSES

It is the policy of Central Carolina Technical College that students or appropriate sponsoring parties receive a fair and equitable refund of tuition upon withdrawal or reduction of course load below 12 credit hours.

Institutional charges for a semester term will be refunded at the following rates:

REFUND % WITHDRAWAL OR REDUCTION IN HOURS ON OR BEFORE:

100%	Before first date in term that classes are offered (start of term)
75%	1st-7th calendar day of term
50%	8th-14th calendar day of term
25%	15th-21st calendar day of term
0%	After 21st calendar day of term

Students who never attend class will be considered to have constructively withdrawn before the start of term. A student's official withdrawal date will be based on the student's last date of attendance.

Refunds for terms that vary in length from the semester term will be in proportion to the semester term refund schedule delineated above.

- Late fee charges will not be refunded.
- Refunds to veterans in non-degree programs or military tuition assistance students will be made in accordance with existing government regulations.

- The Vice President for Academic and Student Affairs may consider refunds on an individual basis where personal emergency or extreme hardship is involved.

ATTENDANCE

Central Carolina Technical College expects students to participate in all scheduled instructional activities. Individual departments may have more stringent requirements than those stated in the policy below. If departmental requirements do differ, they will be communicated to the students in the course syllabi.

- Students may not be absent more than 10 percent of the hours the course meets during the term.
- When the hours absent exceed 10 percent, the instructor must evaluate the overall effect of additional absences in the course. Based upon this evaluation and review with the student, the instructor may choose to permit the student to continue in the course or may drop the student from the course with a grade of “WF.”
- If the instructor determines the student can continue in the course, the instructor must inform the student that additional absences may lead to an attendance drop with a grade of “WF.”
- Absence from the classroom for up to 10 percent of the time the class meets will be counted as one-third of an absence, and an absence for more than 10 percent of the class time will count as a full absence.
- When dropped from a course for attendance, the student may appeal to the Department Chair for readmission if he/she feels there is justification for the absences. A student who is dropped and files an appeal is expected to attend class while awaiting results of the appeals process. It is the student’s responsibility to contact the Department Chair immediately concerning the appeal for readmission. The student may be required to provide written evidence to substantiate legitimate reasons for being absent.
- The Department Chair’s appeal decision is required within five (5) working days from the date of the appeal interview. A written decision (Attendance Drop Form, Part 2, Section B) must be forwarded to the Center for Student Information (Student Records) no later than five (5) working days from the initial appeal interview.

STUDENT SERVICES

FINANCIAL ASSISTANCE AND VETERANS AFFAIRS

Title IV School Code 003559 - 803-778-7831

Central Carolina Technical College provides various financial assistance to help students meet educational expenses. Central Carolina Technical College realizes how challenging meeting educational expenses can be and strives to help eligible students with the proper assistance to attend Central Carolina Technical College.

Office Hours:

The Financial Aid Office is located in Building 100 - Room 133. Office hours are 8:00 am to 7:30 pm, Monday through Thursday; 8:00 am to 4:30 pm on Friday. During the summer semester, office hours on Friday are 8:00 am to 12:30 pm.

APPLYING FOR FINANCIAL ASSISTANCE

All students applying for financial assistance at Central Carolina Technical College must use the Free Application for Federal Student Aid (FAFSA). There are three ways to submit the FAFSA to the Department of Education for analysis of need. You may submit the application by mail, FAFSA on the web, or by submitting the application directly to the Central Carolina Technical College Financial Aid Office for electronic submission. In all instances students are welcomed in the Financial Aid Office for assistance.

FAFSA applications or renewal applications are to be submitted each year for the new academic year beginning each fall semester. Applications can be submitted after January 1st of each year. It is recommended that students apply as far in advance as possible. Some funds awarded are very limited and are awarded on a first-come first-served basis.

FAFSA applications can be submitted prior to being admitted to a program of study. However, the financial aid application cannot be considered for award until the applicant is accepted into an eligible program.

Completed applications received by May 1st of each year will receive priority over applications received after that date.

NOTES:

Students receiving any type aid from a source other than Central Carolina Technical College must send a copy of the award notice to the Financial Aid Office.

Students enrolled in more than one college in the same semester may only receive financial assistance from one college at a time.

Students applying for assistance after July 1 for fall or November 1 for spring semester should not expect aid to be finalized before classes begin. However, every effort will be made to make an award provided the file can be brought to completion. The FACTS payment plan is made available through the Central Carolina Technical College business office. Information regarding the FACTS plan may be obtained from the Financial Aid Office or on the Internet at <http://www.sum.tec.sc.us>.

TYPES OF FINANCIAL ASSISTANCE

Financial assistance comes in many forms, which includes grants, work-study, student loans, and parent loans. Grants are gift aid, which in most instances, do not have to be paid back. Work programs require the student to work part time to earn income to help with expenses. Loans must be repaid, but students are not required to do so until six months after they drop below half time or cease to be enrolled. All students must meet the eligibility criteria listed on page one of the Free Application for Federal Student Aid (FAFSA). A copy of the FAFSA can be obtained from the Central Carolina Technical College Financial Aid Office, any high school guidance counselor, or requested on the Internet at <http://www.sum.tec.sc.us> and selecting the Pipeline.

A description of the federal financial aid programs can be found in The Student Guide published by the U.S. Department of Education. Student Guide information may be accessed through the Internet at <http://www.ed.gov/offices/OPE/students> or requested by contacting the Federal Student Aid Information Center at 1-800-433-3243.

Verification:

Students selected for a process called verification will be notified on the Institutional Student Information Summary (ISIR). At least 30% of all applications for financial assistance are selected for verification. This process requires the student to submit documentation to verify certain data contained on the Free Application for Federal Aid (FAFSA). Students and parents should keep a copy of their federal tax return and W-2 documents which may be needed to complete the verification process. Students are required to complete the verification process within thirty days after being notified by the school that they have been selected.

TYPES OF FEDERAL AND STATE FINANCIAL AID PROGRAMS

Federal Pell Grants

A Federal Pell Grant unlike a loan does not have to be paid back. Generally Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. Pell Grants range from \$400 to \$3750.

CAMPUS BASED PROGRAMS

Federal Supplemental Educational Opportunity Grant (FSEOG)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional need-that is, students with the lowest Expected Family Contribution (EFC)- and gives priority to students who receive Pell Grants. FSEOG does not have to be paid back. SEOG Grants at Central Carolina Technical College range from \$100 to \$400.

Federal Work-Study (FWS)

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study. Federal Work-Study awards are made on a basis of a student's

remaining need. There are some criteria for maintaining work-study status at Central Carolina Technical College.

STATE FUNDS

• South Carolina Need Based Grant

The South Carolina Need Based Grant is a grant program funded by the state of South Carolina. The funds are awarded to students on a basis of need. Early applicants are given first priority for consideration. South Carolina Need Based Grant awarded amounts range from \$200 to \$1250.

• Life Scholarship

The Life Scholarship is an academic scholarship program offered by the State of South Carolina. Students graduating from high school within the last three years with a B average and who are South Carolina residents entering any technical college in the state are eligible for the cost of tuition.

LOANS

Federal Family Educational Stafford Loans

Stafford Loans/Subsidized and Unsubsidized

The Stafford loan program is the U. S. Department of Education's major form of self-help aid. Regular students enrolled in an eligible program of study at least half time may be eligible for the Stafford loan. Award amounts range from \$500 to \$2625 for first year students.

PLUS LOANS

Plus loans enable parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time. To be eligible to receive a plus loan, the parents will be required to pass a credit check or have a co-signer. Plus loans can be made to eligible parents for amounts up to remaining need.

SCHOLARSHIPS

Scholarships are provided through the Central Carolina Technical College Foundation and the generosity of industries, businesses, professional organizations, civic clubs, and individuals. The scholarship recipient is selected by the donor or the Scholarship Review Committee for those scholarships awarded by the College.

Scholarships are awarded on a competitive basis applying the following criteria: academic excellence, achievement, leadership qualities and need or other criteria as stipulated by the donor. Awards usually include tuition and/or book assistance and require the recipient to maintain a minimum GPA to continue the scholarship.

Each scholarship is awarded for one academic year beginning with the fall semester. Students must reapply each year.

Applications will be accepted until all funds are awarded. Students are encouraged to apply early. Screening of applicants will begin in late February. Check with the Financial Aid Office for applications and deadline dates.

For further information, contact the Central Carolina Technical College Foundation Office at (803) 778-6600.

FREE TUITION FOR CHILDREN OF CERTAIN DISABLED VETERANS

Children of certain disabled veterans may be eligible for free tuition. Eligibility and application information may be obtained from the Financial Aid/Veterans Affairs Office or any county Veterans Affairs Office or write the Governor's Office, Division of Veterans Affairs, 1205 Pendleton Street, Columbia, S.C. 29201. Call (803) 255-4256.

VETERAN'S BENEFITS

Central Carolina Technical College is approved by the Department of Veterans Affairs for training service persons, veterans, dependents, and reservists under Title 38, U.S. Code for the following VA educational benefits:

* VEAP (Chapter 32)

* Non-contributory VEAP (Section 903)

- * New GI Bill - Active Duty Educational Assistance Program (Chapter 30)
- * New GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606)
- * Survivors and Dependents (Chapter 35)
- * Vocational Rehabilitation (Chapter 31)

Specific information regarding each Veteran's program may be obtained from the Veterans Affairs Office in Room 133. The Veterans Affairs Office is located in Building 100 - Room 133 in the Office of Financial Aid. Office hours are 8:00 am to 7:30 pm, Monday through Thursday; 8:00 am to 4:30 pm on Friday. During the summer semester; office hours on Friday are 8:00 am to 12:30 pm.

SINGLE PARENTS / DISPLACED HOMEMAKERS / SINGLE PREGNANT WOMEN GRANT

Job skills training is available for eligible single pregnant women, single parents who are either unmarried or legally separated and have a minor child or children for whom the parent has either custody or joint custody, and eligible homemakers over 21 years of age who have diminished marketable skills and who have worked primarily without pay to care for home and family. Tuition, books, child care, and transportation assistance may be provided. This office is located in the Admissions and Counseling Services Office in Building 100, Room 135.

RETURN OF TITLE IV FUNDS

Students who receive financial aid and completely withdraw from the College are subject to the return of Title IV funds policy. The amount to be returned is based on the percentage of enrollment completed for the term and the amount of financial aid assistance considered earned. Funds are returned to the appropriate programs in the following order: unsubsidized Federal Stafford Loans; subsidized Federal Stafford Loans; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other Title IV Assistance. The College and the student are both responsible to return unearned financial aid assistance to the appropriate program(s). Examples are available in the Financial Aid Office.

BOOKSTORE

The Bookstore is located in the Student Center (Building 100). The Bookstore carries a complete line of textbooks, supplies, and general merchandise for students. Visa and MasterCard are accepted for payment.

COPY MACHINE SERVICES

A copy machine for student use is located in the Library of the Learning Resource Center. Copies are ten cents each.

Hours of operation:	Regular Hours	Summer Hours
Monday-Thursday	8:00 a.m. - 8:30 p.m.	8:00 a.m. - 8:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.	8:00 a.m. - 12:30 p.m.
Saturday	10:00 a.m. - 2:00 p.m.	Closed

HEALTH AND MEDICAL SERVICES

As a nonresidential college, Central Carolina does not maintain medical or infirmary facilities.

STUDENT I.D.

Upon enrollment, students are required to obtain a College ID from the Security Office. ID's must be validated each semester of attendance.

REGULATIONS FOR USE OF IDENTIFICATION CARD:

- This card must be carried at all times and is to be shown for identification upon the request of any security officer, faculty member, administrator, or student leader.
- Lending this card to anyone or failure to present it when requested by authorized personnel is a violation of school regulations and subjects the holder to disciplinary action.
- This card should be returned to Security when a student withdraws from the College.
- Loss should be reported immediately to the Security Officer. Cost of replacement is \$2.

VEHICLE REGISTRATION

Vehicles operated by or for full-time or part-time students on College property must be registered at the time the student registers. Decals are issued in the Security Office in Building 100.

STUDENT CENTER

The Student Center provides a place for relaxation for students. It is located in Building 100, and a variety of beverages and food items are available.

ONLINE RESOURCES

Campus Pipeline Intranet Service

Through Central Carolina Technical College's Campus Pipeline intranet service, students are provided with a single log-in connection to a vast array of resources including access to College information, grades, transcripts, online library holdings, course information, and other College news and events. Other services provided through Campus Pipeline include e-mail, bulletin boards, chat sessions, and the ability to create personal web pages. Access to the secured intranet is available through a standard web browser like Internet Explorer and Netscape at pipeline.sum.tec.sc.us

Central Carolina Technical College provides all students with a single login. Passwords are established by the College at the time of account creation. Students have the ability to change their passwords. Students are able to customize their environment for filtered announcements, Internet search tools and access to campus resources. Each student is also provided a web-based e-mail service, accessible through any web browser regardless of location. E-mail services and functions include integration with up to four mail servers and personal address book management. Students have access to pre-defined and College provided online research centers including the online library holdings and course materials as well as career centers. They may also communicate with their instructors via e-mail, bulletin boards or chat sessions. To stay current and informed on campus events, the intranet also provides students with new and information. Students are additionally provided with the ability to create personal web pages.

Acceptable Use for Network Services and the Internet

Central Carolina Technical College has developed guidelines for acceptable use of network services and the Internet which conform to all applicable State statutes, agency regulations, and other College policies. Access to computer systems and networks owned or operated by the State of South Carolina imposes certain responsibilities and obligations on users. Acceptable use is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

Use of network services may be subject to monitoring for security and/or network management reasons. Students should be aware that monitoring may occur. The College provides no facilities which guarantee the confidentiality of files, and it reserves the right to schedule the use of computing services.

Users will be personally responsible and liable for infringing on any copyright. Willful violation of the Acceptable Use Agreement posted in all computer lab facilities may result in disciplinary action.

DISTANCE EDUCATION

Distance Education is defined as instruction in which the teacher and the student(s) are separated by physical distance and often time. Technology (i.e., voice, video, data, Internet, software, and/or print) is used to bridge the instructional gap. These types of programs can provide adults with a second chance at a college education, reach those disadvantaged by limited time, distance or physical disability, and update the knowledge base of workers at their places of employment. Central Carolina offers a variety of courses by distance delivery. Contact an admissions counselor or academic advisor for information on distance courses.

STUDENTS WITH DISABILITIES

Central Carolina Technical College, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, is

responsive to the needs of students with disabilities. There are wheelchair entrances to each building on campus, as well as special parking accommodations and restroom facilities. If you require assistance, contact the Office of Admissions and Counseling Services for an appointment with the Coordinator for Disability Services.

CHECKLIST FOR REQUESTING ACCOMMODATIONS

Once you have completed admission to Central Carolina Technical College, you will need to apply for accommodations:

Register with the disability counselor.

- Make an appointment to meet with the counselor. Contact Barbara Tuttle, Counselor for Disability Services, in Room 135, phone 778-6652 or 1-800-221.8711, Ext. 252.
- Provide required, current documentation of your disability.
- Help decide what accommodations you will need (i.e. reader, notetaker, books on tape, interpreter, assistive listening devices, testing, etc.)
- Review your Accommodations Plan, Faculty Notification and other documents for your signature.

Coordinate your transportation.

- How are you going to get to school? Is your ride reliable?
- Have a backup plan for emergencies. And... a backup to your backup.
- Is public transportation accessible? How do these schedules fit with your class schedule?
- RTA transportation is available free to registered Central Carolina Technical College students from Sumter, Cherryvale, or Shaw on the RTA currently established routes. In order to use this free transportation, you will need to show a current Central Carolina Technical College ID card.

Note other support you will be responsible for (not provided by the college).

- Do you need attendant services? Who will provide these services, and how will they affect your schedule?
- Develop a backup plan for times when your regular attendant cannot assist you.
- Develop a contact list for such things as equipment repairs, interpreters for non-school activities, medical services, etc.

Register for classes.

- Meet with your advisor to decide which classes you need to take.
- When planning your schedule, make certain you will be able to get to class on time in the mornings if you receive attendant services. Plan for breaks if there are disability-related issues.
- Register as early as possible. If you need books on tape or an interpreter or other services provided by the college, these should be ordered as soon as possible prior to the beginning of the semester.

Obtain accessible text and materials for classes.

- If you know you are going to need your books and materials in an alternate format, request these as early as possible with the disability office.
- Make sure you request other services you may need for class.
- Give your instructors the faculty notification form and discuss your accommodations.

Find your classes and make sure they are accessible to you.

- Go inside each of your classrooms to check for accessibility (i.e. tables, wheelchair access).
- If adjustments need to be made for any classroom, go to the disability support office and report your concerns. (Room 135, Ms. Tuttle, or call 778-6652)

If problems arise...

- If challenges arise with your course, teacher or accommodation, you should go immediately to the disability support office to report it and to request assistance in getting the problem resolved. Your contact person is Ms. Tuttle, Counselor for Disability Services, room 135 or phone 778-6652 or 1-800-221-8711 Ext. 252.

STUDENT DEVELOPMENT SERVICES

COUNSELING

Counselors are available during the day and evening in the Admissions and Counseling Services Office in Building 100, Room 135. Services offered include

academic, career, and personal counseling. Students experiencing problems are encouraged to see a counselor. Confidentiality is assured at all times.

CAREER PLANNING

Career planning services are available to assist current and prospective students in making realistic and appropriate career plans. The following services are offered at no charge:

- **Career Exploration:** Videotapes and books are available to help students identify their interests, consider career options, and investigate non-traditional careers.
- **Career Counseling:** Day and evening counselors are available to assist students as they formulate career plans.
- **Job Seeking Skills:** Resources are available to assist students with resumé preparation and interviewing techniques and in researching local employment opportunities.
- **Computerized Guidance Systems:** System Interactive Guidance Information (SIGI) Plus, the South Carolina Occupational Information System (SCOIS), and Discover assist students in learning more about themselves and the world of work. These systems can help students research information about occupations, values, interests, skills, educational programs and more.
- **Workshops:** Various seminars are sponsored, including employability skills, interviewing skills, and career planning.

JOB PLACEMENT SERVICES

Job placement services are offered to enrolled students, graduates, and alumni in exploring and securing job opportunities. All full-time, part-time, and temporary positions for students are routed through Placement Services. Placement personnel are available to assist students with information, referrals, resumé and application preparation, and interviewing techniques. Whether or not a student secures a particular job depends primarily on his or her qualifications and how well he or she handles the job interview. Central Carolina Technical College's job placement services are available free of charge to both students and employers.

Central Carolina Technical College offers two placement functions:

- **Graduate Placement:** This service is available to all students completing requirements for an associate degree, diploma, or certificate. Graduates are encouraged to contact the Placement Office during the semester prior to graduation. Graduates may utilize the services of the Placement Office for up to eighteen (18) months following graduation.
- **Full-time, Part-time and Temporary Placement:** Students enrolled in at least six credit hours at Central Carolina Technical College may inquire concerning posted student employment opportunities.

COOPERATIVE EDUCATION

Cooperative Education draws upon the cooperation of the employers, educators, and students to form a superior, total education program. This program combines practical work experience with academic study in a formal program.

Students enrolled in the Cooperative Education program are provided an opportunity to gain confidence, maturity, success-orientation, and an understanding of the professional, practical world of work.

For the participating companies and agencies, Cooperative Education offers the opportunity to influence the direction of higher education, become directly involved in the academic career of future employees, and observe students' work before they become permanent employees. Cooperative education activities are coordinated through the Placement Office.

LEARNING RESOURCE CENTER/LIBRARY

The Central Carolina Library, located in the Learning Resource Center, is a pleasant facility in which to conduct research, complete class assignments, or study. Materials in the collection have been selected primarily to support the College curricula, but include a broad selection of highly recognized works in many fields of interest. Library materials number over 20,000 volumes, 1,300 videos, 250 periodical subscriptions, and 1000 maps. Librarians and staff members provide reference services, give library orientations and tours, and assist in using library resources. A joint borrowing agreement has been

established allowing Central Carolina students to borrow books from USC Sumter's library. Several publications are available to provide additional information on library resources, services, and hours of operation.

Through a wide selection of online, networked, and local automated research tools such as OCLC (Online Computer Library Center), and various online databases, the library is able to provide access to resources located in thousands of other libraries which may be acquired through interlibrary loan.

Access to the Internet is available to students on computers located in the Library.

ASSESSMENT CENTER

Makeup tests and retests may be taken in the Assessment Center, Building 100, Room 104. The Center is open daily. Please check for posted hours.

PROMETRIC AND MOUS TEST CENTER

The Assessment Center administers computerized certification tests and is an authorized Prometric Test Center and Microsoft Office User Specialist (MOUS) Exam Test Center. Prometric is a leading worldwide provider of comprehensive technology-based testing and assessment services. For all certification testing you must present two forms of identification as positive proof of identity. One must bear the examinee's signature.

ORGANIZATIONS AND ACTIVITIES

STUDENT ACTIVITIES

Student Activities at Central Carolina is an important dimension of the overall educational experience at the College. The word "involvement" sums up best the philosophy of Student Activities. A variety of ways to participate allows each student the opportunity to broaden his or her experiences. A number of social and cultural activities for students are planned throughout the year. Numerous clubs and organizations are also available for student membership. These include:

CLUBS AND ORGANIZATIONS

AHANA

This club was developed to help students improve college life relationships on campus and in the community. Its purpose is to promote the achievement of overall excellence for students. Membership is open to all students with specific invitation to African Americans, Hispanics, Asians, and Native Americans.

CCTC Chapter of the National Student Nurses Association

Community service, fellowship, learning, and fun! These are the four key components of the CCTC Student Nurses Association. As part of the National Student Nurses Association, the club's purpose is to help prepare students for their roles as professionals in the nursing field, and is open to all students enrolled in the ADN program.

Central Carolina Computer Club (CCCC)

Information processing is one of the most complex and fastest changing aspects of the business world. The purpose of the Computer Club is to foster a better understanding of the role of the computer in this demanding area. Membership is open to students in the business programs.

Central Carolina Criminal Justice Association

The goals of the Criminal Justice Association are to involve students in college and community service projects, develop teamwork, and foster civic responsibility.

Central Stage Theater Company

The purpose of the Central Stage Theater Company is to provide students, staff, and faculty with the opportunity to participate in theater related activities including acting, directing, writing, set construction, props, costumes, make-up, program design, and publicity. Membership is open to all Central Carolina or USC Sumter students with no restrictions or profiling on membership.

Creative Arts Society

This club was organized to encourage writers and artists on the Central Carolina campus to express their creative work and improve their skills. The Creative Arts Society is open to students, faculty, and staff who wish to share their creativity and who are willing to give and take constructive criticism.

E.A.R.T.H. Club

(Environmental Awareness Renews Tomorrow's Hope) This club was organized by students in the Environmental Engineering Technology Program, but is open to all students attending Central Carolina Technical College. The purpose of this club is to protect the environment through action and awareness. Monthly meetings are held at the Environmental Training Center.

Natural Resources Club

Students enrolled in the Natural Resources Management Program are eligible for membership in this student organization. Students will take extended field trips to visit unique natural resource areas. Students will also assist the College and the community in natural resource-related projects.

Phi Theta Kappa

Phi Theta Kappa seeks to recognize and encourage scholarship among associate degree students. According to its international guidelines, the organization "provides opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence." Membership in the Central Carolina chapter of Phi Theta Kappa is limited to associate degree students who have attained a GPA of 3.50 after completion of 12 or more credit hours.

Surgical Technology Club

Surgical Technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. The purpose of this club is to support and promote Surgical Technology students here at Central Carolina.

Women's Issues Forum

The Women's Issues Forum is designed to explore and discuss women's issues especially relevant to female students at Central Carolina Technical College. Membership is open to all students.

PROCEDURES FOR ESTABLISHING A NEW ORGANIZATION

- Obtain at least ten members who are interested in forming a club.
- Enlist an individual interested in serving as a club advisor.
- Submit Request to Organize Form (obtain from Student Activities Coordinator) signed by at least ten members and signed by the faculty or staff sponsor to the Student Activities Coordinator.
- A representative of the proposed organization will present the request for adoption to the Student Activities Coordinator who will forward the request to the College administration for approval.
- The organization cannot be recognized until approved by the College's administration.
- Within three weeks approval, a constitution must be submitted to the Student Activities Coordinator, with a list of officers and members.
- Clubs/Organizations whose objectives are strictly social in nature will not be approved.

POLICIES

BULLETIN BOARDS

Bulletin boards are located throughout the classroom buildings. They contain announcements, memos, job postings, and notices of social events. All notices must be approved by the Central Carolina Student Activities Coordinator. All notices must be

dated for removal after thirty days. Notices or informational flyers may not be posted on walls or doors at the College. Notices posted without proper approval will be removed and discarded.

CHANGE OF ADDRESS OR NAME

If a student changes his or her name or moves during a semester, he or she must notify the Center for Student Information. This is the responsibility of the student.

CRIME PREVENTION

Help prevent crimes by securing your property, valuables, and car. Report any crimes, suspicious people, and unsafe activities to Campus Security at extension 223 or at 778-6623 from an off-campus telephone. Campus Security is located across from the Center for Student Information in Building 100, Room 100.

DEBTS OWED THE COLLEGE

All debts (parking fines, overdue books, etc.) owed to Central Carolina must be paid before transcripts or diplomas are released. Students with outstanding debts will not be allowed to register.

EMERGENCIES

All emergency situations (medical, fire, etc.) should be reported immediately to the nearest College official. (See EMERGENCY RESPONSE PROCEDURES, page 28.)

ENGLISH FLUENCY

Central Carolina complies with the Higher Education Act of 1991 which requires that employees have proficiency in the English language. For specifics regarding this compliance, please refer to College Directive 6.22 located in the Directives Manual, a copy of which is located in the College's library.

GRADE-POINT AVERAGE

At the end of the term, grade-point averages (GPAs) are computed for the academic work completed for that term and for the cumulative academic work completed while at the college. Unless a course is repeated, the grade-point average is determined by dividing the total number of grade points by the number of term attempted hours as shown in the example. When a course is repeated, the highest grade earned will be used in computing the cumulative grade-point average. The student's record will continue to show the original grade awarded, but the original grade will not be calculated in the GPA.

Course	Attempted Hours	Grade	Grade Value*	Total Quality Point
ENG 101	3.0	C	2	6.0
MGT 101	3.0	F	0	0.0
CPT 170	3.0	B	3	9.0
MAT 110	3.0	A	4	12.0
SPC 205	<u>3.0</u>	D	1	<u>3.0</u>
	15.0			30.0

Grade-Point Average = Total grade points (30) divided by attempted credit hours (15.0) = 2.0.

*The grading system reflects a 4-point scale: A=4, B=3, C=2, D=1.

INCLEMENT WEATHER

If ice, snow, or other weather conditions force the closing of school, public announcements will be made from area radio and television stations.

LOITERING

Students are not permitted to loiter in the halls while classes are in session. Students found loitering will be requested by faculty or staff members to go to the Student Center for relaxation or the Library to study. Out of consideration for your fellow classmates, please comply with this regulation.

For the protection of faculty, staff, and students, loitering is not permitted on the Main Campus grounds and annex facilities. This also applies to individuals who are not employed or registered as students at Central Carolina. Identification may be checked by campus security.

POLICY ON NONDISCRIMINATION

Central Carolina Technical College does not discriminate in employment or admissions on the basis of race, color, sex, age, national origin, religion or certain legally defined physical or mental disabilities. The College complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; and the South Carolina Human Affairs Law of 1972. The College's 504 and Title IX Coordinator for students is Barbara Tuttle. Her office number is Room 35 B, and her telephone number is 778-6652. The 504 and Title IX Coordinator for staff and faculty is the Director of Personnel, Janice Baroody. Her office is located in 300A, and her telephone number is 778-6688.

PARKING

Student parking is on a first-come basis, and there is no assigned student parking. Students with a parking decal (issued by Security) may park in the areas designated for student parking, which include the paved area at the end of the Building 200 (between Central Carolina and USC Sumter) and any other parking spaces that are not reserved for staff and faculty, the handicapped, or visitors. Students parking in areas marked for staff, faculty, visitors, and handicapped will be ticketed. Anyone — faculty, students, or visitors — without a handicapped decal will be ticketed if the vehicle is parked in the reserved handicapped spaces.

SECURITY/SAFETY

Central Carolina maintains a Security Office across from the Center for Student Information in Building 100, Room 100. Security maintains office hours from 9:00 a.m.-11:00 a.m. Monday-Friday, and from 6:30 p.m. - 8:30 p.m. Monday-Thursday. To contact Security during office hours, dial ext. 223 (on campus) or 778-6623 (off campus). To contact Security after office hours, call 840-4106. In addition to patrolling the campus and opening and closing classrooms and buildings, Security is responsible for issuing parking decals and ID cards.

Safety is no accident! Proper planning and coordinated response will reduce confusion and limit injuries. Please take time to read, understand, and follow the College's established safety procedures for responding to emergencies. The success of any plan depends on the participation of everyone.

SCHOLASTIC HONORS

President's List - Students who are enrolled in at least 15 semester credit hours and who achieve a 4.0 grade-point-average for the semester will be placed on the President's List.

President's List for Part-Time Students - Students who have completed at least 15 credit hours, are enrolled in at least six credit hours but no more than 14 credit hours, and who achieve a 4.0 grade-point-average for the semester will be placed on the Part-time Students' President's List.

Dean's List - Students who are enrolled in at least 15 semester credit hours and who achieve at least a 3.5 grade-point average for the semester will be placed on the Dean's List.

Dean's List for Part-Time Students - Students who have completed 15 credit hours, are enrolled in at least six credit hours but no more than 14 credit hours, and achieve at least a 3.5 grade-point average for the semester will be placed on the Part-time Students' Dean's List.

Summer term criteria is based on 12 semester hours for full time and 6 to 11 credit hours for part-time.

Students enrolled in transitional studies or prep courses will not be considered as Dean's List or Part-Time Student Dean's List candidates.

Graduation Honors - Students achieving a GPA of 3.50-3.99 will be designated at graduation with "Honors." Students achieving a GPA of 4.00 will be designated at

graduation with “Highest Honors.” Honors are determined by cumulative grade point average which does not include transfer credit.

SMOKING POLICY

Central Carolina complies with the Clean Indoor Air and Promotion of Public Health Act. Students are prohibited from smoking in all buildings on campus. Students may smoke in designated smoking areas outside of buildings.

TELEPHONE CALLS/PAGERS

Students are not permitted to use institutional telephones for personal calls. Public telephones are provided for student use in the Student Center.

Students are cautioned against having parents and friends call during class time since students will be called out of class only to receive emergency messages. Cell phones and pagers can be disruptive in the classroom and must be turned off during scheduled class times.

TRANSCRIPTS

The Student Records Office is responsible for receiving, issuing, and securing all transcripts. A \$5 fee will be charged for each transcript that is produced. Checks should be made payable to Central Carolina, accompanied by a written request. Forms for making this request are available in the Office of Student Records or Admissions.

PAYMENT OF FEES

Students are required to register for each term in which they enroll. Payment of fees must be made in accordance with the published guidelines. Students are not officially enrolled until all fees have been paid. Students with outstanding debts will not be permitted to register until the debts have been satisfied.

RESIDENCY STATUS

The amount of tuition and fees paid by students attending Central Carolina Technical College shall be determined by the student’s residency status (domicile). The rules regarding the establishment of residence for fee and tuition purposes at the College are governed by the Code of Laws of South Carolina, regulations promulgated by the South Carolina Commission on Higher Education and by the Central Carolina Technical College Commission.

Tuition and fee assessments are addressed in the following section of this catalog. The Admissions and Counseling Services Office is responsible for making all residency determinations. If the student subsequently becomes eligible for a change of residency, it will be the responsibility of the student to submit a written petition to the Director of Admissions and Counseling Services, requesting a change of residency. If the petition is approved, the change/status with supporting documentation will be effective the term following approval of the petition. Decisions of the Director of Admissions and Counseling Services regarding residency may be appealed to the Vice President for Academic and Student Affairs.

TUITION AND FEES

Tuition and fees effective Fall Term 2001 are as follows:

- Students from Clarendon, Lee, Kershaw and Sumter Counties — \$71 per credit hour to a maximum of \$850.
- Students from other counties in the state — \$85 per credit hour to a maximum of \$1,016.
- Students from out-of-state — \$161 per credit hour to a maximum of \$1,922.
- Tuition for students from South Carolina enrolled in Natural Resources Management and Environmental Engineering Technology is \$71 per credit hour to a maximum of \$850.
- Fees for non-credit courses are specified in the Continuing Education publications announcing the courses.
- The cost of books, tools, and materials is in addition to tuition fees.
- All fees are due at the time of registration.
- All students who register after the published registration period will be charged a \$25 late fee.
- The College reserves the right to adjust tuition and fees without notice.

- No refunds will be made if not applied for within 90 days of the last date of attendance.
- Space permitting, eligible South Carolina residents age 60 and older may enroll free at Central Carolina Technical College. Appropriate official documentation of age and employment must be submitted. See an Admissions counselor.

INSURANCE

A nominal fee for student insurance is included in the semester tuition charge. This insurance covers treatment for injuries suffered by students while attending classes, taking field trips, or participating in College-sponsored activities.

VISITORS

Visitors coming to the campus to see a student must go to the Center for Student Information in the Administration Building (Main Campus—Building 100). Students are asked not to bring members of their family on the campus during class hours.

EMERGENCY RESPONSE PROCEDURES

MEDICAL EMERGENCY PROCEDURES

If a medical emergency occurs in the presence of any College personnel, the faculty/staff member is to clear non-essential personnel from the area and attend to the needs of the person with the emergency. He/she is to also determine if the person requires medical attention.

If a person requires medical attention, the faculty/staff member will:

1. Have someone stay in attendance with the sick or injured person at all times.
2. Dial 911 and describe the problem, location, and primary entrance.
3. Assign someone to guide emergency medical personnel to the location of the sick or injured person. (Note: The emergency system routes 911 calls directly to the emergency response center without having to dial the “9” for an outside line.)
4. Call the Security Department and direct them to the emergency. Internally, call extension 223 and wait for call to be transferred to the radio. If no answer, dial 9-840-4106, or dial 778-6623 or 840-4106 from an off-campus telephone.
5. Contact the Custodial or Maintenance Department for the cleanup and disposal of any blood or body fluids. (Custodial and Maintenance personnel have been trained in the protection of bloodborne pathogens.)
6. Obtain and complete an Incident Report and submit it to the Security Department as soon as possible after the emergency, but within three (3) days.

If the emergency involves the injury of a student, the student should obtain a student accident insurance claim form from the Personnel Office as soon as possible after the emergency, and submit the completed forms to the Personnel Office.

The Security Department will notify the Vice President for Business Affairs of all medical emergencies and will maintain appropriate official files regarding medical emergencies for three years.

EVACUATION - Long Continuous Blast

A long continuous blast signals the need to evacuate the building. Following the information on the emergency action schematic for that location, you should walk (not run) to the nearest exit and move to the rally point at the hedge row boundary between USC-Sumter and CCTC. If you are in Building 600, you should rally in the parking lot behind Building 600.

Take valuables with you and exit quickly and quietly. Instructors are to make sure that no one is left inside the classroom and close the door. (A closed door will slow the movement of fire and smoke through the building and could give valuable seconds for the evacuation of those who may still be in the building.)

Instructors and students are to help anyone with a disability or in need of assistance to exit the building.

Instructors and supervisors should account for their constituents.

Instructors are to move their classes to the predetermined rally area as quickly as possible, and keep students together by classes until further information is given.

ES&H Team members, executive officers, department heads, and security personnel are to check their areas to ensure that no one remains in the buildings and that everyone moves to the rally point.

Three short blasts of the emergency communication system indicate the “all clear” to return to the building

In case of an actual fire, you should pull the nearest fire alarm and follow the evacuation procedures as stated above. Go to the nearest telephone outside of the building and dial 911 to report the fire. Also, notify Campus Security at extension 223 from on campus and 778-6623 from an off-campus telephone. If there is no answer, dial 9-840-4106 from on-campus and 840-4106 from an off-campus telephone.

The Sumter Police and/or Fire Departments have control over the scene when responding to any emergency. The College President or designee, in concert with the Sumter Police and Fire Departments, will decide when college personnel and students will re-enter the buildings and resume work/classes.

For more information on responding to a bomb threat, please see College Directive, #4.08 Bomb Threat Response Plan.

For more information on responding to hazardous materials spills/releases, please see the College Safety Manual.

SHELTERING PROCEDURE - A broken siren (several short blasts in succession)

A broken siren (several short blasts in succession) signals the need to find appropriate shelter. You should move quickly and quietly to the nearest sheltering location as depicted in the building’s emergency action schematics - in halls and classrooms, away from glass doors and windows, and on interior walls on the lowest floor of the building. Close doors and windows if time permits. Sit on the floor and cover your face with your arm or a cloth to protect against flying debris. Place a book on your head if available or get under a desk.

Instructors and supervisors should account for their constituents.

Remain in the shelter location until the “all clear” is sounded, which is three short blasts.

Instructors are to maintain students together until the “all clear” is sounded.

If there is a significant threat of severe weather, classes will be dismissed and/or cancelled. The decision to dismiss or cancel classes will be made by the College President or designee. The College President or designee will communicate the decision to dismiss or cancel classes internally by e-mail. The Public Information Officer will contact the following radio and television stations to communicate the decision externally: Radio: WWDM, WSSC, and WDXY; Television: WIS-TV and WBTW-TV.

BOMB THREAT PROCEDURES

Bomb threats are serious crimes under South Carolina Code and will be reported immediately to the Sumter Police Department by calling 911. Bomb threats are usually hoaxes; however College personnel will react to bomb threats according to established procedures.

The Sumter Police and Fire Departments have control over the scene when responding to any emergency, including a bomb threat. The College President or his/her designee in concert with the Sumter Police and Fire Departments will decide when college personnel and students will re-enter the building and resume work/classes.

Faculty and staff should be observant of anything unusual. If anything is discovered that is suspicious, contact Campus Security immediately. Do not attempt to move or open a suspicious box, book bag, or anything else for which the contents are unknown and suspicious.

Individuals who receive a bomb threat should:

1. Remain calm, listen carefully and write down as much information as possible.
2. **DO NOT HANG UP THE PHONE.**
3. Try to engage the caller in conversation while a **co-worker calls 911.**

Call 911 immediately from another telephone. Do not hang up the telephone on which the bomb threat was received.

4. Use the Bomb Threat Check Sheet to document as much information as possible. This Check Sheet will be attached to the Campus Security Incident Report.

5. Call Campus Security at 223 or 778-6623 from another telephone, who in turn will notify the President, Vice President for Business Affairs and the Vice President for Academic and Student Affairs.
6. Campus Security will institute a campus-wide evacuation by activating the fire alarm system.
7. Evacuation will be performed as delineated in the Emergency Response Procedures.

STUDENT CODE OF CONDUCT

I. Principles

Technical 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 which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual student.

II. Solutions of Problems

The college will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical 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 2 or more South Carolina Technical 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 will apply only at the College where the infraction occurred.

III. 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. "Chief Student Services Officer" means the chief student services person at the College or his or her designee.
- D. "Student" means a person taking any course(s) offered by the College either full time or part-time.
- E. "Instructor" means any person employed by the College to conduct classes.
- F. "SGA" means Student Government Association of the College.

- G. "Campus" means any place where the College conducts or sponsors educational, public service, or research activities.
- H. "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.
- I. "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.
- J. "Suspension" means a temporary separation of the College and student under specified conditions.
- K. "Expulsion" means permanent separation of the College and student.

I. General Rights of Students

A. Nondiscrimination

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 non-discriminatory rules and regulations regarding time, place, and manner.

Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no later than 10 working days prior to the desired event.

C. Freedom of the Press

In official student publications, they 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. Protection Against 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. Student Representation in College Governance

Students should be represented on campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

F. Classroom Behavior

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.

The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.

The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under III herein and instructors may

dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading

1. Instructors will follow the announced standards in evaluating and grading students.
2. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

H. 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.

I. Records

1. General

The student records office will maintain and safeguard student records. All official student and former 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) veterans affairs.

2. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.

3. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

- a. To instructors and administrators for legitimate educational purposes.
- b. To accrediting organizations to carry out their functions.
- c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d. The Chief Student Services Officer may authorize release of directory information as defined by the College under privacy legislation.
- e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.

4. Treatment of Records After Student Graduation or Withdrawal

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

II. Student Government and Student Organizations

A. Student Government Associations

The college Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at the College. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

B. Student Organizations

An essential prerequisite for a student organization to be approved is that it have educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

III. Proscribed Conduct

A. General

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV, C, 2, c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

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 who violates the law will be turned over to the appropriate authorities.

In the event of illegal or disruptive activity on a college campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws.)

C. Academic Dishonesty

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline.

1. Cheating on tests is defined to include the following:
 - a. Copying from another student's test.
 - b. Using materials 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 an unadministered test.
 - e. Bribing any other person to obtain tests or information about tests.
 - f. Substituting for another student, or permitting any other person to substitute for oneself.
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 offered for credit.

D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:

1. Forgery, alteration, or misuse of college documents, records, or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

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

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage, or misuse of the private property of members of the College community or non-members of the College community occurring on campus or off campus during any college approved activity.
4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an

individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.
- F. Other unlawful acts which call for discipline include, but are not limited to:
1. Destruction, theft, damage, or misuse of college property occurring on or off campus.
 2. Unauthorized entry upon the property of the College after closing hours.
 3. Unauthorized presence in any college facility after hours.
 4. Unauthorized possession or use of a key to any college facility or other property.
 5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
 6. Possession, use, or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
 7. Possession, use, or distribution on campus of any beverage containing alcohol.
 8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
 9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
 10. Engaging in any activity which disrupts the educational process of the College, interferes with the rights of others, or adversely interferes with other normal functions and services.

IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions which follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

A. Administrative Suspension

1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the College, and administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, or if their continued presence constitutes a danger, the administrative officer may then suspend them from the College until a resolution of the matter can be made.
2. The administrative officer invoking such administrative suspension shall notify the Chief Student Services Officer in writing of the individuals involved and the nature of the infraction before 5:00 P.M. of the first class day following its imposition. If immediate identification of the student or students is impossible, such notice shall be given within 2 working days after identification has been determined.

B. Complaints

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.
2. Within 5 working days after the charge is filed, the Chief Student Services Officer shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer may act as follows:
 - a. Drop the charges.
 - b. Impose a sanction consistent with those shown in Section IV, C, 2, c, Student Appeals Committee.
 - c. Refer the student to a college office or community agency for services.

The decision of the Chief Student Services Officer shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Chief Student Services Officer, or where the student refuses to cooperate, the Chief Student Services Officer shall send a certified letter to the student's last known address providing the student with a list of the charges, the Chief Student Services Officer's decision, and instructions governing the appeal process.

3. A student who disagrees with the decision of the Chief Student Services Officer may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the Chief Student Services Officer's decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

C. The Student Appeals Committee

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within fifteen (15) working days after the student has officially appealed the decision of the Chief Student Services Officer.

1. Membership of the Committee shall be composed of the following:
 - a. Three faculty members appointed by the chief instructional officer and approved by the President.
 - b. Three student members appointed by the appropriate student governing body and approved by the President.
 - c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
 - d. The Chief Student Services Officer serves as an ex-officio nonvoting member of the Committee.
 - e. The chair shall be appointed by the President from among the membership of the Committee.
2. Functions of the Committee are described as follows:
 - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
 - b. To hand down a decision based only on evidence introduced at the hearing.
 - c. To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
 - (1) A written reprimand.
 - (2) An obligation to make restitution or reimbursement.
 - (3) A suspension or termination of particular student privileges.
 - (4) Disciplinary probation.
 - (5) Suspension from the College.
 - (6) Expulsion from the College.
 - (7) Any combination of the above.

V. Procedures for Hearings Before the Student Appeals Committee

A. Procedural Duties of the Chief Student Services Officer

At least 7 working days prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

1. A restatement of the charge or charges.
2. The time and place of the hearing.
3. A statement of the student's basic procedural rights.

4. A list of witnesses.
5. The names of Committee members.

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

- B. Basic procedural rights of students include the following:
1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
 2. The right to produce witnesses on one's behalf.
 3. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
 4. The right to present evidence. The Committee may determine as to what evidence is admissible.
 5. The right to know the identity of the person(s) bringing the charge(s).
 6. The right to hear witnesses on behalf of the person bringing the charges.
 7. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 8. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
- C. The Conduct of the Committee Hearings
1. Hearing before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. The student. The hearing may be conducted without the student present if the student ignores the notice of the hearing and is absent without cause.
 - b. Counsels of the accused, the grievant and the College.
 - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
 - d. Witnesses who shall:
 - (1) Give testimony singularly and in the absence of other witnesses.
 - (2) Leave the committee meeting room immediately upon completion of the testimony.
 2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
 3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
 4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
 5. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
 6. Decisions of the Committee shall be made by majority vote.
 7. Within 2 working days after the decision of the Committee, the Chief Student Services Officer shall send a certified letter to the student's last known address providing the student with the committee's decision.
- D. Appeal to the President
- When the student appeals to the President, the President, whose decision is final, shall have the authority to:
1. Receive from the student an appeal of the Committee's decision.
 2. Review the findings of the proceedings of the Committee.
 3. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
 4. Approve, modify, or overturn the decision of the Committee.

5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

Grievance Procedure

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
- B. Sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.

If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

- C. Academic matters, excluding individual grades except where the conditions in item A above apply.

II. Definitions

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

- A. "College" means any college in the South Carolina Technical Educational System.
- B. "President" means the chief executive officer of the College.
- C. "Chief Student Services Officer" means the chief student services person at the College or his or her designee.
- D. "Student" means a person taking any course(s) offered by the College either full time or part time.
- E. "Instructor" means any person employed by the College to conduct classes.
- F. "Staff" means any employee of the College who was employed by the College for reasons other than conducting classes.
- G. "Campus" means any place where the College conducts or sponsors educational, public service, or research activities.
- H. "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.

III. Procedures

A. First Step

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 working days of the incident which generated the complaint.

B. Second Step

If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student by the Chief Student Services Officer. The Chief Student Services Officer will explain the grievance process to the student.

The completed grievance form must be presented to the Chief Student Services Officer within 10 working days after satisfying the first step in the grievance process. The Chief Student Services Officer shall give written acknowledgement of receipt of the grievance form. This acknowledgement shall be given immediately or no later than 2 working days after receipt of the grievance form from the student. The Chief Student Services Officer will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 working days of receipt of the grievance form from the Chief Student Services Officer. As a part of the effort to resolve the issue, the supervisor will consult with the accused and the chief administrative officer of the division or component concerned.

C. Third Step

If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made. The student must submit a written request within 5 working days after receiving the written response of the supervisor. The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the request by the student.

The Chief Student Services Officer shall notify immediately the President who shall insure that the Committee is organized in a manner consistent with Section IV, A of this procedure (The Student Grievance Committee). The Chief Student Services Officer will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

Meeting(s) shall be conducted between 5 and 15 working days following the date of the request. A postponement, if requested no later than 5 working days prior to the scheduled meeting, may be granted by the chairperson upon written request of either party.

The Committee shall hold interviews with the grievant, the employee, and the supervisor. The committee may interview any additional witnesses that it considers necessary to render a fair decision.

The Committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote and thus break the tie. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within 2 working days of the Committee's decision.

D. Fourth Step

The Committee's decision may be appealed by either party involved to the President of the College within 10 working days of the Committee's decision.

The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and will render a decision within 10 working days of receipt of the appeal. The decision of the President is final.

IV. The Student Grievance Committee

A. The Student Grievance 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 instructional officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, appointed by the President of the College, who shall serve as chairperson of the Committee.
5. All recommended members must be approved by the President.

B. Purpose and Function of Grievance Committee

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. Rights of the Parties Involved in a Grievance

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint.
2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least 5 working days prior to the meeting unless they waive this requirement.
3. Review all available evidence, documents or exhibits that each party may present at the meeting.
4. Have access to the names of the witnesses who may testify.
5. Appear in person and present information on his or her behalf.

6. Call witnesses who are dismissed following their questioning by all present and to ask questions of any person present at the meeting.
7. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the Committee.