



Orangeburg-Calhoun Technical College

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How to Use this Handbook:

This handbook is published to introduce you to student services, organizations, campus regulations and college policies at Orangeburg-Calhoun Technical College. Although the College makes every effort to keep changes to a minimum, information contained in this handbook may be subject to revisions during the academic year. OCTech reserves the right to revise information in this handbook as necessary and appropriate. More specific academic information may be found in the College's catalog at www.octech.edu in the Academics section.

Accreditation:

Orangeburg-Calhoun Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate in Arts, Associate in Science, and Associate in Applied Science degrees, diplomas and certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Orangeburg-Calhoun Technical College.

Non-Discrimination Policy:

Orangeburg-Calhoun Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in its admissions policies, programs, activities or employment practices. Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the College's Affirmative Action/Equal Opportunity Officer, the Director of Human Resources, Marie Howell, 3250 St. Matthews Road, Orangeburg, SC 29118, 803.535.1207, who serves as the College's Section 504, Title II, and Title IX Coordinator.

Academic Calendar

Orangeburg-Calhoun Technical College 2013-14 Academic Calendar

2013 FALL SEMESTER

August 1	Late Registration Begins & Late Fees Apply for FALL 2013
August 12 – December 11	FALL FULL SEMESTER CLASSES BEGIN/END (16 weeks)
August 12 – 16	LAST WEEK TO ADJUST FALL FULL SEMESTER SCHEDULE.
August 12 – October 3	AUGUST MINI SESSION CLASSES BEGIN/END (8 weeks)
September 2	College Closed
September 3	Academic Advising for SPRING CLASSES begins.
September 9 – December 11	SEPTEMBER MINI SESSION CLASSES BEGIN/END (12 weeks)
October 7 – December 11	OCTOBER MINI SESSION CLASSES BEGIN/END (8 weeks)
October 9	Registration (on-line or on-campus) begins for SPRING classes.
October 14 – 17	Fall Break (No classes)
November 5	Election Day (No Classes)
November 28, 29	College Closed - Thanksgiving Holidays
December 4	Graduation Applications Due
December 9, 10, 11	Examinations
December 12	SPRING SEMESTER TUITION must be paid in full to avoid student schedule cancellation for spring.
December 19 – January 3	Christmas Holidays – College Closed

2014 SPRING SEMESTER

December 13 – January 17	Late Registration Begins & Late Fees Apply
January 13 - 17	LAST WEEK TO ADJUST SPRING FULL SEMESTER SCHEDULE
January 13 – May 8	SPRING FULL SEMESTER CLASSES BEGIN/END (16 weeks)
January 13 – February 28	JANUARY MINI SESSION CLASSES BEGIN/END (8 weeks)
January 20	No Classes
January 29	Academic Advising for SUMMER & FALL CLASSES begins.
February 3 – May 8	FEBRUARY MINI SESSION CLASSES BEGIN/END (12 weeks)
March 3 – May 8	MARCH MINI SESSION CLASSES BEGIN/END (8 weeks)
March 11	Graduation Applications Due
March 10 – 14	Spring Break (No Classes)
April 7	Registration (on-line or on-campus) begins for SUMMER AND/OR FALL CLASSES.
May 1	SUMMER deadline for students to register and to avoid a late fee.
May 2	Late Registration & Application Fees Apply
May 6, 7, 8	Examinations
May 7	SUMMER TUITION must be paid in full to avoid student schedule cancellation for summer.
May 15	Graduation 7:00 p.m.

2014 SUMMER SESSION

May 2	Late Registration & Application Fees Apply
May 19 - 23	LAST WEEK TO ADJUST SUMMER FULL SEMESTER SCHEDULE
May 19 – July 30	SUMMER FULL SEMESTER CLASSES BEGIN/END
May 19 – June 17	MAY MINI SESSION CLASSES BEGIN/END (4.5 weeks)
June 9 – July 30	JUNE MINI SESSION I CLASSES BEGIN (6 weeks)
June 2	Academic Advising for FALL CLASSES begins.
June 4	Graduation Applications Due
June 18 – July 30	JUNE MINI SESSION II CLASSES BEGIN/END (4.5 weeks)
July 4	College Closed
July 28, 29, 30	Examinations
August 4	Deadline for new students to apply for FALL ADMISSION to avoid a late application fee.
August 4	FALL TUITION must be paid in full to avoid student schedule cancellation for fall.
August 5	Late Registration & Application Fees Apply

The Orangeburg-Calhoun Technical College Commitment

Welcome to Orangeburg-Calhoun Technical College! As you embark on this new journey of academic and social endeavor, it is our hope that you follow this pursuit of excellence with enthusiasm and integrity. The administration, faculty and staff are dedicated to helping you make the time you spend with us at OCtech one of profound growth and personal development. We urge you to reach for every opportunity, pursue every venue and take advantage of the educational excellence you will find here.

A Quick Look Around Campus:

The Admissions Office is located in building S, the Student and Community Life Center behind the reception desk. The Office of Admissions will assist you with your enrollment needs. Email: askme@octech.edu Phone: 803.535.1234

The Financial Aid Office is located in the Student Services area of the S Building. The Financial Aid Office will assist you with financing your education. Email: finaid@octech.edu Phone: 803.535.1224

The OCtech Library is located on the second floor of the Gressette Learning Resource Center (Building B). Students and faculty have access to books, periodicals, newspapers, audiovisual resources, the Internet, and a variety of online databases as well as an extensive collection of electronic books.

HOURS: Monday - Thursday 7:30 a.m. - 7:00 pm.
Friday 7:30 a.m. - 1:30 p.m.

The Cafe is located in the main lobby of the Student and Community Life Center (Building S) and is open during all regular school hours. The Cafe serves sandwiches and daily specials. Drink and snack machines are located there as well. Wireless Internet access is available for use.

The Bookstore is located on the first floor of the Gressette Learning Resource Center (Building B) and carries a complete line of textbooks, supplies and general merchandise. Day and evening hours of operation are posted on the student bulletin boards and on the door of the bookstore.

HOURS: Monday - Thursday 8:00 a.m. - 6:00 p.m.
Phone: (803) 535.1252

Student Services is located on the first floor of the Student and Community Life Center (Building S). Financial Aid, records, and Advising services are available here. Email: askme@octech.edu Phone: 803.535.1224

The Tourville Learning Lab: Open to both students and people of the community, the lab houses the Academic Success & Career Center and provides access to computers, computer instructional software, career counseling and tutoring. Hours: Monday-Thursday (8:00 a.m. - 6:00 p.m.); Friday (8:00 a.m.-1:30 p.m.) Location: Student and Community Life Center (Building S), 2nd floor Room 203.

General Information

Accessing Your Campus Cruiser Account:



Go to www.octech.edu.

1. Step 1 - Move over to "Student Resources" and click on "Connect to My Accounts."
2. Step 2 - Scroll down until you see the logo "Campus Cruiser" and click on the logo.
3. Step 3 - Type in your Login ID and password (your password will be your date of birth (MM/DD/YY) for your initial sign in). After logging on with this password you will be prompted to change your password and select hint questions.

If you do not know your Login ID move your arrow over to the left under Login Information and click on "What's my Login ID." If you happen to forget your password, click "What's my Password?" and follow the instructions.

Once you have successfully logged on, you will see the "My Cruiser" page. This page lists personalized information regarding your classes, email, etc. Please explore this link completely. It holds a lot of important information.

Accessing Your CONNECT Account:



1. Go to www.octech.edu
2. Step 1 – Go to "Student Resources" and click on "Connect to My Accounts."
Step 2 – Click on the "CONNECT" logo.
Step 3 – Click on "I'm new to Connect: Set up my password" and follow the instruction on the screen.

CONNECT is designed for you (as a student) to have access to register for classes, print class schedule, manage your financial aid and review/print your educational plan, etc.

Communication with the College - 4 very important things:

1. Be sure that Student Services has your current email address. If not, please contact us at askme@octech.edu so we may update your contact information.
2. The college has issued you a Campus Cruiser Account which includes your student email account. Access your account immediately and follow log in instructions to view email and other important notifications. Get to your account by selecting Student Resources on the OCTech web page at www.octech.edu.
3. Check your Campus Cruiser email account daily for important information from OCTech.
4. If you have NOT completed new student online orientation (which is mandatory for new students), do it today.
 - A. Meet with an Academic Advisor to set up your first semester educational plan in CONNECT.
 - B. Complete New Student Online Orientation.
 - a. The orientation can be found at www.octech.edu on the Admissions page under New Student Orientation
 - b. Or type in your browser's window
<http://www.atschoolorientation.net/octech>

If any of your contact information changes (email, phone, or address) it is IMPORTANT that you notify the Student Services office immediately so communications from the college will reach you. Don't miss admissions offers, interviews and course openings/cancellation notices due to failure to check email! Please email us at askme@octech.edu if you have questions about access to your account or other enrollment matters.

Register Your Mobile Phone on Campus Cruiser

You can register your mobile phone on Campus Cruiser to receive emergency messages by text message. Messages include weather closing and on campus emergencies. To register your phone, look for the "Cruiser Alert" option on Campus Cruiser and follow the instructions.

Change of Name, Mailing or Email Address

It is the obligation of every student to notify the Student Records Office in the Student Services Center of any change in name or address. A picture I.D. with current information is required in order to make such a change. Failure to make this required change may cause serious complications in the handling of student records, tuition, refund payments and communication with the College in general.

It is also vital for students to ensure that the College has his or her email address on file in order to aid in the prompt delivery of important notices or opportunities.

General Information

Academic Success & Career Center (ASCC)

The Academic Success and Career Center (ASCC) provides comprehensive resources and services that will support students and graduates of OCtech in the development of skills to promote academic excellence and prepare students for new and emerging technology based jobs.

The ASCC assists students with their academic needs through tutoring, peer assisted study sessions and study skills seminars. In addition, the ASCC also provides career planning services free of charge for current and potential students. A career assessment inventory can be administered to identify potential career opportunities. Vital information about the current job market, outlook for a particular career and salary trends can be obtained through this service.

To setup an appointment with a counselor, contact the center at 803.535.1347 or ascc@octech.edu. The center is located in the Tourville Lab on the second floor of Building S and is open Monday-Thursday 8:00am-6:00pm and Friday 8:00am-1:30pm.

No fees are charged for these services.

Job Placement Services

Job Placement Services are available to current OCtech students who have completed at least one semester and alumni of OCtech who have graduated within the past three years. This a free service and includes resume information and assistance, cover letter information, interviewing techniques, and job referrals. Students may visit Job Placement Services in the ASCC. Students may also inquire about Job Placement Services by calling 803.535.1278 or sending an email through the Job Placement Services page on the website. Current job listings for students may be found on the College's website under Student Resources.

Distance Learning Academic Advising, Scheduling and Registration

OCtech employs qualified staff and faculty to assist distance education students with course selections and class scheduling to address student needs. Advising and scheduling are typically conducted on campus with faculty advisors or Student Services counselors by appointment or on a walk-in basis. Students are also permitted to schedule classes by telephone, providing all admissions requirements have been satisfied. Students may pay required tuition and fees to the College's Business Office by mail, in person, by telephone or online through Connect.

Services for Students with Disabilities

Orangeburg-Calhoun Technical College complies fully with section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disability Act. Moreover, the College is committed to making all program services and College activities accessible to all students. Students with physical disabilities who require special assistance for registration, class attendance, or parking, should contact the Coordinator for Students with Disabilities in the Student Services Office.

Students who have a documented learning disability or a documented disability that interferes with cognitive performance and who require special accommodations should also contact the Coordinator for Students with Disabilities. Students must reveal their documented disability and the need for special accommodations.

Safety

Safety should be a part of a student's education at OCtech. Instructors and students in all programs should constantly stress safety. In the event of an accident, students should inform the instructor immediately so that a complete report may be made to Campus Public Safety (682-3335), the Student Services Division (535-1224) and the Office of the Chief Business Officer (535-1205).

The following procedure is to be followed in case of an accident causing injury:

1. Notify instructor immediately.
2. If there is a serious accident, dial 911 and make a report without delay.
3. Do not move the victim unless absolutely necessary, and then only with extreme care.
4. Remain with the victim until he/she is under care of the instructor, medical personnel or other responsible person.
5. Students are not to be given any internal medication. First aid is to be limited to providing comfort while awaiting medical personnel.
6. Take steps to prevent any recurrence of accidents.
7. GOOD SAFETY PRACTICES CALL FOR PREVENTION, NOT TREATMENT OF ACCIDENT VICTIMS.

Other Emergency Situations

In case of fire: Call 911 or 682-3335.

Student Insurance

Every precaution possible is taken to ensure the safety of students throughout the College; however, all curriculum students are provided with a limited amount of accident insurance coverage. Students receive coverage through the College, as the premium cost is included in the student's tuition and fees. This insurance covers the student while he/she is on school property attending regularly scheduled classes, or while on a College-sponsored trip. Absence from the College premises during the day, such as during the lunch hour, is not covered.

A student injured while on campus or a College-related activity should instruct the physician or emergency room staff that he/she is covered under student insurance and to send itemized statements of all charges to the Office of Business Affairs, 3250 St. Matthews Road, Orangeburg, SC 29118. The student is required to go by the Business Affairs Office in Building A to sign an insurance form in order for the claim to be submitted.

Library Services

Whether you are on campus or online, the Library at Orangeburg-Calhoun Technical College provides a wealth of resources and services to meet your educational and information needs. From electronic databases, electronic books, local online catalog and a statewide catalog of SC college and university libraries, audiovisuals and print resources, the Library offers seeks to provide current and historical information necessary for research and class assignments.

The Library consists of two facilities. The main location is on the second floor of The Gressette Learning Resource Center, Building B. The other location, the Health Sciences Media Center, is located in Building K and serves the Allied Health and Nursing programs.

General Information

Student ID's

Every registered student at OCtech must have a current and valid student ID and is required to have it on their person at all times while on the College's campus. A current ID is required for entrance to the Library. There is no fee for the first student ID. IDs serve as library cards and are required to check out books, to use Reserve materials, to use PASCAL Delivers, and to sign in for off-campus access to electronic resources.

1. **NEW ID:** To obtain an ID, students should bring a driver's license or other picture ID to the Library.
2. **Update/Validate Policy:** IDs must be updated/validated every semester a student is enrolled. Bring your current ID to the Library; staff will verify your enrollment and place a current semester sticker on the ID.
3. **Replacement ID's:** The cost to replace a lost, stolen or destroyed ID is \$15.00. Students may pay at the Cashier's Office in Building S and bring the receipt to the Library to get a replacement ID.
4. **Replacement ID without cost:** IDs are replaced at no cost under the following guidelines:
 - Name change
 - Broken ID (pieces must be brought to the Library)
 - Student has not attended OCtech for 3 consecutive semesters or 1 academic school year

Student Advisory Board

The Student Advisory Board (SAB) consists of representatives from active student organizations and the student body at large. The SAB officers will be chosen from among the representatives. The SAB is an organization committed to providing services and activities for students that promote and enhance the total growth and development of students.

Campus Organizations

These active organizations are recognized by the Student Services Division:

- Student Advisory Board
- Society of Future Radiologic Technologists
- Associate Degree Nursing Student Nursing Association
- Phi Theta Kappa
- Future Practical Nursing Club
- Future Educators of America
- Gaming Club
- Student Chapter of Association of Computing Machinery Chapter
- OCtech Outdoors Club
- Student Veteran's Association
- Wall Street Club

Vehicle Registration

Student vehicles on College property must be registered. Vehicles should be registered at the time of class registration. Registration during the semester may be processed at the Information Desk in the Patrick Student Service building.

Inclement Weather Policy

If ice, snow or other inclement weather conditions force the closing of the College, public announcements will be made on the OCtech website and over local radio and television stations. An appropriate message will also be recorded, in lieu of the usual greeting on the College's main telephone number. If a closing announcement is not made, then the College is open.

Academic Student Conduct

OCtech students are considered to be mature individuals, whose conduct is expected to be dignified and honorable. It is the student's responsibility to remember that his or her actions directly affect the reputation of the College. Common courtesy and cooperation should be part of the student's daily living habits.

Student conduct, both at the College and off campus, must reflect that of a good citizen. Dishonesty is considered a serious offense. Dishonesty in any form will result in severe disciplinary action. Any activities that may be considered detrimental to the mission of the College may be cause for dismissal, subject to the discretion of the Vice President for Academic Affairs or the Vice President for Student Services.

OCtech reserves the right, in the interest of its students, to decline admission, suspend or require the withdrawal of a student for any reason deemed to be in the interest of OCtech.

Alcohol/Drugs

The sale, possession or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants, marijuana and/or any illegal substances is specifically prohibited. Violations will be reported to the proper law enforcement officials for prosecution. Those prosecuted will be subject to the courts of the State of South Carolina. No one under the influence of alcohol or other drugs will be allowed to attend class or to remain on the campus.

No alcoholic beverages are to be served or consumed at any student function on or off campus. This includes club, departmental and class activities such as meetings, field trips, picnics, parties, and similar activities.

Individuals who experience alcohol/drug dependency are encouraged to seek assistance through the Student Services counseling staff or other community counseling agencies.

Smoking

Orangeburg-Calhoun Technical College will provide students, faculty, staff and visitors as safe and healthy an environment as possible. The South Carolina Clean Indoor Air Act of 1990, as well as recent reports by the Surgeon General, have focused attention on the need to restrict the use of smoking materials on the College campus.

Although the rights of smokers as well as non-smokers are of concern, the College will prohibit smoking on campus effective January 1, 2007. Every effort will be made to enforce the policy with courtesy and respect. However, violation of the South Carolina Clean Indoor Air Act is a misdemeanor punishable by fine. Smoking elsewhere on campus is also punishable by fines or other disciplinary actions as established.

General Information

Firearms

Firearms are prohibited on any portion of the campus. The only exception applies to law enforcement personnel. Possession of a firearm on the College grounds is a felony punishable by a fine of up to \$5000 and/or five years' imprisonment and possible expulsion from the College.

Computer Security

The computer resources at Orangeburg-Calhoun Technical College are primarily to be used to support and further the academic pursuits of its students. Any use of the computing resources for personal gain or to conduct a private or personal business is strictly prohibited, except for scholarly pursuits such as faculty publishing activities or students applying for financial aid. See College Catalog for complete policy.

Financial Aid

How to Apply for Financial Aid

1. Complete an application for admission to OCtech.
2. Complete the Free Application for Federal Student Aid (FAFSA). This form is required for all financial aid programs: scholarships, grants, work study, lottery tuition assistance and loans at OCtech. Apply online at www.fafsa.gov.
3. If OCtech's school code (006815) is listed on your FAFSA, the Financial Aid Office will receive a copy of your student aid report electronically. The Financial Aid Office will use the student aid report to determine your eligibility for the Pell Grant, student loans, and all campus based aid.
4. If you are eligible for financial aid, you will receive an award letter from OCtech stating the amount of aid. This letter and any required documents must be signed and returned to the Financial Aid Office within ten days after you receive the correspondence.

Financial Aid Office Hours:

Monday, Tuesday, Wednesday and Thursday: 8:00 a.m. - 6:00 p.m.

Friday: 8:00 a.m. - 1:30 p.m.

Financial Aid Application Deadlines

<u>Term</u>	<u>Deadline</u>
Fall	July 1
Spring	November 1
Summer	April 1

Standards of Satisfactory Academic Progress for Financial Aid Recipients

Students receiving financial assistance through a federal program or South Carolina Need Based Grant must be making satisfactory progress toward a degree, diploma or certificate at OCtech. The financial aid office monitors the progress of all students to ensure that they are making satisfactory progress (SAP) toward completion of their program in a reasonable period of time. The cumulative SAP review determines the student's eligibility for financial assistance based on his or her complete academic history.

Standards are measured by both Cumulative Grade Point Average (Qualitative Measure) and Cumulative Credit Hours (Quantitative Measure):

1. A student must maintain a cumulative grade point average (GPA) of 2.00 (C average) or better AND must successfully pass 67% (percentage of courses passed vs courses attempted) of all course credit hours attempted each term to remain eligible to receive financial aid at OCtech.
2. Course grades of F, W, WF and I are not considered completed courses and negatively impact satisfactory academic progress standards. SAP is not recalculated for students who earn a grade of I and receive a letter grade after the term ends. All courses must be completed during the normal grading period.

Standards for Students Enrolled in Diploma and Certificate Programs

(Academic programs of one year or less) - At the end of each term, if the cumulative GPA is less than a 2.00 or if the course completion rate is less than 67%, the student will be placed on Financial Aid Warning. Financial aid will be continued during the warning period if the student satisfies ALL three requirements that include:

1. Enroll in at least six credit hours
2. Complete 100% of all attempted courses
3. Earn at least a 2.0 term GPA

Failure to maintain ALL of the above standards during the warning term will result in suspension of financial aid at OCtech.

Standards for Students Enrolled in Associate Degree Programs

(Academic programs of more than one year) - At the end of each term, if the cumulative GPA is less than a 2.00 or if the course completion rate (percentage of courses passed vs courses attempted) is less than 67%, the student will be placed on Financial Aid Warning. Financial aid will be continued during the warning period if the student satisfies ALL three requirements which include:

1. Enroll in at least six credit hours
2. Complete 100% of all attempted courses
3. Earn at least a 2.0 term GPA

Failure to maintain ALL of the above standards during the warning term will result in the student being placed in a second term of Financial Aid Probation.

Second Term Financial Aid Probation students must complete 100% of all attempted courses AND earn at least a 2.0 term GPA to remain eligible for financial aid.

Failure to maintain ALL standards during the second probation period will result in suspension of financial aid at OCtech.

Reinstatement after Financial Aid Suspension -To re-establish financial aid eligibility, a student must satisfy all of the following requirements:

1. Complete a term of study at OCtech without any federal or state financial assistance. The student will be responsible for payment of all educational expenses.
2. During the term of attendance without financial aid, the student must enroll in at least 6 credit hours.
3. Complete 100% of all attempted courses.
4. Earn at least a 2.0 term GPA.

Financial Aid

It is the responsibility of the student to determine when an appeal for reinstatement of financial aid eligibility is appropriate. The cumulative transcript will provide the student with the number of hours completed each term and the grade point average attained. Once the student determines that they have met the criteria for reinstatement of financial aid, the student must submit a written request for reinstatement of eligibility. The request should be forwarded to the Office of Financial Aid, Orangeburg-Calhoun Technical College, 3250 St. Matthews Road NE, Orangeburg, SC 29118.

Maximum Time Frame

1. A student may only receive financial aid for a limited time. Eligibility for financial aid is terminated after a student has attempted 150% of his/her program credit hours length.
2. A student may receive financial aid for 1.5 times the published length of the program of study.
3. For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted ($60 \times 1.5 = 90$).
4. Transfer hours from other colleges that apply towards program completion at OCtech are added to the total hours attempted at OCtech to determine the 150% credit hour limit towards degree completion.
5. Students may repeat courses but repetitions will count toward the time frame/length of eligibility.
6. The attempted hours will consider all course work taken (including DVS and transfer credits accepted by the college).
7. All periods of enrollment count when evaluating SAP, even periods in which the student did not receive Federal Student Aid funds.
8. The maximum time frame is program specific based on required credit hours for graduation.
9. Once the maximum number of hours is attempted, the student is placed on financial aid suspension.

Student Notifications

1. Each student's financial aid SAP status will be evaluated based the length of program in which you are currently enrolled. Associate Degree or two year programs will be reviewed at the end of summer term. One year or less diploma and certificate programs will be evaluated once per semester for terms in which you are enrolled.
2. Students will be notified of their financial aid SAP status via email to their College email account.
3. Through the OCtech student portal, Campus Cruiser, students are required to review email messages and announcements regularly to ensure they have the latest information about their financial aid and SAP status.

Appeals

Individual student appeals to the SAP policy will be reviewed under the umbrella of Professional Judgment. Students with legitimate appeals may be given exceptions on a case-by-case basis. A written appeal must be submitted and approved for reinstatement.

1. A student on financial aid suspension may appeal by submitting a letter of appeal

along with any supporting documentation to the financial aid appeals committee. Acceptable reasons for appeal include: serious illness, death or substantial documented change in working hours. The student must provide appropriate documentation supporting the appeal. Incomplete appeal documents will be returned to the student, unprocessed.

2. All decisions made by the Financial Aid Appeal Committee are final. Students whose appeals are denied must regain eligibility prior to receiving additional financial assistance or submit a new appeal for a subsequent semester.
3. The Appeals committee will meet at least three times each academic year: once before the fall semester, once before the spring semester, and once before the summer semester.

Summary

1. It is the student's responsibility to monitor his/her status for Satisfactory Academic Progress.
2. The Financial Aid Office will review the GPA and earned credit hours, and notify students who are failing to meet standards as quickly as possible via campus email.
3. Failure to check email or undelivered messages does not exempt a student from his/her responsibility to maintain financial aid satisfactory academic progress or to know his/her current SAP status.
4. Students on suspension will be ineligible for all Title IV aid, (i.e. Pell Grant, FSEOG, ACG, FWS, and Federal student and Parent Loans) and most state aid.

Return of Title IV Funds Policy

OCtech recalculates Federal financial aid eligibility for students who withdraw from the College prior to completing 60% of the term in accordance with the Return of Title IV Federal Funds regulations. The recalculation is based on the percent of earned aid for the term. The percent earned is determined by the number of calendar days completed divided by the number of calendar days in the term.

When Federal aid is unearned, students may owe an additional balance beyond what has been captured during the refund process. If an additional balance is owed, students will be billed by the Business Office. Additionally, a student may need to repay Title IV funds that they receive over direct costs. If so, another bill will be mailed, and students will be given the opportunity to respond. Should students fail to respond, repay, or enter into an agreement to repay, the amount owed will be referred to the Department of Education for collection.

Federal financial aid includes Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Direct Loans, and Federal PLUS Loans.

The student's withdrawal date is defined as the actual date the student began the withdrawal process or the student's last date of recorded attendance. The debt from a financial aid recalculation must be paid in full before the student is allowed to register for future semesters or seek other resources from the College. If this debt is not paid to the College within **45 days** from the date of the notification to the student, the College will report it to a national database. This will prohibit the student from receiving federal or state Financial Aid at any other college or university in the

Financial Aid

United States until the full balance is paid to OCtech. **The student must then submit a copy of the receipt showing the balance paid in full to the OCtech Financial Aid office for the debt to be removed from the national database.** The College will place a hold on the student's records until the payment is received.

The same policy will apply to students who receive all or any combination of Fs, WFs, WPs, or Ws as a result of non-attendance.

Audit Courses

Courses taken on an audit basis are not eligible for Title IV funding. Because audit courses are ineligible for Title IV funding, they will not be used to determine a student's enrollment status for financial aid purposes.

Types of Aid

GRANTS

Federal Pell Grant

A Federal Pell Grant is a need-based grant for individuals not holding a bachelor's degree. This program is sponsored by the federal government. Grants range from \$400 to \$5,645 per academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need-based grant for individuals who have not earned a bachelor's degree. Priority is given to students with exceptional need who receive Pell Grants. FSEOG is a gift assistance that does not have to be repaid. Students must be enrolled in at least 6 credit hours.

South Carolina Need-Based Grant

The SCNBG is an award given to students who have not received a bachelors degree already, have at least a 2.0 GPA, are enrolled for at least 6 credit hours and are residents of South Carolina.

EMPLOYMENT

Federal College Workstudy

Federal College Workstudy is an earnings program for college students. The amount of the award is the amount the student is permitted while enrolled at the College. Part-time job opportunities on campus are provided to eligible students. The pay rate is usually the minimum wage. Students must be enrolled in at least 6 credit hours and may work no more than 20 hours per week.

LOANS

Federal Direct Loan

The Federal Direct Student Loan is a low, variable-interest loan made to students by a lender such as a bank, credit union, or savings and loan association to help pay expenses related to attending a college or university. All students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine eligibility for interest benefits (subsidized and unsubsidized). Once the FAFSA has been processed, students who are attending OCtech on at least a half-time basis (6 credit hours per semester) would complete the necessary loan application.

After a student graduates, leaves school, or drops below half-time enrollment status, there is a six-month grace period before repayment begins. A student has up to 10

years to repay a student loan with at least a \$50.00 minimum monthly payment. The interest rate is variable and is adjusted each July 1. The interest rate is specified in the Notice of Loan Guarantee, which all borrowers receive when a loan is approved.

Deadlines for applying for student loans:

- November 1- Fall term
- April 1- Spring term
- June 30 - Summer term

SCHOLARSHIPS

Life Scholarship

The Legislative Incentives for Future Excellence (LIFE) Scholarship is an annual full-tuition scholarship (up to \$2500) that is awarded to students who meet the following criteria and attend the College on a full-time basis during the fall and spring terms:

1. Must be a resident of South Carolina.
2. Must possess a 3.0 cumulative grade point average (GPA) on a 4.0 scale at the time of high school graduation for entering freshmen.
3. Must have no felony, alcohol or drug convictions.
4. Must owe no refund or be in default on State or Federal Aid.
5. Must be a full-time student in an approved curriculum of study.
6. Must possess a cumulative GPA of 3.0 and 30 earned credit hours in all previous College coursework.
7. Must be a graduate of a South Carolina high school.

Students who are enrolled in a one-year program of study may only receive the LIFE Scholarship for two semesters. Students who are enrolled in a two-year program of study may only receive the scholarship for four semesters. This time-frame begins at the initial term of enrollment in any college after high school graduation. For additional information, contact OCtech's Admissions or the Financial Aid Office.

South Carolina Education Lottery Scholarship

South Carolina Lottery Tuition Assistance is available to students attending OCtech as long as they meet all eligibility requirements. Students who desire to apply for lottery tuition assistance benefits must apply for all federal and state grants first by filling out the Free Application for Federal Student Aid (FAFSA). Students must also be accepted in a certificate, diploma, or degree program; must be registered for at least six (6) credit hours; and must be legal residents of the state of South Carolina.

According to state law, federal grants and need-based grants will be applied towards technical college tuition before lottery-funded tuition assistance will be applied. For example, if a student receives \$400 in federal grants and \$200 in need-based grants, \$600 will be applied against the student's tuition before lottery-funded tuition assistance will be applied.

The law also states that students may only apply lottery tuition assistance towards one certificate, diploma or associate degree program every five years, unless the additional certificate, diploma or associate degree is necessary for progress in a field of study, and constitutes progress in the same field. **IMPORTANT:** Students receiving the LIFE Scholarship are not eligible for lottery-funded tuition assistance.

Financial Aid

Refund Policy

Students who withdraw or have a net reduction of credit hours below full-time status will be eligible for a refund of tuition as follows:

100% Before the first date in term that classes are offered (start of term)

100% First day of class through add/drop period

0% After end of add/drop period

Important: Students who remain in class after the end of the add/drop period will be responsible for paying 100% of tuition.

Students who never attend classes for which they are enrolled will be considered to have constructively withdrawn before the start of the term.

Refund Policy for Financial Aid Recipients

The OCtech Financial Aid Office will recalculate federal financial aid based on the percentage of earned aid for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a semester. If a student owes a balance to the College, he/she will be notified by the OCtech Financial Aid Office. A copy of the official recalculation policy is available in the OCtech Financial Aid Office.

Academic Information

Compass Assessment Retest for Applicants Scoring Below

Curriculum Entrance Levels

Applicants who do not achieve the minimum score for curriculum entrance may request to schedule a retest. The retest may be scheduled any time during the designated testing times. Applicants, who retake the assessment test and remain ineligible for placement into their curriculum course, may have to start with developmental courses first and then, once completed, begin their curriculum courses. Those who desire a retest will be assessed a testing fee.

Students are encouraged to take a COMPASS prep workshop prior to retesting. An Admissions Counselor can assist with available test preparation options.

Repeating a Course

A student may repeat any course; however, there are limitations for students who pay for courses with federal student aid funds. Students receiving federal financial aid are allowed to repeat a course that they have already received credit for only one additional time in order to try to improve their grade.

The complete academic record, including all grades, is reflected on the transcript, but only the highest grade earned in a course taken more than once is calculated in the GPA.

The Veterans' Administration will not pay educational benefits for repeating a course for which the student previously received credit.

Course Changes

OCtech reserves the right to add, change or drop courses as the demand changes, both from student interest and the needs of industry. Conflicts arising from such changes will be resolved individually in the best interest of the student. The sequence of courses within a curriculum is also subject to change when deemed necessary.

Add/Drop

There is a period of five calendar days, beginning with the first day of class each term, during which courses may be added to a student's schedule, provided the course is not closed, has not met and the student meets course pre-requisite requirements. During the same period, courses may be dropped without a penalty. All schedule changes require a completed Add/Drop form with appropriate signatures and compliance with College Add/Drop procedures.

If a student drops a class after the first five calendar days, and before the end of the first thirty days of a term, a grade of "W" will be shown on the transcript. The grade of "W" will not be tabulated in the student's GPA. Courses dropped after the end of the first thirty calendar days of the semester will receive a grade of "WP" if the student is currently passing the course at the time of withdrawal and a "WF" if the student is failing the course at the time of withdrawal. The "WF" is the only grade that will be calculated into the student's grade point average. The "WF" carries the same punitive grade as that of "F." The instructor may issue a grade of "W" in lieu of the "WP" or "WF" at the time of withdrawal. The withdrawal period will be pro-rated for terms of varying length (i.e. summer session and mini-term).

Withdrawal Policy

Students may withdraw from the College and all classes during the first five calendar days of the term without penalty. Withdrawn courses will not appear on the student's transcript. Withdrawal of courses after the first five calendar days, but before the end of the first 30 calendar days of the term, will be reflected on the student's transcript. A student's official withdrawal date will be based on the student's last date of attendance.

Withdrawn courses will receive a grade of "W." Although this grade appears on the transcript, it is not calculated into the student's grade point average. Withdrawals from courses after the end of the first 30 calendar days of the term will receive a grade of "WP" (Withdrawn Passing) if the student was passing the course at the time of withdrawal and a grade of "WF" (Withdrawn Failing) if the student was failing the course at the time of withdrawal.

The instructor may issue a grade of "W" in lieu of the "WP" or "WF" at the time of withdrawal. The "WF" is a punitive grade which carries the same calculation in the grade point average as that of an "F."

Prompt and regular class attendance is expected of all students. A decision to stop attending classes at OCtech does not constitute an official course withdrawal. It is the student's responsibility to initiate the proper paperwork to withdraw from classes. Failure to complete and submit the proper paperwork to withdraw from classes after the published add/drop period will result in a failing grade for the course(s).

Academic Information

Students receiving Title IV Federal Aid and Veteran's Benefits should consult with a member of the Financial Aid staff prior to course withdrawal to determine financial implications.

Add/Drop and Withdrawal Procedure:

- Step 1: Obtain an Add/Drop form from the Student Records Office located in the Patrick Student Services building.
- Step 2: Complete the top portion of the Add/Drop form (name, curriculum, social security number, student status, and date).
- Step 3: Complete each section that applies to you.
- Step 4: Obtain signatures from the instructors who teach each class that you are dropping or adding.
- Step 5: Obtain the signature of your advisor or member of the student services counseling staff.
- Step 6: Return the completed Add/Drop form to the Student Records Office. You have not completed the Add/Drop procedures until you return your Add/Drop form to the Student Records Office.

The Add/Drop form will then be processed, with the exception of those students on financial aid whose forms will go to the Financial Aid Office where it will be determined if additional tuition is required. (See REFUND POLICY).

Grade Point Average

The grading system reflects a 4-point scale: A = 4; B = 3; C = 2; D = 1; F = 0. In computing grade point averages, the total number of grade points is divided by the total number of credit hours attempted. Grade reports show a semester GPA and a cumulative GPA. The example below reflects a GPA of 2.60.

Example:

Course	Grade		Hours Attempted	Grade Points
ENG 101	C (2)	X	3.0 =	6.0
ECO 253	B (3)	X	3.0 =	9.0
MAT 111	D (1)	X	3.0 =	3.0
BIO 101	A (4)	X	3.0 =	12.0
HIS 102	B (3)	X	<u>3.0 =</u>	<u>9.0</u>
			15.0	39.0

Grade Point Average = Total grade points (39) divided by semester credit hours attempted (15.0) = 2.60

Grade Changes

Any discrepancies or questions concerning grades, credits, grade points, etc. must be brought to the attention of the Registrar within 30 days of the end of the semester or session. After that time period, the student's record is considered official and correct. It is the student's responsibility to review his/her academic records for accuracy.

Satisfactory Academic Progress

Students who fail to achieve the grade point average (GPA) listed in corresponding Policy 3.004 will be considered on academic probation.

Probation I Status (First Time Probation)

1. A student who has been placed on Probation I must review their Student Educational Plan with their assigned faculty advisor.
2. The student should be advised to register for no more than 12-14 semester credit hours for the Probation I Semester.
3. A student on Academic Probation I may not pre-register for classes until he/she meets with his/her assigned faculty advisor. If the student fails to meet with the assigned faculty advisor the student may not register until grades are posted for the current term.

Probation II Status (Second Time Probation)

1. A student who is placed on Probation II should be advised to register for no more than 12-14 semester credit hours for the next semester.
2. A student who is placed on Probation II may not pre-register for the upcoming semester, but will be permitted to register once grades are posted for the current term. The student must seek advisement with his/her assigned faculty academic advisor. A restriction will be placed on the student record until the student is advised by the assigned faculty advisor.

The Advisor will remove the restriction so the student may register once required advisement has been verified.

Academic Suspension I

Academic Suspension I will occur when students on Academic Probation II do not meet the standards of academic progress. Students who are placed on Academic Suspension I will not be allowed to register for classes during the semester following Suspension I status.

An Academic Suspension list is provided to appropriate college faculty, advisors, and staff members. A letter of notification of suspension will be sent to the student by the Vice President for Student Services. The student must meet with the appropriate Academic Dean before re-admission to the College.

After re-admission, the returning student will remain on academic probation until his/her GPA meets the standards of progress. If the standards of progress are not met, the student will be placed on Probation III.

Probation III Status (Third Probation) after Suspension I

A student who is placed on Probation III may not pre-register for the next term but will be permitted to register after grades are posted for the current term. The student must seek course advisement with his/her Academic Program Coordinator. A restriction will be placed on the student record until lifted by the Program Coordinator.

Probation IV Status (Fourth Probation) after Suspension I

A student who is placed on Probation IV may not pre-register for the next term but will be permitted to register after grades are posted for the current term. The student must seek course advisement with his/her Academic Program Coordinator. A restriction will be placed on the student record until lifted by the Program Coordinator.

Academic Information

Suspension II Status (after four terms of probation and one term suspended)

Students who do not maintain a 2.0 cumulative grade point average after Probation IV status will be immediately placed on Suspension II. Students will not be permitted to continue enrollment at the College. Students in this status may petition a Re-Admissions committee in writing. If it is approved, the student may re-enroll with guidelines established by the committee. If the petition is denied, the student may appeal to the College President. The President's decision is final. The Re-Admissions Committee will consist of the past and possible future applicable Academic Program Coordinator(s), the Academic Dean (s) for the past and possible future applicable programs.

After the second suspension, the student may not enroll at the College for a period of 5 years. If the student desires to return after this time, he/she must petition to the Re-Admissions Committee to return to the College.

Attendance

Students are expected to attend all class meetings. Record keeping for attendance purposes will begin with the first day the class meets. If a student must be absent, it is that student's responsibility to notify the instructor as quickly as possible of the absence. Students are responsible for making up all work missed as a result of the absence, including examinations. Some programs certified by outside agencies may have more strict attendance requirements. Individual departments shall have attendance requirements consistent through the department. The attendance requirements for each course will be described in the course syllabus.

Students must not accumulate more absences than double the number of times a class meets per week. For example, if the class meets two times a week, the student must not be absent more than four times during the semester. Summer absences may be reduced or prorated due to the shorter semester. If excessive absences are taken, the student may be administratively withdrawn. Extenuating circumstances or the student's performance in class may be taken into consideration by the instructor.

Three tardies shall be considered an absence. If a student is more than ten minutes tardy, he/she shall be considered absent. If a student leaves more than ten minutes prior to class dismissal, he/she shall be considered absent.

Absences from class do not excuse a student from meeting all academic course requirements. In such cases, the instructor will determine whether make-up work will be permitted or required. However, a student who is absent from a final examination may receive permission from the Vice President for Academic Affairs to take such an examination at a later date. Permission will be granted only in extreme circumstances.

Online Course Attendance Policy

An electronic email to the instructor is required from each student by the end of the first week of class. At this time, the instructor will drop the student from the course if the communication is not received. Attendance in an online course is defined by correspondence as required by the instructor. After the drop/add period, each student will be expected to communicate with the instructor via email, phone, or appointment at least once per week and/or access the web class at least once per week. After one week of no communication or no access, the student may be

dropped from the class. The instructor will award a grade of "W" or "WF" based upon the student's academic standing at the last date of attendance, which is the date of the last login.

Student Appeal Procedure

Students who feel that they have been treated improperly regarding this policy may exercise the right to appeal through The Student Code and Grievance Procedure for South Carolina Technical Colleges.

Enrollment in a course at OCtech obligates the student for prompt completion of all work assigned, for punctual attendance and for participation in whatever class discussion may occur. It is the student's responsibility to stay informed of all assignments made and stand tests and examinations which are assigned by the instructor.

1. By the act of enrollment:
 - A. The student is responsible for all course work.
 - B. The student is obligated to punctually attend all classes and laboratory sessions.
2. Any student who abuses attendance or is remiss in academic performance may be withdrawn.

Academic Honors

DEAN'S LIST - Each semester, full-time students who meet specified criteria are placed on the Dean's List. Criteria for the Dean's List include:

1. minimum of 12 credit hours attempted and earned;
2. earn 100% of regular curriculum credit hours attempted;
3. meet or exceed a minimum grade point average of 3.5.

PART-TIME DEAN'S LIST - Criteria for the Part-time Dean's List include:

1. the student must possess a minimum of 12 cumulative credit hours;
2. the student must complete 6-11.5 credit hours for the term;
3. the student must complete 100% of credit hours attempted;
4. the student must meet or exceed a term grade point average of 3.5.

*Part-time students must meet all four of the prescribed criteria to qualify for recognition on the Part-time Honors List.

PRESIDENT'S LIST - Same as Dean's List except:

The student must obtain a grade point average of 4.0.

PART-TIME PRESIDENT'S LIST - Same as Part-time Dean's List except:

The student must meet a term grade point average of 4.0.

ACADEMIC PROGRAM AWARDS AT GRADUATION - Students with the highest cumulative GPA in each academic group will be recognized and awarded a plaque at the May graduation ceremony. December, May and August graduates will be recognized. To be eligible for this award, the student must possess a minimum cumulative GPA of 3.5, which is the same requirement for honor graduate status. The minimum cumulative GPA requirement may preclude some academic programs from recognizing the student with the highest GPA at graduation; however, the student must possess honor graduate criteria to qualify for the academic group awards.

Academic Information

PHI THETA KAPPA - The Phi Theta Kappa Society, with over 1200 chapters in the United States and abroad, is the only internationally-acclaimed honor society serving two-year colleges offering associate degree programs. Its purpose is to recognize and encourage scholarship among two-year college students. Membership is by invitation only and is extended to students who have completed 12 semester credit hours that may be applied to an associate degree; have maintained a cumulative grade point average equivalent to, but not less than 3.5; have established academic excellence as judged by the faculty; and possess recognized qualities of citizenship. Part-time students are eligible for membership.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES - This national Who's Who program recognizes those second-year students whose academic standing, participation in extracurricular activities, and college service are decidedly above average.

Graduation

Graduation exercises are held each year in May. Students expecting to graduate must file their graduation applications and pay applicable fees with the Student Services Office according to dates specified on the student calendar. Failure to meet the stated deadline will result in a \$10.00 late filing fee and could create a delay in the receipt of the appropriate associate degree, diploma or certificate. All fees and financial obligations owed to the College must be paid before a student can graduate.

A minimum program grade point average of 2.0 is required for graduation from a degree, diploma or certificate program. Additional curriculum or divisional requirements, if any, are noted in the individual curriculums elsewhere in the catalog.

It is the responsibility of each student to meet all graduation requirements of the College in his/her particular program of study and to maintain the minimum required grade average. Student Services counselors and faculty will guide the student, but the final responsibility belongs to the individual student.

All students must complete a minimum of 25% coursework at OCtech. Students may appeal the completion of remaining course requirements to the Vice President for Academic Affairs if required courses are not offered at the College within the last term(s) of enrollment.

The College assumes no obligation in the case of special adjustment if the student fails to file for graduation by the appointed date. If a student fails to receive his/her degree at the time indicated, a new application must be filed. Failure to graduate during the designated commencement requires that an application for graduation be resubmitted and an additional graduation fee be paid. Arrangements for caps, gowns and invitations will be made through the College's bookstore..

Academic Records

Confidential Treatment of Student Academic Records

The privacy and confidentiality of all official student records shall be preserved at OCtech in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Each student has the right to inspect and challenge the accuracy of his/her records.

Student Review of Academic Records

Students may inspect and review their educational records upon written request to the Vice President of Student Services at Orangeburg-Calhoun Technical College. The request should identify, as precisely as possible, the record(s) he/she desires to inspect. The Vice President for Student Services will notify the Registrar who will make the necessary arrangements for access as promptly as possible. The student must be given access to inspect and review educational records within 45 days of the day the College received the request for access. The Vice President for Student Services will notify the student of the time and location where the records may be inspected.

OCtech reserves the right to refuse student inspection and review of the following records:

1. The financial statement of the student's parent(s).
2. Confidential letters and recommendations placed in the files prior to January 1, 1975, or letters and statements of recommendations placed after January 1, 1975, in which the student has waived his or her right to inspect and review statements that are related to the student's admission, application for employment, job placement, or receipt of honors.
3. Educational records that contain information about more than one student; however, the College will permit access to the portion of the record which only pertains to the inquiring student.
4. Disciplinary records.

OCtech retains the right to deny a student a copy of his/her academic records in the following instances:

1. The student has an unpaid financial obligation to the College.
2. There is an unresolved disciplinary action against the student.

Disclosure of Student Academic Records

OCtech will disclose information from a student's academic record only with the written consent of the student. Exceptions to disclosure without student consent include the following:

1. To College officials who have a legitimate educational interest in the records. College officials include any person employed in an administrative, supervisory, support staff or faculty position; an Area Commission member; a person employed under contract to Orangeburg-Calhoun Technical College to perform a special task such as an auditor or attorney. A College official has a legitimate educational interest if the official is: performing a task that is specified in his or her position description or contract agreement, performing a task related to a student's education, performing a task related to the discipline of a student, or providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial.

Academic Information

2. To agents acting on behalf of the institution (e.g., clearinghouses, degree/enrollment verifiers).
3. To certain officials of the U. S. Department of Education, the Comptroller General and state and local education authorities in connection with various state or federally supported education programs.
4. In connection with a student's request for financial aid as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of Orangeburg-Calhoun Technical College.
6. To accrediting organizations to carry out their functions.
7. To the parents of an eligible student who claim the student as a dependent for income tax purposes.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. Directory information such as name, address, telephone number and enrollment status.
11. The results of any disciplinary proceeding conducted by Orangeburg-Calhoun Technical College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
12. To anyone if a health or safety emergency exists and the information will assist in resolving the emergency.
13. To an alleged victim of a crime of violence of the results of a disciplinary hearing regarding the alleged perpetrator of that crime with respect to that crime.
14. To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense (Foley Amendment).
15. To the Immigration and Naturalization Service for purposes of the Coordinated Interagency Partnership Regulating International Students.
16. To military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment). Recruiting information includes name, address, telephone listing, age or year of birth, level of education and major.
17. The Internal Revenue Service for the purposes of complying with the Taxpayer Relief Act of 1997.
18. To authorized representatives of the Department of Veterans Affairs for students receiving educational assistance from the agency.

Directory Information

Directory information such as name, address, telephone number, major, participation in recognized activities, attendance dates, degrees/awards received, and most recent school attended is not released to any commercial concerns. However, the College may disclose any of those items without prior written consent to those organizations the College deems responsible for promoting achievements of the student and organizations charged with verifying information provided by the student for employment reasons unless notified in writing by the student to the contrary by the end of the second week of class each term (or first meeting of Continuing Education courses). Requests should be directed to the College Registrar.

Student Right-to-Know Disclosure

Under the Student Right-to-Know and Campus Security Act of 1990, prospective students, applicants and current OCtech students have the right to know the graduation and transfer-out rates of students enrolled at the College. These rates indicate the percentage of students who begin college as a first-time, full-time student during the fall semester and graduate or transfer within prescribed timelines as outlined in the Department of Education Guidelines. This information may be obtained from the Vice President for Student Services or Admissions Office at Orangeburg-Calhoun Technical College, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 or by calling 803.536.0311 or 1.800.813.6519 (within SC). Information and statistics concerning campus crime, safety and security policies and procedures are also available and may be obtained from the OCtech Security Office, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 or by calling 803.535.1393 or 1.800.813.6519 ext. 1393 (within SC).

Distance Learning Services

OCtech offers distance learning courses to individuals who desire alternative instructional delivery. All student support services, including but not limited to, counseling, advising, assessment, career planning, and financial aid are available and accessible to students enrolled in Internet courses at the College. OCtech provides distance education in four ways:

1. Internet courses
2. C and KU band satellite reception for linking to educational programs and teleconferences around the country.
3. SCETV digital satellite system: OCtech serves as a receiver site for undergraduate and graduate courses originating from the University of South Carolina. Students interested in this option should contact the University of South Carolina Distance Education Department to arrange for this service. OCtech also serves as a viewing site for training provided by the Criminal Justice Academy, the SC Bar Association and other state agencies.
4. VTEL two-way video conferencing between the sixteen colleges in the South Carolina Technical College System.

Student support services are available to students who are enrolled in a variety of distance education courses. Students may find the following services beneficial or necessary to their success in these and other courses at the College. Students are encouraged to utilize information on the College's website at www.octech.edu to access detailed information about services available.

Distance Learning Academic Advising, Scheduling and Registration

OCtech employs qualified staff and faculty to assist distance education students with course selections and class scheduling to address student needs. Advising and scheduling are typically conducted on campus with faculty advisors or Student Services counselors by appointment or on a walk-in basis. Students are also permitted to schedule classes by telephone, providing all admissions requirements have been satisfied. Students may pay required tuition and fees to the College's Business Office by mail, in person, by telephone or online through Connect.

Student Code

THE STUDENT CODE FOR THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM

GENERAL PROVISIONS

I. PRINCIPLES

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

The Student Code of Conduct for Orangeburg-Calhoun Technical College sets forth the rights and responsibilities of the individual student.

II. SOLUTIONS OF PROBLEMS

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

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student

Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in 2 or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

III. DEFINITIONS

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

- A. "College" means Orangeburg-Calhoun Technical College or any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer at Orangeburg-Calhoun Technical College
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Vice President for Student Services, Vice President for Academic Affairs, Vice President for Business Affairs.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. "Student" means a person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "SGA" means Student Government Association or Student Advisory Board of the college.
- J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Suspension" means a temporary separation of the college and student under specified conditions.
- M. "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, color, age, religion, national origin, sex or disability.
- B. Freedom of Speech and Assembly-- Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner.

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

Student Code

- C. Freedom of the Press-- In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. Protection Against Unreasonable Searches and Seizures-- Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Student Representation in College Governance-- Students should be represented on campus committees that have the following duties:
 - 1. To propose policy that affects student activities and conduct.
 - 2. To make policy decisions on such matters.
 - 3. To implement policy.
- F. Classroom Behavior-- Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

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

The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

- G. Evaluation and Grading-- Instructors will follow the announced standards in evaluating and grading students.

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

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

I. Records

1. General

The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories:

- academic,
- medical
- psychiatric and counseling
- placement
- financial aid
- disciplinary
- financial
- veterans affairs

2. Confidentiality of Records

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

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

3. Disciplinary Records

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

4. Treatment of Records after Student Graduation or Withdrawal. When students withdraw or graduate from a technical/community college, their records shall continue to be subject to the provisions of this code.

II. STUDENT GOVERNMENT AND STUDENT ORGANIZATIONS

- A. Student Government, Student Advisory Boards and Student Organizations
The college Student Government/Advisory Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter.

The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

III. PROSCRIBED CONDUCT

A. General

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

B. Abuse of Privilege of Freedom of Speech or Assembly

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

In the event of illegal or disruptive activity on a college campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16- 17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily:

1. to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state
2. to enter upon any such school or school premises,
3. to loiter around the premises, except on business, without the permission of the principal or president in charge, or
4. to act in an obnoxious manner thereon."

(Section 16-17-420 part 2 of South Carolina Code of Laws).

C. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.

1. Cheating on tests is defined to include the following:
 - a. Copying from another student's test or answer sheet.
 - b. Using materials or equipment during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Knowingly obtaining, using, buying, selling, transporting, or

- soliciting in whole or in part the contents of a test prior to its administration.
- e. Bribing or coercing any other person to obtain tests or information about tests.
- f. Substituting for another student, or permitting any other person to substitute for oneself.
- g. Cooperating or aiding in any of the above.
- 2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
- 3. "Collusion" 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, with intent to deceive is defined as:
 - 1. Forgery, alteration, or misuse of college documents, records, or identification cards.
 - 2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.
- E. Infringement of rights of others is defined to include, but not limited to, the following:
 - 1. Physical or verbal abuse inflicted on another person.
 - 2. Severe emotional distress inflicted upon another person.
 - 3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
 - 4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
 - 5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.
- F. Other unlawful acts which call for discipline include, but are not limited to:
 - 1. Destruction, theft, damages, or misuse of college property occurring on or off campus.
 - 2. Unauthorized entry upon the property of the college after closing hours.
 - 3. Unauthorized presence in any college facility after hours.
 - 4. Unauthorized possession or use of a key to any college facility or other property.

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5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
7. Possession, use, or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

IV. RULES OF STUDENT DISCIPLINARY PROCEDURE AND SANCTIONS

The sanctions that follow are designed to channel faculty, staff or student complaints against students for all matters excluding sexual violence or sexual harassment .

For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)

For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non Discrimination and Anti-Harassment Sexual Harassment (Procedure number 8.004.01)

Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

A. Administrative Suspension

1. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven working days of the date of the Chief Academic Officer's letter
5. If the student requests an appeal, the Chief Academic Officer, or designee, will schedule a time for the meeting. The Chief Academic Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Academic Officer, or designee, will hear the appeal, this letter must also contain the following information:
 - a. A restatement of the charges
 - b. The time, place, and location of the meeting
 - c. A list of witnesses that may be called
 - d. A list of the student's procedural rights. These procedural rights are presented in of the Student Code and Grievance Procedure, Section V. A. 1.e.
6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
 - a. Accept the decision and the sanction imposed by the instructor
 - b. Accept the instructor's decision but impose a less severe sanction
 - c. Overturn the instructor's decision
7. The Chief Academic Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the

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student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.

8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further.
 - a. Accept the decision and the sanction imposed
 - b. Accept the decision but impose a less severe sanction
 - c. Overturn the decision
 - d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV. D and section V.

C. Student Misconduct

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
 - a. Drop the charges.
 - b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
 - c. Refer the student to a college office or community agency for services.
3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instructions governing the appeal process.
4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

D. The Student Appeals Committee

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept

the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.

1. Membership of the Committee shall be composed of the following:
 - a. Three faculty members appointed by the Chief Academic Officer and approved by the President.
 - b. Three student members appointed by the appropriate student governing body and approved by the President.
 - c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
 - d. The Chief Student Services Officer serves as an ex officio nonvoting member of the Committee.
 - e. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
2. Functions of the Committee are described as follows:
 - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
 - b. To hand down a decision based only on evidence introduced at the hearing.
 - c. To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
 - 1.) Academic Misconduct
 - a.) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b.) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - c.) Assign a failing grade for the course.
 - d.) Require the student to withdraw from the course.
 - 2.) Student Misconduct
 - a.) A written reprimand.
 - b.) An obligation to make restitution or reimbursement.
 - c.) A suspension or termination of particular student privileges.
 - d.) Disciplinary probation.
 - e.) Suspension from the college.
 - f.) Expulsion from the college.
 - g.) Any combination of the above.

V. PROCEDURES FOR HEARINGS BEFORE THE STUDENT APPEALS COMMITTEE

A. Procedural Duties of the Chief Student Services Officer

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

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- a. A restatement of the charge or charges.
 - b. The time and place of the hearing.
 - c. A list of all witnesses who might be called to testify.
 - d. The names of Committee members.
 - e. A statement of the student's basic procedural rights. These rights follow:
 - 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. The student will be responsible for paying any fees charged by his/her counsel.
 - 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 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
 - 4.) The right to present evidence. The Committee may determine as to what evidence is admissible.
 - 5.) The right to know the identity of the person(s) bringing the charge(s).
 - 6.) The right to hear witnesses on behalf of the person bringing the charges.
 - 7.) The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 8.) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
2. On written request of the student, the hearing may be held prior to the expiration of the 7 day advance notification period, if the Chief Student Services Officer concurs with this change.
- B. The Conduct of the Committee Hearings
1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. The student and the person who initiated the charges; however the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
 - b. Counsels for the student and the college.
 - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
 - d. Witnesses who shall:
 - 1.) Give testimony singularly and in the absence of other witnesses.

- 2.) Leave the committee meeting room immediately upon completion of the testimony.
 2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
 3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
 4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
 5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
 6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
 7. Decisions of the Committee shall be made by majority vote.
 8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.
- C. Appeal to the President
- When the student appeals to the President, the President, whose decision is final, shall have the authority to:
1. Receive from the student an appeal of the Committee's decision.
 2. Review the findings of the proceedings of the Committee.
 3. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
 4. Approve, modify, or overturn the decision of the Committee.
 5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

The Student Grievance Procedure

I. PURPOSE

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

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which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

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

For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)

For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non-Discrimination and Anti-Harassment (Procedure number 8.004.01)

II. DEFINITIONS

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

- A. "College" means Orangeburg-Calhoun Technical College (OCtech)
- B. "President" means the chief executive officer of Orangeburg-Calhoun Technical College
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Student" means a person taking any course(s) offered by OCtech.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

III. GRIEVANCE PROCESS

A. Filing a Complaint

This procedure must be initiated by the student within sixty days of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the OCtech official having jurisdiction over the grievance, if the student requests an extension within the sixty day period.

Before initiating the Student Grievance process, a student could go to the college employee who originated the alleged problem and attempt to resolve the matter informally. If the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written

complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination on the basis of age, gender, race, disability or veteran's status and written complaints about alleged sexual harassment shall be submitted to the OCtech Office of Human Resources Director who is the designated Section 504, Title II, and Title IX compliance Officer.
 2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
 3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the Chairperson of the OCtech Area Commission.
 4. For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)
 5. For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non Discrimination and Anti-Harassment Sexual Harassment (Procedure number 8.004.01)
- B. Pre-Hearing

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

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays days after it has been received. When the President is named in the complaint, the Chairperson of the OCtech Area Commission will be the immediate supervisor.

As a part of the effort to resolve the matter, the supervisor will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee. When the President is named in the complaint, an ad hoc committee of OCtech Area Commission members will be convened to hear the student's complaint.

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C. Student Grievance Hearing

1. Requesting a Hearing

- a. The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a statement describing why the supervisor's response was unsatisfactory, and a copy of the supervisor's response.
- b. If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
- c. Within two instructional days, the Chief Student Services Officer shall notify the President or, as appropriate, the Chairperson of the Area Commission about the need to convene a Student Grievance Committee or an ad hoc committee of Area Commissioners. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

- a. Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
 - 1.) Three students recommended by the OCtech Student Advisory Board.
 - 2.) Two faculty members recommended by the Chief Academic Officer.
 - 3.) One Student Services staff member recommended by the Chief Student Services Officer.
 - 4.) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
 - 5.) The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
- b. Grievance Against the President - Committee of Area Commissioners - The Chairperson of the Area Commission will select three members to serve on this committee and identify one person to serve as the chairperson for the hearing.
- c. The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.
- d. The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the

request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

3. Hearing Procedures

- a. The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:
 - 1.) a brief description of the complaint, including the name of the person filing the complaint;
 - 2.) the date, time, and location of the meeting;
 - 3.) the name of any person who might be called as a witness.
 - 4.) a list of the student's procedural rights. These rights follow:
 - a.) The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
 - b.) The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
 - c.) The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
 - d.) The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
- b. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
- c. Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to

this tape recording under the supervision of the Chief Student Services Officer, or designee.

- d. The Committee may question the student and the employee(s). The Committee may also question the employee's supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- e. Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
- f. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing.
- g. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
- h. The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

D. Appeal Process

If either party (the student or employee) is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final.

If either party (student or college President) is not satisfied with the Area Commissioners Committee's decision, that person may submit a written appeal to the Chairperson of the College's Area Commission within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The Chairperson shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The Chairperson's decision is final.

Student Code Procedure for Addressing Alleged Acts of Sexual Violence and Sexual Harassment

The Student Code Of Conduct for Orangeburg Calhoun 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 on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

Sexual harassment is a form of discrimination prohibited by law as well as by the Student Code for Orangeburg-Calhoun Technical College and the South Carolina Technical College System. In general, sexual harassment includes any advances, requests for sexual favors, 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.

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, date or acquaintance rape, 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).

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual assault may file a report with the college's Chief Student Services Officer, campus security office, or with the college's Title IX coordinator. The Title IX coordinator's office location and phone number are available on the college's website. Reports may also be filed by any other member of the college community.

If the alleged harasser or violator of named in the report is an employee, the case will be adjudicated through the Orangeburg-Calhoun Technical College Non Discrimination and Anti-Harassment Policy and Procedure number 8.004.01. If the alleged harasser or violator of this policy is a student at Orangeburg-Calhoun Technical College, the case will be adjudicated through the process that follows.

I. PRELIMINARY HEARING

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

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

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

Within 5 instructional weekdays of the preliminary hearing, the Chief Student Services Officer 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 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 instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, 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.

II. HEARING COMMITTEE

- A. The Hearing Committee shall be composed of the following:
 1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
 2. Three student members appointed by the appropriate student governing body and approved by the President.
 3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.

4. The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.
- B. The Hearing Committee shall perform the following functions:
1. Hear cases of alleged sexual violence or sexual harassment violations of the Code of Student Conduct.
 2. Insure that the student's procedural rights are met.
 3. Make decisions based only on evidence and information presented at the hearing.
 4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - a. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
 - b. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
 - c. Restitution—Compensation for loss or damage to college property or the property of others while on the campus.
 - d. Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
 - e. Loss of Privileges-- Suspension or termination of particular student privileges.
 - f. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
 - g. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.

An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
 - h. Any combination of the above.
- C. Hearing Committee Procedures
1. The Chief Student Services Officer shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a

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summary of the findings from the preliminary hearing.

2. At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the charged student's last known address and to the victim's last known address. The letter must contain the following information:
 - a. A statement of the charge(s).
 - b. A brief description of the incident that led to the charge(s).
 - c. The name of the person(s) submitting the incident report.
 - d. The date, time, and place of the scheduled hearing.
 - e. A list of all witnesses who might be called to testify.
 - f. A statement of each party's procedural rights. These rights follow:
 - 1.) The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 - 2.) The right to present witnesses on one's behalf.
 - 3.) The right to know the names of any witnesses who may be called to testify at the hearing.
 - 4.) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 - 5.) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 - 6.) The right to know the identity of the person(s) bringing the charge(s).
 - 7.) The right to hear witnesses on behalf of the person bringing the charges.
 - 8.) The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 9.) The right to a fair and impartial decision.
 - 10.) The right to appeal the Hearing Committee's decision.
3. 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 Chief Student Services Officer, or designee, concurs with this change.
 - a. Hearing Committee Meetings
 - 1.) The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
 - 2.) Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.

- 3.) The Committee may identify someone to take written notes and the committee may have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
- 4.) Witnesses shall be called in one at a time to make a statement and to respond to questions.
- 5.) After hearing all of the information, the Hearing Committee will go 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, by majority vote, the members will decide upon the appropriate sanction.
- 6.) The Chair of the Hearing Committee will send a certified letter to the student’s and to the victim’s last known address within two instructional weekdays of the Committee’s decision. The letter shall inform the students about the Committee’s decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
 - a.) When the case results in a finding that the student engaged in an act of sexual violence, the Chair’s letter to the victim will also include the sanction imposed by the Hearing Committee.
 - b.) 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).

III. APPEAL

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

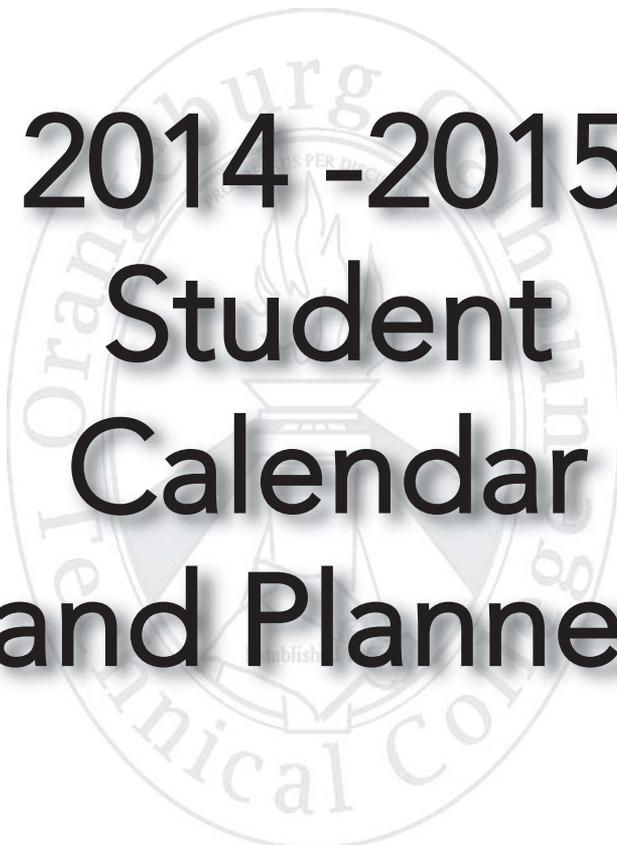
The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or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

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

Academic Honesty/Dishonesty

No form of dishonesty (copying another's work, using "crib sheets," plagiarism, etc.) will be tolerated. Students who are dishonest will be subject to disciplinary action by the instructor and the College.

Students are reminded when preparing written assignments to always identify direct quotations from another's work by quotation marks and a footnote. If summarizing or rephrasing, students should include the footnote, without quotation marks. All sources consulted in preparation of the assignment should be listed in the bibliography.



**2014 -2015
Student
Calendar
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