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STUDENT HANDBOOK 2014-2015

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STUDENT HANDBOOK 2014 - 2015



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In our global economy, one thing is clear: you must be competitive to succeed. At Midlands Technical College, you'll find career training that maximizes your potential and prepares you for today's fast-paced, knowledge economy careers.

Midlands Technical College welcomes students with diverse career goals and interests. As you look through the MTC Student Handbook, you'll find extensive resources to help you achieve your personal and professional goals.

When you take advantage of the excellent education and individualized attention at MTC, you gain skills and knowledge to support lifelong learning. Midlands Technical College students achieve their goals through career programs, college transfer options and continuing education offerings. The college currently offers more than 100 associate degrees, diploma and certificate programs, and maintains transfer agreements with four-year colleges and universities throughout the Southeast.

At MTC, we hope every student is prepared to reach their full potential. On behalf of the college community, I extend our best wishes for your success.

A handwritten signature in cursive script that reads "Marshall White Jr." The signature is written in dark ink and is positioned above the printed name.

Dr. Marshall (Sonny) White, Jr.
President

FREQUENTLY CALLED COLLEGE PHONE NUMBERS

Academic Departments

| | |
|--------------------------------|--------------|
| Business | |
| Airport | 803.822.3602 |
| Beltline | 803.738.7732 |
| Developmental Studies | 803.822.3539 |
| Engineering Technology | 803.738.7787 |
| English | 803.738.7667 |
| Health Sciences | 803.822.3381 |
| Humanities | 803.822.3357 |
| | 803.738.7684 |
| Information Systems Technology | 803.822.3594 |
| | 803.738.7732 |

Industrial Technology

| | |
|---|--------------|
| Automotive | 803.738.7751 |
| Machine Tool & Industrial Electricity | 803.738.7676 |
| Building Construction Technology; Commercial Graphics; Heating, Ventilation, Air Conditioning & Refrigeration; and Welding | 803.822.3361 |

Math

| | |
|----------|--------------|
| Airport | 803.822.3357 |
| Beltline | 803.738.7689 |

| | |
|---------|--------------|
| Nursing | 803.822.3322 |
|---------|--------------|

Public Service

| | |
|------------------|--------------|
| Paralegal | 803.822.3594 |
| Early Childhood | 803.822.3358 |
| Criminal Justice | 803.822.3602 |
| Human Service | 803.822.3358 |

| | |
|---------|--------------|
| Science | 803.822.3548 |
|---------|--------------|

Social & Behavioral Sciences

| | |
|----------|--------------|
| Airport | 803.822.3292 |
| Beltline | 803.738.7612 |

Transfer (Associate in Arts and Associate in Science)

| | |
|----------|--------------|
| Airport | 803.822.3293 |
| Beltline | 803.738.7612 |

Academic Success Center

| | |
|---------------------|--------------|
| Airport | 803.822.3545 |
| Batesburg-Leesville | 803.604.1639 |
| Beltline | 803.738.7871 |
| Harbison | 803.407.5005 |

| | |
|------------|--------------|
| Admissions | 803.738.8324 |
|------------|--------------|

Bookstore

| | |
|----------|--------------|
| Airport | 803.822.3577 |
| Beltline | 803.790.7566 |

CAREERS

| | |
|----------|--------------|
| Airport | 803.822.6701 |
| Beltline | 803.738.7863 |

Cashier

| | |
|----------|--------------|
| Airport | 803.822.3260 |
| Beltline | 803.738.7649 |
| Harbison | 803.732.5334 |

| | |
|--------------------|--------------|
| College Work-Study | 803.738.7634 |
|--------------------|--------------|

Counseling (Career Services, Disability Services)

| | |
|----------|--------------|
| Airport | 803.822.3505 |
| Beltline | 803.738.7636 |

| | |
|--|--------------|
| Educational Talent Search | 803.822.3628 |
| Educational Opportunity Center | 803.822.3749 |
| Harbison Theatre | 803.407.5003 |
| International Admissions and Residency Coordinator | 803.738.7735 |
| Job Training/Workforce Investment Act | |
| Airport | 803.822.3258 |
| Beltline | 803.738.7630 |
| Library | |
| Airport 822-3530 | |
| Batesburg-Leesville | 803.604.1639 |
| Beltline | 803.738.7629 |
| Harbison | 803.407.5005 |
| Registrar | |
| Airport | 803.822.3656 |
| Beltline | 803.738.7766 |
| Security Emergencies | 803.738.7199 |
| Non-emergencies | 803.738.7850 |
| Student Advisement | |
| Airport | 803.822.3388 |
| Beltline | 803.738.7810 |
| Student Assessment | |
| Airport | 803.822.3659 |
| Beltline | 803.790.7522 |
| Student Development Services | |
| Vice President | 803.738.7768 |
| Associate Vice President | 803.822.3528 |
| Student Ombudsman | 803.738.7706 |
| Student Employment Services (Full & Part-time Jobs, Cooperative Education, Internships) | |
| Airport | 803.822.3538 |
| Beltline | 803.790.7558 |
| Student Financial Services | 803.738.7792 |
| Student Grievances | 803.822.3528 |
| Student Information Centers | |
| Batesburg-Leesville | 803.604.1601 |
| Beltline/Airport | 803.738.8324 |
| Harbison | 803.732.5201 |
| Northeast | 803.691.3925 |
| Fairfield | 803.815.6650 |
| | 803.815.2933 |
| Student Life (Student IDs, Clubs/Organizations, Student Advisory Board, Lost and Found) | |
| Airport | 803.822.3650 |
| Beltline | 803.738.7860 |
| Student Support Services | |
| Airport | 803.822.3032 |
| Beltline | 803.738.7662 |
| Veterans Affairs | |
| Airport | 803.822.3519 |
| Beltline | 803.738.7615 |

ACCREDITATION

Midlands Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Midlands Technical College.

GOVERNANCE

The college's governing board is the Midlands Technical College Commission. These 12 leading citizens are appointed by the governor, upon the recommendation of their respective legislative delegations, to serve as trustees of the college.

STATEMENT OF MISSION

Midlands Technical College is a comprehensive, multi-campus, two-year public college serving the primary region of Richland, Lexington and Fairfield counties of South Carolina. College programs and services provide accessible, affordable, quality education that prepares a diverse student population to succeed in the job market, to transfer to senior colleges and universities, and to achieve their professional and personal goals. The college equitably provides higher education opportunities, strengthens businesses and enhances the economic and social vitality of the community.

STATEMENT OF ROLE AND SCOPE

The college implements its mission through a clearly defined set of programs, services and partnerships that include:

College-Level Credit Programs

The college serves approximately 17,000 credit students annually through courses leading to associate degrees, diplomas and/or certificates in Arts and Sciences, Business, Engineering Technology, Health Sciences, Industrial Technology, Information Systems Technology, Nursing and Public Service.

Corporate and Continuing Education Programs

The college provides professional and career training and development through open enrollment and customized courses with approximately 30,000 enrollments annually. The college serves individuals, businesses and the community. The college also offers self-supporting, noncredit activities for personal enrichment.

Student Development Programs and Services

The college offers programs and services to current and prospective students and alumni to increase their success and enhance their potential for personal, educational and professional growth. The college increases student access to higher education and careers through recruitment, developmental education, financial services, counseling and career services, and evaluation and support services.

College Administrative Support Services

The college, through an array of comprehensive administrative services, ensures an effective and fiscally sustainable institution.

Economic Development Programs

MTC pro actively promotes business growth and regional prosperity. The college enhances the economic vitality and quality of life of the region by providing a sustainable workforce and opportunities for community engagement.

Business Collaboration and Partnerships

MTC initiates and expands business relationships through advisory board participation and business outreach activities. Business Solutions works with potential and existing business customers to identify needs and provide specific education and training for their potential and current employees.

STATEMENT OF VISION

Midlands Technical College, as a premier higher education partner, creates innovative learning environments, promotes individual and business success, drives economic vitality, and enhances quality of life.

STATEMENT OF VALUES

Midlands Technical College contributes to the community by helping individuals reach their full potential through affirmation of the following values:

Commitment to Students

Belief in providing a learner-centered environment offering quality instruction, resources and services and presenting challenging opportunities for the continued growth and development of its students. The college assists students in clarifying their lifelong goals, navigating career pathways, fostering entrepreneurship, developing interpersonal skills and maximizing their potential.

Commitment to Excellence in Education

Belief in offering the highest quality academic programs and support services through a variety of delivery methods that reflect the relevant education required for future success. The college builds a community of learners and prepares students for the work environment or further education.

Commitment to Quality Service

Belief in providing professional, respectful, responsive, flexible, approachable and courteous quality service to all constituents.

Commitment to Integrity

Belief in ethical behavior by all members of the college community. The college fosters and promotes integrity, honesty, fairness and mutual respect among faculty, staff, students and all others associated with the college.

Commitment to Economic Vitality and Quality of Life

Belief in preparing students for successful careers by providing a seamless curriculum bridging secondary education, higher education and lifelong learning. The college serves as a resource for community engagement and partners with business, education and government to enhance the growth and prosperity of the region.

Commitment to Access and Diversity

Belief in providing access to programs and services to students who comprise the cultural, economic and demographic diversity of the community.

Commitment to Faculty and Staff

Belief in the importance of attracting and retaining an excellent and diverse faculty and staff who collectively create a positive learning environment. The college provides professional development opportunities and demonstrates its commitment to the college community by providing resources to carry out the mission of the college.

Commitment to a Quality Campus Environment

Belief in the importance of creating an inviting and secure environment for the college community. The college values clear communications, open exchange of ideas, involvement in decision-making, and respect for all individuals.

Commitment to the Management and Diversification of Resources

Belief in the effective use of college resources to provide quality education and services for the students and community and in being accountable to constituents. The college seeks to diversify its financial support through the pursuit of new and innovative resources.

Commitment to Innovation and Renewal

Belief in the spirit of creativity and discovery in all college endeavors. The college is open to innovation, adaptation and positive change for the benefit of all its constituencies.

STATEMENT OF NONDISCRIMINATION

Midlands Technical College does not discriminate in admissions or employment on the basis of race, sex, national origin or ethnic group, color, age, religion, disability, genetic information, military service, or pregnancy. In compliance with Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992, and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Dr. Ronald L. Rhames has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and Title VII and Title IX regulations. Information concerning the provisions of the American with Disabilities Act and the rights and privileges thereunder are available from Dr. Rhames in his position as the Senior Vice President for Business Affairs and Compliance Officer for Affirmative Action, Equal Opportunity, Sexual Harassment and Disability Action. He can be reached at Midlands Technical College, P.O. Box 2408, Columbia, SC 29202, 803.822.3261 or EEOCTitleIXReport@midlandstech.edu.

COLLEGE INFORMATION

Midlands Technical College faculty and staff intend to provide current, accurate information on programs and services to all students, whether they are attending classes on campus or are enrolled in distance education courses. Prospective and enrolled students can access current information on Midlands Technical College's homepage at WWW.MIDLANDSTECH.EDU.

ACADEMIC ADVISEMENT

After being accepted into Midlands Technical College, students must meet with an Advisor who will assist in planning their academic goals. Students work closely with an Advisor to review their program of study, discuss required courses, and proper sequence of courses.

When a student has never attended college before, his or her first meeting with an Advisor will be with New Student Advisement and Orientation Services. Some program majors require advisement by program faculty within the department.

Any returning students or students transferring credits from another institution meet with their respective program's faculty Advisor.

Following these tips will help you with your advising experience:

- › Consider your personal, educational and career goals
- › Review your academic program requirements
- › Consider how you will balance your work, college and personal life
- › Arrive early for advisement appointments; call if you need to reschedule
- › Discuss challenges of juggling work, studying and overall progress for your goals
- › Ask questions on any information or procedures that are unclear
- › Review placement test scores in MyMTC before meeting with your advisor
- › Ask about available support services; your Advisor can assist you with referrals
- › Address changes must be completed in your MyMTC account
- › If you are planning to transfer please contact the transfer institution to learn about program-specific requirements

Some academic programs allow students, with earned MTC credit, to register class schedules online – provided certain criteria are met. Your program Advisor determines if online registration is appropriate for you.

ACADEMIC DISHONESTY

(See Appendix I, Student Code, Section III-C.)

ACADEMIC FRESH START

Students readmitted to the college may apply for “Academic Fresh Start.” This option is designed for students who have performed poorly in their previous coursework at MTC and have decided to re-enroll after being out of college for at least three years. Students in this category who want an opportunity for a fresh undergraduate start at Midlands Technical College, without the handicap of their prior academic record, may apply for Academic Fresh Start, subject to the conditions set forth by the college. Granting of Academic Fresh Start can occur only once. Granting of Academic Fresh Start will not affect or alter a student’s access to financial aid or scholarships from any source unless specific governmental or agency laws and/or regulations prohibit such awards. All prior academic coursework is used to determine Title IV academic progress standards for financial aid and may be used by other colleges to determine transfer GPA. For information about this process, contact Counseling and Career Services. Counseling and Career Services is located in the Airport Student Center, room 237 on the Airport Campus (803.822.3505), and in the Beltline Student Center, room 239, on the Beltline Campus (803.738.7636). WWW.MIDLANDSTECH.EDU/learn/academics/arts-and-sciences-university-transfer/undecided

ACADEMIC FRESH START (SFS STANDARDS OF ACADEMIC PROGRESS)

Title IV regulations do not recognize the college’s policy for Academic Fresh Start. The 70 percent successful course completion rate and the 150 percent rule will include all courses attempted at MTC and transfer credits regardless of an approved academic fresh start.

ACADEMIC HONORS

(See Honors.)

ACADEMIC LIMITATIONS

To ensure the highest quality education, Midlands Technical College sets certain limitations on its academic procedures. Please read the section below for current limitations.

TEST SCORES

A student’s scores on appropriate tests for placement in courses or admission to programs will be acceptable for three years from the date the test is taken.

TRANSFER COURSEWORK APPLIED TOWARD GRADUATION

Applicability and time limitations on transfer coursework will be determined by the appropriate program’s department chair or designee.

GRADE CHANGES

Normally, a student’s grade in a course may not be changed later than one term following the award of the grade. The grade may be changed only by the course instructor or the department chair. Students should contact the course instructor to question a grade or initiate a grade change. Exceptions to these policies may be made only by the academic vice president.

REPEAT GRADE POLICY

When a course is repeated, all grades will be entered on the student’s permanent academic record. For 100 - 200 level courses, the higher of the two grades will be included in the grade point average. Certain departmental requirements may limit the number of times a course may be repeated.

Students who plan to transfer must realize the receiving college may recalculate grade point averages, including repeat grades, according to that college's policies.

Students receiving financial aid should know that all coursework attempted will be calculated in assessment of academic progress standards for student financial aid purposes.

CATALOG RIGHTS

Students admitted to the college are granted the right to complete programs as stated in the College Catalog at the time of initial matriculation to the program. As long as the student is eligible to re-enroll, the student maintains these catalog rights.

The college reserves the right to change courses so long as the total number of credits required for completion of the program is not increased. A student who must reapply for admission comes into the college under the catalog in effect at the time of readmission.

College and program policies, procedures and fees may be adjusted as needed and are not linked to rights for courses. Students are encouraged to consult the college's website for updates to policies, procedures and fees.

COURSE CANCELLATION

Courses may be canceled due to inadequate enrollment or lack of instructors. Students are encouraged to check their online schedule immediately prior to the start of classes to confirm course offerings, dates and times.

ACADEMIC PROGRESS

Midlands Technical College faculty and staff want students to succeed and make academic progress toward their goals. The college has adopted the following progress standards and support activities to assist students in successfully moving toward graduation.

To remain in good standing, students pursuing a degree, diploma or certificate who are enrolled in regular curriculum classes must maintain a minimum cumulative grade point average (GPA) of 2.0.

Students who fail to earn the required GPA will be placed on probation during the next term in which they enroll in the college. Some programs require higher GPAs each term to remain in good standing. Students on probationary status who do not earn a cumulative GPA of 2.0 will be suspended from the college the term following probation. While on academic probation or warning, students are advised to discuss their academic situation with their advisor, seek additional supportive resources such as the Academic Success Centers and Counseling Services as needed, and take reduced course loads until performance improves. It is also recommended that the student enroll in College Skills (COL 103) or Personal and Career Assessment (IDS 102) unless the student has already successfully completed both courses. Students who are returning from Academic Suspension must enroll in College Orientation (COL 101). COL 101 may also be required for students who have not met standards of academic progress for financial assistance.

Students on probationary status who do not earn the required GPA will be suspended from the college the term following probation. Students on academic suspension are ineligible to enroll in college credit courses for one term. Students returning from suspension will continue on probation, and all probationary procedures will apply during this term. Those who earn the required GPA will be removed from probationary status.

Students who achieve a GPA of at least 2.0 for the probationary term but whose cumulative GPA remains below the required level will remain on probation for one additional term. By the end of the second probationary term, students who achieve a 2.0 minimum GPA for the term but whose cumulative GPA remains below the required level will remain on probation for one additional term. By the end of the third probationary term, the student will be suspended unless the cumulative GPA reaches the prescribed level or the term GPA is 2.5 or higher.

Students on probation shall not serve in college-wide elective offices nor be appointed to any administrative or social committees during the probationary period.

Students enrolled in Developmental Studies (DVS) courses or enrolled in both DVS and curriculum courses must meet standards of academic progress as defined below. Additional standards of progress are required of financial aid applicants based on the type of aid received. Please contact the Student Financial Services Office or refer to the Student Financial Aid website at WWW.MIDLANDSTECH.EDU for a copy of satisfactory academic progress standards for financial aid.

DEVELOPMENTAL STUDIES STANDARDS OF PROGRESS

Students enrolled in all zero-level courses only must receive grades of A, B or C in at least half of their courses to remain in good standing. DVS students who do not meet this requirement will be placed on probation during the next term in which they enroll in the college.

Students enrolled in all zero-level courses only who are on probation and who do not earn grades of A, B or C in at least half of their courses will be suspended from the college the term following probation. Those who do earn grades of A, B or C in at least half of their DVS courses will be removed from probationary status.

Students taking both zero-level and curriculum courses must earn a cumulative GPA of 2.0 as outlined above and pass at least half of their courses. Students who do not meet both of these requirements will be placed on probation during the next term in which they enroll in the college. All probationary guidelines as outlined in the Standards for Academic Progress will apply.

Students on probation who do not earn the required GPA or who do not earn grades of A, B or C in at least half of their DVS courses shall be suspended from the college the term following probation. Those who earn the required GPA and earn grades of A, B or C in at least half of their DVS courses will be removed from probationary status.

Special advisement/counseling sessions are available to students on probation.

ACADEMIC SUCCESS CENTERS

The Academic Success Center (ASC) offers tutoring and computer access to all currently enrolled MTC students. Since available resources may differ by campus, feel free to call before visiting us to confirm that the center has what you need.

COMPUTER ACCESS

All currently enrolled MTC students have access to computer resources for the purposes of academic computing. The availability of software packages is determined by the courses taught at the college and by the programs supported by the IRM department. Available resources include productivity and development software, email, Internet, Microsoft Office products, and a wide variety of interactive educational software.

TUTORING SERVICES

Tutoring is available to assist currently enrolled students with selected courses. Mathematics, writing, and reading are the major areas for tutoring, but tutoring is also offered in foreign languages and selected computer, accounting, and science courses. Supplemental Instruction (SI) is offered for selected courses. Tutoring is also available during Open Lab sessions. Please visit our website WWW.MIDLANDSTECH.EDU/student-resources/academic-success-center for more information about specific subjects, SI, and Open Labs.

ADDITIONAL RESOURCES

In addition to computer access and tutoring, the Academic Success Center provides a variety of materials to assist students in becoming independent learners. Available materials include videotapes of lessons from MTC faculty, textbook supplements, anatomy models, microscopes, slides, and selected handbooks.

LOCATIONS AND CONTACT

Airport: Academic Center (AC) Room 151 • 803.822.3545

Batesburg-Leesville: Educational Center (BLEC) 106 • 803.604.1639

Beltline: Landau Engineering Tech (LET) Room 211 • 803.738.7871

Harbison: Theater & Classroom (TC) 218 • 803.407.5005 • WWW.MIDLANDSTECH.EDU/about/harbison-theatre

Northeast: Engineering Tech. & Science (ETS) 153 • 803.691.3900 • WWW.MIDLANDSTECH.EDU/learn/academic-programs/Engineering-Technology

Hours of operation may vary by semester. Contact the center or view our website for current hours.

WWW.MIDLANDSTECH.EDU/successcenter

ACCOMMODATIONS REQUESTS

Any student having a disability requiring special accommodations should make their request with Counseling and Career Services within 10 days of the event. Students desiring special accommodations are required to register with Counseling and Career Services with appropriate documentation:

- › Airport Campus: 803.822.3505
- › Beltline Campus: 803.738.7636
- › Email: counseling@midlandstech.edu
- › Website: WWW.MIDLANDSTECH.EDU/student-resources/disability-services

ADMISSIONS

All new students, both freshmen and transfer students, must submit an application for admission, including a \$35 non-refundable application fee, to be admitted to a program of study or courses by the Admissions Office. Those reading this handbook are assumed to be enrolled students; therefore, familiarity with this office should already exist. Admissions procedures, including processes for international students and applicants for Nursing or Health Sciences programs, are provided in the College Catalog and online at midlandstech.edu.

READMISSION PROCEDURES

Former Midlands Technical College students who were not enrolled for any of the preceding three academic terms (including summer term), or who have graduated from the college and who wish to re-enroll must complete an admissions application before re-entry. Application forms are available online at WWW.MIDLANDSTECH.EDU/admissions/apply-mtc. Students who have attended another college during the interim should request that the college send an official transcript of all academic work to the Admissions Office at Midlands Technical College. Applicants for readmission must meet established assessment and placement guidelines to ensure appropriate course placement and promote student success.

The college reserves the right to refuse admission to any student who has an unacceptable academic or conduct record. Those who have any financial obligations to the college must resolve those obligations before they will be allowed to register for classes.

READMISSION PROCEDURE FOR STUDENTS ON ACADEMIC SUSPENSION

Students suspended for academic reasons must make an appointment with Counseling and Career Services to obtain a petition for readmission to the program they wish to re-enter. An admissions application must also be completed. Additional testing and enrollment in a college success course may be required. Information concerning readmission of suspended students should be obtained from the Counseling and Career Services office.

PROOF OF LAWFUL STATUS

The South Carolina Illegal Immigration Act of 2008 requires that all students in SC state-supported colleges and universities provide proof of lawful status in order to be enrolled or receive transcripts. There are many ways that

US citizens and non-citizens can prove legal US presence. Students can obtain information on the web at WWW.MIDLANDSTECH.EDU/admissions/lawful-presence-policy or in person at the Student Information Offices, Admission Offices, or the Welcome Desk to inquire and provide valid documentation.

ADULT STUDENT SERVICES

The college serves the adult student population through the services of several departments. You may access services through a virtual center at WWW.MIDLANDSTECH.EDU/student-resources/adults-returning-college.

Additionally, counseling, educational guidance, career planning, child-care options, student-aid resources, workshops, and seminars that help adults to manage the multiple roles of student, family and worker can be accessed in the following offices:

- › CAREERS
- › Counseling and Career Services
- › Educational Opportunity Center
- › Student Support Services
- › Academic Success Center
- › Student Financial Services

For personal assistance regarding these services, contact Counseling and Career Services housed on both Beltline and Airport campuses in the Student Center. Prospective students should contact the Student Information Centers housed in the Academic Center on Airport Campus and in the Student Center on Beltline Campus.

ADVANCED STANDING

Midlands Technical College has established policies and procedures that may allow students to enter certain curriculum programs with advanced standing. In many cases, credit may be awarded through transfer of credit from other post-secondary institutions, challenge examinations, Advanced Placement (AP) exams, the College Level Examination Program (CLEP), military experience or prior experiential learning. Students interested in advanced standing should furnish appropriate documentation to the Admissions Office by the application deadline. After this information has been reviewed by the appropriate college personnel, students will be notified regarding academic credits awarded. Applicability and time limitations on transfer work will be determined by the appropriate program's department chair or designee.

CLEP, AP and Dante test information may be obtained at the Student Assessment Centers on either campus by calling 803.822.3659 (AC) or 803.738.7731 (BC) or by accessing information on the Student Assessment Center website.

ALCOHOL/DRUGS POLICY

Midlands Technical College seeks to provide a drug-free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

Midlands Technical College prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, or other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/ local regulations, policies, procedures, rules and legal statutes. Workplace means either on college premises or while conducting college business away from the college premises. Educational setting includes both institutional premises and approved educational sites off campus.

To prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, Midlands Technical College and the South Carolina Technical College System have implemented this policy to ensure a drug-free work and educational environment.

Midlands Technical College recognizes that chemical dependency through the use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The college supports and recommends employee and student rehabilitation and assistance programs, and it encourages employees and students to use such programs. Midlands Technical College also performs a biennial review of alcohol and drug policies, programs, incidents, and needs and uses this information in the development, adjustment and implementation of related policies, procedures and programs.

The college will implement drug-free awareness programs for employees and students. Such programs will annually ensure employees and students are aware that:

- › Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury, poor health or even death. The health risks and effects of controlled substances and alcohol will be provided to students and employees.
- › Alcohol and other drug abuse can significantly lower performance on the job and in the classroom, thus adversely affecting the college and the college's mission, as well as seriously affecting a student's educational and career goals.
- › Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to their human resource officer within five days. Management must report to granting agencies any employee conviction for conduct in the workplace within ten days of receiving notice.
- › It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures, statements, laws and guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment. In addition, management is specifically required by law to take appropriate action within 30 days of receiving notice of any employee's conviction for conduct in the workplace.
- › Use of employee assistance programs (EAP), student assistance programs (SAP) or drug/ alcohol rehabilitation services is encouraged.

For information on substances that can cause chemical dependence and their side effects and health risks, please visit the Student Life Office on either campus or obtain information online at WWW.MIDLANDSTECH.EDU/studentrighttoknow, under alcohol/drugs policy.

ATTENDANCE

Midlands Technical College expects students will attend all scheduled instructional courses. At a minimum, students in all curriculum and Developmental Studies courses must be present for at least 75 percent of their scheduled classes and laboratory meetings to receive credit.

With the approval of the academic vice president, individual departments may set attendance requirements that are more stringent than those stated above.

The specific requirements of a course will be published in the course syllabus. Faculty of the college may grant exceptions to the class attendance policy on an individual case basis when students face extenuating circumstances beyond their personal control, such as extended illness, family illness or death, or other personal crisis.

Students must meet all academic requirements to receive a passing grade, regardless of any exceptions made to the attendance policy.

AUTOMATIC TELLER MACHINES

To provide students with convenient financial services, automatic teller machines (ATMs) are located on the Airport Campus (Academic Center first floor) and Beltline Campus (Student Services Building first floor).

BAND/MUSIC

Although Midlands Technical College does not have its own marching band, MTC has arranged for MTC students to participate in the marching bands of two Bridge Partner colleges, the University of South Carolina and Benedict College. At USC-Columbia, MTC students can audition for the marching band, the flag line and the Carolina Coquettes. Benedict College has invited MTC students to audition for the marching band and also for the Benedict Gospel Choir. Interested students should review information about these college activities on the Bridge Program web pages for these colleges at WWW.MIDLANDSTECH.EDU/learn/academics/bridge-and-transfer/bridge-program-faqs.

BOOKSTORES

The Airport Campus Bookstore is located on the first floor of the Airport Student Center and the Beltline Campus Bookstore is on the first floor of the Beltline Student Center. The Northeast Campus Bookstore is located on the lower level of the Engineering, Technology, and Science Building.

The bookstores offer new and used textbooks, reference books, and school supplies, including required drafting, graphics, computer, dental and nursing supplies, and specialty items such as backpacks, imprinted shirts, mugs and snack foods. Computers are also offered through special orders.

The bookstores will buy back textbooks from students at any time during normal operating hours. At the end of each semester, from the last day of class through the exam period, the bookstores will conduct a “book buy” period. Students should watch for published dates and locations in the bookstores or on the bookstore website. During the “book buy” period, books for the upcoming term will be purchased for 50 percent of the current list price until the stock level for each book meets the estimated quantity needed by the departments for the upcoming term. Once the estimated quantity for any book requested by a department has been met, any additional copies of that book presented for “book buy” will be deemed overstock and purchased at prevailing wholesale prices, if any. Wholesale guide prices will be given at all times other than the specified “book buy” period.

Workbooks that have been written in will be purchased only if their reuse is approved by the appropriate department chair. Any books that are missing pages will not be bought back.

The hours of operation are posted at each bookstore and on the website, and operating hours are extended the first two weeks of each term.

BRIDGE PROGRAMS

Although Midlands Technical College engages in course transfer and program articulation with many colleges across the country, MTC has developed special college Bridge Programs with several colleges in South Carolina. These Bridge Programs facilitate the successful transfer of students from MTC to the four-year Bridge Partner colleges. Bridge Program coordinators at the partner colleges offer seminars at MTC and invite students to their home college. They also help students navigate the transfer admissions and enrollment process to the transfer institution and sometimes invite students to special events on their campus. As of 2012, MTC Bridge Program partners include, Columbia College, Lander University, Claflin College, Newberry College and the University of South Carolina at Columbia, College of Charleston, and Benedict College. The MTC Bridge Program coordinator at MTC is Permelia Luongo (luongop@midlandstech.edu). Additional information about MTC Bridge Program partners and contact information can be found at WWW.MIDLANDSTECH.EDU/learn/academics/bridge-and-transfer/bridge-program-faqs.

BULLETIN BOARDS

The only authorized posting locations are on the bulletin boards maintained by the Student Life offices. Glass doors, windows, elevators, and restrooms are examples of unauthorized areas. Postings in unauthorized areas will be removed and disposed. Exceptions may be made for new college administrative procedures that require a large amount of advertising to spread the new message to the student body. For further information pertaining to posting policies, contact the Student Life Office on either campus: 803.822.3650 (Airport) or 803.738.7860 (Beltline). Copies of the posting guidelines are also available at WWW.MIDLANDSTECH.EDU/student-resources/student-life.

- › Appropriate campus posting locations are the bulletin boards managed by the Student Life Office.
- › Individuals who wish to post flyers/notices on bulletin boards managed by the Student Life Office must receive approval through the Student Life Office on either campus. Requests for posting material on Beltline and Airport campuses can be granted through either Student Life Office: Beltline Student Center (Room 101 or 201) or Airport Student Commons (Room 126).
- › Upon approval by designated staff in the Student Life Office, the material will be stamped and prepared for posting.
- › Notices pertaining to intercampus clubs/organizations, student services, or academic information can remain on Student Life boards up to one semester upon request. All other approved material will remain on bulletin boards for two weeks. However, any flyer promoting an event on a specific date will be removed after the event.
- › Student Life reserves the right to remove any item prior to the designated period based on the timing of a specified event, the size of the material to be posted, and space availability. Student-related events, services, and information will receive priority consideration. See Item 11 and Item 12 concerning posting requests from local businesses.
- › All material promoting or involving gambling, alcohol consumption, drug use, or any other activity prohibited by college regulations or South Carolina law WILL NOT be approved for posting (see Section III entitled Proscribed Conduct, Student Code and Grievance Procedure in the MTC Student Handbook).
- › The maximum size for flyers or posters is 15 X 24 inches. However, exceptions may occur depending on space availability. Consult with the Student Life Office on either campus for verification.
- › Twenty-two boards are available on the Beltline Campus and twelve boards are located on Airport Campus. Student Life personnel will post only the number of flyers received, minus one that is maintained for file purposes. Individuals are responsible for making copies of all materials posted.
- › The Student Life Office assumes no responsibility for the security of material posted at any time during display.
- › Flyers are posted once a week and/or as space permits on boards. Student Life Office reserves the right to delay posting of any material in question based on existing posting policies and/or available personnel.
- › The distribution of flyers or other materials must be consistent with orderly assembly as indicated in Section III.B of the Student Code in the MTC Student Handbook. Distribution by means of accosting individuals, shouting, leaving material in stacks in unauthorized areas, or leaving material on cars is strictly prohibited in accordance with the Student Code.
- › The Student Life Office recognizes the importance of working cooperatively with local business and the community. Businesses that want to offer discounts specific to MTC students can have flyers posted on Student Life bulletin boards upon prior approval. All such materials will be posted by Student Life personnel. However, the posting of promotional flyers for businesses that could otherwise be considered free advertising is prohibited.
- › Repeat listings of approved business flyers are allowed 90 days from the beginning date of the most recent posting. For example: A flyer posted on March 1 can remain on the boards through March 30. As of June 1 (90 days from March 1), the notice can be posted again for a period of thirty days.

- › All notices pertaining to employment should be referred to the Student Financial Services Office for part-time or Student Employment Services for full-time on either campus.
- › All notices pertaining to either full-time or part-time employment with Midlands Technical College should be referred to the Office of Human Resource Management located on the Airport Campus.

CAMPUS ENVIRONMENT

Midlands Technical College intends to provide a campus environment conducive to learning and to the successful attainment of student goals. Respect for the rights of others, openness to new and different ideas, acceptance of people from diverse backgrounds and cultures, belief in the worth and dignity of all people and adherence to practices that promote campus safety are encouraged. The Midlands Technical College Student Code reinforces this concept and outlines the rights and responsibilities of students.

CAMPUS LIFE

Midlands Technical College considers co-curricular and out-of-class programs to be a vital part of the educational process. Students are encouraged to participate in the many MTC programs and activities that support personal development, leadership training, service to the college and community, self-directed activity, the experience of sharing interests, and the opportunity to interact with those from different cultural backgrounds. The college sponsors many co-curricular, social and recreational activities during the year and encourages student participation in these programs. Information concerning these programs can be obtained from the Student Life Office on either campus or online at WWW.MIDLANDSTECH.EDU/student-resources/student-life.

CAMPUS SECURITY

(See Security.)

CAREER PLANNING

(See Counseling and Career Services.)

CAREERS

(College Activities Reap Educational Experiences Resulting in Success)

CAREERS, a federally funded USDOE Perkins grant, is designed to help adults who lack job or educational experience but who demonstrate the ability and commitment to enter promising career fields offers. CAREERS offers both financial assistance with books or childcare and services to eligible participants. These services are for economically disadvantaged men and women in career and technical education credit programs. Special populations served by the grant include single parents, displaced homemakers, students with limited English proficiency, disabled students and students enrolled in nontraditional technologies (for example, females enrolled in engineering or males enrolled in nursing).

Eligibility is determined by the following:

- › Students must have completed a Free Application for Federal Student Aid (FAFSA) and be receiving financial assistance through Student Financial Services (SFS). Financial need is used to determine eligibility.
- › Students must be enrolled in MTC credit programs leading to associate degrees, certificates or diplomas. Exceptions include: Associate in Arts, Associate in Science, and any certificates that begin with “Pre-,” such as Pre-Health Care or Pre-Nursing.
- › Students must have at least a 2.50 cumulative GPA; and
- › Students must have exited DVS courses.

** Additional criteria may apply.**

To learn more about CAREERS, call 803.738.7863, send an email to CAREERS@midlandstech.edu or visit the CAREERS website at WWW.MIDLANDSTECH.EDU/careers.

CHANGE OF ACADEMIC MAJOR

Students who are uncertain about their future program of study are encouraged to set up an appointment with a counselor in Counseling and Career Services to discuss relevant program options WWW.MIDLANDSTECH.EDU/student-resources/counseling-and-career-service). MTC Students who need to change their major or program of study, or students who need to add an additional major (sometimes referred to as a minor), may do so by logging in to their MyMTC account WWW.MTCONLINE.MIDLANDSTECH.EDU/WebAdvisor/WebAdvisor. Exceptions to the Change of Major Process:

- › International students with an F-1 status should complete the Change of Major/Minor form and meet with the International Student Admissions Coordinator. This advisor will check the student's eligibility for the new major, review other pertinent information and discuss implications the requested change may have with relation to the student's visa status. The International Student Admissions Coordinators will approve or disapprove the request and send it to Counseling Services to be archived. Approved requests will be changed in the college database and in the Student and Exchange Visitor Program database (SEVIS).
- › Nursing and Health Sciences (NHS) students who have their final interview eligibility waived by the program director, who meet the required NHS program admission criteria at the level required for interview eligibility, or who have an approved interview results form submitted by the Health Sciences program coordinator of the program for which they are applying, will have their change of Major/Minor automatically completed by the Admissions Coordinator for Health Sciences or Nursing and forwarded to the Student Records office.
- › Students seeking a specialized Associate in Occupational Technology (AOT) degree should complete an AOT contract with their advisor. The advisor will forward the original copy of the contract to the Registrar's office, where the students' major will be officially changed.

Students should be aware that program changes may significantly affect educational and career goals, and credits earned under one major may not necessarily apply to the new major. The cumulative GPA will reflect all courses taken.

Students who are receiving benefits under a student assistance program (student financial aid, veteran's benefits or Workforce Investment Act [WIA]) and international students should contact the appropriate office to determine how this change will affect them since these programs have specific guidelines and restrictions concerning changes of academic major.

CHANGE OF ADDRESS

Official changes to addresses are made via the students' MyMTC account or at the Records Office. Address accuracy is essential for student receipt of registration notices and all other college information. A change of address does not automatically constitute a change in residency status for tuition purposes. (See Change of Residence.)

CHANGE OF NAME

To change a last name, the student should submit the following to the Student Records Office:

- › To married name—a copy of marriage license.
- › From married to maiden name—a divorce decree stating use of maiden name. A divorce decree without this statement is not enough to change the name.
- › To name decreed by legal document—the legal document issued by the court.
- › To change the first name and/or complete name, the student must submit the court document containing the name change.

A person may use any name desired as long as there is no intent to defraud; however, the legal name is required by the college for official records purposes. Name changes may be obtained through Family Court. Valid legal documents for names include:

- › Birth certificate
- › Marriage license—for last name only
- › Court decree
- › Military ID

CHANGE OF RESIDENCE

Students who believe they qualify for an adjustment of their residency status should complete an Application for Reclassification of Residency to change their residency, along with appropriate supporting documentation. This form may also be obtained on the forms page of the college's website. If you need to discuss your status please contact Risa Grossman at grossmanr@midlandstech.edu or residency@midlandstech.edu. Submission of a change of address to the college does not automatically result in a change of residency status for tuition purposes.

CHILD CARE REFERRAL

According to Midlands Technical College policy, faculty, staff and students shall not bring children to class, lab work, or other designated programming facilities, nor leave children unattended on campus. In addition, children should not be brought to sponsored events unless it is noted as an event designed for the entire family. This policy is designed to support a classroom and college environment conducive to learning and to avoid unsafe conditions for minors. The college assumes no responsibility for the supervision of faculty members', staff members' or students' children. Midlands Technical College's child-care referral service can help students identify a child-care provider to meet their needs. Child-care referral information is available online at WWW.MIDLANDSTECH.EDU/student-resources/student-life.

CLASS RINGS

Contact the manager of the college bookstore on the appropriate campus for information and ordering procedure. Class rings may be purchased online through the college bookstore website.

CLASSIFICATION OF STUDENTS

Full-Time — A student enrolled for a minimum of 12 credit hours per term.

Part-Time — A student enrolled for fewer than 12 credit hours per term.

Half-Time — A student enrolled in 6-11.5 credit hours per term

Freshman — A student who has earned up to 29.99 credit hours.

Sophomore — A student who has earned 30 or more credit hours.

CLASSROOM CONDUCT

In accordance with college policy on campus environment, Midlands Technical College intends to provide an atmosphere conducive to learning. Adherence to Student Code standards such as mutual respect and academic integrity is expected of all students. At the beginning of each term, instructors will identify specific departmental and course requirements, including classroom conduct expectations, attendance requirements and grading practices, in the syllabus and/or departmental policy statements.

Students should refrain from disruptive activities, included but not limited to sleeping in class; entering class after it has started (tardiness); behaving disrespectfully toward the instructor or other students; speaking during instructional activities unrelated to the topic led by the instructor; and using unauthorized cell phones, laptop computers and other electronic devices during class. Electronic devices may be used in classrooms only for

maintaining access to MTC Alerts, the college's emergency notification system, and must be set on vibrate mode. If an extenuating circumstance exists so that an electronic device is required, the student must clear the use of such a device with the instructor in advance and set the device to silent mode. Class time missed to use the device may count against attendance. Adherence to all course and departmental requirements is the responsibility of the student. Violation of student conduct requirements could result in disciplinary actions, under the Student Code.

CLOSING OF THE COLLEGE

In the event weather conditions or other emergencies cause the closing of Midlands Technical College, announcements will be made over MTC Alerts text messaging, local radio and TV stations, on the MTC website and on the college's information line. Notices also will be sent to student MyMTC email when applicable. Please do not call the radio stations, TV stations or the administrative staff of the college for this information. Separate announcements may be made for day and evening classes as weather conditions change during the day. Please stay tuned to local radio and TV stations to receive the latest bulletins. The college's website and information line will be continually updated.

CLUBS

(See Student Life.)

COLLEGE COLORS

Blue and Gold

COMPUTER SECURITY

All directories, files, data programs, mail, etc., located on the college-owned computer systems are the property of Midlands Technical College. The college's computer resources are provided to support the education of students and perform the administrative functions of the college. The use of college computing resources to produce data, programs, reports and other information for personal gain is prohibited. The systems manager will monitor all activity and the contents of directories to ensure appropriate use.

The Academic Affairs unit will function as manager of all computing products created by students. These products include, but will not be limited to, computer programs, files, directories, data and printouts. Students who illegally access computer files or otherwise abuse computing resources and privileges will be subject to discipline under college guidelines and will be subject, as well, to appropriate civil and criminal action. (Please also consult Appendix V: Guidelines for Responsible Computer Use.)

COOPERATIVE EDUCATION/INTERNSHIPS

Cooperative Education and internships offer the integration of academic study and career-related work experience. Students have an opportunity to test career choices, gain work experience, and earn money while pursuing a college degree. For employers, cooperative education and internships are a highly cost-effective approach to supplementing their existing workforce, evaluating potential hires and providing valuable services to their organizations. Interested in gaining real world experience? Go to WWW.MIDLANDSTECH.EDU/student-resources/student-employment-services or visit the Student Employment Services Office.

CORPORATE AND CONTINUING EDUCATION

It is our mission to provide learning solutions to help our community excel in work and life, as we serve approximately 15,000 corporate and continuing education students each year. We intend to be our community's premiere choice for training, consulting and facilitating services by:

- › Anticipating customers' needs and exceeding their expectations
- › Helping individuals and organizations achieve their highest potential
- › Creating an environment of life-long learning
- › Providing accessible, flexible, reliable, high-quality, cost-effective, innovative learning solutions

Corporate and Continuing Education at Midlands Technical College offers diverse programs to promote and support individual, community and economic development. The program offerings include courses, seminars, workshops, consultations, conferences, apprenticeships, certification and certificate programs, as well as many online courses designed to help individuals get a job or move up to a better job.

BUSINESS AND INDUSTRY

Corporate and Continuing Education also works with business customers on job and career enhancement programs. These owners and employers often see MTC as a “go to” resource when they encounter either operational, human resource or systemic problems. Connecting business with MTC’s expert consultants, facilitators and trainers who can help fix their problems is MTC’s focus.

PERSONAL ENRICHMENT

Corporate and Continuing Education offers a variety of personal enrichment courses designed for those who want to pursue a hobby, enhance skills, or just learn about something new culturally or practically.

SMALL CLASSES, EXPERIENCED INSTRUCTORS

Classes are small in Corporate and Continuing Education, and individuals get maximum attention. Faculty are chosen for their subject matter expertise and for their real life experiences – bringing relevance to the classroom along with valuable information and skills. Instructors also understand the adult learner and apply principles that encourage interactive learning.

SHORTER CLASSROOM TIME

Midlands Technical College Corporate and Continuing Education offers many classes that can be completed in shorter time frames than more traditional classes.

QUICKJOBS

The QuickJobs program at Midlands Technical College helps individuals start careers or move up to better ones in as little as three months. Career opportunities exist in exciting fields such as Business, Computer Technology, Construction and Trades, Healthcare, Manufacturing and other Creative Careers. QuickJobs programs offer a wide variety of courses with skill-specific and job preparatory training. Students can quickly build their skill sets and compete in a growing economy to improve their overall quality of life.

COURSE CATEGORIES

A large variety of Job and Career Enhancement, Creative Careers, and Personal Enrichment programs are offered both on campus as well as online. Visit the Corporate and Continuing Education website at WWW.MIDLANDSTECH.EDU/learn/training to learn more.

ECONOMIC DEVELOPMENT

Midlands Technical College understands the challenges facing today’s employers including recruiting and retaining a highly trained workforce, staying abreast of emerging technologies and keeping pace with increased demands for productivity.

With a multifaceted Corporate and Continuing Education Division, the Enterprise Campus, the MTC Accelerator and over 100 Academic programs, MTC has the resources and experience to provide customized solutions to training or technology-related concerns.

COUNSELING AND CAREER SERVICES

Counselors are available to help all enrolled and prospective students and alumni develop career goals. Before individuals can decide what career fields to pursue, they need to evaluate their job-related abilities, interests, values, needs and potential. They also need to explore the world of work to determine what career best satisfies their interests, personalities and objectives. Interest inventories and career planning instruments are available to help in the career planning process. Counselors are also available to help students who are experiencing academic and personal difficulties. To ensure counselor availability, students should schedule an appointment. Counseling and Career Services is located in the Airport Student Center, room 237 on the Airport Campus 803.822.3505, and in the Beltline Student Center, room 239, on the Beltline Campus 803.738.7636. WWW.MIDLANDSTECH.EDU/student-resources/counseling-and-career-services.

DISABILITY SERVICES

The college provides services to students with disabilities who have appropriate documentation to help them gain access to academic opportunities at the college. Counselors support and assist students in defining their personal, educational and career goals. Reasonable academic accommodations are determined by reviewing each request individually. Assistive technology is available to assist students in the college libraries, Student Academic Success Centers and in Counseling and Career Services. Counseling and Career Services is located in the Airport Student Center, room 237 on the Airport Campus 803.822.3505, and in the Beltline Student Center, room 239, on the Beltline Campus 803.738.7636. Information on Disability Services, including forms, can be found at WWW.MIDLANDSTECH.EDU/student-resources/disability-services.

COURSE LOAD

Full-time enrollment is a minimum of 12 credit hours. The maximum course load is 18 credit hours. Permission to exceed 18 hours per term must be granted by the appropriate department chair. Students on academic probation are recommended to take no more than 12-13 credit hours. See Academic Progress.

In some instances, students with documented disabilities may qualify for full-time course enrollment at less than 12 credit hours for insurance purposes. Students seeking to qualify for full-time status at less than 12 credit hours should contact Counseling and Career Services.

CRIMINAL BACKGROUND CHECKS

On May 14, 2002, the Governor of South Carolina signed the “Criminal Records Checks of Direct Care Staff” into law, effective July 1, 2002. This law requires that background checks be conducted on all individuals who provide direct patient care to residents of nursing homes, day care facilities for adults, home health agencies or community residential care facilities. This law affects students in MTC Nursing, Health Science and Human Services programs who become direct caregivers once employed in a direct care position. For anyone employed as a direct caregiver, the law requires a SLED check for individuals who can prove they have been a SC resident for the past 12 months and an FBI check for out of state residents.

In addition, the South Carolina Hospital Association has determined that a criminal records check is required for all students prior to progression into the Health Science and Nursing clinical courses in designated programs. Conviction of certain crimes may make a student ineligible to apply for licensure, ineligible to take certification exams, and/or ineligible to apply for employment in certain fields. Students and applicants should reference DHEC information and talk with the program director or designee regarding questions of eligibility. Also, many health care facilities require employees and/or participants in clinical rotations to take a drug test. Students may be subject to drug testing in accordance with facility policy. For more information, go the DHEC website at www.scdhec.net/health.

DEBTS OWED TO THE COLLEGE

The college procedure for collection of debts is as follows: Three notices will be mailed to the billing address currently on file with the college. It is the student's responsibility to ensure this address is correct. Students receiving financial assistance are responsible to ensure their requirements for grants, loans or scholarships received have been met each semester. If the account becomes 90 days past due and the third notice is mailed, the account will be forwarded to the South Carolina Department of Revenue. The South Carolina Department of Revenue will withhold the amount due to Midlands Technical College, plus a \$25.00 administrative fee, from the student's tax refund. If the refundable amount is not sufficient to cover the entire balance owed to the college

After the tax refund period is over, the South Carolina Department of Revenue will continue collection efforts through the Governmental Enterprise Accounts Receivable (GEAR) program. The GEAR program is an accelerated collection effort which includes, but is not limited to, the garnishment of wages; levy and seizure of bank accounts or any other tangible asset; seizure and sale of any real or personal property; the issuance of a lien which will encumber all of property, both real and personal, tangible and intangible; and the revocation of any sales tax license. In addition, when debts are owed to the college, holds are placed on future registration, transcript releases and other similar functions.

By registering for classes, students are acknowledging responsibility to pay any expenses incurred by the college to collect on an account, should it become delinquent. Students are expected to meet all financial obligations when due. Collection costs and charges, along with all attorneys' fees necessary for the collection of any debt to the college, will be charged to and paid by the debtor.

DEGREE/DIPLOMA/CERTIFICATE REQUIREMENTS

The Developmental Studies (DVS) program is a central part of the college's comprehensive program to help students succeed. Often students need to brush up on basic skills before pursuing a career program. Others may not be prepared for college-level work at college or program entry and need time to prepare academically.

The college's placement test is given to all students in an effort to identify the academic needs of each student. Once assessment scores are determined, each student is counseled about the courses needed to reach the student's ultimate goal.

This is where the DVS program becomes crucial to students' success. The program offers basic college preparatory courses in English, reading, writing and mathematics. These courses allow students to concentrate on their needs and gain skills for academic success. In addition, DVS offers courses to help students develop college coping skills. Classes such as COL 103, and COL 105, provide students with personal and academic skills that create a foundation for successful college work.

DISABILITY SERVICES

(See Counseling and Career Services.)

DISHONORED CHECKS AND ONLINE RETURNED ITEMS

A dishonored check is one that is returned to the college as unpaid. These checks include stop payments, insufficient funds, refer to maker, account closed and any other reason for unpaid funds. A \$30 fee will be assessed for each dishonored check. Student account holders will be notified via campus e-mail to contact the Finance and Accounting office before the item is turned over for prosecution. If restitution is not made, the returned item will be forwarded to the local solicitor's office for collection. At this point, the college cannot accept payment from the student. The solicitor's office will be responsible for collecting payment. Once warrants are issued they cannot be withdrawn by the college. Future payments to the college cannot be made by check – only payments by cash, credit card or money order will be accepted. Students will not be allowed to register or receive transcripts until the dishonored check is paid in full.

DRESS CODE

All students are encouraged to dress in a manner that supports the college policy on campus environment. In the interest of health and safety, shoes that cover the length of the foot and shirts that cover the chest are required of all students. Some academic programs require specific dress or uniforms, consistent with employment practices in the field of study. This information will be included in academic program guides or on class syllabi.

DROP/ADD

During the specified times of regular registration through late registration and the published schedule change days, students may add courses provided the course is available, the student meets course prerequisites, and the advisor's approval is secured or the course is contained within the student's program plan approved by the student's advisor. Withdrawals through the fifth day of a full term, third day of summer semester or the second day of mini-sessions is considered a drop and will not show on the official transcript. Withdrawals after these days through midterm will result in a grade of "W." Students who withdraw after midterm will receive a grade of "W" if passing the course at the time of withdrawal or a grade of "WF" if failing the course on the date last attended. The last day to withdraw from a course is five days before the beginning of exams for that course.

PROCEDURES

- › Obtain a Drop/Add/Withdrawal form from the Scheduling Centers or the Student Records Office. Submit the completed form to the Student Records Office for processing, and then take the processed form to the Cashier. Refunds will be provided according to the normal refund schedule.
- › Students approved for web registration may drop and add courses through MyMTC during the scheduled registration and schedule change days only. Course prerequisites must be met.

Refunds will be processed according to the normal refund schedule.

EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center (EOC) provides counseling and information on college admissions to qualified adults who want to begin or continue a college education. EOC also provides in-depth financial information assistance and help completing the Free Application for Federal Student Aid (FAFSA). The MTC EOC program is designed to assist approximately 1,000 participants at least 19 years of age who reside in either Fairfield or Lexington Counties. MTC partners with the University of South Carolina TRIO Programs (803-777-5127) to provide services to persons residing in Richland County.

Services offered by EOC include, but are not limited to: academic assistance, career workshops, information on post-secondary educational opportunities, assistance completing applications for college admission and financial assistance, and financial literacy. For information on Outreach Sites, or to request an application for the Educational Opportunity Center, call 803.822.3749 or browse WWW.MIDLANDSTECH.EDU/student-resources/college-opportunity-programs.

EDUCATIONAL TALENT SEARCH

The Educational Talent Search (ETS) program encourages limited-income and prospective first-generation college students to consider college opportunities. The MTC ETS program is designed to annually assist 850 participants between the ages of 11 and 18 residing in Fairfield or Lexington counties. MTC partners with the University of South Carolina TRIO Programs (803.777.5217) to provide services to persons residing in Richland County.

The program provides educational support to motivate students to complete high school and enter a post-secondary educational institution. Services include: academic counseling, advisement on course selection, career exploration and planning, assistance with college financial aid and admission applications, assistance registering for college entrance/placement exams, technology skills development, personal counseling, tutorial services, workshops for parents/guardians, and a wide array of other related services to help participants achieve their educational and career goals.

An individual may be eligible for participation in Educational Talent Search if he/she is currently in grades 6 through 12 at a designated target school, is between the ages of 11 and 18, and meets the established federal educational and economic guidelines.

To learn more about Educational Talent Search, call 803.822.3628, send an email to ets@midlandstech.edu, or browse to WWW.MIDLANDSTECH.EDU/student-resources/college-opportunity-programs.

EMERGENCIES

(Also see Health Services.)

EMERGENCY LOCATOR SERVICE

Locator service is not normally provided except in emergencies. When an emergency exists, MTC security personnel will attempt to deliver a message to a student. Students are strongly encouraged to leave a copy of their class schedule with relatives to save time if an emergency arises.

EMERGENCY PROTOCOL

Students and employees are asked to report safety concerns or suspicious activities to Campus Police at 803.738.7199. In the event of an emergency, student and employee protocol is to immediately call Campus Police or local 911. If an emergency occurs, the college will use a variety of methods to communicate additional information and instructions including the MTC Information Centers, text messaging, campus loud speakers, MTCVNN, voice mail, email, college intranet, and the MTC website homepage. In addition, MTC has placed emergency call boxes in campus parking lots to provide immediate communication to Campus Police in the event of an emergency.

All students are strongly encouraged to register for MTC Alerts, WWW.MIDLANDSTECH.EDU/mtcalerts/.

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, TITLE IX AND AMERICANS WITH DISABILITIES ACT (ADA)

In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College does not discriminate on the basis of race, sex, national origin or ethnic group, color, age, religion, disability, genetic information, pregnancy or military service in its administration of education policies, programs, activities or services; its admission policies; scholarship and loan programs; or employment. Inquiries or complaints should be directed to Dr. Ronald L. Rhames, Senior Vice President and Compliance Officer for Affirmative Action, Equal Opportunity, Sexual Harassment and Disability Action, at (803.822.3261 or EEOCTitleIXReport@midlandstech.edu).

EXCUSED ABSENCES

Students are responsible for work covered from the first day of classes. Any classes missed are counted as absences

FINANCIAL AID

(See Student Financial Services.)

FOOD SERVICE

Vending machines are available for snack foods and drinks at all MTC campuses.

GOALS FOR STUDENTS

Through programs, services, facilities and interaction with students, Midlands Technical College faculty and staff seek to affirm the worth and dignity of each individual student to:

- › Achieve goals through clarification of purpose and direction;
- › Increase self-sufficiency and responsibility for personal values and actions;
- › Develop confidence in skills, talents and experiences;
- › Develop positive relationships with others;
- › Move toward a flexible and tolerant style of thinking and behaving; and
- › Develop positive life-management skills that contribute to healthy lifestyles.

GRADES AND GRADE CHANGES

Students can access grades and unofficial transcripts via their student account in MyMTC. If an error is suspected in the reported grades, students must notify the faculty member(s) involved within one term after the term for which the grades were issued. Students who need an official grade report may submit a request to the Student Records Office. Request forms are available on the college website.

Grade Point Average (GPA)—A student's grade point average (GPA) can be calculated in the following way: (1) Assign grade points to each letter grade. (2) Multiply credit hours times grade points. This equals quality points. (3) Add credit hours, then add quality points. (4) Divide quality points by credit hours. This will equal the GPA.

| 1. Grade | Grade Points | Grade | Grade Points |
|----------|--------------|-------|--------------|
| A | =4 | D | =1 |
| B | =3 | F | =0 |
| C | =2 | WF | =0 |

2-3.

| Course | Credit Hours | Grade | Grade Points | Quality Points |
|---------|--------------|-------|--------------|----------------|
| ECO 253 | 3.0 | B | 3 (3.0 x 3) | 9.0 |
| ENG 101 | <u>3.0</u> | C | 2 (3.0 x 2) | <u>6.0</u> |
| | 6.0 | | | 15.0 |

4. Quality Points ÷ Credit Hours = GPA
15.0 ÷ 6.0 = 2.5 GPA

Students also have the option of the online GPA calculator on the Student Records web page at WWW.MIDLANDSTECH.EDU/records.

REPEAT GRADE POLICY

When a course is repeated, all grades will be entered on the student's permanent academic record. For 100-200 level courses, the higher of the two grades will be included in the grade point average. If the repeated course has a different prefix and/or number the student must complete a Repeat Course form, which is available from the Student Records Office under GPA recalculation for repeated courses or online at WWW.MIDLANDSTECH.EDU/records/addinfo4.html.

Certain departmental requirements may limit the number of times a course may be repeated.

Students who plan to transfer must realize the receiving college may recalculate grade point averages, including repeat grades, according to that college's policies.

Students receiving financial aid should know that all coursework attempted will be calculated in assessment of academic progress standards for student financial aid purposes.

GRADING SYSTEM

The Registrar maintains a record of all course work attempted. Students can access grades and unofficial transcript information via their student account at MyMTC once grades are posted.

Midlands Technical College's grading system is as follows:

- A** Superior — (4 quality points)
- B** Above Average — (3 quality points)
- C** Average — (2 quality points)
- D** Below Average — (1 quality point)
- F** Failure — (computed in grade point average as zero [0] quality points)
- W** Withdrew (not computed in grade point average)
- WF** Withdrew Failing — (computed in grade point average as zero [0] quality points)
- NC** No Credit — (designated courses only; not computed in GPA)
- I** Incomplete — (must be made up within one term)
- AU** Audit — (no credit; not computed in GPA)
- E** Exempted the course (earns credit hours, generates no grade points)
- TR** Transfer — (earns credit hours, generates no grade points)

Grades of A, B, C, D and F earned in Developmental Studies zero level courses are not calculated into students' overall GPAs and are not used in determining honors.

GRADUATION

(See Degree/Diploma/Certificate Requirements.)

HARASSMENT

(See Sexual Harassment and Sexual Assault.)

HARBISON THEATRE

(See Theatre.)

HEALTH SERVICES

As a non-residential college, Midlands Technical College expects students will secure medical services through a private physician or medical facility. It is, however, the policy of Midlands Technical College to provide all students involved in accidental injury with emergency services and accident insurance for any accidents incurred while on college premises or during college-sponsored activities. In addition, the college sponsors a health awareness program to support good health and wellness. Referral information for accessing health insurance and local health services is provided through the Student Life Office on the respective campus and accessible from the Enrolled Students' web page, WWW.MIDLANDSTECH.EDU/enrolled.htm.

Accident insurance covers all curriculum and non-curriculum students while on the premises when college is in session and during college-sponsored and supervised activities.

As a nonresidential college, Midlands Technical College does not provide health insurance to students; however, students are provided with information on obtaining health insurance coverage. Students wishing to purchase student health insurance should contact the Student Life Office to obtain health insurance information packets.

Any student involved in an accident requiring medical treatment at an emergency center, hospital or physician's office should take appropriate action as follows:

ACCIDENTAL INJURY

If a student requires immediate service, call security at 803.738.7199 or contact the dispatcher at 803.738.7850. (In-house telephones require only the last four digits of a telephone number and provide free calls.) Security will determine interim emergency assistance, as needed. Security personnel will complete an incident report, and the student will be given a Student Accident Insurance Claim form. The student should submit the claim form to the office of the Vice President for Student Development Services (VPSDS). Assistance with completing the claim form will be provided through the VPSDS office. Benefits provided under the accident insurance cover medical claims submitted within 30 days after a Covered Loss or as soon as reasonably possible. The insurance provider may not recognize claim forms submitted more than 30 days after an accident has occurred; therefore, timely filing is essential.

ILLNESS

Any student who is ill or becomes ill and needs immediate medical attention should take whatever actions are appropriate, such as:

- › Call a parent, spouse, or friend and leave campus.
- › Call a physician.
- › Authorize an ambulance to be called. (NOTE: The student, spouse or parent shall assume full responsibility for the costs.)
- › If the student is incapacitated and requires immediate evacuation, contact 911 first and then call Security at 803.738.7199. The college will refer the student to the nearest hospital or emergency center for emergency care. (NOTE: The costs of such emergency care, including ambulance charges, are the full responsibility of the student. Students would file these claims with their personal health insurance provider, as applicable.)

HEALTH EDUCATION AND AWARENESS

Midlands Technical College supports the concept that good health and wellness contribute to enhanced student learning. Through the Student Life Office, the college offers a variety of health information and awareness activities throughout the year. Alcohol and drug information, AIDS awareness, health screenings and other such services help students develop positive health habits and healthy lifestyles. Health information can also be found at WWW.MIDLANDSTECH.EDU/healthservices/healthins.html. Information and upcoming events are posted in the online student newspaper and on the Student Life website at WWW.MIDLANDSTECH.EDU/student-resources/student-life

HONOR CODE

The students of MTC have adopted the following honor code:

As a member of the Midlands Technical College community, I will adhere to the college's Student Code. I will act honorably, responsibly, and with academic integrity and honesty. I will be responsible for my own academic work and will neither give nor receive unauthorized or unacknowledged aid. I will behave courteously to all members of the MTC community and its guests and will respect college property and the property of others.

HONORS

ACADEMIC HONORS

To be eligible for Academic Honors, students must be pursuing a degree, diploma or certificate and receive no grades of "I", "NC", or "WF" during the term. Grades for zero-level courses are not included in the GPA calculation or the required credit hours for academic honors.

President's List — Each semester, students who achieve a 4.0 grade point average in at least 12 credit hours (excluding zero-level courses) earned at Midlands Technical College will be placed on the President's List for the semester and given appropriate recognition. Developmental Studies courses (0-level courses) are not used in determining honors.

Scholars List — Each semester, students who earn a 3.5-3.99 grade point average in at least 12 credit hours (excluding 0-level courses) will be placed on the Scholars List for the semester and given appropriate recognition.

Part-Time Student Honor Roll — Each semester, students who earn a 3.8 grade point average or better in 3 to 11 credit hours (excluding 0-level courses) will be placed on the Part-Time Student Honor Roll and given appropriate recognition.

GRADUATION HONORS

- › Associate Degree with High Honors — This honor is awarded to associate degree recipients who have a cumulative grade point average of 3.8-4.0.
- › Associate Degree with Honors — This honor is awarded to associate degree recipients who have earned a cumulative grade point average of 3.5-3.79.
- › Certificate/Diploma with Honors — This honor is awarded only to certificate and diploma recipients who have earned a cumulative grade point average of 3.5 or above in at least two semesters of work at the college.
- › Departmental honors in specific academic programs may be granted at the discretion of the academic department.

HOUSING

Midlands Technical College is a non-residential institution and does not maintain residential facilities. Therefore, students are expected to provide their own off-campus housing. The Student posts notices for anyone interested in listing an apartment for rent or looking for a roommate. This information can also be accessed at WWW.MIDLANDSTECH.EDU/student-resources/student-life.

IDENTIFICATION CARDS

In support of campus safety and security, all enrolled students are required to maintain and carry a current MTC ID card, and show it upon request. ID cards are required to access some college services. Student ID cards may also be used for off-campus benefits. After paying for classes, students should arrange to receive a student ID card. To receive ID cards, students should bring their paid fee receipt for tuition or registration statement reflecting a zero balance and a picture ID. The initial ID card is free for degree seeking students. ID cards are required for specific CCE programs; these students must pay a \$5 fee to receive an ID card. Replacement cards are also \$5.

Student Life issues ID cards during the following hours:

- › Wednesdays (ASC 126 & BSC 121) — 9:00 a.m.-1:00 p.m.
- › Thursdays (ASC 126 & BSC 121) — 1:00-5:30 p.m.

IDs are not processed during Late Registration, Priority Drop/Add, Schedule Change or when academic credit classes are not in session.

INSURANCE

(See WWW.MIDLANDSTECH.EDU/edu/sds/healthservices/healthins.)

INTERNATIONAL & F1 VISA STUDENTS

Midlands Technical College is committed to multiculturalism and student awareness of the global community. A growing number of international students are choosing to attend the college. The following information has been compiled as information for international students:

QUESTIONS FREQUENTLY ASKED BY INTERNATIONAL STUDENTS

- Q.** What courses can I take to improve my English language skills?
- A.** *Fundamental courses are offered in Reading Comprehension and English writing. MTC does not offer an Intensive English Language Program.*
- Q.** Where do I go if I have personal problems, such as homesickness?
- A.** *Contact Counseling Services at 803.738.7636 or 803.822.3505.*
- Q.** Who do I see if I have questions about my visa or I-20?
- A.** *Contact MTC's international admission coordinator, Ms. Risa Grossman at 803.738.7735 or grossmanr@midlanstech.edu.*
- Q.** What are the employment opportunities for international students at MTC?
- A.** *See the detailed list of contacts later in this section.*
- Q.** How do I get permission to work off campus?
- A.** *If you are in F1 status, you cannot work off campus unless awarded Economic Hardship status by the Immigration Service. You can work off campus if your visa status specifies work eligibility. The international admissions coordinator, Ms. Grossman, can discuss work eligibility conditions with interested students. Also, see the section on "International Students Seeking Employment at MTC" for information about on-campus job possibilities.*

Q. Must I have health insurance?

A. *It is a good idea to have health insurance either from home or from an insurance company in the US. The college does not provide health coverage for students. However, the college provides accident insurance that covers students who may be injured while on campus or at a college-sponsored event.*

Q. Do I qualify for any kind of scholarship?

A. *International students do not qualify for federal or state grants but they may apply for scholarships offered by the Midlands Technical College Foundation. Information is available online via MTC's Student Financial Services web page at WWW.MIDLANDSTECH.EDU/financial-aid-and-tuition/financial-aid.*

Q. May I drop a class if I am not doing well in it?

A. *F1 visa students may not drop a class during the fall or spring terms if by doing so they will be less than full-time students (12 credit hours). Maintaining a full-time credit hour course load is required by Citizenship and Immigration Service regulations. This is the most important responsibility that international students must fulfill.*

Q. Is there anything I need to do before traveling outside the United States?

A. *Students (F1) should bring their passport and I-20 to Ms. Grossman to verify that both are still valid for re-entering the United States.*

Q. What do I need to do when I am ready to transfer to another college?

A. *Students (F1) should apply to the new college, have an official transcript from MTC sent to the new college, and submit to Ms. Grossman the new college's transfer clearance form and the new college's acceptance letter. Ms. Grossman will notify USCIS of the transfer, and this notification will complete the transfer process.*

Q. As an international student, do I have to file income tax returns each April?

A. *Yes. Ms. Grossman will send F1 students a letter in January explaining what to do.*

Q. When will I be assigned to an academic advisor?

A. *You will be assigned to a faculty advisor during your first semester at MTC. If you do not know who to contact to schedule an advisement appointment, call the Beltline Advisement Center at 803.738-7810.*

Q. Can I register for my courses over the Internet?

A. *Continuing students in some programs are automatically approved for online registration. In other programs, academic advisors determine a student's eligibility for online registration. Your advisor will let you know if you are eligible for online registration. The MyMTC Student Menu has a link, "Check if I can register online," that will show whether you have been enabled to register online.*

Q. If I have been approved for online registration, when can I register for my courses?

A. *The dates for online registration are the same as for regular on-campus registration. Those dates are published in the Class Schedule and are on the MTC website at www.midlandstech.edu.*

Q. How can I learn to use the MyMTC system?

A. *There are links to several tutorials on the Student Menu of the MyMTC system. From the main MTC web page, www.midlandstech.edu, click on the "Enrolled Students" tab. Then, click on "MyMTC." From there, click on MyMTC Tutorials. MTC also provides Online Services Centers on the second floor of the Student Centers on Airport and Beltline campuses. Assistants in the Online Services Centers can provide assistance, if needed.*

INTERNATIONAL STUDENTS SEEKING EMPLOYMENT AT MTC

In general, international students may not be employed by businesses or accept federally funded work-study positions. International students with F1 visas may be employed as part-time temporary employees by college departments. Below is a list of departments and areas at MTC that traditionally hire students as temporary employees in various capacities. Contact information and job descriptions are given also.

Academic Success Center hires academic tutors to assist students in various courses. Positions are often available for math, science, Spanish, French and accounting courses. Tutors are sometimes needed in other courses. Contact: Alfred Pritchard at 803.822.3071.

Counseling and Career Services hires students as note-takers for MTC students with disabilities in various courses and sections as needed. Contact Counseling and Career Services on Beltline Campus at 803.738.7636 (BSC 239) or on Airport Campus at 803.822.3559 (ASC 237).

Online Services students assist other applicants and students with various aspects of using the computer to accomplish various things like: applying, getting a schedule, and completing a FAFSA. Contact Emily Burns, Counseling and Career Services at 803.738.7636 or burnse@midlandstech.edu .

Campus Bookstore hires students to work both at the Beltline and Airport locations. Students might be hired during the “start of semester” weeks. A few students are hired to work throughout the year. Contact: BC at 803.738.7783 and AC at 803.822.3522.

LIBRARY

Whether you have an assignment, research paper or just need the answer to a question, the MTC Library is here to help. During operating hours, the library staff offers reference assistance for your research needs. The library’s online resources, including online reference assistance, are available via the web. In addition to the print collection, the library provides online access to a large collection of e-books, plus an extensive list of general and specialized databases covering numerous subject areas. Visit the library’s website for more information, WWW.LIB.MIDLANDSTECH.EDU.

LIFE SKILLS CENTER

(See William Jerry Wood Life Skills Center.)

LOST AND FOUND

Students who have lost or found any items should check with the Student Life Office on the appropriate campus. A description of items found, as well as those reported missing, is located in the Student Life Office on Airport and Beltline campuses.

MILITARY SERVICES OFFICE

MTC, in coordination with the local military reserve unit, has established an office of Military Services at Midlands Technical College. This office works with the MTC Veterans’ Affairs Office and other offices of the college to assist military personnel and their families with the transition to college and to link current and past members of the military with supportive community services that are designed to serve active duty military, reservists and veterans and their families.

MY MTC

MyMTC is the primary access portal to quick, convenient online college services for students, faculty and staff. Accessible at WWW.MIDLANDSTECH.EDU/assets/mymtc, MyMTC offers a variety of services such as registration, payment management, financial aid services, academic information and planning, MTC Alerts, program evaluations, plus much more. MyMTC is available 24/7 from the Midlands Technical College website so members of the MTC community will have virtual, convenient access to services.

MY MTC EMAIL

All Midlands Technical College students are assigned an email account upon admission to the college. This student email account is the official form of notification regarding important college information such as registration notices, course cancellations, financial aid transactions, academic probation/suspension notices, student code and grievance communications and notices from faculty. Students are responsible for checking their college email on a daily basis and for maintaining the account. It is the responsibility of each student opting to have their email forwarded to an external account to verify this process is set up correctly to ensure all college emails are sent to the external account designated by the student.

The MyMTC Email addresses are hosted by Microsoft Outlook Live. Students will have the option to use the new email addresses for life. These email addresses offer a 10 GB inbox, password-protected online file storage, shared online documents and calendars, instant messaging, and mobile access through ActiveSynch enabled phones.

Students who do not have a personal computer or Internet access at home may use computers in the Online Services Centers or Academic Success Centers.

NONDISCRIMINATION STATEMENT

Midlands Technical College does not discriminate in admissions or employment on the basis of race, sex, national origin or ethnic group, color, age, religion, disability, genetic information, military service, or pregnancy. In compliance with Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992, and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Dr. Ronald L. Rhames has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and Title VII and Title IX regulations. Information concerning the provisions of the American with Disabilities Act and the rights and privileges thereunder are available from Dr. Rhames in his position as the Senior Vice President for Business Affairs and Compliance Officer for Affirmative Action, Equal Opportunity, Sexual Harassment and Disability Action. He can be reached at Midlands Technical College, P.O. Box 2408, Columbia, SC 29202, 803.822.3261 or EEOCTitleIXReport@midlandstech.edu.

ONLINE SERVICES CENTERS

Staff in the college's Online Services Centers help students to access the online admissions application, course searches, MTC email, MyMTC, and other online services. Online Services Centers are located in the Airport Student Center, room 222; and Beltline Student Center, room 227.

ORGANIZATIONS

(See Student Life.)

NONDISCRIMINATION STATEMENT

Midlands Technical College offers a variety of orientation services for college students. All entering students receive individualized information to familiarize themselves with college services and resources. New first-time college students are required to attend on-campus New Student Orientation to meet with college officials, faculty, staff, and students; it is offered at a variety of different times and locations to meet the diverse needs of our students. If special circumstances exist, students may request to complete an online orientation instead of attending one on campus.

Lastly, to provide extended orientation support to students entering college for the first time, first-time freshmen may enroll in COL105, the Freshman Seminar. This course provides intensive college success strategies designed to help students meet their academic goals - a nurturing environment where all students develop a better understanding of the learning process, and acquire essential academic survival skills. Please note that many academic programs have mandatory program-specific orientation activities for their students.

PARKING AND TRAFFIC REGULATIONS

In order to promote a safe parking environment, students must register any vehicles they park on MTC campuses. Registration is free and may be done for several vehicles at one time. Students are subject to a \$100 fine for failure to register their vehicle.

Students may register vehicles through their MyMTC accounts by visiting the “Student Vehicle Registration” link. The link can be found on the MyMTC Enrolled Students page, “Additional Services” section. Upon completion of registration, students will print off a form that serves as proof of registration, which they should keep in their vehicle(s). The registration confirmation must be presented when requested by MTC Campus Police.

Student vehicle registration is not a parking permit. Only MTC faculty and staff may park in permit locations.

All students may park in areas not reserved for permit holders, visitors, people with disabilities, loading zone vehicles, or other specially designated purposes. (See the maps in Appendices V through IX.)

The college is not responsible for theft, vandalism or other damage to vehicles (or their contents) while these are on college property. Students are advised to leave valuable possessions at home.

PENALTIES AND FINES

Vehicle owners will be held responsible for any violations involving the vehicle, even if someone else was driving it. All members of the college - students, faculty and staff - are subject to the same traffic and parking regulations.

Fines may be paid in person at the Cashier’s Office on each campus Monday thru Thursday between 8:00am and 4:30pm or mailed to: Midlands Technical College, P.O. Box 2408, Columbia, SC 29202. The ticket number and student ID number should accompany payment to help ensure payment is properly credited.

Failure to pay fines may result in the loss of classes and prohibit registration and the release of transcripts. The debt will be processed through the college’s collection procedures if payment is not received. Payment may be made at all cashier locations, online or by calling (803) 732-5200.

FINES

- › Parking Improperly -- \$10.00
- › Parking in No Parking Zone -- \$15.00
- › Parking in Visitor’s Reserved Parking -- \$15.00
- › Parking in Permit Zone -- \$15.00
- › Loading Zone Violation -- \$15.00
- › Parking in a Handicapped Zone -- \$100.00
- › Parking at a Fire Hydrant -- \$100.00
- › Other -- \$15.00

APPEALS

If a student wishes to appeal a ticket, they should submit the appeal in writing to the Chief of Police within three days after receipt of the ticket. The appeal should include the student’s name, student ID number, the ticket number, a telephone number where the student can be reached, and the reason the student is requesting an appeal. The appeal can be mailed to Midlands Technical College, P.O. Box 2408, Columbia, SC 29202.

PET POLICY

Animals are prohibited on campus. Exempt from this prohibition are service dogs for the blind, visually and/or hearing impaired.

PROBATION

(See Academic Progress.)

PUBLICATIONS

The English Department publishes an annual student literary magazine, Stylus, which is online at WWW.MIDLANDSTECH.EDU/stylus. The Student Life Office publications include an online student newspaper, the online Student Handbook, and MTC Club Manual. All of the aforementioned student publications are found at WWW.MIDLANDSTECH.EDU/student-resources/student-life.

READMISSION TO COLLEGE

(See Admissions.)

REFUND OF STUDENT COURSE FEES/TUITION

All students must officially withdraw from classes in order to receive full or partial refunds. To officially withdraw, a student must complete a Drop/Add/Withdrawal form and turn it in to the Student Records Office located on the Airport or Beltline campus. The Drop/Add/Withdrawal forms may be obtained at the Student Information Centers and the Student Records Office on each campus or online at the Student Records website.

Web-enabled students may officially drop courses via MyMTC through the end of Schedule Change. Courses dropped after the official Schedule Change period are considered grades of withdrawal (W) and must be processed personally.

Payment will be required if a student does not attend class(es) (no show) and does not officially drop or withdraw. MTC has allocated instructional resources based on student enrollment on record. Students will be billed for these classes and the debt will be processed through the college's collection procedures if payment is not received. Midlands Technical College employs third party agencies to collect delinquent student accounts. By registering for classes, students acknowledge responsibility to pay any expenses incurred by the college to collect on the account, should it become delinquent.

Refunds will take approximately three to four weeks to process. The amount of the refund will be based on the date the completed form is received by the Student Records Office, according to the Institutional Refund Schedule below. All fees are nonrefundable. Fees are defined as Application Fees (charged for each application submitted), Enrollment Fees (charged to all first-time students), Student Fees (charged each semester to all students), Late Registration Fees (charged to students who register after the end of fee payment), and any course or program related fees.

Withdrawal or Net Reduction of Credit Hours

| | |
|---|---------------------------|
| 1st - 5th instructional day of the term | -- 100% Percent of Refund |
| 6th - 10th instructional day of the term | -- 50% Percent of Refund |
| 11th - 15th instructional day of the term | -- 25% Percent of Refund |
| After 15th instructional day of the term | -- 0% Percent of Refund |

Refunds for terms that vary in length from the Fall and Spring semester terms will be in proportion to the semester-term refund schedule.

FEDERAL FINANCIAL AID RECIPIENTS

Students who receive federal financial aid will earn the entire award after 60 percent of the term has been completed.

In the case of complete withdrawal, any student who completely withdraws prior to 60 percent of the term will owe a portion of tuition and fees to the college, based on the length of time the student was enrolled. Immediate repayment is required.

A student may also owe the federal government a portion of the federal funds disbursed. Immediate repayment may be required.

After enrollment is verified; financial aid awards are adjusted; and tuition, fees and books/supplies charged at the MTC Bookstore are debited from student accounts; any remaining aid will be transmitted to Higher One to be disbursed to them. The student must designate whether these funds will be deposited in their bank accounts or disbursed to their Higher One card. This designation can be done online. A Higher One card may be used as a debit card on or off campus, and Higher One ATMs have been placed in the Student Financial Services/ Cashier Lobby on the Beltline Campus and in the first floor Academic Center lobby on the Airport Campus, so students may withdraw cash, if needed.

REGISTRATION

- › Registration begins approximately one week after midterm of the preceding term and is designed to establish student/advisor rapport in a relaxed environment and to allow students to complete the registration process in a non-stressful time frame. After acceptance to the college, new and readmitting students are notified by the Admissions Office to meet with their advisors to discuss academic progress. For online information about registration, go to: WWW.MIDLANDSTECH.EDU/records.
- › MTC has two types of registration – advisor assisted registration and web registration.
 - Advisor-Assisted registration is used by students who must see an advisor. Although you may consult an advisor any time, this period is set aside during each term so students may choose their next term courses with the assistance of an advisor. Please be sure to schedule advisor appointments in advance. If you are not sure who to contact, check the Advisement Information in the MTC Registration Guide or contact the Advisement Center at 803.738.7810. After being advised for courses, you may select the times by visiting the Online Services Centers on campus or going online. After your schedule is complete, you may go to the Records Office– Beltline Campus, WM 103, or Airport Campus, ASC 223 – to have your courses entered into the computer. The last step is to pay your tuition and fees by the designated time. Tuition and fees may be paid online, by phone, by mail or on campus.
 - Web enabled-students who have been given permission to register online by their departmental advisor may select courses from their academic program plan and register online through MyMTC at WWW.MIDLANDSTECH.EDU/assets/mymtc beginning at the same time as advisor assisted registration. If you are not sure if you can register online, go to the “check if I can register online” link on the MyMTC Student Menu.
- › Tuition and Fee Payment – Students’ account balances for tuition and fees should be paid in full by the end of the posted fee-payment period. Payments may be made online, by mail, by phone or on campus by the designated fee payment deadline. Students should reference their outstanding account balances and financial aid awards through their password-protected MyMTC account (WWW.MIDLANDSTECH.EDU/assets/mymtc). Students with outstanding balances of more than \$25 by the payment deadline will lose their classes. Students whose accounts are not paid in full by the end of Schedule Change will have their courses

removed from the computer.

- › Late Registration – All students registering after the end of the regular registration period through the end of schedule change will be assessed a late fee of \$75. All students should complete registration prior to the first class day of the term.
- › Schedule Change Period – Students may change their classes during scheduled registration dates and during the first 1-3 days of the term, depending on the length of the session. Students should consult the online college calendar for information on the Schedule Change dates for the current term. No transactions will be accepted through the web after the Schedule Change period. Courses dropped during Schedule Change will be deleted from the student’s academic transcript.
- › Withdrawals – Courses withdrawn after Schedule Change to mid-term will be awarded a grade of “W.” After mid-term, if a student is passing the course at the time of withdrawal a grade of “W” will be assigned; if the student is failing, a grade of “WF” will be assigned. Students should be aware that withdrawals may negatively impact length of time to graduation and could result in loss of financial assistance and veterans’ benefits. International students on student visas will be out-of-status if course loads drop below full-time. Students should consult with appropriate college personnel before withdrawing.

RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, prescribes the conditions under which information about students can be released. It is the policy of Midlands Technical College to follow those guidelines to protect the privacy of students. The following student rights are covered by the act and afforded to all eligible students of the college:

- › The right to inspect and review information in the student’s educational records.
- › The right to request amendment of the contents of the student’s educational records if they are believed to be inaccurate, misleading or otherwise in violation of the student’s privacy or other rights.
- › The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student’s informational records.
- › The right to secure a copy of the college’s policy.
- › The right to file complaints with the US Department of Education concerning alleged failures by the college to comply with the provisions of the act.

Each of these rights, with any limitations or exceptions, is explained in the college’s policy and procedure statements (Policy 1.7 and Procedure 1.7.2), which may be received from the Registrar’s Office.

The college may provide directory information in accordance with the provisions of the act without written consent of an eligible student, unless that student requests in writing that such information not be disclosed. The following items are designated as directory information and may be released on any student for any purpose, at the discretion of the college, unless a written request for nondisclosure is on file: name, address, telephone listing, enrollment, dates of attendance, participation in officially recognized activities and sports, weight and height of members of sports teams, the most recent previous institution attended, major field of study, and degrees and awards received.

Students who wish to request nondisclosure of the above items may indicate this by completing the appropriate form in the Student Records Office.

ROTC AT MTC

Midlands Technical College has Cross-Town Agreements with the Air Force, Army and Navy programs at the University of South Carolina-Columbia. These agreements allow MTC students to participate in these USC ROTC programs while they are enrolled at MTC, provided they meet the eligibility criteria for the respective ROTC program. MTC students are also eligible to compete for ROTC scholarships. ROTC students attend their regular classes at MTC and their ROTC classes at USC. ROTC credits may be used as general college-wide electives at MTC. Students interested in applying for ROTC should access information at WWW.MIDLANDSTECH.EDU/rotc and apply directly to the ROTC program of interest at USC.

SECURITY

To receive a text message and/or email during a crisis event at the college, students may sign up with the college's emergency text-messaging system, WWW.MIDLANDSTECH.EDU/mtcalerts/userlogin.

The MTC emergency number is 803.738.7199 (if calling from a cell phone or off-campus) or 7199 from an on-campus phone.

The college Security Office should be notified in the event of any accident, illness or other incident that occurs on campus, including theft or vandalism. Midlands Technical College is not responsible for any theft or vandalism of personal property anywhere on college premises.

The Midlands Technical College's Annual Campus Security Report required by the Crime Awareness and Campus Security Act of 1990 is available on-line at: WWW.MIDLANDSTECH.EDU/sites/default/files/mtc/about/2013_Annual_Security_Report.pdf or available upon request in the Student Life Office. A copy of the annual report is also sent to students' MyMTC email accounts each fall semester. Data from the report are also published in the student newspaper, which is available online through the college's website. Applicants are notified of this report's availability on the admissions application form and on the college's website. Security warnings required under the act are posted on the college's text alert system. Other methods of communication may include email, emergency sirens and teacher station pop-up messages.

The primary goal of college security services is to reinforce the safety and security of the campus environment. To uphold this goal, campus security officers regularly patrol and monitor the campus environment. Identification checks are a routine practice in monitoring and maintaining a positive campus environment. To further safeguard the college environment, video surveillance devices are used throughout the campus, and signs notifying students of this surveillance are posted. Call boxes have also been placed in campus parking lots.

SEXUAL ASSAULT AND SEXUAL HARASSMENT

In accordance with the college policy on campus environment, Midlands Technical College intends to provide a safe and supportive learning and working environment for its students, faculty and staff. The college affirms the principle that students, faculty and staff have the right to be free from any forms of harassment, including sexual discrimination, sexual assault/violence, sexual harassment, dating violence, domestic violence and stalking. These actions are violations of the Midlands Technical College Student Code and the Employee Harassment Policy, as well as violations of state and federal law. The college has developed educational awareness and prevention programs, policies, procedures and training addressing harassment, sexual harassment, sexual violence/assault, dating violence, dating violence and stalking to inform students, faculty and staff of their rights and the services available. Dr. Ronald L. Rhames has been designated to coordinate compliance with sexual harassment, sexual assault/violence, and the nondiscrimination requirements contained in section 35.107 of

the Department of Justice regulations, section 504 and Title IX regulations. He can be reached at Midlands Technical College, P.O. Box 2408, Columbia, SC 29202, 803.822.3261 or EEOCTitleIXReport@midlandstech.edu.

DEFINITIONS

Sexual assault is an extreme form of sexual harassment. It can be defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his/her free will, or without his/her consent. Sexual assault may include, but is not limited to, sexual violence, date or acquaintance rape, sexual battery, sexual coercion, domestic violence, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way (i. e., due to drugs or alcohol.) “Domestic violence” is a felony misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of jurisdiction; or any person against whom an adult or youth victim who is protected under that person’s acts under the domestic or family violence laws of this jurisdiction. “Dating Violence” refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the consideration of the length of the relationship; type of relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. Detailed definitions of sexual assault are provided in the South Carolina Code of Laws 816-3-600. Harassment and stalking definitions are provided in 16-3-1700. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

Sexual harassment is unwelcome attention directed toward a person’s sexuality or sexual identity. Sexual harassment is a form of discrimination prohibited by law as well as by the Student Code for the South Carolina Technical College System, and the Student Code for Midlands Technical College. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual harassment includes any advances, requests for sexual favors, sexual violence and other verbal or physical conduct of a sexual nature that interferes with a student’s ability to participate in or benefit from the college’s programs or services. It may include such conduct as offensive jokes, slurs, name calling, physical assaults, threats, intimidation, ridicule or mockery, insults or put downs, and/or offensive objects or pictures. Sexual harassment also includes verbal, written, electronic or other, stalking behaviors, or engaging in conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Sexual harassment may include demands for sexual favors in exchange for benefits or the creation of a hostile environment. A hostile environment occurs when sexually offensive conduct creates an intimidating, abusive or unpleasant learning or working environment that unreasonably interferes with a student receiving an education or an employee doing their work. Other forms of harassment can include disparaging personal remarks, intimidating, threatening and abusive behaviors directed toward another person or group of individuals.

EDUCATIONAL PROGRAMS

The college provides programming to enhance the awareness and prevention of sexual harassment, sexual assault/violence, dating violence, domestic violence, and throughout the year. Designated staff members and community experts give presentations and provide resources on request. In addition, pamphlets, brochures and other literature are distributed throughout the campus via newsstands; bulletin boards; activity fairs; the student newspaper; and the employee newsletter, the College News, on the MTC intranet site. Regular training on sexual harassment and sexual assault is conducted for college employees, and college authorities who are responsible for investigating sexual harassment and sexual violence complaints and conducting disciplinary hearing on these complaints undergo annual training related to sexual harassment and sexual assault.

SEXUAL-OFFENSE REPORTING PROCEDURES

In cases of sexual assault/violence, victims should not change clothes or bathe before seeking medical attention or reporting the crime. This action will ensure the evidence is preserved.

If a sexual offense happens off campus, victims are encouraged to report the incident to the local police immediately. The police will provide guidance concerning evidence collection, legal procedures and other support resources.

When a sexual offense occurs on campus, members of the college community should immediately contact and file a report with Campus Police. The Vice President for Student Development Services or designee investigates allegations involving students, and the Senior Vice President or designee investigates allegations involving faculty and staff. Complaints of sexual assault will be responded to promptly and equitably. The right to confidentiality of all members of the college community will be protected to the extent possible under law. Retaliation against individuals filing sexual assault and/or sexual harassment charges is prohibited. Convicted sexual offenders are required by law to register with Campus Police.

VICTIM ASSISTANCE

Campus Police and the investigating party will advise victims of their option to file criminal charges with local law enforcement authorities. They will also assist victims with transportation to the nearest designated sexual assault treatment center. The college will provide victims of sexual assault and sexual harassment with counseling and information about victim support services, such as the nearest sexual assault treatment center. Counseling and Career Services will provide students counseling and referral assistance and Human Resource Management will assist employees in seeking counseling through the Employee Assistance Program.

The college will grant victims' requests for reasonable and appropriate alternative accommodations to allay their security and safety concerns. Possible accommodations may include alternative classes, campus relocation, work reassignments and/or schedule changes.

The victim may choose to exercise the option to file formal disciplinary actions against the alleged assailant under the Student Code Sexual Violence and Sexual Harassment procedure, the Student Grievance Procedure, or the Employee Disciplinary Actions Policy.

HAZING

Midlands Technical College strictly prohibits hazing, as defined in the South Carolina Campus Sex Crimes Prevention Act. Any act in which a student or employee treats another student or college employee in a tyrannical, abusive, shameful, insulting or humiliating nature, with intent of bodily or psychological harm, is a violation of the Midlands Technical College Student Code and college employee policy. If an investigation reveals that an individual is guilty of hazing after being accorded appropriate due process, that individual will be subject to disciplinary action, in accordance with college disciplinary procedures.

DISCIPLINARY PROCEDURES

Victims may initiate the college disciplinary process by filing a complaint with Campus Police, the Vice President for Student Development Services, or designee (for students), or the Senior Vice President or designee (for college employees). Victims of sexual assault/violence and/or sexual harassment should provide a detailed written statement to the investigating party. If evidence is sufficient, charges will be filed against the accused. Due process under established college disciplinary procedures will be accorded all parties.

Disciplinary actions imposed for sexual assault and sexual harassment offenses will vary according to the severity of the conduct and may include expulsion of a student from the college or termination of employment of a staff or faculty member. Other possible disciplinary actions include those cited in the Student Code and the Employee Disciplinary Actions Policy.

Both the complainant and the accused have the rights to due process and counsel during the disciplinary proceedings; however, counsel is solely to advise. Both parties will be notified in writing of the resolution of any college disciplinary proceeding resulting from a sexual violence and/or sexual harassment charge and of their right to appeal findings through all stages, up to the review by the hearing committee.

As with any crime, if charges of sexual assault/violence and/or sexual harassment are prosecuted, criminal penalties could result in addition to disciplinary actions taken by the college.

SMOKING AND OTHER TOBACCO USE

In support of college policy and the college's commitment to the health of the campus community, Midlands Technical College will become a smoke- and tobacco-free college beginning January 2015. All tobacco derived or containing products including all cigarettes, electronic cigarettes and cigars, all pipes and water pipes, all smokeless tobacco products or substitutes and any other device intended to simulate smoked tobacco will be prohibited on all property controlled by the college. Smoking and tobacco use will also be prohibited in personal vehicles parked on college property. Students who violate the policy are subject to disciplinary actions and may be fined by Campus Police. Information on smoking and tobacco use cessation can be obtained from Student Life.

SOLICITATION

Solicitation is strictly prohibited on the MTC campuses. Any parties desiring to set up an information booth targeting students should contact the Student Life Office. Any parties desiring to set up an information booth geared toward MTC faculty/staff should contact the Department of Human Resource Management.

STUDENT ASSESSMENT PROGRAM

Applicants for curriculum programs must be tested for course placement, unless exempted. Exemptions may be granted if one of the following criteria is met:

- › The applicant has earned a C or better in an appropriate college-level English and mathematics course taken at a regionally accredited institution. Transcript evaluation will determine if assessment is required.
- › The applicant has earned advanced placement credit for English and mathematics on CLEP and/or AP exams that are recognized by the college.
- › The applicant has earned a two-year degree or higher degree from a regionally accredited college or university. This exemption may not be applicable to some academic programs.
- › The applicant has achieved a satisfactory score on the Midlands Technical College Placement Test within the previous three years.
- › The applicant plans to enroll in a select group of certificate programs that do not require placement testing.
- › The applicant is not pursuing an academic award and desires to be admitted to take a specific course or courses under Career Development status as a non-matriculating student. The applicant must meet all course prerequisites. English and mathematics courses, or courses with English and mathematics skills prerequisites, require demonstrated proficiency in English and mathematics skills and may require testing if acceptable prerequisite courses have not been completed. Visiting students from other colleges may satisfy prerequisites by presenting a transient form from their home college. Students not pursuing degrees,

diplomas or certificates are limited to 18 hours in Career Development status, unless this limit is waived by the academic department chair.

NOTE: Additional testing will be required for admission into Health Science and Nursing programs. For information on criteria for these programs, refer to the MTC Academic Catalog.

The placement test consists of questions that address the applicant's decidedness relative to program choice and career goals and items that assess services the applicant may require. The main emphasis of the placement test, however, is on academic preparedness and helping students make sound educational decisions. Unless exempted as noted in the previous paragraph, applicants are required to take a reading comprehension test, a basic mathematics test and an algebra skills test, and to write a sample theme for evaluation. Depending on the applicant's placement test scores, the applicant shall be:

- › Placed in entry-level courses in the chosen program;
- › Placed in Developmental Studies (DVS);
- › Placed concurrently in DVS and a program of study; or
- › Referred to an outside agency for skills upgrading.

Reading scores will determine whether applicants will be admitted into the college and into which courses they will be placed. The writing sample and reading scores will determine placement in the appropriate level of English. The combined math and reading scores determine placement into sequential levels of mathematics. Students who don't meet minimum academic criteria in one or more of the basic skills areas for their intended program major must satisfactorily complete the respective Developmental Studies course(s) before taking related courses in their chosen programs.

In addition to assessment for the purpose of placing students into appropriate entry-level courses, students will participate in other assessment activities such as surveys, questionnaires, exit testing and focus groups during enrollment at MTC. This additional assessment will measure student development and student opinions of programs and services offered by the college. The information gained from these assessment activities will be used to improve programs and services to better meet the needs of students. College faculty and staff are interested in the success of students and in obtaining student input for college improvement.

STUDENT CODE AND GRIEVANCE PROCEDURE

(See Appendices I and II.)

STUDENT COMMONS

The Student Commons provides a site for extra-curricular activities, co-curricular functions and socialization between classes. Please reference the online Student Events Calendar, Student Handbook, MTCVNN and the Student Life webpage for scheduled events. All student visitors are expected to adhere to the Student Codes as outlined in the Student Handbook, which is also accessible at www.midlandstech.edu/sstudent-resources/student-life. Please be advised that these standards of conduct will be enforced.

Also, any person using the Student Commons may be asked to present a current MTC Student ID card at any time. Card playing is only permitted during times and in the location authorized by Student Life personnel. Profanity is not permitted. The Student Commons are located in the Airport Campus Student Center, Room 126, and in the Beltline Campus Student Center, Room 201.

STUDENT COMPLAINTS ABOUT THE ENGLISH FLUENCY OF A FACULTY MEMBER

When a student files a written complaint with the department chair regarding the English fluency of an instructor, the department chair will immediately alert the Vice President for Academic Affairs, who shall refer the instructor within 10 instructional weekdays to the English Fluency Evaluation Committee for a proficiency evaluation.

An instructor who is judged proficient by the committee will continue teaching assignments without any further action. If, however, student complaints continue or the supervisor determines a continuing fluency or communication problem exists, appropriate actions can be initiated.

A permanent instructor judged deficient by the committee will be given one academic term to develop sufficient English fluency to be judged proficient by the committee. If during the term the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, disciplinary action may be taken, up to and including termination. An adjunct instructor judged deficient by the committee may be immediately terminated.

STUDENT EMPLOYMENT SERVICES

Are you looking for work? Full-time? Part-time? Need help with your resume? Interviewing? Job Search? Check out the Student Employment Services website at WWW.MIDLANDSTECH.EDU/student-resources/student-employment-services. There, you will find numerous job opportunities and resources, including workshops, videos, podcasts, career events and more. Another wonderful resource is the job search handbook that includes sample resumes, interviewing tips and other career helps. Visit the website or stop by either office. Student Employment Services on Beltline Campus is located in the Student Center, Room 229, 803.790.7558. On the Airport Campus, SES is located in the Student Center, Room 237, 803.822.3538.

STUDENT FINANCIAL SERVICES

The staff of the Student Financial Services Office at Midlands Technical College is committed to providing high-quality service to students, the college and the community. Student Financial Services staff are dedicated to assisting students with their financial needs and serving the community in which the college is located.

Because federal, state and college guidelines change periodically, students should consult online resources at www.midlandstech.edu/financial-aid-and-tuition/financial-aid to make sure they are aware of current information.

ELIGIBILITY REQUIREMENTS

To receive federal Title IV assistance and state assistance, an applicant must:

- › File the Free Application for Federal Student Aid (FAFSA) using MTC code 003993.
- › Have a high school diploma or a General Education Development (GED) certificate
- › Be enrolled as a matriculating student in an eligible program of study.
- › Be a US citizen or an eligible noncitizen.
- › Have a valid Social Security Number.
- › Make satisfactory academic progress according to financial aid standards.

NOTE: Students should save all records and other materials used in applying for financial assistance. These documents may be needed later if a student is selected for a process called Verification.

APPLICATION PROCESS

All applicants for federal and state aid, SC Lottery Tuition Assistance, loans and need-based grants must

complete the Free Application for Federal Student Aid (FAFSA) each academic year. Specific information is available at fafsa.gov and on the Student Financial Services website at WWW.MIDLANDSTECH.EDU/financial-aid-and-tuition/financial-aid.

Approximately two weeks after submitting the FAFSA, the student will receive from the federal processor an acknowledgment called a Student Aid Report (SAR). The processor will transmit the student's information to MTC electronically. MTC code 003993 must be included in Step 6 for MTC to receive this information. The student will also receive a letter from Student Financial Services acknowledging receipt of their FAFSA record. All future correspondence will be via the free college email account given to all students.

The priority financial aid awarding deadline for MTC is April 15. The maximum financial aid package available will be awarded to students whose information (1) is received and reviewed by this date and (2) meets all federal and institutional requirements. Complete applications received and reviewed after April 15 will be considered for remaining funds until they have been depleted.

If a student's application is selected for verification by the federal processor, the student is required to forward a federal tax return transcript or to transfer tax information directly to the college from the IRS using the IRS Data Retrieval tool on the FAFSA for the prior year as well as the parents' federal tax transcript (for dependent students) and a completed Verification Worksheet to the MTC Student Financial Services Office. If the information on a Student Aid Report does not agree with the supporting information and documentation, it may be necessary to send corrections to the processor. No financial aid award can be made until the financial aid process is completed. A complete application is defined as one that has been received, reviewed, found free from errors and does not require additional information for verification. Accurate, complete information and documentation submissions are the responsibility of the student. Students must also check their MTC provided email account and their MyMTC account regularly for important financial aid information.

MID-YEAR TRANSFER STUDENTS

A student only needs to complete one FAFSA per academic year. If a student has already applied for financial aid elsewhere, a duplicate Student Aid Report (SAR) for MTC can be requested by calling 1-800-4FEDAID and adding the MTC school code, 003993, or by adding the MTC school code to your FAFSA online at fafsa.gov.

SUMMER AID

Financial aid for summer is automatically awarded to students who previously attended in either the fall and spring or spring only terms. Students are awarded based on six hours of enrollment. It is the student's responsibility to contact the office of Student Financial Services if they are registered less than or more than six credit hours. Per South Carolina student aid guidelines, the LIFE Scholarship is not available to cover the cost of summer tuition or books. SC Lottery Tuition Assistance is available each term for eligible students, provided funds are available. South Carolina Need-Based grants are also available for the summer as long as funds are available and the student meets all other eligibility criteria. SC Need-Based grants are available for a maximum of two semesters each academic year.

AWARD INFORMATION AND NOTIFICATION

An award notification will be sent to each student once the Student Financial Services Office has received and reviewed the student's complete application and it has been found to meet all appropriate federal, state and institutional requirements. The terms and conditions of the award are available online at WWW.MIDLANDSTECH.EDU/financial-aid-and-tuition/financial-aid.

All students are responsible for reading and understanding the terms and conditions of their award. If any student or parent encounters extenuating circumstances during the award year that are believed to significantly affect the student's or parent's financial condition, the student should contact the Student Financial Services Office and arrange to speak with a counselor. The counselor will evaluate the individual circumstances and offer appropriate advice.

All financial aid awards are subject to change if the information upon which they were based changes or federal regulations require a change. Students will be notified of such adjustment through their MTC assigned email, and the revised award may be viewed at the student's MyMTC account.

DEADLINES

To receive priority and maximum consideration for all forms of financial assistance, students should complete the application process by April 15. All verification documents, if requested, must be submitted to the Student Financial Services Office no later than August 15 or 120 days after the student's last date of enrollment, whichever comes first. Awards cannot be made until verification is complete, so it is best for the student to immediately provide requested information.

FINANCIAL ASSISTANCE PROGRAMS

FEDERAL PELL GRANTS

Undergraduate students who have not received a bachelor's or professional degree and who have not received the equivalent of 12 fulltime semesters of Pell Grant funding will be considered for the Federal Pell Grant program. The amount of the grant depends on the student's Expected Family Contribution (EFC) as determined by the US Department of Education through the FAFSA and the student's enrollment status. The EFC is calculated each academic year when the student submits a FAFSA. A Pell Grant is not a loan and does not have to be repaid unless adjustments occur that create an overpayment. Students must meet established standards of academic progress (SAP) regulations in order to continue to receive funds within the award year.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

Federal Supplemental Educational Opportunity Grants (FSEOGs) are available to students who have not completed a bachelor's or professional degree and are enrolled at least half-time (six credit hours). FSEOGs are awarded to exceptionally needy students, with priority given to students with the lowest EFCs and to students who receive Pell Grants. An SEOG does not have to be repaid – it is not a loan. There is no guarantee every eligible student will be able to receive an FSEOG award. Funding for this program is limited. As with Pell Grants, students must meet established academic progress criteria to receive FSEOG funds.

FEDERAL WORK-STUDY

The Federal Work-Study (FWS) program provides part-time employment for students to help meet their educational expenses. The program encourages community service work and work related to the student's course of study. Students who are enrolled at least half-time generally work an average of 15 to 20 hours per week. The number of hours assigned per week to a student is based on the total amount of the FWS award, the student's class schedule and the student's academic progress. FWS positions can be on or off campus.

The total Federal Work-Study award depends on the time of application, the level of financial need and the availability of funds. Students will be paid by the hour. Hourly rates vary according to the position held. Federal Work-Study checks are issued once a month to the student. Students are given direct deposit information during the work-study orientation sessions.

DIRECT LOANS

Direct Loans are offered as the government's major form of self-help aid. These loans can be either subsidized or unsubsidized.

A Subsidized Direct Loan is awarded on the basis of financial need. No interest payments are required before repayment begins or during an authorized period of deferment. The federal government subsidizes the loan during these periods by paying the interest for the student.

An Unsubsidized Direct Loan is not awarded on the basis of need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If interest is allowed to accumulate, it will be capitalized – that is, the interest will be added to the principal amount of the student's loan and additional interest will be based upon the higher amount. This will increase the amount that has to be repaid. If the student chooses to pay the interest as it accumulates, loan repayments will cost less in the long run.

Students enrolled in an eligible program of study at least half time (six credit hours) may receive a Direct Loan. Students must also meet other general eligibility requirements, including standards of academic progress.

Amounts Undergraduates Can Borrow:

- › Up to \$3,500 for a first-year student enrolled in a program of study that is at least a full academic year.
- › \$4,500 for students who have completed their first year of study and for whom the remainder of their academic program is at least a full academic year.

For periods of study that are less than an academic year, the amounts that can be borrowed will be less than those listed. Students should talk to a financial aid counselor to find out how much can be borrowed.

NOTE: The amounts given above are the maximum yearly amounts that can be borrowed in both subsidized and unsubsidized loans.

Students may receive less than these yearly maximum amounts if they receive other forms of financial assistance that cover a portion of the cost of attendance.

INTEREST RATES CHARGED

For students who have a subsidized loan that was first disbursed on or after July 1, 2014, the interest rate is fixed at 4.66 percent. Unsubsidized loans have a fixed interest rate of 4.66 percent. Interest rates on loans that were first disbursed before July 1, 2009, may be different. Students should check with the lender or agency that holds the loan if their loan was first disbursed before July 1, 2009. Students should check with the Financial Aid Office for current interest rates as they are subject to change every year on July 1.

LOAN FEES

Students may pay fees of up to 1.073 percent of the loan. These fees are deducted proportionately from each disbursement of the loan. For a Direct Loan, a portion of this fee goes to the federal government to help reduce the cost of the loans.

REPAYMENT OF LOANS

After graduation, leaving school or dropping below half-time enrollment, students have six months to begin repayment. This is called a grace period. During the grace period on an unsubsidized loan, students do not have to pay any principal, but interest will be charged. Students can either pay the interest or allow it to capitalize. After leaving school or dropping below half-time enrollment, students will receive information about repayment from their lender and will be notified of the date on which repayment is due to begin. Students are responsible for beginning repayment on time even if they do not receive this information. Students should check with their lender if they do not receive a repayment notice after leaving college.

LOAN MAXIMUMS

As part of Midlands Technical College's default management plan, the maximum cumulative loan amount that can be disbursed to an individual student is \$23,000 (which includes loans received while in attendance at another college) for a dependent student and \$31,500 for independent students. Students are notified once their loans reach a total indebtedness of \$21,500 or higher for dependent students and \$30,000 or higher for independent students. Students reaching these maximums may file an Additional Loan Request Form. This form may be picked up from the Student Financial Services Office on either the Airport or Beltline campuses or found online at www.midlandstech.edu/financial-aid-and-tuition/financial-aid. Students that have exceeded the federal maximum limits cannot appeal.

DIRECT PARENT LOANS FOR UNDERGRADUATE STUDENTS – PLUS

Direct PLUS Loans enable parents with good credit histories to borrow the education expenses of each child who is a dependent undergraduate student enrolled at least half-time. PLUS Loans are available through William D. Ford Federal Direct Loan Program. The yearly limit on a PLUS Loan is equal to the student's cost of attendance minus any other financial assistance the student receives. For example, if the cost of attendance is \$4,500 and the student receives \$2,500 in other financial aid, the parents could borrow up to – but no more than – \$2,000.

The interest rate for Direct PLUS Loans is fixed at 7.21 percent for loans disbursed after July 1, 2014. PLUS Loans are subject to loan fees that can be up to 4.292 percent of the loan. Parents have the option of beginning repayment of a Direct PLUS Loan within 60 days after the final loan disbursement for the academic year or wait until six months after the dependent student on whose behalf the parent borrowed ceases to be enrolled on at least half-time basis (six credit hours). Interest begins to accumulate at the time the first disbursement is made. A FAFSA must be completed by the student for whom PLUS loan funds will be borrowed.

SC STATE NEED-BASED GRANTS – SNBG

Need-Based Grants are offered to eligible students for a maximum of two semesters during the academic year. Financial need is determined by completing the FAFSA. SNBG awards are not guaranteed and are subject to the availability of funds. Students must meet the same academic progress standards as Federal Title IV aid programs and other eligibility requirements to continue receiving funds.

SC LOTTERY TUITION ASSISTANCE PROGRAM

To be eligible for SC Lottery Tuition Assistance funds, a student must submit a completed FAFSA, be an SC resident, be enrolled for six or more credit hours in an eligible program of study and meet reasonable standards of academic progress as set forth in the SC Lottery Tuition Assistance guidelines established by the SC Technical College System. The amount of SC Lottery Tuition Assistance available each term varies based on the amount of funding allocated by the SC legislature and the number of students accessing the funds. Lottery Tuition Assistance may be applied to a portion of the student's tuition if a balance remains on the student's account after federal and state grants have been applied. Lottery tuition assistance cannot be used to cover the cost of books and supplies. Once a recipient of Lottery Tuition Assistance (LTA) has graduated from a certificate or diploma program, the student must enter a higher-level, related program of study to continue LTA eligibility. When an LTA recipient has completed an associate degree, the student must wait five years to again qualify for LTA funds. Additional information may be found by checking the MTC Student Financial Services website, WWW.MIDLANDSTECH.EDU/financial-aid-and-tuition/financial-aid; or the State Technical College System website at www.sctechsystem.com.

LEGISLATIVE INCENTIVE FOR EXCELLENCE (LIFE) SCHOLARSHIP

The Life Scholarship is a merit-based award for SC residents who graduated from high school with a 3.0 GPA

or higher. Initial eligibility requires full-time enrollment in college-level coursework. College-level coursework at MTC is defined as courses at the 101 level or higher. Continued LIFE eligibility in the second year of college requires that the student be enrolled in a two-year associate degree program, earn a minimum of 30 semester hours of college-level coursework during the first academic year and have a cumulative GPA of 3.0 or higher on all college coursework, including coursework taken while dually enrolled in high school. Academic coursework at all colleges must be used to calculate the LIFE GPA to determine LIFE eligibility. In addition, students must maintain full-time enrollment of 12 or more semester hours each semester in order to retain LIFE eligibility. A student who drops below 12 credit hours in a semester will lose the LIFE Scholarship for that semester.

Please contact the Student Financial Services Office for information about the LIFE scholarship. Information is also available on the South Carolina Commission on Higher Education website at che400.state.sc.us. LIFE recipients should note that the college receiving transfer coursework determines the applicability of prior coursework to the new program of study. It is the responsibility of the student to contact the college to which the student is planning to transfer to determine applicability of MTC credits to the new program of study and LIFE eligibility at the receiving college.

MIDLANDS TECHNICAL COLLEGE FOUNDATION SCHOLARSHIPS

Academic scholarships are awarded each year to both newly entering and continuing students through the MTC Foundation. The criteria for scholarships vary and include academic achievement, community participation and financial need. Contact the Office of Student Financial Services at 738-7140 for further information or review the information on the college's website.

Scholarship information and applications will be available each year by mid-January. Scholarship information is available online at WWW.MIDLANDSTECH.EDU/financial-aid-and-tuition/financial-aid. Please check the SFS website for application deadlines.

Scholarships from other sources may also be available. Information is available online via MTC's Student Financial Services website at WWW.MIDLANDSTECH.EDU/financial-aid-and-tuition/financial-aid.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR STUDENT FINANCIAL ASSISTANCE

INTRODUCTION

All students receiving federal and state aid must adhere to the Student Financial Services Office policy on standards of satisfactory academic progress. The intent of this policy is to ensure that students who are receiving federal and state financial assistance are making measurable progress toward completion of a degree, diploma or certificate program in a reasonable period of time, as required by federal and state guidelines.

SCOPE

This policy applies to all students applying for or receiving federal and state funds. To reasonably measure a student's satisfactory academic progress toward completion of their degree, certificate or diploma, the student's total academic record will be evaluated. This includes all academic work attempted at MTC and any transfer hours from other schools attended that are accepted at MTC. LIFE Scholarship guidelines require the aggregation of all college coursework in calculating the LIFE GPA for continued eligibility.

As recipients of federal or state financial assistance, students have certain rights and responsibilities. Failure to fulfill the responsibility to make satisfactory progress as described may result in the cancellation of student awards, and the student may have to repay any funds already received.

MONITORING PROCEDURES

The Student Financial Services Office will monitor satisfactory academic progress for all students receiving federal or state financial assistance to ensure that they are making progress toward program completion. Associate degree, diploma and certificate programs will be reviewed for satisfactory academic progress at the end of each term of enrollment. This process occurs immediately after grades are posted at the end of each term. Students who are no longer eligible for federal or state assistance should be prepared to pay educational expenses the next term. Students who submit an appeal that is approved will have their financial aid reinstated and will be placed on Financial Aid Probation. The standards defining satisfactory academic progress for Midlands Technical College students are outlined below.

ACADEMIC FRESH START

Title IV regulations do not recognize the college's policy for Academic Fresh Start. The 70 percent successful course completion rate and the 150 percent rule will include all courses attempted at MTC and transfer credits regardless of an approved academic fresh start.

COURSE WITHDRAWALS, INCOMPLETES, REPEATED, REMEDIAL OR NONCREDIT REMEDIAL COURSES

Students who receive federal or state financial assistance must be aware that repeated courses, noncredit remedial courses and grades of W, WF, I, NC and CF are considered in assessing their progress toward completion. Grades of F, W, WF, I, NC and CF do not signify successful completion of a course. Students who do not satisfactorily complete at least 70 percent of all cumulative, attempted hours will be placed on warning status. Students who have not attained 70 percent satisfactory completion by the next term of enrollment following the warning period will no longer be eligible for federal or state assistance. Students may only repeat a passed course once with the assistance of the Title IV federal aid.

DEVELOPMENTAL STUDIES AND REMEDIAL COURSEWORK STANDARDS OF PROGRESS

Financial aid recipients may take a maximum of 30 credit hours in Developmental Studies (DVS) and remedial coursework. Students enrolled in DVS classes only do not have to meet GPA requirements to remain in good standing. Their attempted DVS hours will be counted when calculating maximum timeframe. Students on an approved appeal and taking DVS courses must successfully complete all classes to retain their financial aid eligibility.

TRANSFER STUDENTS

All transfer students, except those on suspension from a previous institution, will be evaluated based on the number of credit hours accepted by MTC. Each academic record will otherwise be reviewed at the end of each term enrolled.

When evaluating transfer students' standards of satisfactory academic progress, the evaluation will be conducted against hours attempted and earned through MTC as well as accepted transfer hours. This will include the student's ability to earn at least 70 percent of credit hours attempted and earn a cumulative GPA of 2.0 or higher. Only transfer hours that are accepted at MTC will be counted when considering the maximum timeframe limit of 150 percent of hours for a student's program of study.

For LIFE Scholarship, students must submit transcripts for all colleges attended. All coursework attempted at all colleges will be used to calculate the LIFE GPA for continued LIFE Scholarship eligibility according to state guidelines.

CHANGE OF MAJOR(S)

A student who changes majors is still responsible for maintaining satisfactory academic progress in accordance with the procedure as outlined. A review of satisfactory academic progress will be based on the student's current program of study at the end of each term enrolled. If the student has changed majors prior to the end of the term, eligibility will be assessed against the new program of study. A student who changes majors after the end of the term review may be required to submit an appeal for reinstatement of eligibility for financial assistance.

A student changing from an associate program into a diploma or certificate program of study may lose federal and state eligibility immediately upon making the change if the student's attempted hours are equal to or in excess of 150 percent of the hours required for the certificate or diploma program.

ADDITIONAL PROGRAM(S) OF STUDY

Students seeking to obtain a second degree may be eligible to complete the second program of study after the first diploma, certificate, or degree has been awarded by the college. The maximum time frame will be based on the number of hours attempted at MTC and any other documented transfer of hours that are accepted by the college.

STANDARDS

LENGTH OF ELIGIBILITY

The Office of Student Financial Services monitors the satisfactory academic progress of all students receiving federal and state financial assistance. Federal Title IV and state SC Need-Based aid recipients are eligible for assistance until they have attempted up to one and a half (1.5 or 150 percent) times the semester hours required for the program of study in which they are currently enrolled, regardless of the number of program changes. In all instances, financial assistance will be limited to a maximum of 180 hours attempted. LIFE Scholarship and Lottery Tuition Assistance programs have separate eligibility requirements.

CUMULATIVE GRADE POINT AVERAGE

Students must maintain a cumulative GPA of 2.0 or higher to retain eligibility for most types of state and federal aid. LIFE Scholarship eligibility requires a 3.0 cumulative GPA on coursework at all colleges attended.

Students who fail to earn the required cumulative GPA of 2.0 will be placed on warning during the next term in which they enroll at the college. Students in all programs of study who are placed on warning will be reviewed at the end of the probationary term. Students who fail to obtain a cumulative GPA of 2.0 or greater will lose federal and state aid eligibility. Students have the right to submit a SAP Appeal Form to the Student Financial Services Office. Developmental coursework grades will not be calculated in the cumulative GPA requirement.

Students receiving SC Lottery Tuition Assistance must also meet the 2.0 GPA requirement by the time they have attempted 24 credit hours. The LIFE Scholarship carries a 3.0 GPA requirement on 30 hours of college-level coursework at the time of annual review. College and private scholarships may have other requirements. Students should review and adhere to the requirements of the specific financial resource received.

PACE/SUCCESSFUL COMPLETION OF COURSES ATTEMPTED

Students must successfully complete 70 percent of all college coursework attempted. Grades of W, WF, NC, CF, F and I are not successful grades. A student who does not meet this standard will be given a warning and one term to reach the 70 percent completion level. If a student falls below the 70 percent completion level for a second term, the student will need to pay tuition or file an appeal. See information above about course withdrawals and other non-completions.

DECLARATION OF INELIGIBILITY PROCEDURE

Following a review, a student who is deemed not to be making satisfactory academic progress will be notified by the college provided email account of the resulting ineligibility for federal and/or state funds. The letter will include information on how to obtain a copy of this policy. Future awards will be canceled upon becoming ineligible. To receive federal or state assistance, the student must submit a SAP Appeal Form to the Office of Student Financial Services for consideration of eligibility to be placed on financial aid probation.

RE-ESTABLISHING ELIGIBILITY FOR FINANCIAL ASSISTANCE

A student will be reinstated for federal and state financial aid eligibility at such time as he or she successfully completes sufficient hours (70 percent of attempted hours) and has a sufficient grade point average (2.0 or above) to meet the minimum requirements for eligibility. If a student is suspended from financial aid eligibility, the student must appeal in order to be placed on Financial Aid probation for federal and state assistance. It is the student's responsibility to present evidence to the Student Financial Services Office at the time he or she has met minimum requirements for reinstatement or is appealing.

APPEAL OF FINANCIAL ASSISTANCE INELIGIBILITY

- › An ineligible student may appeal by indicating in writing to the Student Financial Services Office: (a) reasons why minimum academic standards were not achieved, (b) reasons why eligibility should be reinstated, and (c) what actions have been taken or what changes have occurred to resolve the problem. Each appeal will be considered on its merit. Individual cases will not be considered as precedent. A student may only appeal three times throughout their career at MTC. Examples of extenuating circumstances may include but are not limited to the following:
 - Documentation of death in the student's immediate family.
 - Personal illness requiring a loss of the equivalent of more than five consecutive class days that can be supported by a letter from a physician.
 - Serious illness in the student's immediate family that can be supported by at least one letter of documentation from the attending physician.
 - Divorce or separation in the student's immediate family that can be documented for the time frame in question.
 - Change in job schedule/responsibilities required by the employer and documented by the employer.The Student Financial Services SAP Committee will review the appeal and determine whether the financial assistance probation or suspension action is justified. The student will be advised in writing by MTC email of the committee's decision.
- › Any student whose eligibility is reinstated through the appeals process will be on Financial Aid Probation and will be required to meet all probation stipulations including complying with an academic plan in order to continue eligibility for federal and state financial assistance. Should a student fail to meet these terms and conditions, his or her aid will be cancelled for all future terms.
- › Appeals are reviewed and processed within 7-10 business days of receipt (processing may take longer during peak periods).
- › Committee decisions on appeals are final and cannot be appealed at any other college or federal level.

STUDENT LIFE

Student Life Office is to augment students' academic experience through co-curricular programming. Lectures, seminars and workshops on a variety of subjects are offered as well as performances by local artists, films and special interest programs.

PUBLICATIONS

The Student Life Office publications include an online student newspaper, the online Student Handbook, and the MTC Club Manual. All of the aforementioned student publications can be found at www.midlandstech.edu/student-resources/student-life.

STUDENT ADVISORY BOARD

Students have the opportunity to participate in student government through the Student Advisory Board (SAB). This governing board provides students a voice in college governance, campus concerns and student affairs. The Student Advisory Board is also the umbrella structure for all MTC student clubs and organizations. Representatives of each student organization sit on the SAB as voting members. Any student may attend Student Advisory Board meetings and voice concerns as a non-voting member. The Student Advisory Board charters new student organizations, sponsors leadership workshops, appoints students to relevant college committees, participates in campus and community service projects, and supports Student Life programming. The Student Advisory Board president attends the MTC Commission meetings, represents the MTC student body at designated events and meetings, and advises the Vice President for Student Development Services on student issues. Contact the SAB or Student Life Office on either campus for further information.

CLUBS AND ORGANIZATIONS

Involvement can be the key to collegiate success! Students who are active in extracurricular and co-curricular activities can be more competitive for valuable scholarships and other achievement-based programs. Not only will you gain confidence as you connect with students, faculty, and staff, you can also add valuable experience to your resume. Find one or more student organizations listed that interests you. Next, contact the advisor. You will soon be on your way to leadership and collegiate success.

PROCEDURE FOR ESTABLISHING A NEW ORGANIZATION

- › A Request to Organize Form signed by at least ten interested MTC students and the faculty or staff advisor must be submitted to the Student Life Director.
- › The club or organization must have an established purpose that will enhance student development.
- › A representative will present the purpose of the club or organization to the Student Advisory Board for approval.
- › Within three weeks after approval, a constitution, a list of officers, a list of members and an advisor's name must be submitted to the Student Life Director.
- › After recommendation by the Student Advisory Board, the request will be forwarded to the Associate Vice President, the Vice President for Student Development Services, and the President of the college for final approval.
- › Any club or organization in need of an account for financial purposes will be given a Student Life Special Account in which funds must be deposited and withdrawn in accordance with Accounting and Finance Office guidelines.
- › The club or organization will not be officially recognized until all procedures have been completed.

NOTE: Please refer to the MTC Club Manual online WWW.MIDLANDSTECH.EDU/student-resources/student-life.

PROCEDURE FOR REACTIVATING A CLUB OR ORGANIZATION

- › A Request to Reactivate form signed by at least ten interested MTC students and the faculty or staff advisor must be submitted to the Student Life Director.
- › A club representative will present the request to reactivate to the Student Advisory Board for approval.
- › Upon recommendation by the Student Advisory Board, the request will be forwarded to the Student Life Director for final approval as long as the club purpose is not amended. If the purpose is amended, the

request will be forwarded to the Associate Vice President for Student Development Services for final approval.

- › Within three weeks after approval, a constitution, a list of officers, a list of members and an advisor's name must be submitted to the Student Life Director.
- › The club purpose must enhance student development and contribute to a positive campus learning environment.
- › In most cases, the account number previously used by the club before inactive status can be recycled. Otherwise, a new Student Life Special Account number will be issued by the Finance and Accounting Office. All monies must be deposited and withdrawn in accordance with Finance and Accounting Office guidelines.

CURRENTLY ACTIVE CLUBS AND ORGANIZATIONS

MTC Association for Computing Machinery. This chapter is organized for educational and scientific purposes to promote an increased knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing and as a means of communication between persons having an interest in computing. The advisor is Dr. Bruce Martin, 803.790.7505, martinb@midlandstech.edu .

Campus Crusade for Christ

Campus Crusade for Christ has been established to encourage Christian growth and fellowship among students and provide opportunities for dialogue regarding the relevancy of Jesus Christ to the life of students. The advisor is Dr. Wiley Graf, 803.790.7519, grafw@midlandstech.edu . Former MTC faculty, Noel Caldwell, 803.788.5259 or 803.210.7385, is a supporting advisor to this organization.

Early Childhood Development Club

The purpose of the ECD Club is to promote student involvement in early childhood development/education, to enhance members knowledge in this field of study, and to promote awareness of the early childhood profession on campus and in the community. Advisor: Clara Slice, 803.738.7647, sliceec@midlandstech.edu.

Entrepreneurship Club

The purpose of the Entrepreneurship Club is to encourage students, former students, faculty and staff to plan for, create, and operate new businesses. The club is an opportunity for networking and association with guest speakers from the business community. The club meets monthly and is open to all students, former students, faculty and staff interested in entrepreneurship. Advisor: Joseph Puett, 803.738.7778, puettj@midlandstech.edu.

Future Educators Association (FEA)

The purpose of the FEA is to provide support, assistance, professional opportunities, and experience to students who intend to transfer to four-year institutions in pursuit of a career in education. Advisor: Karin Beaty, 803.822.3445, beatyk@midlandstech.edu.

Health Information Management Student Association (HIMSA)

The HIMSA has been created to promote and increase the knowledge of the HIM profession. The association is designed to educate the community about HIM through its community activities and fundraisers. These activities will allow networking amongst the students, as well as people in the community. Membership is available to all enrolled first and second year HIM students and Medical Record Coder students. Advisor: Summer Wilson, 803.822.3618, wilsonsu@midlandstech.edu.

International Relations Club

The International Relations Club strives to promote a greater understanding of the global community through discussion groups, cultural presentations, seminars and social events. The club invites students, faculty and staff who are interested in the changing world to participate in club activities. Advisor: Janice Jake, 803.738.7171, jakej@midlandstech.edu.

Medical Assisting Club

The purpose of the Medical Assisting Club is to promote awareness of the medical assisting profession on campus, in the Midlands area and in the health care field in general. The group participates in various community activities and conducts fundraisers for local charities. This organization is open to students enrolled in the medical assisting program. Advisor: Sherri L. Dykes, 803.822.3466, dykess@midlandstech.edu .

The Medical Lab Technology Club

The purpose of the MLT Club is to further the opportunities for MLT students to participate in college and community service activities. It is open to all Pre-MLT and MLT students. Advisor: Janis Livingston, 803.822.3556, livingstonj@midlandstech.edu.

MTC Student Veterans Organization

The purpose of the MTC Student Veterans Organization is to provide information and academic support to students. This organization will also celebrate Veteran holidays, promote cultural enrichment and community involvement, and support student activities. Advisor: Robert Stuessy, 803.738.7678, stuessyr@midlandstech.edu.

Page to Stage

The purpose of this club is to develop, write and perform plays for MTC Fall playwright festivals and compete in the local theatre community and abroad. Advisor: Gigi Woods, 803.403.5451, woodsg@midlandstech.edu.

Radiologic Technology Club

The Radiologic Technology Club is committed to promoting the profession of radiology through community service activities, college-sponsored and professional activities. Students enrolled full-time in the program, as well as those on the waiting list for acceptance are eligible for membership. Advisor: Dr. Bill Mulkey, 822-3482, mulkeyb@midlandstech.edu.

Respiratory Care Club

The Respiratory Care Student Club is designed to assist in various community volunteer activities and fundraisers that enable students to participate in or attend seminars, lectures or meetings to enhance their knowledge in this field. The club is available to all first- and second-year respiratory care students. Advisor: Eddie Jackson, 822-3432, jackson@midlandstech.edu.

Student American Dental Assistants Association

The Student American Dental Assistants Association is designed to advance the career of the dental assistant, introduce the dental assistant to the profession and promote the importance of continuing education in enhancing the quality of dental health care. Advisor: Elaine Evans, 803.822.3453, evanseg@midlandstech.edu.

Student Dental Hygiene Association

The Student Dental Hygiene Association was established to increase member awareness of issues that impact the profession and to represent and safeguard the common interests of the members. Furthermore, this club encourages the development of a strong sense of professionalism and community involvement. Advisor: Elizabeth A. Marchi, 803.822.3455, marchib@midlandstech.edu.

Student Human Services Organization

The Student Human Services Organization sponsors forums for lectures and seminars that foster creative approaches to address human service issues. It also provides opportunities for networking and strengthening relationships among Human Services students. Advisors: Renee Bellamy-Coletrain, 803.822.3220, coletrainr@midlandstech.edu ; and/or Dr. Mary M. Rawls, 803.822.3353, rawlsm@midlandstech.edu.

Student Nurses' Association

The purpose of the MTC Student Nurses' Association is to promote student involvement in nursing. The association sponsors guest speakers on current nursing topics. The MTC Student Nurses' Association encourages and fosters participation in the National Student Nurses' Association. Advisors: Nancy Hudson, 803.822.6758, hudsonn@midlandstech.edu or Kaci Fournier, 803.822.3336, fournierk@midlandstech.edu.

Surgical Technology Club

The purpose of the Surgical Technology Club is to promote student involvement in surgical technology and to enhance its members' knowledge in this field as well as encourage their participation in the National Association of Surgical Technologists. Advisor: Kathy Patnaude, 803.822.3438, Patnaudek@midlandstech.edu.

Technique!

As MTC's theater club, Technique! presents staged productions and short performances for special events. The group often presents works that benefit charitable causes, such as Homeless for the Homeless, The Sierra Club, and Harvest Hope Food Bank. The club meets on the Airport campus. Advisor: Helen Kingkade, 803.822.3375, kingkadeh@midlandstech.edu.

HONOR ORGANIZATIONS

MTC Ambassador Assembly

The Ambassador Assembly is an honor/volunteer organization of outstanding students selected to represent MTC at college and community events. Members are selected on the basis of academic performance and extra-curricular activities. Advisor: Permelia Luongo, 803.738.7743, luongop@midlandstech.edu . Visit www.midlandstech.edu/ambassadors/ for additional information.

Phi Theta Kappa International Honor Society

Phi Theta Kappa is the only internationally recognized honor society for the two-year college. Associate degree students with 12 credit hours of college-level coursework completed at Midlands Technical College and an overall GPA of 3.5 or higher are invited to join. Advisors: Kitty Spires, 803.738.7174, spiresk@midlandstech.edu Wendy Samuel, 803.790.7573, samuelw@midlandstech.edu . Visit WWW.MIDLANDSTECH.EDU/ptk for additional information.

National Technical Honor Society (NTHS)

Midlands Technical College seeks to recognize outstanding students enrolled in Business and Public Service, Health Sciences, Nursing, Information Systems Technology, Industrial Technology or Engineering Technology majors through induction into NTHS. Membership is limited to Career Programs majors who have earned and currently hold a 3.0 GPA in an eligible program of study, have completed at least 12 semester hours of curriculum-only coursework at Midlands Technical College, and have been recommended by a faculty member. For more information about eligibility, application deadlines or applying for membership, interested students may contact advisor, Patricia Shahbahrami-Gates, 803.822.7049, shahbahramip@midlandstech.edu.

COLLEGE COMMITTEES

Student representatives serve on several college committees in order to represent student views in areas that significantly impact students.

- › Graduation - The purpose of the Graduation Committee is to plan, monitor, and evaluate annual graduation exercises. For referral, contact the Student Life Office.
- › Honors - The purpose of the Honors Committee is to develop, monitor, and evaluate college honors criteria, awards, and activities for students, including the annual Honors Ceremony and other Honors related events. For referral, contact the Student Life Office.
- › Library - The purpose of the Library Committee is to advise and assist the Director of the Library in the areas of collection development, library effectiveness, library innovation, and classroom-library cooperation. For referral, contact the Student Life Office.
- › Registration - The purpose of the Registration Committee is to develop, implement, and monitor procedures of the college registration process. For referral, contact Student Life Office.
- › Student Online Services Committee - The purpose of the Online Services Committee is to plan and assist with the implementation of technology initiatives for the college. For referral, contact the Student Life Office.

Students also serve on Student Development Services program review and student judiciary committees. You should contact the Student Life Office for information if you are interested in serving on program review or student judiciary committees.

STUDENT PARTICIPATION IN INSTITUTIONAL DECISION MAKING

Midlands Technical College values the ideas and opinions of its students and encourages student participation in the governance process of the college.

Student participation in college decision making is ensured by the Student Advisory Board (SAB) President's participation in meetings of the Midlands Technical College Commission and through student membership on college standing and ad hoc committees. Committee representation includes but is not limited to committees addressing registration, retention, honors, graduation, Student Development Services program reviews, student disciplinary appeals and student grievances. The student perspective on college issues is also sought through advisory review and comments from the Student Advisory Board, college surveys and student forums at which student issues and concerns are addressed by college administrators. In addition, the SAB President advises the Vice President for Student Development Services on student issues. The Vice President for Student Development Services serves as the college's administrative liaison to the Student Advisory Board and provides regular college updates to the board to keep them informed of college information and to seek their input as student body representatives. In addition, the SAB serves in an advisory capacity to the Student Life department, providing input into activities and events for Midlands Technical College students.

STUDENT RIGHT TO KNOW

Information about Midlands Technical College's graduation rate is available from the Office of Assessment, Research and Planning; is on the college's Registration web page; is provided as a link on the college application; and is sent to the email accounts of students who have been admitted to the college and who are eligible to enroll.

Information about Midlands Technical College's annual security report, institutional security policies and crime statistics are available from the Campus Security Office and are provided on the college's website for public access. The information is also provided annually to students in the college's student newspaper and is mailed to individual students' college email addresses.

STUDENT SUPPORT SERVICES

TRIO Student Support Services (SSS) is an academic resource for MTC student scholars wanting to graduate with an associate's degree and transfer to a four-year college. Funded by the US Department of Education, SSS students must meet federal educational and/or income level guidelines or be an individual registered with Counseling & Career Services for accommodations. SSS has offices at both the Airport and Beltline Campuses to provide an array of services that includes transfer advisement, guidance for strengthening academic success skills, academic mentoring, opportunities for educational/social activities, financial aid information, workshops, and assistance completing the federal financial aid application and processes. To learn more about this valuable resource, contact 803.822.3032 or go to the SSS website at WWW.MIDLANDSTECH.EDU.student-resources/college-opportunity-programs

SUSPENSION

(See Academic Progress.)

TESTING SERVICES

(See Student Assessment.)

THEATRE

The Harbison Theatre strengthens the education offered to MTC students and deepens relationships with the greater community by hosting plays, concerts, films, lectures, dance performances, and special events. To learn about upcoming events, purchase tickets, and pursue volunteer opportunities with the Harbison Theatre, please visit WWW.MIDLANDSTECH.EDU/about/harbison-theatre.

TRANSCRIPTS

Academic transcripts are ordered online through the National Student Clearinghouse. Students should go to the Records webpage and click on transcripts for ordering information. Partial transcripts are not released. MTC does not issue unofficial transcripts.

Any exceptions for release of student academic information are made in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Information regarding exceptions may be obtained from the Registrar's Office.

Students enrolled at Midlands Technical College since Summer Term 2001 may obtain an unofficial transcript through their MyMTC account.

TRANSFER: STATE POLICY AND PROCEDURES

The Commission on Higher Education for the State of South Carolina coordinates post-secondary education in public-supported institutions, including policies and procedures for students and transferring course credits among these institutions. The Commission has established transfer policies and procedures that all public institutions must follow. These procedures are published in the Midlands Technical College catalog.

PROCEDURES

The Chief Transfer Officers at Midlands Technical College are located in Robinson Building 101 on Airport campus (803.822.3344; fax 803.822.3422) and in Wade Martin Hall 403C (803.738.7748; fax 803.738.7857) on Beltline campus. These officers administer the Associate in Arts and Associate in Science transfer degree programs and coordinate the advising of transfer students.

A student enrolled in a program other than Associate in Arts or Associate in Science should consult with the department chair or his/her designee for questions concerning transfer of courses into that program's curriculum and for courses transferring from that program to other colleges. Information about in-state articulation agreements can be obtained by visiting SCTRAC (the South Carolina Transfer and Articulation Center) at www.sctrac.org.

For further information regarding transfer, students may access the Commission on Higher Education's web page at www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm or Midlands Technical College's web page at WWW.MIDLANDSTECH.EDU/learn/academics/bridge-and-transfer.

TUITION AND FEES

Please refer to the college's Registration Guide or the college's website at WWW.MIDLANDSTECH.EDU/financial-aid-and-tuition/tuition-and-fees for the most current information on student tuition and fees.

UNDECIDED MAJORS PROGRAM

The undecided majors program is a transitional program that allows students who are unsure of their career choice to explore career and academic options. Students are limited to 12 semester hours of college-level course work in this program. Counselors help students in the undecided majors program choose courses that introduce them to fields in which they show interest. Students in this program are also advised to take those courses that are applicable to most programs. Students in the undecided majors program should contact Counseling and Career Services to schedule appointments for academic advisement. Counseling and Career Services is located in the Airport Student Center, room 237 on the Airport Campus (803.822.3505), and in the Beltline Student Center, room 239, on the Beltline Campus (803.738.7636).

WWW.MIDLANDSTECH.EDU/learn/academics/arts-and-sciences-university-transfer/undecided.

UPWARD BOUND

the Upward Bound program is funded through the US Department of Education to serve 66 high school students at local target schools. The program serves economically disadvantaged students and potential first-generation college students. Upward Bound provides comprehensive and intensive academic, social, career and cultural activities to enable students to complete high school and pursue post-secondary education. The program includes academic and summer components. The academic component consists of math, science, English, foreign language and personal enrichment classes, as well as tutoring on Saturdays from September through May at Midlands Technical College. The summer component is a six-week program that provides classes and an opportunity to experience college life while living on a college campus. Mentoring and a broad range of workshops on study skills, SAT preparation, self-esteem and other topics are provided. To learn more, call 803.822.3384.

VETERANS AFFAIRS

Midlands Technical College is approved for veterans' educational assistance and maintains a full-time Veterans Affairs (VA) Office on the Beltline and Airport campuses. All programs of study in the Midlands Technical College Academic Catalog are approved for VA benefits. Visit the MTC VA Website, WWW.MIDLANDSTECH.EDU/financial-aid-and-tuition/financial-aid-veterans, for comprehensive information on applying for admission and your VA benefits.

VA EDUCATIONAL BENEFITS PROGRAMS

- › Montgomery GI Bill – Active Duty Educational Assistance Program – Chapter 30
- › Vocational Rehabilitation – Chapter 31
- › Post-Vietnam Era Educational Assistance Program – Chapter 32
- › Post 9/11 GI Bill – Chapter 33
- › Survivors’ and Dependents’ Educational Assistance – Chapter 35
- › Montgomery GI Bill - Selected Reserve Educational Assistance Program – Chapter 1606
- › Reserve Educational Assistance Program – Chapter 1607

PAYMENT OF BENEFITS

To apply for VA benefits, you must be accepted into an approved program of study. To obtain the appropriate VA application, contact the college’s VA Office in Beltline Student Center, room 131 on the Beltline Campus, or in the Airport Student Center, room 259 on the Airport Campus. VA applications can be completed on line at www.gibill.va.gov/apply-for-benefits/application/.

VA educational payments are made directly to the student in accordance with federal regulations. The amount of assistance received is based on rate of attendance (i.e., full time, three-quarter time, half time) and the type of VA benefits for which the student is eligible. Direct deposit of educational checks is available for all VA educational programs.

VA students, except for those attending under Vocational Rehabilitation – Chapter 31, are responsible for paying for their tuition, fees and books. VA students attending under the Post 9/11 GI Bill – Chapter 33 may have full tuition or a portion of their tuition paid depending on the amount of service completed after September 10, 2001 (visit VA’s website at http://gibill.va.gov/resources/benefits_resources/benefit_comparison_tools.html for the percentage of maximum payable amount). Students attending under Ch. 33 will also receive a book stipend which is paid directly to the student in the amount of \$41.67 per credit hour, not to exceed \$1000/year. Keep in mind that you will receive a lesser amount if you have not been awarded at the 100% benefit level. New students or students re-entering after an interval of 30 days or longer may be eligible to request an advance payment to help meet college-related expenses. Advance payment applies only to students attending under Chapter 30, 35, and 1606.

The VA will not pay for auditing a class or for classes not required for graduation under the program of study. In addition, VA students must maintain satisfactory academic progress according to the standards established and enforced by the college. Failure to maintain satisfactory academic progress will result in termination of VA benefits.

STUDENT RESPONSIBILITIES

VA students must immediately notify the college’s VA Office of any changes that may affect their pay status. Students who withdraw from a class or classes are subject to having the amount of their award recalculated by the Department of Veterans Affairs and may be required to repay any unauthorized amounts received.

If you have previously attended college, (regardless of the time frame) you must request official copies of your academic transcripts be sent to MTC’s Admissions Office. It is your responsibility to request the transcripts and make sure the evaluation has been completed. If you have served on active duty, you will also need to request that your military transcript be sent to MTC for evaluation. Visit the MTC VA Website at WWW.MIDLANDSTECH.EDU/financial-aid-and-tuition/financial-aid-veterans for the links to request your military transcripts. You will be certified for only one semester pending evaluation of your transcripts. VA will not pay you to repeat any courses for which you receive transfer credit(s).

For more detailed information on the Veterans Educational Assistance Programs, contact the Department of Veterans Affairs Regional Processing Center at 1.888.442.4551 or visit the VA website at www.gibill.va.gov. For enrollment information, contact the Beltline VA Office at 738-7615 or the Airport VA Office at 803.822.3519.

VIDEO SURVEILLANCE

Midlands Technical College uses video surveillance on all of its campuses for safety and security purposes.

ACADEMIC SUCCESS CENTERS

The Academic Success Center (ASC) offers tutoring and computer access to all currently enrolled MTC students. Since available resources may differ by campus, feel free to call before visiting us to confirm that the center has what you need.

COMPUTER ACCESS

All currently enrolled MTC students have access to computer resources for the purposes of academic computing. The availability of software packages is determined by the courses taught at the college and by the programs supported by the IRM department. Available resources include productivity and development software, email, Internet, Microsoft Office products, and a wide variety of interactive educational software.

TUTORING SERVICES

Tutoring is available to assist currently enrolled students with selected courses. Mathematics, writing, and reading are the major areas for tutoring, but tutoring is also offered in foreign languages and selected computer, accounting, and science courses. Supplemental Instruction (SI) is offered for selected courses. Tutoring is also available during Open Lab sessions. Please visit our website www.midlandstech.edu/successcenter for more information about specific subjects, SI, and Open Labs.

ADDITIONAL RESOURCES

In addition to computer access and tutoring, the Academic Success Center provides a variety of materials to assist students in becoming independent learners. Available materials include videotapes of lessons from MTC faculty, textbook supplements, anatomy models, microscopes, slides, and selected handbooks.

LOCATIONS AND CONTACT

Airport: Academic Center (AC) Room 151 • 803.822.3545

Batesburg-Leesville: Educational Center (BLEC) 106 • 803.604.1639

Beltline: Landau Engineering Tech.(LET) Room 211 • 803.738.7871

Harbison: Theater and Classroom (TC) 218 • 803.407.5005

Northeast: Engineering Tech. & Science (ETS) 153 • 803.691.3900

HOURS OF OPERATION

Hours of operation may vary by semester. Contact the center or view our webpage for current hours.
WWW.MIDLANDSTECH.EDU/successcenter

WILLIAM JERRY WOOD LIFE SKILLS CENTER

The Life Skills Center (LSC) is designed to provide Midlands Technical College (MTC) students with professional and academic support through direct services and referrals.

Students may either be referred to the LSC or self-enroll for services. The LSC will conduct an assessment of the student which measures Career Preparedness, Self-Motivation, Study Skills, Self-Regulation, Soft Skills Competencies, and immediate needs.

SERVICES

Individual Success Plans (ISP)

Workshops: Career Preparedness, Soft Skills, Financial Literacy, Basic Computing and Study Skills

Referrals to MTC or community resources

HOURS OF OPERATION, CONTACT INFORMATION, AND LOCATIONS

For more info, please visit our website and Click “Life Skills Center” WWW.MIDLANDSTECH.EDU/student-resources/academic-success-center

WIA ADULT AND DISLOCATED WORKER PROGRAM

MTC students who are adults and/or who have been laid off from their jobs can attain assistance similar to WIA Youth through the SC Works Columbia Center. The SC Works Columbia Center has also placed a WIA Workforce Consultant on the Beltline campus to provide services and support to the students of Midlands Technical College. College credit and non-credit programs may qualify for assistance. Special emphasis is placed on short-term training and assistance with completing academic programs. Eligible participants must be residents of Richland, Lexington or Fairfield counties, meet income requirements and in the process of searching for employment. For more info, contact 803.738.7874 or visit www.midlandsonestop.org. Eligibility restrictions apply.

WIA YOUTH PROGRAM

Midlands Technical College, in collaboration with the Midlands Workforce Development Board, can help young adults (ages 17-21) facing special barriers get the training and skills needed to begin a promising career.

The Workforce Investment Act (WIA) Workforce Investment Act Youth Program is a federally funded program designed to assist and support young adults seeking academic upgrading and occupational skills demanded in today’s competitive job market.

This program is housed on the Airport Campus in Lexington Hall, and on the Beltline Campus in Wade Martin Hall to provide easy access to services for its participants.

The WIA Youth Program offers comprehensive one-to-one services to each of its participants by providing the support necessary to be successful in pursuing personal, academic and career goals. Special emphasis is placed on short-term training. The following services are available:

- › Academic counseling
- › Basic skills education
- › Career guidance and planning
- › Gas assistance
- › Job placement assistance
- › Training sponsorship

For more information contact the WIA Youth Coordinator or the TRiO and Community Support Program Assistant at 803.7387630 or 803.8226701, or visit the WIA Youth website at WWW.MIDLANDSTECH.EDU/student-resources/college-opportunity-programs.

WITHDRAWALS

(See Drop/Add.)

APPENDIX 1

THE STUDENT CODE FOR MIDLANDS TECHNICAL COLLEGE

The Student Code for Midlands Technical College is adapted from the Student Code for the South Carolina Technical College System. Titles for institutional groups and officials have been adjusted to reflect the titles used at Midlands Technical College, and operating guidelines have been modified to reflect Midlands Technical College standards of practice.

GENERAL PROVISIONS

A. 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 that 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 civil law, they may incur penalties prescribed by legal authorities. In such an instance, college discipline will be initiated when the presence of the student on campus will disrupt the educational process of the college. 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. A student who violates college regulations is subject to disciplinary action by the college whether or not this conduct violates civil laws. If a student's behavior simultaneously violates both college regulations and law, the college may take disciplinary action independent of that taken by legal authorities.

The Student Code and Grievance Procedure for the South Carolina Technical Colleges and Midlands Technical College set forth the rights and responsibilities of individual students.

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

In situations where a student is dually enrolled in two 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 this college.

B. Definitions

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

1. "College" means any college in the South Carolina Technical College System.
2. "President" means the Chief Executive Officer of the college.
3. "Student" means a person taking any course(s) offered by the college either credit or non-credit.
4. "Instructor" or "Faculty" means any person employed by the college to conduct classes.
5. "Staff" means any person employed by the College for reasons other than conducting classes.

6. "SAB" means Student Advisory Board, the student governance body for the college.
7. "Campus" means any place where the college conducts or sponsors educational, public service or research activities.
8. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision that has jurisdiction over the place in which the violation occurs.
9. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Vice Presidents or Assistant/Associate Vice Presidents.
10. "Suspension" means a temporary separation of the college and student under specified conditions.
11. "Expulsion" means permanent separation of the college and student.

STUDENT CODE

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, sex, national origin or ethnic group, color, age, religion, disability or military service.

B. Freedom of Speech and Assembly

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable and nondiscriminatory rules and regulations regarding time, place and manner. Students desiring to conduct an assembly must submit a request to the Vice President for Student Development Services or designee, requesting a specific date, time, location and manner no later than 15 instructional weekdays prior to the date of the desired event. The request will be approved, amended or denied no later than 10 instructional weekdays prior to the desired event.

C. Freedom of the Press

In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, each college shall have an editorial board with membership representing SAB, faculty and administration. The 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 Police 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 right 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 Associate Vice President for Student Development Services. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein, and instructors may dismiss students from class for the remainder of the class period for such conduct pending the resolution under due process. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading

1. Instructors will follow the announced college 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. Conduct which is academically related is outlined in academic program handbooks and course syllabi. These expectations for student performance can affect performance assessments. An example would be timeliness and attendance in health science and nursing clinical settings.

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 actions shall be maintained in the office of the Vice President for Student Development Services. No record of disciplinary action shall be entered or made on the student's academic records. Records of disciplinary actions (except for weapon, alcohol, and drug violations and suspension and expulsion sanctions) shall be destroyed three years after files are closed.
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 Vice President for Student Development Services (VPSDS) or designee may authorize release of directory information as defined by the college under federal and state privacy legislation.
 - e. If the inquirer has a court order, the VPSDS or someone designated by that official will release

information from the student's file, in accordance with the court order.

- f. Treatment of Records After Graduation or Withdrawal - When students withdraw or graduate from the college, their records shall continue to be subject to the provisions of this code.

II. STUDENT ADVISORY BOARD AND STUDENT ORGANIZATIONS

A. Student Advisory Board

The college Student Advisory Board's constitution, as approved by the Midlands Technical College Commission, establishes the governance structure for students. Amendments to the constitution require approval, as stipulated in the Student Advisory Board constitution.

B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has educational purpose, it promotes student development and its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs is discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, 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. Upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV, C, 2(c). It is expected, however, 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 the Privilege of Freedom of Speech and 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 at 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 action. 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 Vice President for Student Development Services, the Associate Vice President for Student Development Services or other administrative officer will request those involved either to leave the campus or to abide by regulations governing uses of, or presence on, the campus. This 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 the South Carolina Code of Laws.)

C. Academic Misconduct

All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion and falsification of information, will call for discipline. Alleged violations will be handled as outlined in Section IV.

1. Cheating on tests is defined to include the following:
 - a. Copying from another student's test or answer sheet.
 - 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 any unadministered test.
 - e. Bribing any other person to obtain tests or information about tests.
 - f. Substituting for another student, or permitting another person to substitute for oneself.
 - g. Substituting one's work for another or allowing another person's work to be substituted for one's own work.
 - h. Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
 3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
 4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

D. Falsification of Information and Other Unlawful Acts Committed With Intent to Deceive are 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 appeals panel when properly notified to appear.
3. Misrepresenting or falsifying information on college documents.

E. Infringement of the Rights of Others is Defined to Include, But is 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 nonmembers of the college community occurring on campus or off campus during any college-approved activity.
4. Sexual harassment inflicted on another person. This includes sexual abuse/violence and 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 of their safety, and that has, in fact, placed an individual in such fear.

F. Other Unlawful Acts that Call for Discipline Include, But are not Limited to, the Following:

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 access to secured areas of the college.
5. Unauthorized possession or use of a key to any college facility or other property.
6. Possession or use on campus of any firearms or other dangerous weapon or incendiary device or explosive unless such possession or use had been authorized by the college.
7. Possession, use or distribution on campus of any narcotic, dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
8. Possession, use or distribution on campus of any beverage containing alcohol.
9. Violation of institutional policies while on campus or off campus when participating in a college-sponsored activity.

10. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college-sponsored activity.
11. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.
12. Violation of South Carolina and/or federal laws while on or off campus when this violation poses harm to members of the college community.

IV. RULES OF STUDENT DISCIPLINARY PROCEDURES AND SANCTIONS

The sanctions that 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 any 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, an administrative officer may direct the 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 Vice President for Student Development Services and the Associate VP for Student Development Services (SDS) in writing with the name(s) of the individual(s) involved and the nature of the infraction before 5 p.m. of the first class day following its imposition. If immediate identification of the student or students is not possible, such notice shall be given in writing to the student personally by official college email, or by certified letter within two instructional weekdays after identification has been determined.

B. Academic Misconduct

1. A faculty member who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct will confer with the department chair and meet with the student to discuss the matter. The faculty member will advise the student of the alleged act of academic misconduct and the information on which it is based and provide the student with the opportunity to refute the allegation.
2. If the faculty feels the charges are founded, the faculty member will refer the incident to the Associate VP for SDS, to follow the process for academic and student misconduct in Section IV.C. Midlands Technical College provides consistent due process practices for academic and behavioral student misconduct.

C. Student Academic and Behavioral Misconduct Complaints

1. A charge involving a student infraction must be filed in writing at the office of the Associate VP for SDS within five instructional weekdays after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
2. Within five instructional weekdays after the charges are filed, the Associate VP for SDS, as the judiciary officer designee of the Vice President for Student Development Services and Vice President for Academic Affairs, shall complete a preliminary investigation of the charge(s) and immediately schedule a meeting with the student. After discussing the alleged infraction with the student and the party making the referral, the Associate VP for SDS will present a summary of the case to the Vice President for Student Development Services and may act as follows:

- a. Drop the charges.
- b. Impose a sanction consistent with those shown in Section IV, C, 2(c), The Student Appeals Committee.
- c. Refer the student to a college office or community agency for services.

The decision of the Associate VP for SDS shall be presented to the student in writing within five instructional weekdays following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Associate VP for SDS, or where the student refuses to cooperate, the Associate VP for SDS shall send an official college email, or a certified letter to the student's last known address providing the student with a list of the charges, the Associate VP for SDS's decision and instructions governing the appeal process.

4. A student who disagrees with the decision of the Associate VP for SDS may request a hearing before the Student Appeals Committee. This request must be submitted to the Vice President for Student Development Services within two instructional weekdays after receipt of the Associate VP for SDS's decision, unless a request is made and approved for an extension of time. The Vice President for Student Development Services 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.

D. The Student Appeals Committee

The Student Appeals Committee (hereafter referred to as the committee) will consider the case of a student who declines to accept the findings of the Associate VP for SDS. The hearing shall be held within 15 instructional weekdays after the student has officially appealed the decision of the Associate VP for SDS.

1. Membership of the committee shall be composed of the following:
 - a. Three faculty members appointed by the Vice President for Academic Affairs.
 - b. Three student members appointed by the Student Advisory Board.
 - c. One member of the Student Development Services staff appointed by the Vice President for Student Development Services.
 - d. The Associate VP for SDS, who serves as an ex-officio, non-voting member of the committee.
 - e. The chair shall be appointed by the Vice President for Student Development Services from among the membership of the committee. Ex-officio members shall not serve in the position of chair.

All committee members and the appointment of the chair shall be approved by the President of the college. A recorder will be available to transcribe testimony, and a hearing officer may attend; however, neither will serve in a decision-making capacity as a committee member. The hearing transcript is property of the college and is used by the President in the event the student appeals the decision of the Student Appeals Committee to the President of the college.

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 written statement of the committee's decision including findings of fact and, if applicable, to impose one or more sanctions. These sanctions serve as examples. Sanctions are not limited to those listed below.
 - i. The repeat or resubmission of a paper, project, assignment or examination (academic misconduct only)
 - ii. Assignment of a zero or failing grade on the assignment (academic misconduct only)
 - iii. Assignment of a failing grade or withdrawn from the course (academic misconduct only)
 - iv. A written reprimand and/or warning
 - v. A reflective paper or related assignment

- vi. Participation in counseling, workshop, community service, or other pertinent activity
- vii. An obligation to make restitution or reimbursement
- viii. A suspension or termination of particular student privileges
- ix. Disciplinary probation
- x. Suspension from the college
- xi. Expulsion from the college
- xii. Any combination of the above

Sanctions will be based on the seriousness of the infraction and first-time versus multiple infractions.

V. PROCEDURES FOR A HEARING BEFORE THE STUDENT APPEALS COMMITTEE

A. Procedural Duties of the Vice President for Student Development Services (VPSDS)

At least five instructional weekdays prior to the date set for a hearing before the committee, the VPSDS shall send written notice to all involved and an official college email, or 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, and if the VPSDS concurs with this change, the hearing may be held before the expiration of the advance notification period of five instructional weekdays, or the timeframe for the hearing may be extended.

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, that the President 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 two instructional weekdays 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 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 to the President must be in writing, and it must be made within 10 instructional weekdays after receipt of the committee's decision.

C. The Conduct of the Committee Hearing

1. Hearings 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. Witnesses who shall:
 - i. Give testimony singly and in the absence of other witnesses.
 - ii. Leave the committee meeting room immediately upon completion of the testimony.
 - iii. Committee members.
 - iv. The hearing officer.
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 nonconcurrence with the original finding and to impose sanctions, if applicable.
6. Decisions of the committee shall be made by majority vote.
7. Within two instructional weekdays after the decision of the committee, the Vice President for Student Development Services shall send an official college email, or a certified letter to the student's last known address providing the student with the committee's written decision. The notification will include information on the next step of the appeal process.

B. Appeal to the President

Within 10 instructional weekdays of the receipt of the committee's decision, the student may appeal the committee's decision to the President of the college. The appeal should be in writing, outlining the basis for the appeal and the desired solution.

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 Vice President for Student Development Services, the AVPSDS, the members of the committee, and any other parties as deemed appropriate by the President, 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 instructional weekdays of the receipt of the appeal.

APPENDIX 2

STUDENT DISCIPLINARY PROCEDURE FOR SEXUAL HARASSMENT AND SEXUAL ASSAULT

The Student Code for Midlands Technical College sets forth the rights and responsibilities of the individual student; identifies behaviors that are not consistent with the values of college communities; and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior or complaints alleging acts of sex discrimination, sexual violence or sexual harassment that occur on college property, and at college-sponsored activities and events, as well as off-campus behavior that adversely affects the college and/or the college community. The Code applies to students from the time of applying for admission through the awarding of a degree, diploma, or certificate. This procedure described in Midlands Technical College Procedure 9.1.2 will be followed to adjudicate alleged acts of sexual violence and sexual harassment.

BACKGROUND

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs, services or activities operated by recipients of Federal financial assistance. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter “schools”) receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual harassment also may violate Title IV of the Civil Rights Act of 1964 (42 U.S.C. § 2000c), which prohibits public school districts and colleges from discriminating against students on the basis of sex, among other biases.

DEFINITIONS

Sexual harassment—is a form of discrimination prohibited by law as well as by the Student Code for the South Carolina Technical College System, and the Student Code for Midlands Technical College. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual harassment includes any advances, requests for sexual favors, sexual violence and other verbal or physical conduct of a sexual nature that interferes with a student’s ability to participate in or benefit from the college’s programs or services. It may include such conduct as offensive jokes, slurs, name calling, physical assaults, threats, intimidation, ridicule or mockery, insults or put downs, and/or offensive objects or pictures. Sexual harassment also includes verbal, written, electronic or other, stalking behaviors, or engaging in conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Harassment and stalking definitions are provided in 16-3-1700. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

Sexual assault—is an extreme form of sexual harassment. It can be defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his/her free will, or without his/her consent. Sexual assault may include, but is not limited to, sexual violence, date or acquaintance rape, sexual battery, sexual coercion, domestic violence, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way (i. e., due to drugs or alcohol.)

Domestic violence—is a felony misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of jurisdiction; or any person against whom

an adult or youth victim who is protected under that person's acts under the domestic or family violence laws of this jurisdiction.

Dating Violence—refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the consideration of the length of the relationship; type of relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. Detailed definitions of sexual assault are provided in the South Carolina Code of Laws 816-3-600.

Stalking—is a pattern of words or conduct that causes fear of death, assault, bodily injury, criminal sexual contact, kidnapping, or property damage to victim or victim's family member. Aggravated stalking is stalking accompanied by an act of violence.

ACTIONS WHEN SEXUAL HARASSMENT OR SEXUAL ASSAULT IS REPORTED

Any student or any other member of the college community who believes that a student is or has been a victim of sexual harassment or sexual assault may file a report with the college's Chief Student Services Officer or designee, campus police, or the college's Title IX coordinator. The person contacted will work with the complaining student to mitigate any injury during the pendency of the investigation and proceedings.

If a student is the victim of a sexual assault, the first action will be to protect the victim and to advise the victim on steps to take for his or her safety and steps to be taken for the preservation of evidence. The college, through the Vice President for Student Development Services, or designee, and in coordination with the Title IX coordinator and the college's victim's assistance officer, will provide this assistance, in addition to assistance in changing the victim's academic, transportation, working and living situations after an alleged sex offense and will discuss the options for those changes, if those changes are requested by the victim and are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. The staff will also provide information about the victim's rights to notify or not to notify and seek assistance from campus and law enforcement authorities. Information on the victim's rights and institutional responsibilities regarding judicial no-contact, restraining and protective orders will also be provided in writing to the victim. The Title IX coordinator's office location and phone number are printed in the college's catalog and appear on the college's website. Care will be taken to maintain confidentiality in regard to the victim in timely warning notices and college records. Information gathered will be maintained as confidential to the extent reasonably possible and permitted under law.

If the student (or complainant) asks that his or her name or other identifiable information not be revealed, the college will evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the school may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the student's (or complainant's) age; whether there have been other harassment complaints about the same individual; and the alleged harasser's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.15.

The college will inform the student (or complainant) if it cannot ensure confidentiality. Even if the school cannot take disciplinary action against the alleged harasser because the complainant insists on confidentiality, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

Any member of the college community who witnesses or believes a student has been subject to sexual harassment, sexual assault, domestic violence, or staking has an obligation to report it. The student may also

file a criminal report regarding the alleged conduct. In some cases, the conduct may constitute both sexual harassment or sexual violence under Title IX and criminal activity. Police investigations may be useful for fact-gathering; but because the standards for criminal investigations are different, police investigations or reports are not determinative of whether sexual harassment or sexual violence violates Title IX. Conduct may constitute unlawful sexual harassment or sexual violence under Title IX even if the police do not have sufficient evidence of a criminal violation. In addition, a criminal investigation into allegations of sexual violence does not relieve the college of its duty under Title IX to resolve complaints promptly and equitably.

Pursuant to Title IX, the college prohibits retaliation and the college will not only take steps to prevent retaliation but also take strong responsive action if it occurs. When a student or employee reports sex discrimination, sexual harassment or assault, the student or employee will not be subjected to retaliation, intimidation, threats, coercion or any forms of discrimination for exercising their rights or responsibilities under any provision of the law.

EDUCATIONAL AWARENESS PROGRAMS AND TRAINING

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of sex discrimination, rape, acquaintance rape, domestic violence, and other forcible and non-forcible sex offenses, as well as sexual harassment primary prevention awareness programs to new students and employees, and to the larger campus community. These training programs will include a statement that the institution prohibits sex discrimination, sexual harassment, sexual assault, rape, acquaintance rape, domestic violence, dating violence and stalking. Definitions of these offenses within the college's jurisdiction will be provided, as well as, the definition of consent in the college's jurisdiction, "safe and positive" options for bystander intervention to prevent harm and intervene in risky situations; and ways to recognize signs of abusive behavior and to prevent potential attacks. The education programs also should include information aimed at encouraging students to report incidents of sexual violence to the appropriate college and law enforcement authorities. The college's primary concern is student safety. Any other rules violations will be addressed separately from the sexual violence allegation, and use of alcohol or drugs never makes the victim at fault for sexual violence. The college will provide on-going prevention and awareness for students, faculty on all or the above.

SEXUAL HARASSMENT AND SEXUAL ASSAULT DISCIPLINARY PROCEDURES

If the alleged harasser or violator named in in the report is an employee or third party, the case will be adjudicated through the Midlands Technical College Student Grievance Procedure 5.1.1 (students/ employee) and/or the college's Anti-Harassment Procedure 2.6.1 (employee/employee).

If the alleged harasser or violator of this policy is a student, the case may be adjudicated under Procedure 5.9.2, through the process that follows.

A. Preliminary Hearing

Within five (5) instructional weekdays after the charge has been filed, the Vice President for Student Development Services, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator and, if needed, the victim. After discussing the alleged infraction with the accused student and reviewing available information, the Vice President for Student Development Services, or designee, will decide whether the information presented during the meeting indicates that the violation occurred as alleged. This decision will be based on the preponderance of evidence (i.e., it is more likely than not that sexual harassment or violence occurred). When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Vice President for Student Development Services, or designee, will base the decision upon the available information. The college authority or authorities investigating the complaint and rendering a decision will be annually trained on issues related to dating violence, domestic

violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

1. Reprimand - A written warning documenting that the student violated a student conduct regulations and indicating that subsequent violations could result in more serious disciplinary sanctions.
2. Restitution - Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including, but not limited to, field trips, internships, and clinical settings.
3. Special Conditions – Completion of a variety of educational activities, relating to the nature of the offense. Examples include, but are not limited to, the following; a formal apology, an essay or paper on a designated topic, or participation in a special project or activity, to include counseling services.
4. Protective Measures—Changes in academic arrangements such as course/campus locations, transportation and living arrangements, as reasonably available, to protect the victim.
5. Disciplinary Probation – A written reprimand documenting that the student violated the student code and is on disciplinary probation for a designated period of time and that subsequent violations could result in more serious disciplinary sanctions.
6. Loss of Privileges – Suspension or termination of particular student privileges.
7. Suspension from the College – Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension is imposed. During the suspension period, the student may not return to campus unless permission by the Vice President for Student Development Services, or designee, has been granted.
8. Expulsion from the College – Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Vice President for Student Development Services, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
9. Any combination of the above.

Within five (5) instructional weekdays of the preliminary hearing, Vice President for Student Development Services, or designee, will send a certified letter to the student charged with violating the Student Code and to the victim. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if it is determined that the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student charged with the violation or the victim disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two (2) instructional weekdays after receiving the decision letter unless a request for an extension is made and approved by the Vice President for Student Development Services, or designee, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance pending the outcome of the Hearing Committee's meeting.

B. Hearing Committee

1. The Hearing Committee shall be composed of the following members, and these members shall not have a conflict of interest or bias for or against the accuser or the accused:
 - a. Three faculty members appointed by the Vice President for Academic Affairs and approved by the President.
 - b. Three student members appointed by the Student Advisory Board and approved by the President.
 - c. One member of the Student Services staff appointed by the Vice President for Student Development Services and approved by the President.
 - d. Vice President for Student Development Services, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.

- e. The chairperson of the Committee is appointed by the President from the membership of the Committee. Ex officio members of the Committee may not serve as the chair of the committee.
2. The institutional officer who conducts the proceedings must be trained on how to investigate and conduct hearings in a manner that protects the safety of victims and promotes accountability.
3. The Hearing Committee shall perform the following functions:
 - a. Hear cases of alleged violations of the Code of Student Conduct, as related to dating violence, domestic violence, sexual harassment, sexual violence/assault, or stalking.
 - b. Insure that the student's procedural rights are met.
 - c. Make decisions based on a preponderance of the evidence in regard to information presented
 - d. Provide the student who has been charged and the victim, simultaneously in writing, with a statement of the committee's decision, including findings of fact and, if applicable, impose one or more of the following sanctions:
 - i. Reprimand - A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violation could result in more serious disciplinary sanctions.
 - ii. Special Conditions - Completion of a variety of educational activities, relating to the nature of the offense imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated to, or participation in a special project, to include counseling.
 - iii. Protective Measures—Changes in academic arrangements, transportation, and living arrangements, as warranted and available, and instruction to desist contact with the victim.
 - iv. Restitution – Compensation for loss or damage to college property or the property of others while on the campus or loss or damage to property at a college even or activity including but not limited to field trips, internships and clinical settings.
 - v. Disciplinary Probation – A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time, and it serves as a warning that subsequent violations could result in more serious disciplinary sanctions.
 - vi. Loss of Privileges – Suspended or termination of particular student privileges.
 - vii. Suspension from the College – Separation from the college for a specified period of time. The suspended student will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless permission by the Vice President for Student Development Services, or designee, has been granted.
 - viii. Expulsion from the College- Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Vice President for Student Development Services, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was is imposed.
 - ix. Any combination of the above.
4. Hearing Committee Procedures
 - a. The Vice President for Student Development Services shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student(s) against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.
 - b. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Vice President for Student Development Services, or designee, shall send a certified letter to the charged student's last known address and to the victim's last known address. Each letter must contain the following information:

- i. A statement of the charge(s).
 - ii. A brief description of the incident that led to the charge.
 - iii. The name of the person(s) submitting the incident report.
 - iv. The date, time, and place of the scheduled hearing.
 - v. A list all witnesses who might be called to testify.
 - vi. A statement of each person’s procedural rights. These rights follow:
 - 1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of that student’s counsel’s fees and other charges.
 - 2. The right to present witnesses on one’s behalf.
 - 3. The right to know the names of any witnesses who may be called to testify at the hearing.
 - 4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 - 5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 - 6. The right to know the identity of the person(s) bringing the charge(s).
 - 7. The right to hear witnesses on behalf of the person bringing the charges.
 - 8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 9. The right to a fair and impartial decision.
 - 10. The right to appeal the Hearing Committee’s decision.
 - c. All committee members and parties involved in the hearing will be instructed regarding standards of confidentiality. The victim’s confidentiality will be protected, and record-keeping will exclude personally identifiable information on the victim.
 - d. On written request of the charged student or the victim, the hearing may be held prior to the expiration of the seven day advance notification period if the Vice President for Student Development Services, or designee, concurs with this change.
 - e. The chairperson of the Hearing Committee, at his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.
5. Hearing Committee Meetings
- a. Committee hearings shall be closed to all persons except the students, the person(s) initiating the charge(s), counsel for any student involved as a primary party in the hearing and for the College, witnesses who will be invited into the hearing, hearing committee members and an external transcriptionist who will transcribe hearing testimony.
 - b. All testimony will be transcribed. Deliberations and procedural instructions will not be transcribed. No other party in the hearing may record the proceedings, and no other party is entitled to a copy of the transcription. The transcription will be maintained in the office of the Vice President for Student Development for three (3) months. The student may review the transcription under the supervision of the Vice President for Student Development Services, or designee.
 - c. Witnesses shall be called in one at a time to make a statement and to respond to questions.
 - d. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the “preponderance of evidence” standard, which means that it is more likely than not that the violation occurred as alleged, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred as alleged, the members will decide by majority vote, the appropriate sanction.

- e. The Chair of the Hearing Committee will send a certified letter to the alleged assailant and victim's last known addresses, simultaneously, within two instructional weekdays of the Committee's decision. The letter shall inform the alleged assailant and victim about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
- f. When the case results in a finding that the accused student has engaged in an act of sexual violence, the Chair's letter to the victim will also include the sanction imposed by the Hearing Committee.
- g. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the victim will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the victim (e. g., the harasser has been directed to stay away from the victim while on the college's campus).
- h. The Hearing Committee's decision is considered the final decision. Both parties shall be notified, simultaneously, in writing, about the outcome.

APPENDIX 3

THE STUDENT GRIEVANCE AND ACADEMIC APPEALS FOR MIDLANDS TECHNICAL COLLEGE

It is the policy of Midlands Technical College that all students shall be afforded the opportunity to present complaints/grievances and seek answers without fear of restraint, interference, coercion, discrimination or reprisal. The college has adapted the guidelines of the Student Grievance Procedure for South Carolina Technical Colleges. The titles for institutional groups and officials have been modified to reflect the titles used at Midlands Technical College, and operating guidelines have been modified to reflect Midlands Technical College standards of practice.

I. PURPOSE

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

1. Alleged discrimination on the basis of age, gender, race, disability or other conditions, or veteran status, excluding sexual harassment complaints.
2. Alleged sexual harassment complaints. These complaints should be directed to the Vice President for Student Development Services (VPSDS) or the VPSDS's designee. Because of the sensitive nature of this kind of complaint, a conference with the VPSDS or designee will replace the first step of the grievance procedure. The VPSDS or designee 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.
3. Non-academic matters regarding the conduct or behavior of faculty or staff.
4. Academic matters, excluding individual grades. Grades cannot be grieved except where the conditions in items A or B above apply. Examples of academic matters which may be considered under the Student Grievance Procedure include:
 - a. Unfair, inequitable treatment of students
 - b. Unfair grading procedures and computation of grades
 - c. Improper disclosure of grades
 - d. Improper applications or interpretations of academic rules and standards
 - e. Improper/unfair testing procedures
 - f. Misadvisement

II. PROCEDURES

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

1. The VPSDS is responsible for the student grievance process. The VPSDS shall publish required implementing processes.
2. First Step - The student should go to the faculty 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 instructional weekdays of the incident that generated the complaint.
3. Second Step
 - a. If the student is not satisfied with the outcome of at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student from the Associate VP for Student Development Services (SDS). The Associate VP for SDS will explain the grievance process to the student.
 - b. The completed grievance form must be presented to the Associate VP for SDS within 10 instructional weekdays after satisfying the first step in the grievance process. The Associate VP for SDS shall give written acknowledgement of receipt of the grievance form not later than two instructional weekdays after receipt of the grievance form from the student. If the grievance is unable to be grieved, the Associate VP for SDS will notify the student within two instructional weekdays. The Associate VP for SDS may request additional information to make this determination. The student must provide the requested information to the Associate VP for SDS within five instructional weekdays of the request. If the requested information is not provided, then the process will cease, and the grievance will be considered unable to be grieved. Otherwise, the grievance will be referred to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 instructional week days of receipt of the grievance, with copies to the VPSDS and Associate VP for SDS. As a part of the effort to resolve the issue, the supervisor will consult with the Executive Council member over the unit of the college concerned.
4. Third Step
 - a. If the supervisor's written response does not resolve the grievance, the student may request to appear before the Student Grievance Committee. The student must submit the request to the Associate VP for SDS within five instructional weekdays after receiving the written response of the supervisor. The request shall state the nature of the grievance 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.
 - b. A Student Grievance Committee will be organized in a manner consistent with Section III of this procedure. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee.
 - c. The Student Grievance Committee's meeting shall be conducted between five and 15 instructional weekdays following the date the request for a hearing is received. A postponement may be granted by the chairperson upon written request of either party if requested no later than five instructional weekdays prior to the scheduled meeting.
 - d. The committee shall hold interviews with the grievant, the employee and the supervisor, singularly, and in the absence of other witnesses. 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 decisions to all parties involved and to the office of the President within two instructional week days of committee's

decision, with information copies to the supervisor, the Associate VP for SDS and the Vice President for Student Development Services.

5. Fourth Step

- a. If either party involved is not satisfied with the Committee's decision, that person may submit an appeal to the President within 10 instructional weekdays of the committee's decision.
- b. The President shall review the committee's findings, conduct additional inquiries deemed necessary, and render a decision within 10 instructional weekdays of receipt of the appeal, with information copies to the supervisor, the Associate VP for SDS and the Vice President for Student Development Services. The decision of the President is final.
- c. A flow chart of the four steps listed above entitled "Steps for Grievance Procedure" is outlined in the student handbook.

III. THE STUDENT GRIEVANCE COMMITTEE

1. The Student Grievance Committee shall be composed of the following:

- a. Three students recommended by the governing body of the Student Advisory Board.
- b. Two faculty members recommended by the Vice President for Academic Affairs.
- c. One Student Development Services staff member recommended by the Vice President for Student Development Services.
- d. One administrator, appointed by the President, who shall serve as chairperson of the committee.
- e. All recommended members will be approved by the President.

2. Purpose and Function of Grievance Committee

- a. 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.
- b. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

3. Rights of the Parties Involved in a Grievance

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

- a. A written notice of the complaint that shall be forwarded to all parties at least five days prior to the meeting unless the principal parties waive this requirement. The notice shall include:
 - i. brief description of the complaint, including the name of the person filing the complaint;
 - ii. the time, date and place location of the meeting;
 - iii. the names of witnesses who may testify.
- b. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Vice President for Student Development Services/designee.
- c. Appear in person and present information on his or her behalf.
- d. Call witnesses, who are dismissed after providing testimony and responding to questions posed by the Committee and any party in the grievance.
- e. An advisor. The role of the person acting as advisor is solely to advise. The advisor shall not address the Committee, question witnesses or participate in the committee's proceedings. Payment of any fees to an advisor is solely the responsibility of the party requesting the advisor's presence.

4. Hearing Procedures

- a. Hearings are closed to the public.
- b. A detailed copy of hearing protocol is available from the VPSDS Office and is distributed to the principal parties and committee members prior to the hearing.

Steps for Student Grievance Procedure

STEP 1

Student attempts to resolve the matter with faculty/staff where complaint originated – within 10 instructional weekdays of occurrence.



STEP 2 (If unresolved at Step 1)

Associate VP for SDS acknowledges receipt of form within 2 instructional weekdays and forwards grievance to immediate supervisor of faculty/staff – copy to VP for Student Development Services.



Supervisor investigates/consults with unit's appropriate senior-level administrator, with response mailed to student within 10 instructional weekdays – copy to VP for Student Development Services and Associate VP for SDS.



STEP 3 (If unresolved at Step 2)

Associate VP for SDS notifies VP for Student Development Services and immediate supervisor of faculty/staff within 2 instructional weekdays – VP for Student Development Services organizes committee and forwards appeal to committee members, employee, student, employee's supervisor, Associate VP for SDS and the President.



In 5-15 instructional weekdays of receipt of appeal, committee conducts hearing and then renders decision within 2 instructional weekdays – copy to involved parties, VP for Student Development Services, Associate VP for SDS and the President.



STEP 4 (If unresolved at Step 3)

If not satisfied, either party may appeal to the President within 10 instructional weekdays.



President reviews and renders final decision within 10 instructional weekdays with copies to supervisor, Vice President for Student Development Services and the Associate VP for SDS. President's decision may not be appealed. ★ End of grievance process ★

NOTE: Student may terminate this process at any point.

STUDENT GRIEVANCE FORM

Filing Date _____

I. Name of Grievant _____

College ID Number _____

Phone Number _____

Address _____

II. Name of Person Against Whom Grievance is Being Filed

III. Nature of Grievance

IV. Desired Solution

V. Action Taken

Signature _____

Date _____

APPENDIX 4

GUIDELINES FOR RESPONSIBLE COMPUTER USE

USING COLLEGE COMPUTER SYSTEMS

Midlands Technical College provides all students with access to computers, college network resources, Internet and email services. Computers are available for student use in various locations on the MTC campuses including the Academic Success Centers, Online Services Centers, and MTC Libraries. Students should check with these centers for operating hours and other pertinent information.

Use of MTC computing resources is a privilege granted to all MTC students; however, the college reserves the right to amend or suspend these privileges at any time.

COLLEGE EMAIL ACCOUNTS

Midlands Technical College provides email accounts to all MTC students. The college sends vital information to students through these accounts, and students are responsible for checking their college email accounts on a regular basis. All MTC email accounts are owned by the college; however, each account user is given exclusive access to their account.

The college reserves the right to discontinue any email accounts at any time for reasons of discontinued enrollment, abuse of computing privileges or for other reasons deemed appropriate by college management. College email accounts are subject to account size limitations, and all users are responsible for ensuring their accounts do not exceed these limitations.

The college reserves the right to monitor all activities on all computers owned by the college; this includes emails sent and received on college-owned computers. In the event of email system malfunctions, select college staff are authorized to look at the contents of email accounts to resolve these malfunctions. The college respects the privacy of all students, and monitors the use of college computing resources to ensure that all system users are afforded fair and equal privileges.

COMPUTER SECURITY

The college's computer resources are provided to support the education of students and perform the administrative functions of the college, and all hardware, software, equipment and electronic information located on the college-owned computer systems are the property of Midlands Technical College.

The use of college computing resources to produce data, programs, reports and other information for personal gain is prohibited. The systems manager will monitor all activity and the contents of directories to ensure appropriate use.

Students who illegally access computer files or otherwise abuse computing resources and privileges will be subject to discipline under college guidelines and will be subject, as well, to appropriate civil and criminal action.

DOWNLOADING OR SHARING COPYRIGHTED MUSIC AND OTHER MATERIALS

Midlands Technical College prohibits all users of its computer systems and networks from illegally downloading or sharing music, movies, software, and other copyrighted material. These activities can violate both copyright and criminal law, and are punishable by financial penalties and possible imprisonment.

Illegal downloading and distributing of copyrighted materials can take place over P2P (Peer to Peer) file sharing networks, email, and other file sharing means. Using any of these means to obtain copyrighted materials without paying for those materials is illegal, and individuals who do so can be held legally responsible for those activities.

Other activities that are prohibited on college computing resources include, but are not limited to, the following: sending chain mail, letting others use your college email account, using accounts that belong to someone else, playing games unless they have been specifically allowed, and using computing resources to threaten or harass anyone.

COLLEGE DISCIPLINARY ACTIONS FOR VIOLATING GUIDELINES FOR RESPONSIBLE COMPUTER USE

The college's Student Code, found in Appendix I, includes the expectation that students understand and abide by these Guidelines for Responsible Computer Use. Any student alleged to violate these guidelines will be subject to full disciplinary action, up to and including the loss of computing privileges, suspension and/or expulsion.

When a student is alleged to be abusing computing resources, all of his or her computing privileges will be suspended immediately to protect the computing resources and to ensure reliable service to the rest of the community. An incident report will be filed in writing at the Office of the Associate Vice President for Student Development Services within five days after the alleged infraction.

Due process of the law will be afforded in dealing with infractions of the college's Student Code. Consequently, any disciplinary sanction imposed on a student will follow the provision of MTC's Student Code.

Computing privileges remain suspended during this process.

Students should refer to Appendix I for details concerning the college's disciplinary and sanction procedures under the MTC Student Code.

APPENDIX 5

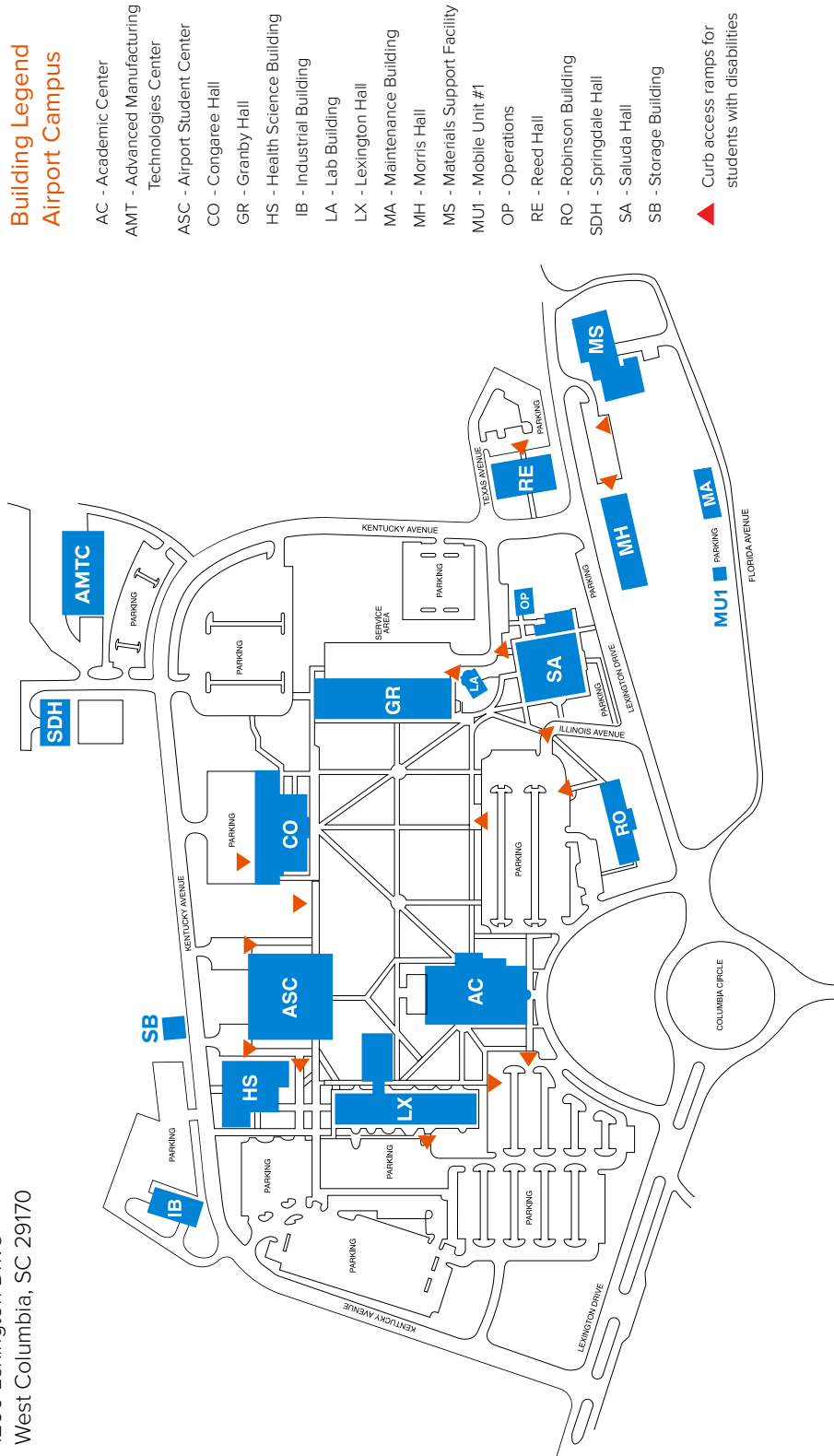
CAMPUS MAPS



MIDLANDS
TECHNICAL COLLEGE

BUILDING LOCATION MAP AIRPORT CAMPUS

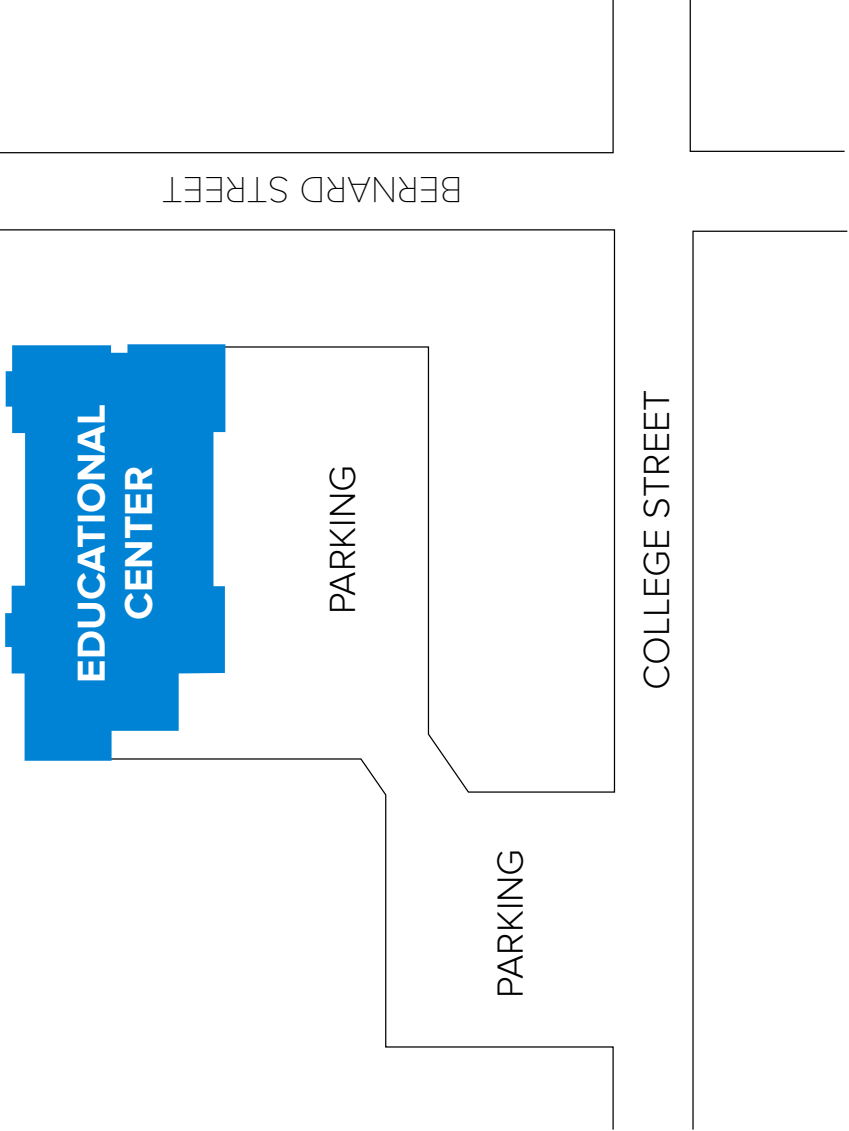
1260 Lexington Drive
West Columbia, SC 29170



BUILDING LOCATION MAP
BATESBURG-LEESVILLE CAMPUS



423 College Street
Batesburg-Leesville, SC 29070



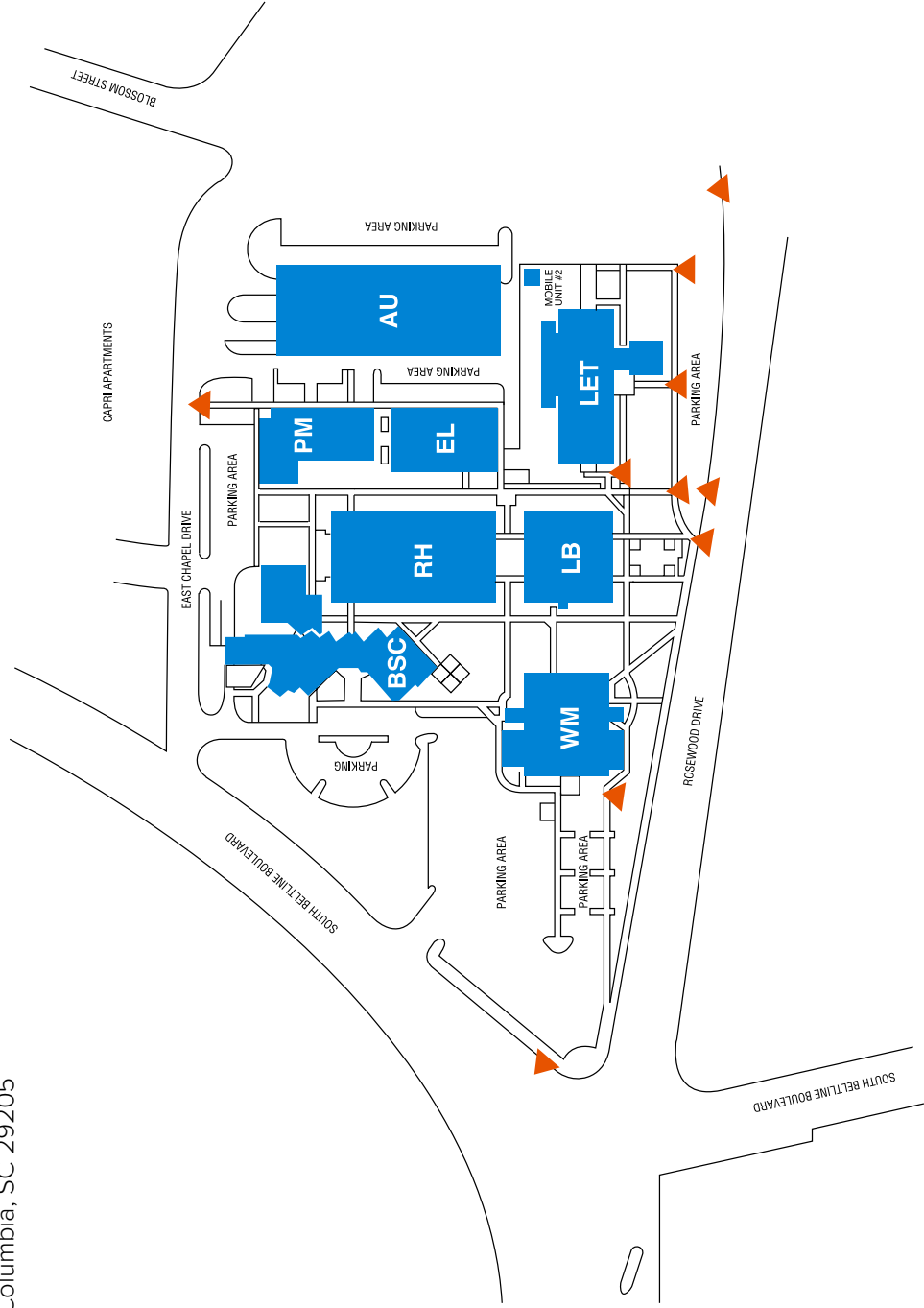
BUILDING LOCATION MAP BELTLINE CAMPUS



316 South Beltline Boulevard
Columbia, SC 29205

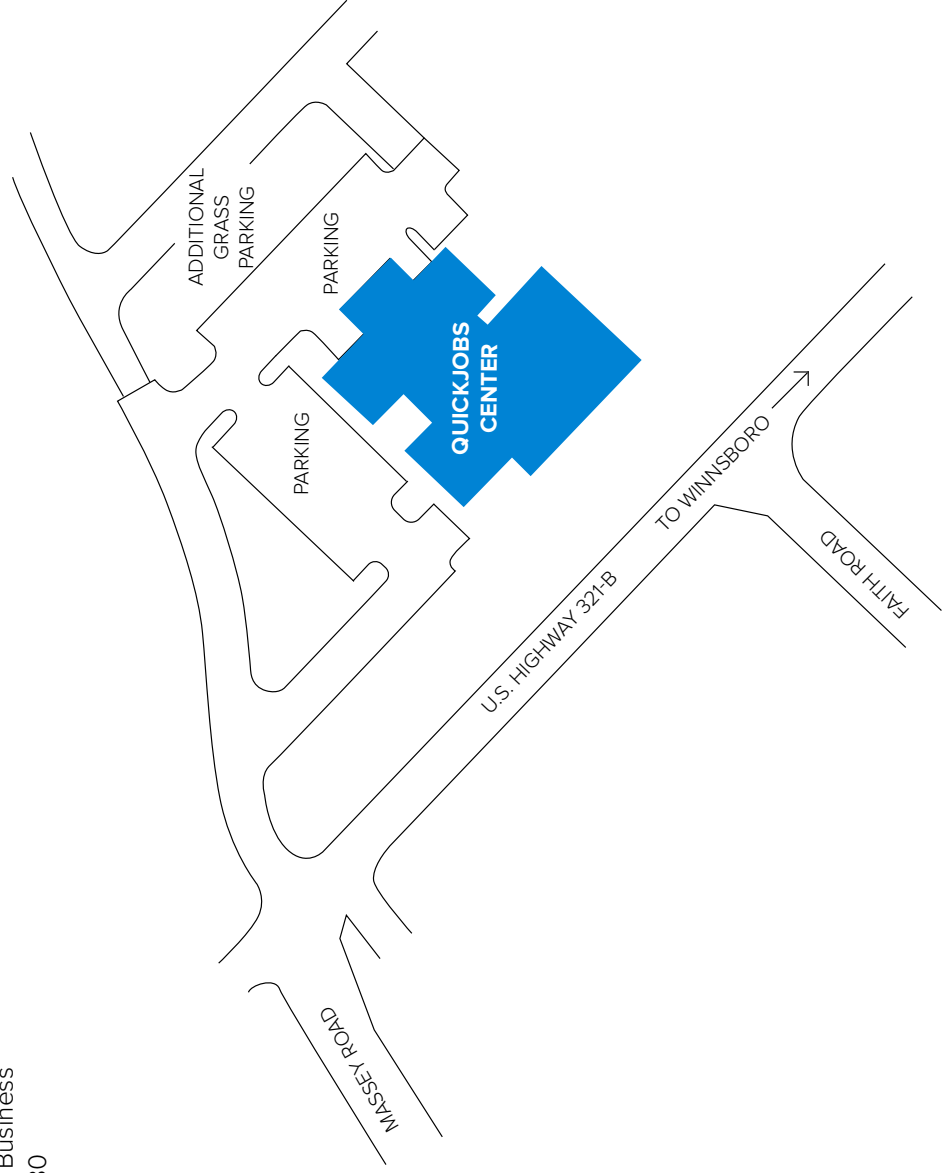
- Building Legend**
Beltline Campus
- AU - Automotive Building and Parking Garage
 - RH - Richland Hall
 - EL - Engineering Laboratory Building
 - LB - Library Building
 - LET - Lindau Engineering Technology Building
 - BSC - Beltline Student Center
 - PM - Precision Machining Building
 - WM - Wade Martin Hall

▲ Curb access ramps for students with disabilities



BUILDING LOCATION MAP
FAIRFIELD CAMPUS

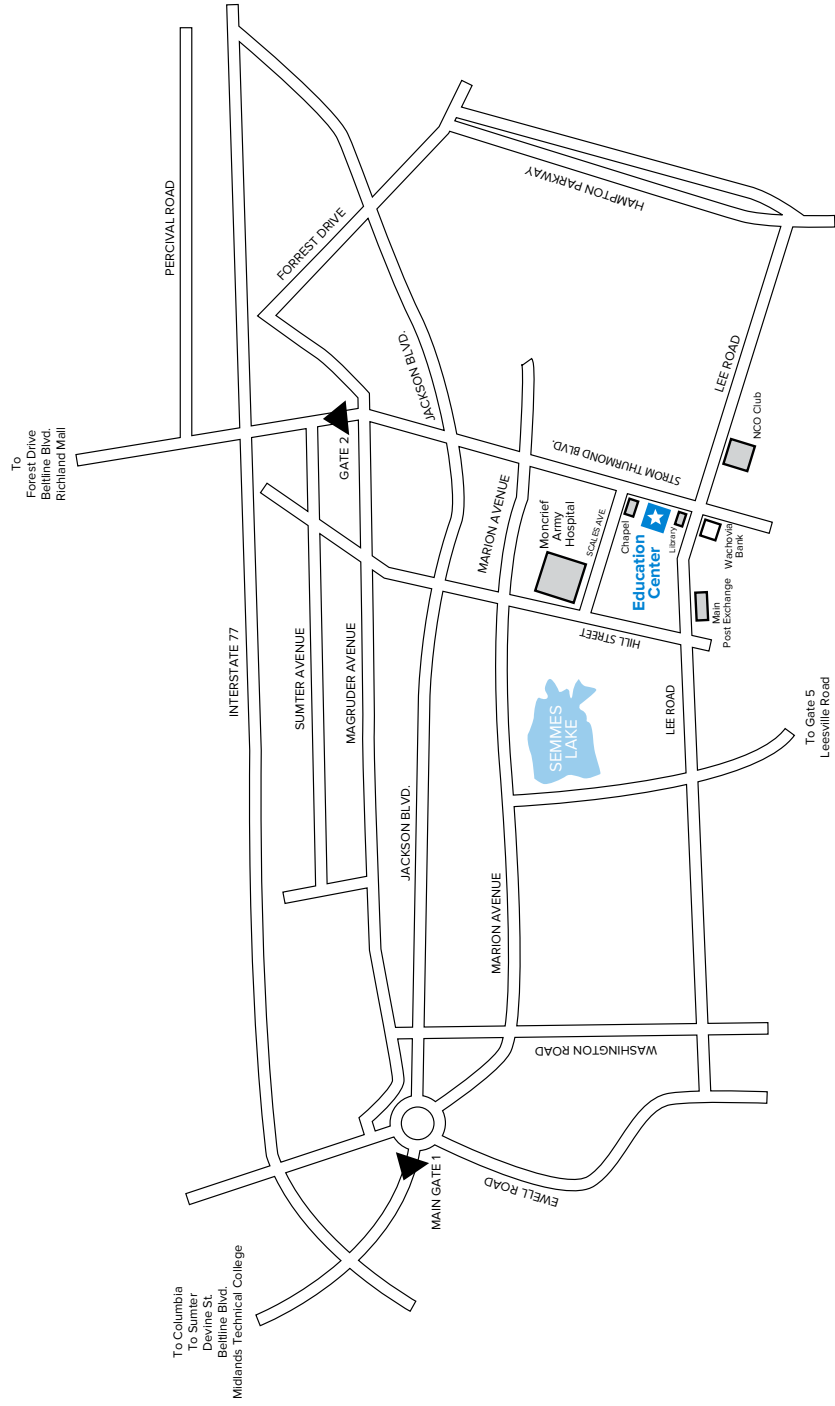
1674 Hwy 321 North Business
Winnsboro, SC 29180



BUILDING LOCATION MAP
FORT JACKSON



4600 Strom Thurmond Blvd.
Fort Jackson, SC 29207



BUILDING LOCATION MAP HARBISON CAMPUS

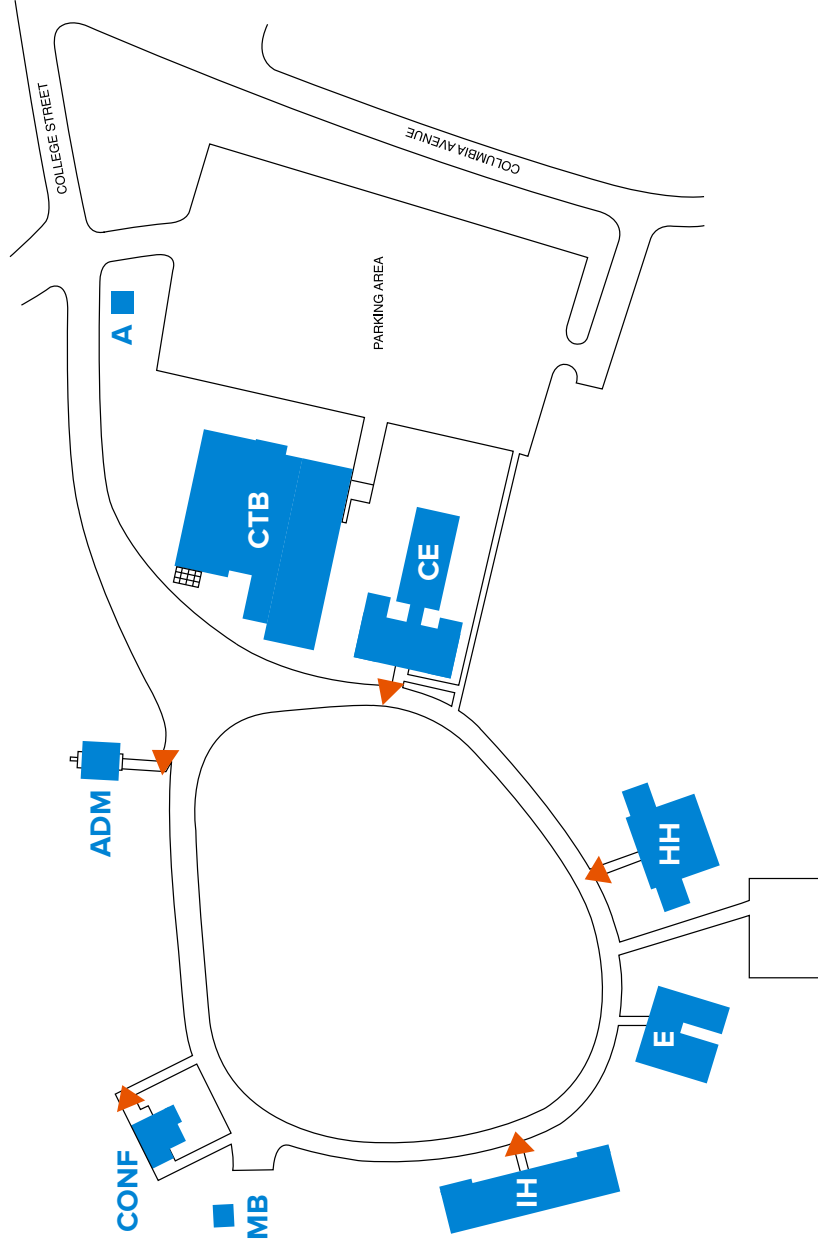


7300 College Street
Irmo, SC 29063

Building Legend Harbison Campus

- A - Guard Station
- ADM - Administration
- CONF - Conference Center
- IH - Irmo Hall
- E - Storage
- HH - Harbison Hall
- CE - Continuing Education Center
- MB - Maintenance Building
- CTB - Classroom and Theatre Building

▲ Curb access ramps for students with disabilities



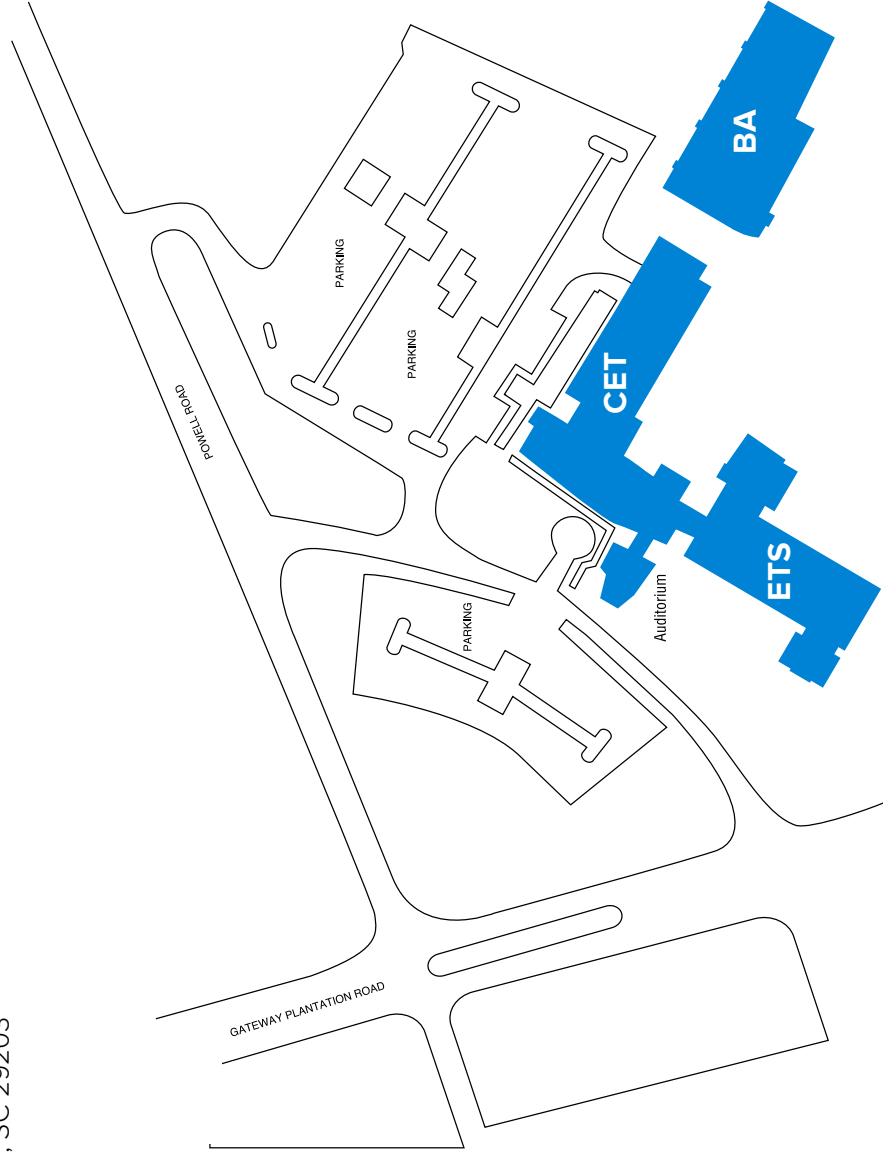
BUILDING LOCATION MAP NORTHEAST CAMPUS



151 Powell Road
Columbia, SC 29203

Building Legend Northeast Campus

- CET - Center for Excellence in Technology
- BA - Business Accelerator
- ETS - Engineering Technology and Sciences Building
- ▲ Curb access ramps for students with disabilities





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