STUDENT HANDBOOK
2022 - 2023

You can get anywhere from here.

MIDLANDS
TECHNICAL COLLEGE

Student Handbook

President's Message

Welcome to Midlands Technical College!

Whether you are looking for a great career to be competitive in our global society or to transfer to a four-year college, enrolling at MTC was an excellent decision. As you look through the MTC Student Handbook, you'll find extensive resources to help you achieve your personal and professional goals.

As you take advantage of the excellent education and individualized attention at MTC, you gain skills and knowledge to support lifelong learning. At MTC, we want to be sure all our students are prepared to reach their full potential. On behalf of the college community, I extend our best wishes for your success.

Dr. Ronald L. Rhames
President

Frequently Called Numbers

Academic and Career Advising

Airport 803.822.3388
Beltline 803.738.7810

Academic Schools of Study

Advanced Manufacturing and Skilled Trades

Dean's Office 803.822.3045
Departmental Office 803.822.3361

Business

Dean's Office 803.822.3045
Departmental Office 803.738.7732

Education and Public Service

Dean's Office 803.822.3592
Departmental Office 803.822.3320
Criminal Justice 803.822.4996

Early Childhood Education 803.822.3768
Education Transfer 803.822.3768
Human Services 803.738.7788
Paralegal 803.822.3310

English and Humanities

Dean's Office 803.790.7520
English Departmental Office 803.738.7667
Humanities Departmental Office 803.738.7684

Health Care

Dean's Office 803.822.3434
Health Sciences Departmental Office 803.822.3381
Nursing Departmental Office 803.822.3334

Interdisciplinary Studies

Dean's Office 803.822.3344

Science, Information Technology, Engineering and Mathematics (STEM)

Dean's Office 803.738.7709
Engineering Technology and Engineering
Transfer Departmental Office . . . 803.691.3924 or 803.691.3888
Information Technology Departmental Office 803.738.7776
Mathematics Departmental Office 803.738.7689
Science Departmental Office 803.822.3548

Social and Behavioral Sciences

Dean's Office 803.822.3592
Departmental Office 803.822.3292
Psychology 803.738.7738
Sociology 803.822.3227
Political Science, Anthropology,
Geography, Economics 803.822.6715

Academic Success Center

Airport 803.822.3545
Beltline 803.738.7871
Northeast 803.691.3900

Admissions 803.738.7839

Bookstore

Airport 803.822.3577
Beltline 803.790.7566

CAREERS
Airport 803.822.6701
Beltline 803.738.7863

Cashier
Call Center 803.732.5200

College Work-Study . . . . . 803 .738 .7634

Corporate and Continuing Education 803.732.0432

Counseling (Career Services, Disability Services)
Airport 803.822.3505
Beltline 803.738.7636

Educational Talent Search 803.822.3628

Educational Opportunity Center 803.822.3749

Harbison Theatre 803.407.5011

International Admissions 803.738.7735

Library
Airport 803.822.3530
Beltline 803.738.7629
Northeast 803.691.3900

Registrar 803.738.7766

Residency 803.822.3378

Security Emergencies 803.738.7199
Non-emergencies 803.738.7850

Student Development Services
Vice President 803.738.7805
Student Ombudsman 803.738.7768

Student Employment Services (Full and Part-time Jobs, Cooperative Education, Internships)
Airport 803.822.3538
Beltline 803.790.7558

Student Financial Services 803.738.7792

Student Grievances 803.822.3528

Student Information Centers

Beltline/Airport 803.738.8324
Harbison 803.732.5201
Northeast 803.691.3925

Student Life (Student IDs, Clubs/Organizations, Student Advisory Board, Lost and Found)
Airport 803.822.3650
Beltline . . . . . 803.738.7860 or 803.790.7554

Student Support Services
Airport 803.822.3032
Beltline 803.738.7652

Testing Services 803.790.7522

Veterans Affairs
Airport 803.822.3519
Beltline 803.738.7615

About the College

Accreditation

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

Governance

The college's governing board is the Midlands Technical College Commission. These 13 leading citizens are appointed by the governor, upon the recommendation of their respective legislative delegations, to serve as trustees of the college.

Statement of Mission

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

Statement of Role and Scope

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

Academic Programs. MTC serves approximately 14,500 credit students annually through courses leading to associate degrees, diplomas and/or certificates in Arts and Sciences, Business, Engineering Technology, Health Sciences, Industrial Technology, Information Systems Technology, Nursing, and Public Service.

Corporate and Continuing Education Programs. MTC provides professional and career training and development through open enrollment and customized courses with approximately 13,500 students annually. The college serves individuals, businesses and the community. The college also offers self-supporting, non-credit activities for personal enrichment.

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

College Administrative Support Services. MTC, through an array of comprehensive administrative services, ensures an effective and fiscally sustainable institution.

Economic Development Programs. MTC proactively promotes business growth and regional prosperity. The college enhances the economic vitality and quality of life of the region by providing a world-class workforce and opportunities for business and community engagement.

Collaboration and Partnerships. MTC initiates and expands collaborative interaction with the higher education and K-12 education sectors, and promotes business relationships through advisory board participation and business outreach activities. Business Solutions works with potential and existing business customers to identify needs and provide specific education and training for their potential and current employees.

Statement of Vision

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

Statement of Values

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

Commitment to Students. Belief in providing a learner-centered environment offering quality instruction, resources and services and presenting challenging opportunities for the continued growth and development of students. Midlands Technical College transforms lives by proactively

working with each student so that he or she can achieve career and lifelong learning objectives. The college assists students in clarifying their lifelong goals, navigating career pathways, fostering entrepreneurship, embracing social responsibility, developing life skills, and maximizing their potential.

Commitment to Excellence in Education. Belief in offering the highest quality programs and services through a variety of delivery methods that reflect the relevant education required for future success. The college builds a community of life-long learners and prepares students for the work environment, further education, and responsible citizenship.

Commitment to Service Excellence. Belief in providing welcoming, professional, respectful, responsive, and flexible service to all constituents.

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

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

Commitment to Access, Diversity and Inclusiveness. Belief in providing access to programs and services while embracing the dignity and uniqueness of each individual who collectively represents the cultural, economic and demographic diversity of the community.

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

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

Commitment to the Management and Diversification of Resources. Belief in the effective and efficient use of college resources to provide quality education and services for the students and community and in being accountable to constituents. The college seeks to diversify its financial support through pursuing new and innovative resources and developing a culture of philanthropy.

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

Statement of Non-Discrimination

Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination.

Student inquiries or complaints should be directed to Ms. Debbie M. Walker in her position as Chief Compliance Officer/Title IX Coordinator. She can be reached at Midlands Technical College, P.O. Box 2408, Columbia, SC 29202, by telephone at 803.822.3261, or email at walkerd@midlandstech.edu. Faculty and staff inquiries or complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management /Equal Employment Opportunity (EEO) Officer, at 803.822.3050 or edwardsn@midlandstech.edu.

College Information

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

Academic and Career Advising

Academic and Career Advisors help students in academic programs evaluate their long-range career and educational goals to enroll in, progress through, and complete a program that fits their interests at Midlands Technical College. All students who are enrolled an academic program are assigned to an Academic and Career Advisor. You can find your advisor assignment in MyMTC and in Student Planning. Your assigned advisor is your go-to-person for degree planning, registration, and information about how to obtain resources needed to be successful. Students in Corporate and Continuing Education (CCE) training programs are advised by CCE program directors/faculty on program requirements.

After being accepted into Midlands Technical College, first-time freshmen, first-time transfers, and readmit students must meet with an Academic and Career Advisor in the Academic and Career Advising Center to review their program of study, discuss required courses, and view the proper sequence of courses. After the appointment, the Academic and Career Advisor will also provide web enablement to facilitate course registration.

Students will continue to work with an Academic and Career Advisor as they progress in their program of study. Additionally, your assigned Academic and Career Advisor may reach out to set up an appointment based on degree progress or feedback from faculty.

Following these tips will help you with your advising experience:

- Schedule your advising appointment early. You do not need to wait until registration opens to complete your advising appointment.
- Consider your personal, educational and career goals
- Review your academic program requirements and your progress with those requirements in Student Planning, located in MyMTC
- Consider how you will balance your work, college and personal life
- Arrive early for advisement appointments; call or visit the appointment scheduling webpage in MyMTC if you need to reschedule
- Discuss challenges of juggling work, studying and overall progress for your goals
- Ask questions on any information or procedures that are unclear

- Review placement test scores in MyMTC before meeting with your advisor
- Ask about available support services; your Advisor can assist you with referrals
- If you are planning to transfer, please contact the transfer institution to learn about program-specific details.

After your advising appointment, take action on any next steps identified with your Academic and Career Advisor. Register in courses promptly, and be sure to follow the course plan developed with your advisor when registering.

Academic Misconduct

(See Appendix I, Student Code, Section VII-A.)

Academic Fresh Start

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

Academic Honors

(See Honors.)

Academic Limitations

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

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

Transfer Coursework Applied Toward Graduation
Applicability and time limitations on transfer coursework will be determined by the appropriate program's Department Chair or designee.

Grade Changes
Normally, a student's grade in a course may not be changed later than one term following the award of the grade. The grade may be changed only by the course instructor or the Department Chair. Students should contact the course instructor to question a grade or initiate a grade change. Exceptions to these policies may be made only by the Academic Vice Provost.

Repeat Grade Policy
When a course is repeated, all grades will be entered on the student's permanent academic record. For 100 - 200 level courses, the higher of the two grades will be included in the grade point average.

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

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

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

Catalog Rights

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

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

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

Course Cancellation

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

Academic Progress

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

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

Students who fail to earn the required GPA will be placed on probation during the next term in which they enroll in the college. Some programs require higher GPAs each term to remain in good standing. Students on probationary status who do not earn a cumulative GPA of 2.0 will be suspended from the college the term following probation. Students on academic probation are advised to discuss their academic situation with their advisor, seek additional supportive resources such as the Academic Success Centers and Counseling Services as needed, and take reduced course loads until performance improves.

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

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

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

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

Developmental Studies Standards of Progress

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

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

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

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

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

Academic Success Centers

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

Computer Access

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

Tutoring Services

Tutoring is available to assist currently enrolled students with selected courses. Students have the option to be tutored either at one of the ASC campus locations or online via Tutor.com. Mathematics, writing, and reading are the major areas for tutoring, but tutoring may be offered for other courses as well. Please visit the Academic Success Center webpage for more information about specific subjects and additional resources.

Additional Resources

In addition to computer access and tutoring, the Academic Success Center provides a variety of materials to assist students in becoming independent learners. Available materials may include textbook supplements, anatomy models, microscopes, slides, and selected handbooks. Students are also able to print at ASC locations. For more information about print services, please visit the Academic Success Center webpage.

Locations and Contact

Airport: Academic Center (AC) Room 151 • 803.822.3545

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

Beltline: Learning Resource Center (LRC) Room 201 • 803.738.7871

Harbison: Theater and Classroom (TC) Room 218 • 803.407.5005

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

Hours of operation may vary by semester. Contact the center or view the Academic Success Center webpage for current hours.

Accommodations Request

Any student with a disability who requires accommodations for campus events or courses should make their request with Disability Services as soon as possible.

Airport/Batesburg-Leesville/Harbison Campuses: 803.822.3505

Beltline/Fairfield/Fort Jackson/Northeast Campuses: 803.738.7636

Email Disability Services.

Visit the Disability Services webpage.

Admissions

All new students, both freshmen and transfer students, must submit an application for admission, including a $35 non-refundable application fee, to be admitted to a program of study or courses by the Admissions Office. Admissions procedures, including processes for international students and applicants for Nursing or Health Sciences programs, are provided in the College Catalog and on our website.

Readmission Procedures

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

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

Readmission Procedure for Students on Academic Suspension

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

Proof of Lawful Status

The South Carolina Illegal Immigration Act of 2008 requires that all students in S.C. state-supported colleges and universities provide proof of lawful status in order to be enrolled or receive transcripts. There are many ways that U.S. citizens and non-citizens can prove legal U.S. presence. Students can

obtain information on the Lawful Presence Policy webpage or in person at the Student Information Offices, Admission Offices, or the Welcome Desk to inquire and provide valid documentation.

Adult Student Services

The college serves the adult student population through the services of several departments. You may access services through a virtual center on the Adults Returning to College webpage.

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

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

For personal assistance regarding these services, contact the department listed above directly. Prospective students should contact the Student Information Centers housed in the Academic Center on Airport Campus and in the Student Center on Beltline Campus.

Advanced Standing

Midlands Technical College has established policies and procedures that may allow students to enter certain curriculum programs with advanced standing. In many cases, credit may be awarded through transfer of credit from other post-secondary institutions, challenge examinations, Advanced Placement (AP) exams, the College Level Examination Program (CLEP), military experience or prior experiential learning. Students interested in advanced standing should furnish appropriate documentation to the Admissions Office by the application deadline. After this information has been reviewed by the appropriate college personnel, students will be notified regarding academic credits awarded. Applicability and time limitations on transfer work will be determined by the appropriate program's department chair or designee. CLEP, AP, and DSST exam information may be obtained by contacting Testing Services at 803.822.3659 (Airport) or 803.738.7897 (Fort Jackson) or by accessing the information on the Testing Center website.

Alcohol/Drugs Policy

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

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

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

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

The college implements annual drug-free awareness programs for employees and students. Such programs ensure employees and students are aware that:

- Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury, poor health or even death. The health risks and effects of controlled substances and alcohol will be provided to students and employees.

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

For information on substances that can cause chemical dependence and their side effects and health risks, please visit the Student Life Office on either campus or obtain Consumer Information online.

Attendance

Midlands Technical College expects students will attend all scheduled instructional courses. With the approval of the Vice Provost for Academic Affairs, individual departments may set attendance requirements, based on accreditation or other standards. The specific requirements of a course will be published in the course syllabus. Students must meet all academic requirements to receive a passing grade.

Band/Music

Although Midlands Technical College does not have its own marching band, MTC has arranged for MTC students to audition for the Benedict College band and/or gospel choir. At USC-Columbia, there are opportunities for MTC students to participate in musical ensembles, including the University (concert) Bands. All ensembles are listed on USC's web site. Any student interested in participating should contact the director of the specific ensemble. More information can be found on MTC's Bridge Program web page.

Bookstores

The Airport Campus Bookstore is located on the first floor of the Airport Student Center and the Beltline Campus Bookstore is on the first floor of the Beltline Student Center.

The bookstores offer new and used textbooks, rental textbooks, digital courseware, and school supplies, including required drafting, graphics, computer, dental and nursing supplies, and specialty items such as backpacks, imprinted shirts, mugs, and snack foods. Computers are also available in store and through special order.

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

Any books that are damaged, missing pages, loose-leaf, or containing an access code will not be bought back. The hours of operation are posted at each bookstore and on the bookstore website.

Bridge Programs at MTC

Although Midlands Technical College engages in course transfer and program articulation with many colleges across the country, MTC has developed special college Bridge Programs with several colleges in South Carolina. These Bridge Programs facilitate the successful transfer of students from MTC to the four-year Bridge Partner colleges. Bridge Program coordinators at the partner colleges have visit days at MTC campuses and also invite students to their home colleges. They also help students navigate the transfer admissions and enrollment process to the transfer institution and sometimes invite students to special events on their campus. As of 2018, MTC Bridge Program partners include Benedict College, Claflin University, Coker College, Columbia College, Lander University, Newberry College, South Carolina State University, and the University of South Carolina at Columbia. The MTC Bridge Program coordinator at MTC is Permelia Luongo (luongop@midlandstech.edu).

MTC Bridge Program Partners and Contact Information

Bulletin Boards

Advertising by student clubs and organizations or departments is available using the bulletin boards and restroom stalls maintained by the Office of Student Life. Advertising in any other location such as glass doors, windows, elevators, and indoor/ outdoor walls is not permitted, and postings will be removed and discarded if found. Exceptions may be made for new college administrative procedures or initiatives that require a large amount of advertising to spread the message to the student body. The posting guidelines are as follows:

- Prior approval by the Office of Student Life is required. Fliers must be brought to the Office of Student Life (Airport Student Center 126 or Beltline Student Center 201) for approval. Approved postings are date-stamped and hung by Student Life staff. Unauthorized postings are removed and discarded.
- Student-related events, services, and information receive priority consideration.
- The maximum size for flyers or posters is 15 X 24 inches. However, exceptions may occur depending on space availability.
- All material promoting or involving gambling, alcohol consumption, drug use, or any other activity prohibited by college regulations or South Carolina law WILL NOT be approved for posting.
- Twelve bulletin boards are located on Airport Campus and eighteen are available on the Beltline Campus. Student Life personnel will post only the number of flyers received, minus one that is maintained for file purposes. The requesting party is responsible for making copies of materials.
- Flyers are posted once a week and/or as space permits on boards. The Office of Student Life reserves the right to delay posting of any material in question based on existing posting policies and/or available personnel and to remove any item prior to the designated period based on the timing of a specified event, the size of the material to be posted, and space availability.
- Notices pertaining to student clubs/organizations, student services, or academic information may remain on Student Life boards up to one semester upon request. All other approved material may remain on bulletin boards for two weeks or through the date of the promoted event.

- Distribution by means of accosting individuals, shouting, leaving material in stacks in unauthorized areas, or leaving material on cars is strictly prohibited in accordance with the Student Code.
- The Office of Student Life recognizes the importance of working cooperatively with local business and the community. Businesses that offer discounts specific to MTC students may have flyers posted on Student Life bulletin boards upon prior approval. All such materials will be posted by Student Life personnel. However, the posting of promotional flyers for businesses that could otherwise be considered free advertising is prohibited.
- Repeat listings of approved business flyers are allowed 90 days from the beginning date of the most recent posting. For example: A flyer posted on March 1 can remain on the boards through March 15. As of June 1 (90 days from March 1), the notice can be posted again for a period of two weeks.
- All notices pertaining to part-time or full-time employment should be referred to Student Employment Services on all campuses.
- All notices pertaining to either full-time or part-time employment with Midlands Technical College should be referred to the Office of Human Resource Management located on the Airport Campus.
- The Office of Student Life assumes no responsibility for the security of material posted at any time during display.

Contact the Office of Student Life for additional information or with questions at 803.822.3650 (Airport Campus) or 803.738.7860 (Beltline Campus).

Campus Environment

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

Campus Life

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

Career Planning

See Counseling and Career Services.

Change of Academic Major

Students are encouraged to complete the career assessment available in the “Student Success Tools” portion of MyMTC and use their results to explore the Schools of Study and their various programs. Students who continue to remain uncertain about their program of study are encouraged to meet with their assigned Academic and Career Advisor. Additionally, students may set up an appointment with a counselor in Counseling and Career Services to discuss relevant program options or complete additional career assessments to determine the best program fit. A student who has not yet completed a term at MTC will update their major, or add an additional program, by submitting an Application Update Form to Admissions. A student who has achieved an MTC GPA will update their major, or add an additional program, by logging into MyMTC and submitting the “Add/Change a Major” form. Students are permitted to have a maximum number of two associate degrees as active majors.

EXCEPTIONS TO THE CHANGE OF MAJOR PROCESS:

International students with an F-1 status should complete the Change of Major/Minor Form and meet with the International Student Admissions Coordinator. This advisor will check the student’s eligibility for the new major, review other pertinent information and discuss implications the requested change may have with relation to the student’s visa status. The International Student Admissions Coordinators will approve or disapprove the request and send it to Counseling Services to be archived. Approved requests will be changed in the college database and in the Student and Exchange Visitor Program database (SEVIS).

Nursing and Health Sciences (NHS) students who have their final interview eligibility waived by the program director, who meet the required NHS program admission criteria at the level required for interview eligibility, or who have an approved Interview Results Form submitted by the Health Sciences program coordinator of the program for which they are applying, will have their change of major/minor automatically completed by the Admissions Coordinator for Health Sciences or Nursing and forwarded to the Student Records office.

A student seeking a specialized associate degree for their specified program should complete a contract with his/ her advisor. The advisor will forward the original copy of the contract to the Student Records office, where the student's major will be officially changed.

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

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

Change of Address

Official changes to addresses are made via the student's MyMTC account. Address accuracy is essential for student receipt of registration notices and all other college information. Students with questions regarding address changes should email recordsoffice@midlandstech.edu. A change of address does not automatically constitute a change in residency status for tuition purposes.
(See: Change of Residency)

Change of Name

Complete and present the Change of Name form to the Student Records office along with the following supporting documents.

To Change Last Name:

1. To Married Name – need an original copy of marriage license with raised seal. Also need original, unexpired state or federal picture ID showing married name.
2. From Married to Maiden - need original divorce decree stating use of maiden name. A divorce decree without this statement is not enough to change the name. Also need original, unexpired state or federal picture ID showing maiden name.
3. Decreed by Legal Document - must have the original legal document issued by the court. Also need original, unexpired state or federal picture ID showing new name.

To Correct First Name: Need an original copy of birth certificate. Also need original, unexpired state or federal picture ID showing correct name.

To Change First Name and/or Complete Name: Must have original court document containing name change. Also need original, unexpired state or federal picture ID showing correct name.

To Change Your Name as it Appears on D2L: Students who wish their display name to be changed in D2L need to contact the Registrar.

NOTE: Your legal name is required by the college for official records. Any exceptions to the above supporting documentation is handled on a case by case basis.

Change of Residency

Students who wish to discuss their residency status or who believe they qualify for a residency adjustment should contact Larry Slone, Associate Director of Health Care Admissions and Residency, at slonel@midlandstech.edu or residency@midlandstech.edu. Completed residency applications and associated documents may be emailed directly to Mr. Slone at slonel@midlandstech.edu. Submission of a change of address to the college does not result in a change of residency status for tuition and fee purposes.

Child Care Referral

The college does not provide child care; however, Midlands Technical College's child-care referral service can help identify a child-care provider to meet this need. Child-care referral information is available online at SC Child Care. The college assumes no responsibility for the supervision of faculty members', staff members' or students' children.

Children on Campus

According to Midlands Technical College policy, faculty, staff and students shall not bring children to class, lab work, or other designated programming facilities, nor leave children unattended on campus. In cases of unattended children, Campus Police will be notified and the parent/guardian may be asked to leave campus. In addition, children should not be brought to meetings, appointments (e.g. advisement, counseling or disciplinary hearings) or to sponsored events unless it is noted as an event designed for the entire family. This policy is designed to support a classroom and college environment conducive to learning and to avoid unsafe conditions for minors. The college assumes no responsibility for the supervision of faculty members', staff members' or students' children.

Classification of Students

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

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

Half-Time — A student enrolled in 6-8 credit hours per term.

Three-Quarter Time – A student enrolled in 9-11 credit hours per term.

Freshman — A student who has earned up to 29 credit hours.

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

CAREERS Program

(College Activities Reap Educational Experiences Resulting in Success) The CAREERS Program is designed to help adults who lack job or educational experience but who demonstrate the ability and commitment to enter promising career fields. Funded by the USDOE (U.S. Department of Education) Strengthening Career and Technical Education for the 21st Century Act (Perkins V) grant, the CAREERS Program assists economically disadvantaged men and women in Career and Technical Education (CTE) credit programs. Special populations served by the grant include individuals with disabilities; individuals from economically disadvantaged families; including low-income youth and adults, individuals preparing for nontraditional fields (e.g., females enrolled in engineering, males enrolled in nursing); single parents including pregnant women; out-of-workforce individuals; English learners; homeless individuals; youth are in, or have aged out of, the foster care system; and youth with a parent who is a member of the armed forces and is on active duty.

BENEFITS

- Financial assistance for books or childcare
- Exposure to career opportunities
- Enhanced personal professional and academic development
- Individual support, counseling and guidance
- Networking

ELIGIBILITY

- Students must have completed a FAFSA and be receiving financial assistance through MTC's Student Financial Services department (SFS). Financial unmet need is used to determine eligibility.
- Students must be enrolled in MTC Career and Technical Education (CTE) credit programs leading to an associate degree, diploma, or certificate, and taking CTE courses. Exclusions include: Associate in Arts, Associate in Science, General Technology programs and most "Pre" certificates.
- Students must have at least a cumulative 2.5 GPA.
- Additional criteria may apply.

To learn more about the CAREERS Program, contact 803.738.7863, email us at CAREERS@midlandstech.edu or visit MTC's website.

Classroom Conduct

In accordance with college policy on campus environment, Midlands Technical College intends to provide an atmosphere conducive to learning. Adherence to Student Code standards such as mutual respect and academic integrity is expected of all students. At the beginning of each term, instructors will identify specific departmental and course requirements, including classroom conduct expectations, attendance requirements, and grading practices, in the syllabus and/or departmental policy statements. Students should refrain from disruptive activities, including but not limited to sleeping in class; entering class after it has started (tardiness); behaving disrespectfully toward the instructor or other students; speaking during instructional activities unrelated to the topic led by the instructor; and using unauthorized cell phones, laptop computers, and other electronic devices during class. Electronic devices may be used in classrooms only for maintaining access to MTC Alerts, the college's emergency notification system, and must be set on vibrate mode. If an extenuating circumstance exists so that an electronic device is required, the student must clear the use of such a device with the instructor in advance and set the device to silent mode. Adherence to all course and departmental requirements is the responsibility of the student. Violation of student conduct requirements could result in disciplinary actions under the Student Code.

Closing of the College

In the event weather conditions or situations cause the closing of Midlands Technical College, the alert banner on MIDLANDSTECH.EDU will be kept up-to-date.

Announcements will be made via text messages, email, websites, social media pages, and/or the college's phone-in information line, 803.738.8324, as necessary.

To receive text alerts, please verify your cell phone number in the MTC Alerts Web Screen in the Services and Links section of MyMTC.

Clubs and Organizations

See Student Life

College Colors

The college colors are blue and gold.

Computer Security

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

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

Cooperative Education/Internships

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

Corporate and Continuing Education

MTC Training Programs – also known as Corporate and Continuing Education (CCE) – can be completed in a matter of weeks or months. They result in nationally recognized career certifications that can lead to salaries from $40,000 - $80,000. The Training Programs provide education for in-demand careers and for adding new skills in current careers. They are not for academic credit, and you don't need to apply to the college to attend; however, successful completion of some training courses may provide advanced standing in certain academic programs.

Programs of Study

SMALL CLASSES, EXPERIENCED INSTRUCTORS

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

FLEXIBLE CLASS OPTIONS

Midlands Technical College Corporate and Continuing Education offers many classes that can be completed in shorter time frames than academic classes. Many students attend academic classes and Corporate and Continuing Education at the same time. In addition to day and evening classes, many online and virtual class options are available.

QUICKJOBS

QuickJobs programs can prepare you for lucrative jobs, quickly.

QuickJobs are career training programs developed for jobs where workers will be in high demand over the next decade. QuickJobs are designed to provide intensive and complete job training; prior experience in a field is not required. Most programs only take a few months to complete, and some can be finished in a matter of weeks.

Career opportunities exist in exciting fields such as Advanced Manufacturing and Skilled Trades, Business, Computer and Information Technology, Health Care, and other Creative Careers. QuickJobs programs offer a wide variety of courses with skill- specific and job-preparatory training. Students can quickly build their skill sets and compete in a growing economy to improve their overall quality of life.

QuickJobs

TUITION ASSISTANCE

Tuition assistance, including scholarships, loans, veterans education benefits, and WIOA benefits may be available for many Corporate and Continuing Education programs.

Financial Aid for Training

REFUND POLICY

If you find it necessary to withdraw from a class, you may be eligible to receive a refund depending on when you withdraw. You must officially withdraw from a class to receive a refund. Contact the Continuing Education Registration Office at 803.732.0432; press option 1.

You may also request a transfer into another class, or you can send someone else in your place if the substitute student has completed any required prerequisites. If you do not withdraw and do not attend, you are still responsible for payment. Refunds are not available after classes begin. Tuition will be refunded 100% for any classes canceled by the College.

NUMBER OF DAYS BEFORE START OF CLASS	REFUND
5 or more	100%
1-4	50%
0	0

Counseling and Career Services

Counselors are available to help students develop career goals and determine what career field best meets their abilities, interests, values and objectives. Career planning assessments are available to help in the career planning process. Counselors are also available to help students who are experiencing academic and personal difficulties. To ensure counselor availability, students should schedule an appointment. Counseling and Career Services is located on the Airport Campus, Airport Student Center, room 237, 803.822.3505, and on the Beltline Campus, Beltline Student Center, room 239, 803.738.7636.

Counseling and Career Services

DISABILITY SERVICES

The college provides services to students with disabilities who have appropriate documentation to help them gain access to academic opportunities at the college. Reasonable academic accommodations are determined by reviewing each request individually. Counseling and Career Services is located on the Airport Campus, Airport Student Center, room 237, 803.822.3505, and on the Beltline Campus, Beltline Student Center, room 239, 803.738.7636.

Disability Services

Course Load

Full-time enrollment is a minimum of 12 credit hours. The maximum course load is 19 credit hours. Permission to exceed 19 hours per term must be granted by the appropriate Department Chair. Students on academic probation are recommended to take no more than 12-13 credit hours. See Academic Progress.

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

Criminal Background Checks

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

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

Convicted sexual offenders are required by law to register with MTC Campus Police.

Debts Owed to the College

The college procedure for collection of debts is as follows: Three notices will be mailed and/or emailed to the billing address and/or email address currently on file with the college. It is the student's responsibility to ensure these addresses are correct. Students receiving financial assistance are responsible to ensure their requirements for grants, loans or scholarships received have been met each semester. If the account becomes 45 days past due and the third notice is mailed and/or emailed, the account will be forwarded to the South Carolina Department of Revenue. The South Carolina Department of Revenue will withhold the amount due to Midlands Technical College, plus a $25.00 administrative fee, from the student's tax refund. If the refundable amount is not sufficient to cover the entire balance owed to the college the first year, the account balance will be resubmitted each year thereafter until the full balance is satisfied.

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

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

Degree/Diploma/Certificate Requirements

The college awards associate degrees, diplomas and certificates upon the successful completion of the required course work as prescribed by the program model. For students to graduate, they must have a cumulative grade point average of 2.0 or better, satisfy all academic requirements of the college, clear financial obligations to the college, and complete the online Graduation Application. The online application is found by logging into MyMTC and Student Planning. All graduates must earn a minimum of 25 percent of their program course work at Midlands Technical College to meet the Program Credit Residency Requirement. Midlands Technical College also reserves the right to certify students for graduation if the college verifies that students have met all graduation requirements but have not applied for graduation.

Developmental Studies

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

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

This is where the DVS program becomes crucial to students' success. The program offers basic college preparatory courses in English, reading, and mathematics. These courses allow students to concentrate on their needs and gain skills for academic success.

Disability Services

See Counseling and Career Services

Dishonored Checks and Online Returned Items

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

Dress Code

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

Drop/Add

ADDING COURSES

During the specified times of regular registration through late registration and the published Schedule Change days, students may add available courses. Students must meet course prerequisites, and the course should be contained within the student's program plan approved by the student's Academic and Career Advisor.

DROPPING COURSES

Students must officially drop their courses by the last day of the published Schedule Change period for each session in order to obtain a refund and not be held responsible for coursework. Courses dropped through Schedule Change are not recorded on the student's transcript. Payment is required if a student registers for a course and does not officially drop the course, even if the student does not attend classes. Students are billed for all registered classes at the point of registration and the debt will be processed through the college's collection procedures if payment is not received.

WITHDRAWALS

(See Registration)

PROCEDURES

Students approved for web registration may drop and add courses online through MyMTC, during the published registration and Schedule Change days and times. Students should keep a copy of their drop confirmation or schedule for their records. Students who are not web-enabled may have the Records Office staff assist with Drop/Add by obtaining, completing and submitting a Drop/Add/Withdrawal form to the Student Records Office (Beltline Campus, WM 103; Airport Campus, ASC 223). Students with Drop/Add questions may contact recordsoffice@midlandstech.edu. Refunds will be processed according to the normal refund schedule.

Educational Opportunity Center

The Educational Opportunity Center (EOC) provides counseling and information on college admissions to qualified adults who want to begin or continue a college education. EOC also provides in-depth financial information assistance and help completing the Free Application for Federal Student Aid (FAFSA). The MTC EOC program is designed to assist approximately 1,000 participants at least 19 years of age who reside in either Fairfield or Lexington counties. MTC partners with the University of South Carolina TRIO Programs (803.777.5127) to provide services to persons residing in Richland County.

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

Educational Talent Search

The Educational Talent Search (ETS) program encourages limited-income and prospective first-generation college students to consider college opportunities. The MTC ETS program is designed to annually assist 825 participants between the ages of 11 and 18 residing in Fairfield or Lexington counties. MTC partners with the University of South Carolina TRIO Programs (803.777.5217) to provide services to persons residing in Richland County.

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

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

To learn more about Educational Talent Search, call 803.822.3628, send an email to ets@midlandstech.edu, or browse at Student Support.

Emergencies

CAMPUS EMERGENCY

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

All students are strongly encouraged to register for the college's emergency text messages by using the link to MTC ALERTS found under the Services and Links section on MyMTC Student home page.

FAMILY EMERGENCY

When a family emergency exists, MTC Campus Police will attempt to deliver a message to a student. Students are strongly encouraged to leave a copy of their class schedule with relatives to save time if an emergency arises.

Equal Opportunity, Affirmative Action, Title IX, and ADA

Midlands Technical College undertakes to comply fully with all federal and state laws relating to equal education opportunity, equal employment opportunity and affirmative action including the provisions of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018, Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College does not discriminate in admissions, educational programs, or employment on the basis of race, sex, sexual orientation, national origin or ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, or other category protected by applicable law in its administration of education policies, programs, activities or services; its admission policies; scholarship and loan programs; or employment.Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or harassment or for participating in an investigation of a complaint of discrimination or harassment.

Student inquiries or complaints should be directed to Ms. Debbie M. Walker in her position as Chief Compliance Officer/ Title IX Coordinator. She can be reached at Midlands Technical College, PO Box 2408, Columbia, SC 29202, 803.822.3261. Faculty and staff inquires or complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management/Equal

Employment Opportunity (EEO) Officer, at 803.822.3050 or edwardsn@midlandstech.edu.

FERPA

Family Educational Rights and Privacy Act (See Release of Student Information.)

Financial Aid

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

Because federal, state and college guidelines change periodically, students should consult our online financial aid resources to make sure they are aware of current information.

ELIGIBILITY REQUIREMENTS

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

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

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

APPLICATION PROCESS

All applicants for federal and state aid must complete the Free Application for Federal Student Aid (FAFSA) each academic year. Specific information is available at studentaid.gov and on the Student Financial Services website.

Approximately two weeks after submitting the FAFSA, the student will receive from the federal processor an acknowledgment called a Student Aid Report (SAR). The processor will transmit the student's information to MTC electronically. MTC code 003993 must be included in Step 6 for MTC

to receive this information. The student will also receive a letter from Student Financial Services acknowledging receipt of their FAFSA record. All future correspondence will be via the free college email account given to all students and the student's MyFinancialAid account, which can be accessed via MyMTC.

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

If a student's application is selected for verification by the federal processor, the student and parent(s), if the student is dependent may be required to forward either a federal tax return transcript or a signed copy of a federal tax return (1040) form to the Office of Student Financial Services. Students may also choose to transfer tax information directly to the college from the IRS using the IRS Data Retrieval tool on the FAFSA website for the year requested. A completed Verification Worksheet and other documents may be requested to complete the verification process. If the information on a Student Aid Report does not agree with the supporting information and documentation, it may be necessary to send corrections to the processor. No financial aid award can be made until the financial aid process is completed. A complete application is defined as one that has been received, reviewed, found free from errors and does not require additional information for verification. Accurate, complete information and documentation submissions are the responsibility of the student. Students must also check their MTC provided email account and their MyFinancialAid account regularly for important financial aid information.

MID-YEAR TRANSFER STUDENTS

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

SUMMER AID

Financial aid for summer is automatically awarded to all students with their initial award letter for the academic year. Students are awarded based on six hours of enrollment. It is the student's responsibility to contact the office of Student Financial Services if they are registered less than or more than six credit hours. S.C. Lottery Tuition Assistance is available each term for eligible students, provided funds are available. South Carolina Need-Based grants are also available for the summer

as long as funds are available and the student meets all other eligibility criteria. S.C. Need-Based grants are available for the summer as long as funds are available and students meet all other eligibility criteria.

AWARD INFORMATION AND NOTIFICATION

An award notification will be available on MyFinancialAid once the Student Financial Services Office has received and reviewed the student's complete application and it has been found to meet all appropriate federal, state and institutional requirements. The terms and conditions of the award are available online.

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

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

DEADLINES

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

FINANCIAL ASSISTANCE PROGRAMS

FEDERAL PELL GRANTS

Undergraduate students who have not received a bachelor's or professional degree and who have not received the equivalent of 12 full-time semesters (600%) of Pell Grant funding will be considered for the Federal Pell Grant program. The amount of the grant depends on the student's Expected

Family Contribution (EFC) as determined by the US Department of Education through the FAFSA and the student's enrollment status. The EFC is calculated each academic year when the student submits a FAFSA. A Pell Grant is not a loan and does not have to be repaid unless adjustments occur that create an overpayment. Students must meet established satisfactory academic progress (SAP) regulations in order to continue to receive funds within the award year.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

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

FEDERAL WORK-STUDY

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

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

DIRECT LOANS

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

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

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

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

Amounts Undergraduates Can Borrow:

Up to $3,500 for a first-year student enrolled in a program of study that is at least a full academic year.

$4,500 for students who have completed their first year of study and for whom the remainder of their academic program is at least a full academic year.

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

NOTE: The amounts given above are the maximum yearly amounts that will be awarded in both subsidized and unsubsidized loans. Students may receive less than these yearly maximum amounts if they receive other forms of financial assistance that cover a portion of the cost of attendance. Students may also request additional loan funds based on their eligibility.

INTEREST RATES CHARGED

Interest is money paid to the lender in exchange for borrowing money. Interest is calculated as a percentage of the unpaid principal amount (loan amount) borrowed. Congress sets the interest rates. Students should check with the office of Student Financial Services for current interest rates

as they are subject to change every year on July 1.

LOAN FEES

Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionally from each loan disbursement made. This means the money students receive will be less than what they actually borrow. Loan fees are subject to change each year on October 1.

REPAYMENT OF LOANS

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

LOAN MAXIMUMS

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

DIRECT PARENT LOANS FOR UNDERGRADUATE STUDENTS – PLUS

Direct PLUS Loans enable parents with good credit histories to borrow the education expenses of each child who is a dependent undergraduate student enrolled at least half-time. PLUS Loans are available through William D. Ford Federal Direct Loan Program.

The yearly limit on a PLUS Loan is equal to the student's cost of attendance minus any other financial assistance the student receives. For example, if the cost of attendance is $4,500 and the student receives $2,500 in other financial aid, the parents could borrow up to – but no more than – $2,000.

The interest rate for Direct PLUS Loans is set by Congress. Parents have the option of beginning repayment of a Direct PLUS Loan within 60 days after the final loan disbursement for the academic year or wait until six months after the dependent student on whose behalf the parent borrowed ceases to be enrolled on at least half-time basis (six credit hours). Interest begins to accumulate at the time the first disbursement is made. A FAFSA must be completed by the student for whom PLUS loan funds will be borrowed.

S.C. STATE NEED-BASED GRANTS – SNBG

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

S.C. LOTTERY TUITION ASSISTANCE PROGRAM

To be eligible for S.C. Lottery Tuition Assistance funds, a student must submit a completed FAFSA, be an S.C. resident, be enrolled for six or more credit hours in an eligible program of study and meet reasonable standards of academic progress as set forth in the S.C. Lottery Tuition Assistance guidelines established by the S.C. Technical College System. The amount of S.C. Lottery Tuition Assistance available each term varies based on the amount of funding allocated by the S.C. legislature and the number of students accessing the funds. Lottery Tuition Assistance may be applied to a portion of the student's tuition if a balance remains on the student's account after federal and state grants have been applied. Lottery tuition assistance cannot be used to cover the cost of books and supplies. Once a recipient of Lottery Tuition Assistance (LTA) has graduated from a certificate or diploma program, the student must enter a higher-level, related program of study to continue LTA eligibility.

When an LTA recipient has completed an associate degree, the student must wait five years to again qualify for LTA funds. Additional information may be found by checking the MTC Student Financial Services website or the State Technical College System website.

SOUTH CAROLINA WORKFORCE AND INDUSTRIAL NEEDS SCHOLARSHIP (SC WINS)

South Carolina WINS is a statewide technical college scholarship program designed to address workforce shortages in South Carolina. The scholarship supplements Lottery Tuition Assistance to help cover any tuition and mandatory fees left after applying all other scholarships or grants. Student may qualify by either major or income. Students must pursue a certificate, diploma or degree from MTC just as with SC Lottery Tuition Assistance. Students can receive the SC WINS for only one certificate, diploma or degree unless the additional certificate, diploma or degree constitutes progress in the same field of study. Students must be enrolled in at least six credit hours per semester. If qualifying by major, the student must be in at least three hours in one of the critical workforce areas. A student must have a 2.0 GPA after attempting twenty-four credit hours.

LEGISLATIVE INCENTIVE FOR EXCELLENCE (LIFE) SCHOLARSHIP

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

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

LIFE Recipients who complete 30 or more credit hours at the conclusion of the Fall and Spring terms with a LIFE GPA of 3.0 or higher maybe be eligible to utilize their LIFE scholarship for fulltime summer term enrollment. Please contact the Office of Student Financial Services directly to inquire.

SC WORKFORCE SCHOLARSHIPS FOR THE FUTURE

Workforce Scholarships for the Future covers tuition and required fees at the state's sixteen technical colleges for South Carolina residents. Effective July 1, 2022, all programs leading to a certificate, diploma, degree, or industry-recognized credential are eligible for the funding. Also, effective July 1, 2022, students enrolled in AA, AS, or other general education programs (e.g., General Studies certificate) are eligible for this scholarship. Students enrolled in the Associate in Applied Science in General Technology are also eligible.

Workforce Scholarships for the Future are funded through the Governor's Emergency Education Relief (GEER) funds and is currently available through September 30, 2023 or until funds are exhausted. Note, a portion of these funds, known as Phase 2, have an earlier end date of September 15, 2022.

MIDLANDS TECHNICAL COLLEGE FOUNDATION SCHOLARSHIPS

Academic scholarships are awarded each year to both newly entering and continuing students through the MTC Foundation. The criteria for scholarships vary and include academic achievement, community participation and financial need. Contact the Office of Student Financial Services at 738.7140 for further information or review the information on the college's website.

Scholarship information and applications will be available each year by mid-January. Scholarship information is available online. Please check the Financial Aid website for application deadlines.

Scholarships from other sources may also be available. Information is available online via MTC's Student Financial Services website.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR STUDENT FINANCIAL ASSISTANCE

All students receiving federal and state student financial aid must adhere to the college's Student Financial Services Office policy on standards of Satisfactory Academic Progress (SAP). The intent of this policy is to ensure that students who are receiving federal and/or state financial aid are making measurable progress toward completion of a degree or certificate program in a reasonable period of time. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.

In all instances, financial assistance will be limited to a maximum of 180 hours attempted.

As a recipient of Federal or State financial aid, you have certain rights and responsibilities. Failure to fulfill your part of the agreement, as described, may result in the cancellation of your award and you may have to repay any funds already received.

SCOPE

This policy applies to those students applying for or receiving federal and/or state funds. To reasonably measure a student's satisfactory academic progress toward completion of the degree, certificate, or diploma in which the student is enrolled. The student's total academic record will be evaluated. This includes all academic work attempted at MTC and any transfer hours from other schools attended that are accepted at MTC. As recipients of federal or state financial assistance, students have certain rights and responsibilities. Students' failure to fulfill their responsibilities to make satisfactory academic progress as described may result in the cancellation of their awards, and any funds already received may have to be repaid.

MONITORING PROCEDURES

The Student Financial Services office will monitor satisfactory academic progress for all students receiving federal or state financial aid at the end of each semester (Fall, Spring and Summer) after grades have posted to ensure that they are making satisfactory progress toward program completion. Failure to meet any one of these standards may result in the cancellation of future financial aid. The standards defining satisfactory progress are outlined below.

FRESH START

Be advised that federal regulations require that all courses attempted must be included in evaluating a student's satisfactory academic progress for financial aid purposes.

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

Students who receive federal or state financial aid must be aware that repeated courses, noncredit remedial courses, and grades of W, WF, I, and NC will be considered in assessing progress toward completion. or state assistance. Courses with these grades are considered not earned. When a

student receives a grade change, the student will need to notify the Office of Student Financial Services for re-evaluation if the student is on Financial Aid Warning, Probation or Suspension.

DEVELOPMENTAL STUDIES AND REMEDIAL COURSEWORK STANDARDS OF PROGRESS

Financial aid recipients may take a maximum of 30 credit hours in Developmental Studies (DVS) and remedial course work or prerequisite courses that are not included in the program of study. The grades from these courses are included in the cumulative GPA calculation.

TRANSFER STUDENTS

All transfer students will be evaluated to determine if they are making satisfactory academic progress prior to being packaged for financial assistance. The evaluation process is based on all hours attempted at MTC and all transfer hours accepted by MTC.

CHANGE OF MAJOR(S)

Students who change their majors are still responsible for maintaining satisfactory academic progress in accordance with the procedure as outlined. A review of satisfactory academic progress will be based on the student's current program of study at the end of each term enrolled. If the student has changed majors prior to the end of the semester, eligibility will be assessed against the new program of study.

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

STANDARDS

LENGTH OF ELIGIBILITY

The Office of Student Financial Services monitors the Satisfactory Academic Progress of all students receiving federal and state aid. Financial aid recipients are eligible for assistance until they have attempted up to one and a half (150 percent) times the number of semester hours required for the program of study currently enrolled in.

CUMULATIVE GRADE POINT AVERAGE

Students who fail to earn the required cumulative college GPA of 2.0 will be placed on warning during the next semester they enroll in the college. Students in all programs of study who are placed on probation will be reviewed at the end of the semester. Students who fail to attain a cumulative GPA of 2.0 or greater will lose federal and state aid eligibility. Developmental coursework grades will not be calculated in the cumulative GPA requirement.

COMPLETION RATE (PACE)

Students must successfully pass 67% of the cumulative credit hours attempted in the student's current program of study, including transfer hours accepted into the program. Credit hours earned are those for which a student receives a grade of A, B, C or D. Transfer credit hours accepted into the program are considered earned. Students who do not satisfactorily complete at least 67 percent of attempted hours will be placed on warning status. Courses with grades of F, W, NC and I are counted in the hours attempted but are not considered credit hours earned. Students who have not attained 67 percent satisfactory completion by the next semester of enrollment following the warning period will no longer be eligible for federal financial aid.

NOTIFICATION

Following a review, a student who has failed to meet Satisfactory Academic Progress will be notified by email of the resulting ineligibility for federal or state funds. Students may also log into their MyMTC account and access MyFinancialAid to view their most recent Satisfactory Academic Progress (SAP) status. Future awards will be canceled upon becoming ineligible. To receive consideration for reinstatement of federal or state assistance, a student will need to submit a Satisfactory Academic Progress (SAP) appeal to the Office of Student Financial Services.

RESULTS OF NOT MEETING SAP

Students who do not meet the Standards of Satisfactory Academic Progress will be sanctioned according to federal mandates and may lose eligibility for their financial aid award(s).

FINANCIAL AID WARNING

Students are evaluated on Satisfactory Academic Progress standards at the end of each term (Fall, Spring and Summer). Students who are not maintaining Satisfactory Academic Progress for the first consecutive semester will be placed on Financial Aid Warning. Students on a Financial Aid Warning

Status can receive financial aid for one term without submitting a financial aid SAP appeal. At the end of the term, the student must meet the criteria for Satisfactory Academic Progress.

FINANCIAL AID SUSPENSION

Students who fail to meet Satisfactory Academic Progress standards after a term of Financial Aid Warning are placed on Financial Aid Suspension. Financial Aid awards will be canceled when a student is placed on Financial Aid Suspension. Returning students who did not meet the Standards of Satisfactory Academic Progress in the previous enrollment with Midlands Technical College will be placed on Financial Aid Suspension upon their return to the college.

Students on Financial Aid Suspension are ineligible for student financial aid unless they submit an appeal and the appeal is granted. Approval of appeals is at the discretion of the Financial Aid Appeals Committee.

FINANCIAL AID PROBATION

Financial Aid Probation is a status assigned to a student who fails to meet SAP (following Financial Aid Warning status) and who has successfully appealed and has had eligibility for financial aid reinstated. A student may only be considered on Financial Aid Probation for one semester; however, he or she may be able to continue receiving financial aid if the student is meeting the requirements of an approved Academic Plan.

RE-ESTBALISHING ELIGIBILITY FOR FINANCIAL AID

Students will be reinstated for financial aid eligibility when they have successfully completed 67 percent of attempted hours and have a 2.0 cumulative grade point average as set forth in this policy.

APPEAL OF FINANCIAL AID INELIGIBILITY

A. An ineligible student may appeal by submitting a Satisfactory Academic Progress Appeal Form to the Student Financial Services Office indicating reasons why minimum academic standards were not achieved and what actions have been taken or what changes have occurred to resolve the problem. Each appeal will be considered on its own merit. Individual cases will not be considered as precedent. Examples of extenuating circumstances may include but are not limited to the following:

- Death in the student’s immediate family that has been documented.

- Personal illness requiring a loss of the equivalent of more than five consecutive class days that can be supported by a letter from a physician.
- Serious illness in the student's immediate family that can be supported by a letter of documentation from the family member's attending physician.
- Change in job schedule/responsibilities required by the employer and documented by the employer.
- Circumstances regarding approval of Academic Fresh Start, if applicable.

B. The appeal of financial aid will be reviewed and a determination made. The student will be advised in writing of the decision by email to the student's official college email account.

C. If the appeal is approved, the student will be assigned an academic improvement plan by which they must comply. Students must continue to meet the term of their academic plan each semester until they have achieved a cumulative 2.0 GPA and a 67 percent completion rate. Students in violation of the 150 percent rule must continue to meet the terms of their academic plan to receive financial assistance at the college. Should the student fail to meet their academic plan, the student will be placed on Financial Aid Suspension and the student's future awards will be canceled.

D. Students may only appeal a maximum of three times during their academic career at Midlands Technical College, previously cited medical issues cannot be used as acceptable reasons for ongoing semesters unless the student can explain what has changed in the student's situation that will allow the student to make Satisfactory Academic Progress at the next evaluation. The student must provide supporting documentation for the appeal.

E. Decisions on appeals are final and cannot be appealed at any other college or federal level.

Financial aid suspension does not hinder you from attending Midlands Technical College. Please visit https://www.midlandstech.edu/financial-aid-and-tuition/tuition-fees-and-payment/tuition-payment-information for additional payment options.

Food Service

Vending machines are available for snack foods and drinks at all MTC campuses. Subway Restaurants are located on the Airport and Beltline campuses.

Goals for Students

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

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

Grades and Grade Changes

Students can access grades and unofficial transcripts via their student account in MyMTC. If an error is suspected in the reported grades, students must notify the faculty member(s) involved within one term after the term for which the grades were issued. Students who need a Final Grade Report may contact the Student Records Office.

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

1.

GRADE	GRADE POINTS
A	4
B	3
C	2
D	1
F	0
WF	0

2-3.

COURSE	CREDIT HOURS	GRADE	GRADE POINTS	QUALITY POINTS
ECO 253	3.0	B	3 (3.0 x 3)	9.0

COURSE	CREDIT HOURS	GRADE	GRADE POINTS	QUALITY POINTS
ENG 101	3.0	C	2 (3.0 x 2)	6.0
	= 6.0			= 15.0

4.

QUALITY POINTS ÷ CREDIT HOURS =	GPA
15.0 ÷ 6.0 =	2.5

Students also have the option of using the online GPA calculators via MyMTC in Student Planning. Students must be aware that official grades (not these calculators) are the most accurate resource for grade information.

REPEAT GRADE POLICY

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

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

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

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

Grading System

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

Midlands Technical College's grading system is as follows:

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

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

Graduation

(See Degree/Diploma/Certificate Requirements.)

Harassment

(See Sexual Harassment and Sexual Assault.)

Harbison Theatre at Midlands Technical College

Harbison Theatre strengthens the education offered to MTC students and deepens relationships with the greater community by hosting plays, concerts, films, lectures, dance performances, and special events. To learn about upcoming events, purchase tickets at a discounted rate, and pursue volunteer opportunities with Harbison Theatre, please visit the Harbison Theatre website.

Health Services

As a non-residential college, Midlands Technical College expects students will secure medical services through a private physician or medical facility. It is, however, the policy of Midlands Technical College to provide all students involved in accidental injury with emergency services and accident insurance for any accidents that occur while on college premises or during college-sponsored activities. In addition, the college sponsors a health awareness program to support good health and wellness. Referral information for accessing health insurance and local health services is provided through the Student Life Office on the respective campus and accessible online at https://MYMTC1.MIDLANDSTECH.EDU/StudentServices/HealthServices/Pages/default.aspx.

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

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

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

ACCIDENTAL INJURY

If a student requires immediate service, call security at 803.738.7199. (In-house telephones require only the last four digits of a telephone number and provide free calls.) Security will determine interim emergency assistance, as needed. Security personnel will complete an incident report, and the student will be given a Student Accident Insurance Claim Form. The student should submit the claim form to the office of the Vice President for Student Development Services (VPSDS). Assistance with completing the claim form will be provided through the VPSDS office. Benefits provided under the accident insurance cover medical claims submitted no later than ninety (90) days of the date of the accident. The insurance provider may not recognize claim forms submitted more than 90 days after an accident has occurred; therefore, timely filing is essential.

ILLNESS

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

- Call a parent, spouse, or friend and leave campus.
- Call a physician.
- Authorize an ambulance to be called. (NOTE: The student, spouse or parent shall assume full responsibility for the costs.)

If the student is incapacitated and requires immediate evacuation, contact 911 first and then call Security at 803.738.7199. The college will refer the student to the nearest hospital or emergency center for emergency care. (NOTE: The costs of such emergency care, including ambulance charges, are the full responsibility of the student. Students would file these claims with their personal health insurance provider, as applicable.)

HEALTH EDUCATION AND AWARENESS

Midlands Technical College supports the concept that good health and wellness contribute to enhanced student learning. Through the Student Life Office, the college offers a variety of health information and awareness activities throughout the year. Alcohol and drug information, AIDS awareness, health screenings and other such services help students develop positive health habits and healthy lifestyles. Information and upcoming events are posted on the Student Life website at https://MYMTC1.MIDLANDSTECH.EDU/StudentLife/Office/Pages/default.aspx.

Honor Code

Midlands Technical College is committed to developing lifelong learners by creating an educational community that prepares students for the work environment, further education, and responsible citizenship. As a student, I will uphold the following:

1. Academic Responsibilities
    - I will act honorably, responsibly, and with academic integrity and honesty.
    - I will not commit acts of academic misconduct.
    - I will be responsible for my own academic work and will neither give nor receive unauthorized or unacknowledged aid.
2. Personal Responsibilities
    - I agree to support the mission and values of the college.
    - I commit to being actively engaged in the educational process at MTC.
3. Community Responsibilities
    - I will be empathetic in conversations with peers, instructors, and staff understanding that mutual respect is a right, not a privilege.
    - I understand that our differences as members of the MTC community make us unique and I will engage in experiences that cultivate learning and the exchange of ideas.
    - I will uphold a safe and inviting environment for the college community by respecting college property and the property of others.
    - I will be considerate to all members and guests of the MTC community.

Honors

ACADEMIC HONORS

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

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

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

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

GRADUATION HONORS

Associate Degree with High Honors — This honor is awarded to associate degree recipients who have a cumulative GPA of 3.8-4.0.

Associate Degree with Honors — This honor is awarded to associate degree recipients who have earned a cumulative GPA of 3.5-3.79.

Certificate/Diploma with Honors — This honor is awarded only to certificate and diploma recipients who have earned a cumulative GPA of 3.5 or above in at least two semesters of work at the college.

Departmental honors in specific academic programs may be granted at the discretion of the academic department.

Housing

Midlands Technical College is a non-residential institution and does not maintain residential facilities. Therefore, students are expected to provide their own off-campus housing. With prior approval from the Office of Student Life, students are able to post notices on campus bulletin boards if they are looking for a roommate or have an apartment or living space for rent. Local apartment complexes set up information tables on Airport and Beltline Campuses periodically throughout the year. Apartment information is also available in the Student Commons on the Airport and Beltline campuses.

Identification Cards

In support of campus safety and security, all students enrolled in classes for academic credit are required to maintain and carry a current MTC ID card, and show it upon request. ID cards are required to access some college services and may also be used for off-campus benefits. After paying for classes, students should arrange to receive a student ID card.

ID cards are issued at the Airport Student Center Commons, room 126, and Beltline Student Center, room 121, during the following hours:

- Wednesdays: 9:00 a.m. – 1:00 p.m.
- Thursdays: 1:00 p.m. – 5:30 p.m.

To receive ID cards, students should bring the following:

1. A hard copy of their paid fee receipt for current semester's tuition or Account Statement reflecting a zero balance

AND

2. A picture ID.

IDs are not processed during Late Registration, Priority Drop/Add, Schedule Change or when academic credit classes are not in session. The initial ID card is free for degree-seeking students. There is a $5 fee for students enrolled in specific CCE programs that require ID cards. There is also a $5 fee for replacement cards, and only cash payments or a receipt verifying the $5.00 payment via the cashier's office are accepted at this time.

International and F-1 Visa Students

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

QUESTIONS FREQUENTLY ASKED BY INTERNATIONAL STUDENTS

Q. What courses can I take to improve my English language skills?

A. Fundamental courses are offered in Reading Comprehension and English writing. MTC does not offer an Intensive English Language Program.

Q. Where do I go if I have personal problems, such as homesickness?

A. Contact Counseling Services at 803.738.7636 or 803.822.3505.

Q. Who do I see if I have questions about my visa or I-20?

A. Contact MTC's International Student Services Manager, Ms. Monica Wade at 803.738.7735 or wadem@midlanstech.edu.

Q. What are the employment opportunities for international students at MTC?

A. See the detailed list of contacts later in this section.

Q. How do I get permission to work off campus?

A. If you are in F-1 status, you cannot work off campus unless awarded Economic Hardship status by the United States Citizenship and Immigration Service. You can work off campus if your visa status specifies work eligibility. The International Student Services Manager, Ms. Wade, can discuss work eligibility conditions with interested students. Also, see the section on "International Students Seeking Employment at MTC" for information about on-campus job possibilities.

Q. Must I have health insurance?

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

Q. Do I qualify for any kind of scholarship?

A. International students do not qualify for federal or state grants but they may apply for scholarships offered by the Midlands Technical College Foundation. Information is available online at MTC's Student Financial Services.

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

A. F-1 visa students may not drop a class during the fall or spring terms if by doing so they will be less than full-time students (12 credit hours). Maintaining a full-time credit hour course load is required by Citizenship and Immigration Service regulations. This is the most important responsibility that international students must fulfill. If a student desires to drop a course for medical or other unavoidable reasons, they must consult with the International Student Services Manager before doing so.

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

A. Students (F-1) should bring their passport and I-20 to Ms. Wade to verify that both are still valid for re-entering the United States.

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

A. Students (F-1) should apply to the new college, have an official transcript from MTC sent to the new college, and submit to Ms. Wade the new college's transfer clearance form and the new college's acceptance letter. Ms. Wade will notify USCIS of the transfer, and this notification will complete the transfer process.

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

A. Yes. Ms. Wade will send F-1 students a letter in January explaining what to do.

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

A. You will be assigned to a faculty advisor during your first semester at MTC. If you do not know who to contact to schedule an advisement appointment, call the Beltline Advisement Center at 803.738.7810.

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

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

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

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

Q. How can I get help with using MyMTC?

A. MTC provides Online Services Centers on the second floor of the Student Centers on Airport and Beltline campuses. Assistants in the Online Services Centers can provide assistance, if needed.

INTERNATIONAL STUDENTS SEEKING EMPLOYMENT AT MTC

In general, international students may not be employed by businesses or accept federally funded work-study positions. International students with F-1 visas may be employed as part-time temporary employees working no more than 20 hours a week in college departments. Below is a list of departments and areas at MTC that traditionally hire students as temporary employees in various capacities. Contact information and job descriptions are given also.

The Academic Success Centers hire academic tutors to assist students in various courses. Positions are often available for math, science, Spanish, French and accounting courses. Tutors are sometimes needed in other courses. Contact: Academic Success Center Director at 803.822.3071 or 803.738.7130.

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

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

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

Insurance

See MYMTC1.MIDLANDSTECH.EDU/studentServices/HealthServices/Pages/default.aspx.

Library

The library provides research materials and services to assist students, faculty, and staff. The library's collection includes more than 452,000 print and electronic volumes that support the college curriculum, including business, medical, legal, scientific, technical, humanities, and reference publications. The library subscribes to hundreds of journals and provides access to numerous full-text journals, magazines, and newspapers through its electronic databases. The library website offers access to the catalog, databases, LibGuides, and other library resources.

The Library provides computer access, WiFi access, open study areas, and study rooms, which may be reserved online. Librarians offer introductory and advanced library instruction and assistance to both on-campus and online learners. MTC students, faculty, and staff also have access to shared resources through the Partnership Among South Carolina Academic Libraries (PASCAL), which allows lending between academic libraries throughout the state.

Life Skills Center

(See William Jerry Wood Life Skills Center.) See also Life Skills Center.

Lost and Found

Lost and Found is a courtesy service provided by the Office of Student Life for students, faculty, staff, and visitors and is available during normal operating hours on Beltline and Airport campuses. Anyone who has lost an item may contact the Office of Student Life on the appropriate campus to check whether it was turned into Lost and Found. Those who find items should notify Lost and Found immediately and take items to the Office of Student Life for the staff to log into the system. Items should be turned into Lost and Found as soon as they are found to ensure they are returned to their owner in a timely manner. A description of items found, as well as those reported missing, is located in the Office of Student Life on the Airport campus in ASC 126 and Beltline campus in BSC 202. Items found at Airport or Beltline are kept in these respective locations for a maximum of 60 days. The Office of Student Life assumes no responsibility or liability for Lost and Found items. If items are lost or found on any other campus, please contact security on that campus.

MyMTC

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

MyMTC Email

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

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

Non-Discrimination Statement

Midlands Technical College (MTC) does not discriminate in admissions, educational programs or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination. Student inquiries or complaints should be directed to Ms. Debbie M. Walker in her position as Chief Compliance Officer/ Title IX Coordinator. She can be reached at Midlands Technical College in Suite 165, Saluda Hall, Airport Campus, 1260 Lexington Drive, West Columbia, SC 29170; by telephone at 803.822.3261, or email at walkerd@midlandstech.edu. Faculty and staff inquiries or complaints should be directed to Ms. Nicole B. Edwards in her position as Assistant Director of Human Resource Management /Equal Employment Opportunity (EEO) Officer. She can be reached at Midlands Technical College in Suite 134, Reed Hall, Airport Campus, 1260 Lexington Drive, West Columbia, SC 29170; by telephone at 803.822.3050 or email at edwardsn@midlandstech.edu.

Orientation Services

Orientation is required of all new freshmen, all new transfers, and all readmitted students at Midlands Technical College, and it is completed online in D2L prior to academic advising. F-1 visa students have a separate mandatory orientation to review and understand immigration and college policies that may impact their visa status.

Orientation helps students answer the following five questions:

1. Am I in the right MTC program for me and my career plans?
2. How will I cover the cost of college, especially if I need financial aid?
3. What does MTC expect from me?
4. When do I need to make important decisions?
5. When can I meet with an advisor and register for my courses?

This requirement also prepares students for their first academic advisement session. New first-time freshmen, new first-time transfers, and readmitted college students have a registration hold until the student has completed orientation and advisement with Academic and Career Advising. Several academic programs have additional mandatory orientation and advisement before the enrollment process can be completed.

To complete online New Student Orientation, navigate to D2L and select “New Student Orientation” from your course list. As soon as you complete all assessments and click “submit” at the conclusion of the orientation, you can schedule your advising appointment.

For more information, call Academic and Career Advising at 803.822.3388 or 803.738.7810 or visit the New Student Orientation page in MyMTC.

Parking and Traffic Regulations

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

Students may register vehicles through their MyMTC accounts by visiting the “Vehicle Registration – Student” link. The link can be found on MyMTC Students page under “Services and Links.” Upon completion of registration, students will print off a form that serves as proof of registration, and submit the form for a student parking permit. Permits are available at the Cashier, Student Information Centers, Student Commons and Operations. The student permit is to be placed on the driver’s side rear window or bumper and is required for parking in student parking spaces on any campus. Student parking spaces are identified with white-lined spaces, the same color as the student permit. Students are only allowed to park in these white-lined, student parking spaces. (See the maps on Appendix V.)

This process must be repeated whenever you get a new license plate or for any additional or new vehicle parked on campus.

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

PENALTIES AND FINES

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

Fines may be paid in person at the Cashier’s Office on the Beltline and Airport campuses Monday through Thursday between 8:00 a.m. and 5:00 p.m. or mailed to: Midlands Technical College, P.O. Box 2408, Columbia, SC 29202. The ticket number and student ID number should accompany payment to help ensure payment is properly credited.

Failure to pay fines may result in the loss of classes and prohibit registration and the release of transcripts. The debt will be processed through the college's collection procedures if payment is not received. Payment may be made at all cashier locations, online or by calling 803.732.5200.

FINES

Parking Improperly – $10.00

Parking in No Parking Zone – $15.00

Parking in Visitor's Reserved Parking – $15.00

Parking in Faculty/Staff Zone – $15.00

Loading Zone Violation – $15.00

Parking in a Handicapped Zone – $100.00

Parking at a Fire Hydrant – $100.00

Unregistered Vehicle/Plate–$100.00

Other – $15.00

APPEALS

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

Pet Policy

Animals are prohibited on campus. Exempt from this prohibition are service dogs for individuals with disabilities. Students may contact Disability Services for additional information.

Probation

See Academic Progress.

Publications

The Office of Student Life publications include the online Student Handbook (found under Student Life Links) and the MTC Student Clubs and Organizations Guidelines Manual (found under Documents).

Readmission to College

See Admissions.

Refund of Student Course Fees/Tuition

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

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

Payment will be required if a student does not attend class(es) (no show) and does not officially drop or withdraw. MTC has allocated instructional resources based on student enrollment on record. Students will be billed for these classes and the debt will be processed through the college's collection procedures if payment is not received. Midlands Technical College employs third party agencies to collect delinquent student accounts. By registering for classes, students acknowledge responsibility to pay any expenses incurred by the college to collect on the account, should it become delinquent. Refunds will take approximately three to four weeks to process. The amount of the refund will be based on the date the completed form is received by the Student Records Office, according to the Institutional Refund Schedule below. All fees are nonrefundable. Fees are defined as Application Fees (charged for each application submitted), Enrollment Fees (charged to all first-time students), Student Fees (charged each semester to all students), Late Registration Fees (charged to students who register after the end of fee payment), Debit/Credit Card Fees, and any course or program related fees.

Withdrawal or Net Reduction of Credit Hours

1st - 5th instructional day of the term – 100% Percent of Refund

After 5th instructional day of the term – 0% Percent of Refund

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

FEDERAL FINANCIAL AID RECIPIENTS

Students who receive federal financial aid will earn the entire award after 60 percent of the term has been completed. In the case of complete withdrawal, any student who completely withdraws prior to 60 percent of the term will owe a portion of tuition and fees to the college, based on the length of time the student was enrolled. Immediate repayment is required. A student may also owe the federal government a portion of the federal funds disbursed. Immediate repayment may be required. After enrollment is verified; financial aid awards are adjusted; and tuition, fees and books/supplies charged at the MTC Bookstore are debited from student accounts; any remaining aid will be transmitted to Customers Bank to be disbursed to the student. The student must designate whether these funds will be deposited in their bank accounts or disbursed to their Bank Mobile Vibe card. This designation can be done online. A Bank Mobile Vibe card may be used as a debit card on or off campus.

Registration

The registration period for each semester is outlined in the college calendar. After acceptance to the college, new and readmitting students are notified by the Admissions Office to meet with their Academic and Career Advisors to discuss academic progress. For online information about registration, go to: MyMTC.MIDLANDSTECH.EDU.

Once students meet with their Academic and Career Advisor, they develop and receive a registration plan which outlines their program of study. They are then given permission to register themselves online for classes on their plan. This is called being “web enabled.”

Typically, students are web enabled through a designated period of time. Once this time elapses, students must see their Academic and Career Advisor once more for registration permission.

Students who are continuing at the college and meet certain requirements are web enabled and do not have to see an advisor to receive permission to register. Students, however, must be certain to enroll in courses that meet requirements for their program of study as planned with their advisor. All students must complete the Program Eligibility Requirement Agreement found on MyMTC before they can register online. Web enabled students still have the option to meet with an Academic and Career Advisor if they wish to.

At times, students may be connected with the Records Office (Beltline Campus, WM 103; or Airport Campus, ASC 223) in order for a staff member enroll them in courses.

If you are not sure if you can register online, go to the “Orientation, Advising, and Registration” box in MyMTC and select “Am I web enabled to register on my own?” While a student needs to be web-enabled to register online, sometimes there are other requirements a student has to complete before being allowed to register. For help with registration, please visit the Academic and Career Advising page in MyMTC for instructions and tips in the “Registration Tools” section. At times, students may be connected with the Records Office (Beltline Campus, WM 103; Airport Campus, ASC 223 or recordsoffice@midlandstech.edu) in order for a staff member to enroll them in courses.

The last step is to pay your tuition and fees by the designated time. Tuition and fees may be paid online, by phone, by mail or on campus. Information about tuition and fees

- Tuition and Fee Payment – Account balances for tuition and fees should be paid in full by the end of the posted fee payment period. Payments may be made online, by mail, by phone or on campus. Students should reference their outstanding account balances and financial aid awards through their password-protected MyMTC account (MyMTC.MIDLANDSTECH.EDU). Students with outstanding balances may lose their classes if total payment is not received by the fee payment deadline.

- Late Registration – Students registering for new courses after the fee payment deadline through the end of schedule change will be assessed a late fee of $150.00. Tuition and fees are due at the end of each day during this period.

- Schedule Change Period – Students may change their classes during scheduled registration dates and during the published Schedule Change period for each session, depending on the length of the session. Students should consult the online college calendar for information on the Schedule Change dates for the current term. No transactions will be accepted through the web after the Schedule Change period. Courses dropped during Schedule Change will be deleted from the student's academic transcript.

- Withdrawing From Courses After Schedule Change – Once the published Schedule Change period for a session has expired, students may no longer drop a course, but they can withdraw from the course. (See Drop/Add). Withdrawn courses are recorded on the student's transcript. Withdrawn classes are also outside of the refund period and students are billed for the course. Students needing to withdraw may complete a Withdrawal Form which can be found in the "Links" section of the "Records/Registrar" page via MyMTC (MyMTC.MIDLANDSTECH.EDU/StudentServices/Records/Pages/default.aspx) The date the request is received in the Student Records Office is the effective date for the form. After the published schedule change period, all student withdrawals must be processed through the Student Records Office. Students should discuss their withdrawal plans with their instructor(s) prior to withdrawal.

  It is important that students who anticipate withdrawing investigate the impact of this withdrawal with the appropriate college office. Changes in course loads can affect financial aid, veteran's benefits and other enrollment-related financial situations. In addition, courses in some academic programs are sequenced and scheduled at specific times during the year.

Withdrawal from these courses often lengthens the time required for students to complete an academic program of study. International students in visa category F-1 must consult the international admissions coordinator before dropping any classes. Students are strongly encouraged to discuss the impact of the withdrawal on program completion time with an academic advisor.

- Administrative Withdrawal – For disciplinary purposes or in extenuating circumstances an Administrative Withdrawal may be initiated by the Vice President for Student Development Services or designee. An Administrative Withdrawal will be considered for students who experience, for example, debilitating medical issues, death of immediate family members, or other emergency situations (with supporting documentation) which may have prevented the student from submitting a withdrawal request by the withdrawal deadline. Contact the Office of Student Records for more information.

Release of Student Information

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

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

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

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

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

PHOTOGRAPHS AND VIDEOS OF STUDENTS

Midlands Technical College (MTC) often uses videos and photographs of its students for college publications and public relations. MTC considers photographs and videos as directory information as explained in the Release of Student Information section. Anyone who doesn't want his or her image used for these purposes should submit a written request with the Office of Student Records at recordsoffice@midlandstech.edu.

ROTC at MTC

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

Security

To receive a text message and/or email during a crisis event at the college, students must sign up with the college's emergency text-messaging system by using the link to MTC ALERTS found under the Services and Links section on MyMTC Student home page.

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

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

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

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

Sexual Assault and Sexual Harrassment

In accordance with the college policy on campus environment, Midlands Technical College intends to provide a safe and supportive learning and working environment for its students, faculty, and staff. The college affirms the principle that students, faculty, and staff have the right to be free from any forms of harassment, including sexual discrimination, sexual assault/violence, sexual harassment, dating violence, domestic violence, and stalking. These actions are violations of the Midlands Technical College Student Code and the Employee Harassment Policy, as well as violations of state and federal law. The college has developed educational awareness and prevention programs, policies, procedures, and training addressing harassment, sexual harassment, sexual violence/assault, dating violence, and stalking to inform students, faculty, and staff of their rights and the services available. Ms. Debbie M. Walker has been designated to coordinate compliance with sexual harassment, sexual assault/ violence, and the nondiscrimination requirements contained in section 35.107 of the Department of Justice regulations, section 504, and Title IX regulations. Chief Compliance Officer/ Title IX Coordinator Debbie M. Walker can be reached at Midlands Technical College, P.O. Box 2408, Columbia, SC 29202, 803.822.3261 or walkerd@midlandstech.edu. Faculty and staff complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management/Equal Employment Opportunity (EEO) Officer, at 803.822.3050 or edwardsn@midlandstech.edu. For more information on Title IX visit WWW.MIDLANDSTECH.EDU/title-ix-discrimination-sexual-assault. See also Appendix II.

DEFINITIONS

Detailed definitions of sexual assault are provided in the South Carolina Code of Laws 816 -3- 600. Harassment and stalking definitions are provided in 16 -3-1700. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

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

“Domestic violence” is a felony misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of jurisdiction; or any person against whom an adult or youth victim who is protected under that person’s acts under the domestic or family violence laws of this jurisdiction.

“Dating Violence” refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the consideration of the length of the relationship; type of relationship; and the frequency of interaction between the persons involved in the relationship. Detailed definitions of sexual assault are provided in the South Carolina Code of Laws 816 -3 - 600. Harassment and stalking definitions are provided in 16 -3 -1700. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

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

Sexual harassment may include demands for sexual favors in exchange for benefits or the creation of a hostile environment. A hostile environment occurs when sexually offensive conduct creates an intimidating, abusive or unpleasant learning or working environment that unreasonably interferes with a student receiving an education or an employee doing their work. Other forms of harassment can include disparaging personal remarks, intimidating, threatening and abusive behaviors directed toward another person or group of individuals.

EDUCATIONAL PROGRAMS

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

SEXUAL-OFFENSE REPORTING PROCEDURES

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

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

When a sexual offense occurs on campus, members of the college community should immediately contact and f ile a report with Campus Police. Bystanders who witness an assault, harassment, or a potentially harmful situation may provide anonymous reports. The Chief Compliance Officer/ Title IX Coordinator investigates allegations involving students, faculty, and staff.

Complaints of sexual assault will be responded to promptly and equitably. The right to confidentiality of all members of the college community will be protected to the extent possible under law. Retaliation against individuals filing sexual assault and/or sexual harassment charges is prohibited.

Convicted sexual offenders are required by law to register with Campus Police.

The form can be found at
WWW.MIDLANDSTECH.EDU/sites/default/files/discrimination_harrassment_form.pdf

VICTIM ASSISTANCE

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

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

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

HAZING

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

DISCIPLINARY PROCEDURES

Victims may initiate the college disciplinary process by filing a complaint with the Chief Compliance Officer/ Title IX Coordinator. Victims of sexual assault/violence and/or sexual harassment should provide a detailed written statement to the investigating party. If evidence is sufficient, charges will be filed against the accused. Due process under established college disciplinary procedures will be accorded all parties.

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

the Student Code and the Employee Disciplinary Actions Policy.

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

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

Smoking and Other Tobacco Use

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

Solicitation

Solicitation is strictly prohibited on the MTC campuses. Any parties desiring to set up a booth providing information specifically for students should contact the Office of Student Life. Any parties desiring to set up a booth providing information specifically for MTC faculty/staff should contact the Department of Human Resource Management (HRM). Contact the Office of Student Life, Airport 803.822.3650, Beltline 803.738.7860 or both via email at studentlife@midlandstech.edu.

Student Code and Grievance Procedure

See Appendices I and III.

Student Commons

The Student Commons provides a site for extra-curricular activities, co-curricular functions and socialization between classes. Please reference the online Student Events Calendar, Student Handbook, MTCVNN and the Student Life webpage for scheduled events. All student visitors are expected to adhere to the Student Codes as outlined in this Student Handbook, which is also accessible at https://mymtc1.midlandstech.edu/StudentLife/Office/Pages/default.aspx. Please be advised that these standards of conduct will be enforced.

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

Student Complaints About the English Fluency of a Faculty Member

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

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

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

Student Employment Services

Are you looking for employment (full-time or part-time), job search guidance, or career development resources? Need help with your resume? Interviewing? Personal branding and marketing? Check out the Student Employment Services website. There, you will find numerous job opportunities and career resources, including workshops, videos, podcasts, career events and more. Visit the website or stop by either office. Student Employment Services on the Airport Campus is located in the Student Center, Room 244, 803.790.7558. On the Beltline Campus, SES is located in the Student Center, Room 229, 803.822.3538.

Student Life

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

PUBLICATIONS
The Office of Student Life publications include the online Student Handbook and the Student Clubs and Organization Guidelines Manual, found under Documents at https://mymtc1.midlandstech.edu/StudentLife/Clubs/Pages/default.aspx.

STUDENT ADVISORY BOARD
Students have the opportunity to participate in student government through the Student Advisory Board (SAB). This governing board provides students a voice in college governance, campus concerns and student affairs. The SAB is also the umbrella structure for all MTC student clubs and organizations. All currently enrolled students are members of the Student Advisory Board. Representatives of each student organization sit on the SAB as voting members. Any student may attend SAB meetings and voice concerns as a non-voting member. The SAB charters new student organizations, sponsors leadership workshops, appoints students to relevant college committees, participates in campus and community service projects, and supports Student Life programming. The SAB president attends the MTC Commission meetings, represents the MTC student body at designated events and meetings, and advises the Vice President for Student Development Services on student issues. Student Advisory Board meetings are held once a month during the following months: September, October, November, February, and March. Information about meeting times can be found on the bulletin boards on campus. Please contact the SAB at SAB@student.midlandstech.edu or the Office of Student Life at studentlife@midlandstech.edu.

CURRENTLY ACTIVE STUDENT CLUBS AND ORGANIZATIONS

The Medical Lab Technology Club (MLT)

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

Midlands Entrepreneurship Club (MEC)

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

MTC Student Veterans Organization (SVO)

The Student Veterans Organization offers activities for active-duty military and veterans. SVO supports the Veterans Success Center, works with the VetSuccess On-Campus Coordinator and recognizes veterans' holidays. Advisor: Leonard Pitts, 803.738.7133 at Beltline and 803.822.3640 at Airport, pittsl@midlandstech.edu.

National Society of Leadership and Success/Sigma Alpha Pi (NSLS)

This organization provides a step-by-step program for members to build their leadership skills through participation in sponsored programs and events at the college. This includes attending an Orientation, a three-hour Leadership Training Day, three Success Networking Team Meetings, three Speaker Broadcasts featuring leading figures delivering success-related messages, and participation in community service opportunities. Students who meet the requirements are invited to join NSLS at the beginning of fall and spring semesters; payment of a membership fee is required to join. For more information about NSLS, visit www.societyleadership.org. Advisors: Kaci W. Greene, 803.790.7555, greenek@midlandstech.edu and Harley Carrigan, 803.738.7860.

Radiologic Technology Club

The Radiologic Technology Club is committed to promoting the profession of radiology through community service, college-sponsored, and professional activities. Students enrolled full-time in the program, as well as those on the waiting list for acceptance, are eligible for membership. Advisor: Millie Massey, 803.822.3651, masseym@midlandstech.edu.

Respiratory Care Club

The Respiratory Care Student Club is designed to assist in various community volunteer activities and fundraisers that enable students to participate in or attend seminars, lectures or meetings to enhance their knowledge in this f ield. The club is available to all f irst- and second-year respiratory care students. Advisor: Cayce Hendrix, 803.822.3433, hendrixca@midlandstech.edu.

Student Dental Hygiene Association (SDHA)

The Student Dental Hygiene Association was established to increase member awareness of issues that impact the profession and to represent and safeguard the common interests of the members. Furthermore, this club encourages the development of a strong sense of professionalism and community involvement. Advisor: Kim Schneider, 803.822.3451, schneiderk@midlandstech.edu.

Student Human Services Organization

The Student Human Services Organization sponsors forums for lectures and seminars that foster creative approaches to address human service issues. It also provides opportunities for networking and strengthening relationships among Human Services students. Advisor: Lakisha Phillips, 803.790.7536, phillipsl@midlandstech.edu.

Student Nurses' Association (SNA)

The purpose of the MTC Student Nurses' Association is to promote student involvement in nursing. The association sponsors guest speakers on current nursing topics. The MTC Student Nurses' Association encourages and fosters participation in the National Student Nurses' Association. Advisors: Joyce Willis-Pautz, willispautzj@midlandstech.edu, 803.822.3331.

Surgical Technology Club

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

HONOR ORGANIZATIONS

MTC Ambassador Assembly

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

National Technical Honor Society (NTHS)

Midlands Technical College seeks to recognize outstanding students enrolled in Business and Public Service, Health Sciences, Nursing, Information Systems Technology, Industrial Technology or Engineering Technology majors through induction into NTHS. Membership is limited to Career Programs majors who have earned and currently hold a 3.0 GPA in an eligible program of study, have completed at least 12 semester hours of curriculum-only coursework at Midlands Technical College, and have been recommended by a faculty member. For more information about eligibility, application deadlines or applying for membership. Advisor: Student Life Office, 803.822.3650, studentlife@midlandstech.edu.

Phi Theta Kappa International Honor Society

Phi Theta Kappa is the only internationally recognized honor society for the two-year college. Associate degree students with 12 credit hours of college-level coursework completed at Midlands Technical College and an overall GPA of 3.5 or higher are invited to join. Advisor: phithetakappa@midlandstech.edu.

DEPARTMENTAL STUDENT GROUPS

African American Male Leadership Initiative (AAMLI)

AAMLI is a student leadership organization that is committed to developing leadership potential and promoting academic success to males enrolled at Midlands Technical College. Applications should be completed and returned to the Office of Counseling/Career Services. Advisor: 803.738.7636.

Sister Circle

Sister Circle is a support group focused on increasing enrollment, retention and graduation rates of African-American females at MTC while elevating academic standards by providing a sense of community and togetherness. Advisor: 803.738.7636.

PROCEDURE FOR ORGANIZING A NEW STUDENT CLUB OR ORGANIZATION

An essential prerequisite for a student organization to be approved is that it has educational purpose, it promotes student development and its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs is discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, a full-time faculty or staff member must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

Students who are interested in starting a new student club or organization may follow the procedures below:

1. Obtain a New Club Request Form from the Office of Student Life (OSL) or on the OSL page on MyMTC at https://mymtc1.midlandstech.edu/StudentLife/Office/Pages/default.aspx.
2. Submit the following to the Office of Student Life for review for compliance to MTC's Policies and Procedures: a) the New Club Request Form with the signatures of at least 10 interested MTC students currently enrolled, b) an established purpose that enhances student development, and c) the name and contact information of a faculty or staff advisor.
3. If the New Club Request Form is approved by the Director or Associate Director of Student Life, a representative will present the purpose of the club or organization to the Student Advisory Board for approval.
4. If approved by the SAB, a constitution, a list of officers, a list of members and an advisor's name must be submitted within three weeks to the Office of Student Life. These may also be submitted together with the New Club Request Form.
5. After recommendation by the Student Advisory Board, the request is forwarded to the Vice President for Student Development Services, and then the President of the college for final approval.
6. Any club or organization in need of an account for financial purposes will be given a Student Life Special Account in which funds must be deposited and withdrawn in accordance with Accounting and Finance Office guidelines.
7. The club or organization is not officially recognized until all procedures are completed.

PROCEDURE FOR REACTIVATING A STUDENT CLUB OR ORGANIZATION

If a student is interested in an organization that is inactive, a student can have the organization returned to active status by following the same procedures to activate a club or organization. In most cases, the account number previously used by the club before inactive status can be used. Otherwise, a new Student Life Special Account number is issued by the Finance and Accounting Office.

COLLEGE COMMITTEES

Student representatives serve on several college committees in order to represent student views in areas that significantly impact students. Interested students may contact the Office of Student Life at studentlife@midlandstech.edu to learn about serving on any of these college committees.

Graduation

The purpose of the Graduation Committee is to plan, monitor, and evaluate annual graduation exercises.

Honors

The purpose of the Honors Committee is to develop, monitor, and evaluate college honors criteria, awards, and activities for students, including the annual Honors Ceremony and other Honors-related events.

Library

The purpose of the Library Committee is to advise and assist the Director of the Library in the areas of collection development, library effectiveness, library innovation, and classroom-library cooperation.

Registration

The purpose of the Registration Committee is to develop, implement, and monitor procedures of the college registration process.

Student Development Services Special Committees

Students also serve on Student Development Services (SDS) program review and student appeals committees.

Student Participation in Institutional Decision Making

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

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

Student Right to Know

Information about Midlands Technical College's graduation rate is available from the Office of Assessment, Research and Planning; is provided as a link on the college application; and is provided on the Midlands Technical College Student Achievement Data webpage at WWW.MIDLANDSTECH.EDU/sites/default/files/mtc/about/student_achievement_data.pdf.

Information about Midlands Technical College's annual security report, institutional security policies and crime statistics are available from the Campus Security Office and are provided on the college's website at WWW.MIDLANDSTECH.EDU/sites/default/files/mtc/about/annualsecurityreport.pdf. The information is also annually mailed to individual students' college email addresses. Other types of compliance and consumer information may be found on the college website consumer information page.

Student Support Services

Student Support Services (SSS) is an academic resource funded by the U.S. Department of Education and designed to assist MTC students with completing their educational goals, particularly the goal of graduating and/ or transfer to a four-year college. Eligible students can be enrolled in a certificate or an associate degree program of study. SSS students must meet federal educational and/or income level guidelines, or be an individual registered with Counseling and Career Services for accommodations. If you participated in TRIO Upward Bound or TRIO Talent Search in high school, or if you have participated in the Educational Opportunity Center, you may be eligible for TRIO Student Support Services! SSS provides an array of services at both the Airport and Beltline campuses that includes transfer advisement/counseling; guidance for strengthening academic success skills; academic mentoring; opportunities for educational/social activities as well as visits to four-year colleges; workshops on financial/economic literacy, federal financial aid application and processes, learning styles, and related academic/personal skill development. If a participating student in SSS is enrolled in the AA/AS transfer program, SSS academic/ transfer advisors are the assigned academic advisors. To learn more about this valuable resource, contact 803.822.3032 or go to the SSS website.

Suspension

See Academic Progress.

Testing Services

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

- The applicant has graduated high school in the past three years, has a final high school GPA of 3.0+ or higher on the SC Uniform Grading Scale or the equivalent, and a Level 4 math course with a grade of 85+ or higher. If you have questions related to a fourth-level math course, call MTC admissions at 803.738.7879. High school transcript evaluation will determine if assessment is required.
- The applicant has qualifying standardized test scores (ACT or SAT) scores within the past three years. Scores will be evaluated to determine if assessment is required. See WWW.MIDLANDSTECH.EDU/admissions/testing-services for score information.
- The applicant has earned a C or better in an appropriate college-level English and mathematics course taken at a regionally accredited institution. Transcript evaluation will determine if assessment is required.
- The applicant has earned advanced placement credit for English and mathematics on CLEP and/or AP exams that are recognized by the college.
- The applicant has earned a two-year degree or higher degree from a regionally accredited college or university. This exemption may not be applicable to some academic programs.
- The applicant has achieved a satisfactory score on the Midlands Technical College Placement Test within the previous three years.
- The applicant plans to enroll in a select group of certificate programs that do not require placement testing.
- The applicant is not pursuing an academic award and desires to be admitted to take a specific course or courses under Career Development status as a non-matriculating student. The applicant must meet all course prerequisites. English and mathematics courses, or courses with English and mathematics skills prerequisites, require demonstrated proficiency in English and mathematics skills and may require testing if acceptable prerequisite courses have not been completed. Visiting students from other colleges may satisfy prerequisites by presenting a transient form from their home college. Students not pursuing degrees, diplomas or certificates are limited to 18 hours in Career Development status, unless this limit is waived by the academic department chair.

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

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

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

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

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

For a complete list of Testing Services that are offered and testing hours, visit Testing Services.

Transcripts

Academic transcripts are ordered online via the Records webpage or by logging in to MyMTC. Partial transcripts are not released. MTC does not issue unofficial transcripts. Students enrolled at Midlands Technical College since Summer Term 2001 may access and print copies of their unofficial transcripts by logging into their MyMTC account, clicking on Student Planning, clicking Academics, clicking Student Planning, and clicking on Unofficial Transcript.

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

Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina

The Commission on Higher Education for the State of South Carolina is responsible for establishing policies and procedures for the transferability of courses at the undergraduate level between two- and four-year institutions.

The South Carolina Course Articulation and Transfer Center (SCTRAC) serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SC TRAC) web portal: https://www.sctrac.org/. This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.SCTRAC.org.

The Director of Curriculum and Dean of the School of Interdisciplinary Studies located in the Robinson Building 101 on Airport Campus (email: zeekd@midlandstech.edu; 803.822.3344) serves as the Chief Transfer Officer for Midlands Technical College.

A student enrolled in a program other than Associate in Arts or Associate in Science should consult with the department chair or his/her designee for questions concerning transfer of courses into that program's curriculum and for courses transferring from that program to other colleges. Information

about in-state articulation agreements can be obtained by visiting SCTRAC (the South Carolina Transfer and Articulation Center) at www.sctrac.org.

For further information regarding transfer, students may access the Commission on Higher Education's web page or Midlands Technical College transfer page.

THE REACH ACT REQUIREMENT FOR STUDENTS PURSUING A 4-YEAR DEGREE

The South Carolina REACH Act (Reinforcing College Education on America's Constitutional Heritage) requires all students graduating with a baccalaureate degree to successfully complete a 3-credit-hour course (or its equivalent) that covers the founding documents of the United States. These documents include the United States Constitution, the Declaration of Independence, the Emancipation Proclamation, at least five Federalist Papers, and at least and one document that is foundational to the African American Freedom struggle.

Students may take HIS 201 (American History: Discovery to 1877) or PSC 201 (American Government) at MTC to meet this requirement prior to transfer, or they may choose to meet the requirement via coursework taken at their transfer destination.

Tuition and Fees

Please refer to the college's Registration Guide or the college's website for the most current information on student tuition and fees.

Undecided Majors Program

The undecided majors program is a transitional program that allows students who are unsure of their career choice to explore academic and career options. Students are limited to 12 semester hours of college-level course work in this program. Like all other students, individuals in an Undecided major are also assigned to an Academic and Career Advisor who helps the students choose courses that introduce them to fields in which they show interest.

Prior to the advising session, however, students are encouraged to complete the career assessment available in the “Student Success Tools” portion of MyMTC. Students are also encouraged to use their results to explore the Schools of Study and their various programs. Students in this program are also advised to take those courses that are applicable to most programs. Students in the undecided majors program should contact Academic and Career Advising to schedule appointments for academic advisement. The student may book online in MyMTC or contact the Beltline Academic and Career Advising Center at 803.738.7810 or the Airport Academic and Career Advising Center at 803.822.3388.

Upward Bound

The Upward Bound program is funded through the US Department of Education to serve 68 high school students in Lexington and Fairfield County. The program serves economically disadvantaged students and potential first-generation college students. Upward Bound provides comprehensive and intensive academic, social, career and cultural activities to enable students to complete high school and pursue post-secondary education. The program includes academic and summer components. The academic component consists of math, science, English, foreign language and personal enrichment classes, as well as tutoring on Saturdays from September through May at Midlands Technical College. The summer component is a six-week program that provides classes and an opportunity to experience college life while living on a college campus. Mentoring and a broad range of workshops on study skills, SAT preparation, self-esteem and other topics are provided. To learn more, call 803.822.3384.

Veterans Affairs

Midlands Technical College is approved for veterans education benefits and maintains a full-time Veterans Affairs (VA) Office on the Beltline and Airport campuses. All programs of study in the Midlands Technical College Academic Catalog are approved for VA benefits. Visit the MTC veterans education website for comprehensive information on applying for admission and your veterans education benefits.

Veterans Educational Benefits Programs

- Montgomery GI Bill® – Active Duty Educational Assistance Program – Chapter 30
- VA Veteran Readiness and Employment – Chapter 31
- Post 9/11 GI Bill® – Chapter 33
- Survivors' and Dependents' Educational Assistance – Chapter 35
- Montgomery GI Bill® - Selected Reserve (MGIB-SR/Chapter 1606)

Payment of Benefits

To apply for veterans benefits, you must be accepted into an approved program of study. To obtain the appropriate VA application, contact the college's VA Office in Beltline Student Center, room 131 on the Beltline Campus, or in the Airport Student Center, room 259 on the Airport Campus. VA applications can be completed online.

The amount of assistance received is based on rate of attendance (i.e., full time, three-quarter time, half time) and the type of VA benefits for which the student is eligible. Direct deposit of educational checks is available for all VA educational programs.

VA students, except for those attending under VA Veteran Readiness and Employment – Chapter 31, are responsible for paying for their tuition, fees and books. VA students attending under the Post 9/11 GI Bill® – Chapter 33 may have full tuition or a portion of their tuition paid depending on the amount of service completed after September 10, 2001 (visit VA's website for the percentage of maximum payable amount). Students attending under Ch. 33 will also receive a book stipend that is paid directly to the student in the amount of $41.67 per credit hour, not to exceed $1000/ year. Keep

in mind that you will receive a lesser amount if you have not been awarded at the 100% benefit level. New students or students re-entering after an interval of 30 days or longer may be eligible to request an advance payment to help meet college- related expenses. Advance payment applies only to students attending under Chapter 30, 35, and 1606.

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

Student Responsibilities

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

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

For more detailed information on the Veterans Educational Assistance Programs, contact the Department of Veterans Affairs Regional Processing Center at 1.888.442.4551 or visit the VA website. For enrollment information, contact the Beltline VA Office at 803.738.7615 or the Airport VA Office at 803.822.3519.

Veterans Success Center

Beltline Campus | LET 105

MTC's Veterans Success Center is a space created specifically for student veterans. Stop by the center for resources to help you succeed in college; veteran-to-veteran support; and a quiet space with free coffee, computer access, and printing! For more information, contact VA Office at 803.738.7615.

Additionally, our VetSuccess on Campus Counselor is located within the Veterans Success Center. VetSuccess on Campus (VSOC) is a program through the Veterans Benefits Administration that places an experienced Vocational Rehabilitation Counselor on campus to provide assistance and support to veteran students and their eligible family members. This counselor serves as a “one-stop liaison” for veterans on campus. MTC is home to the only designated VetSuccess on Campus site in South Carolina.

Video Surveillance

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

William Jerry Wood Life Skills Center

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

While an education from MTC opens doors for our students, it is intangible traits, such as effective communication, teamwork, punctuality, integrity, work ethic, self-direction and interpersonal skills that are needed to ensure career success. These life skills, often referred to as “soft skills”, along with strong technical skills are essential for graduates to succeed in the work place.

According to MTC’s hiring partners, students with effective soft skills make significant contributions to the success of the organization. Many of MTC’s students do not realize the extent to which attitude and work ethic are critical to their career and professional success. The LSC will provide a wide range of services designed to equip students with the skills needed to achieve and maintain meaningful employment to support themselves and their families.

However, before an MTC graduate can become a well-trained professional with a solid grasp of soft skills, they first have to be a successful student. MTC faculty, staff, and hiring partners have recognized the need for a centralized location to address obstacles to a student’s academic success. In collaboration with the Academic Success Center and other college departments, the LSC addresses issues that may negatively impact the academic success of MTC students. Examples include poor study skills, transportation issues, time management, hunger, homelessness, and other barriers to success.

Students may either be referred to the LSC or self-enroll for services. The LSC will conduct an assessment of the student that measures self-motivation, study skills, engagement, self-regulation, soft skills competencies, career preparedness, and emergent needs where applicable. Once the assessment is complete, an Individual Success Plan (ISP) is then designed for the student. The plan may recommend career preparedness workshops, academic tutoring, and referrals to other MTC or community services and resources.

Withdrawals

(See Registration.)

Appendix I - Student Code for MTC

THE STUDENT CODE

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

GENERAL PROVISIONS

I. PURPOSE

The Student Code for the South Carolina Technical Colleges and Midlands Technical College sets forth the rights and responsibilities of individual students, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through MTC procedure 5.1.3 Student Code Procedure for Addressing Alleged Acts of Sexual Violence and Sexual Harassment, or MTC procedure 2.6.1 for Non-Discrimination, Anti-Harassment, and Sexual Misconduct. This code applies to student behaviors on college property, at college-sponsored activities and events, and to off campus behavior that adversely affects the college and/or the college community.

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

II. PRINCIPLES

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

When it has been determined that a student has violated a federal, state, or local law and/or exhibited behavior contradictory to the College Student Code of Conduct, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational or operational processes of the college.

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

III. SOLUTIONS OF PROBLEMS

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

In situations where Midlands Technical College has shared programs, the Vice President for Student Development Services or designee where the alleged violation of the Student Code 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 Vice President for Student Development Services or designees, of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more colleges/schools and is charged with a violation of the Student Code, the Vice President for Student Development Services or designee of the college/school where the alleged infraction occurred will handle the charges and the sanctions may apply at each college/school in which the student is enrolled.

IV. DEFINITIONS

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

A. "College" means any college in the South Carolina Technical College System or other colleges or schools with shared programs.

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

C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice Presidents, Provost and Vice Provosts.

D. "Chief Student Services Officer" means the Vice President for Student Development Services at the college who has overall management responsibility for student services.

E. "Chief Academic Officer" means the Vice Provost for Academic Affairs at the college who has overall management responsibility for academic credit programs and services.

F. "Student" means a person taking any course(s), credit or non-credit, offered by the college.

G. "Instructor" or "Faculty" 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. “SAB” means the Student Advisory Board of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.

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

K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.

L. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed or instruction is not offered.

M. “Close of Business” means the time that the administrative offices of the college close on that specific work day.

N. “Approved Method of Notification” means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered notice, or MTC student email account. A student who communicates with the college via email or otherwise provides an email address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by email, and the date and time of such email(s) shall be deemed the date and time of service.

V. RIGHTS OF STUDENTS

A. Freedom from Discrimination--There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law.

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

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

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

D. Freedom from Unreasonable Searches and Seizures--Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College Police officers and the Vice President of Student Development Services or designee may conduct searches and seizures only as authorized by law.

E. Right to Participate in College Governance--Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through the Student Advisory Board.

F. Right to Know Academic and Grading Standards--Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.

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

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

H. Right to Confidentiality of Student Records--All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veteran's affairs. In addition, disciplinary records are maintained by the Vice President for Student Development Services or designee.

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

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

VI. RESPONSIBILITIES

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

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

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

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

VII. STUDENT CONDUCT REGULATIONS

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

A. Academic Misconduct

1. Cheating on tests is defined to include the following:

a. Copying from another student’s test or answer sheet.

b. Using materials or equipment during a test not authorized by the person giving the test.

c. Collaborating with any other person during a test without permission.

d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.

e. Bribing or coercing any other person to obtain tests or information about tests.

f. Substituting for another student, or permitting any other person to substitute for oneself.

g. Cooperating or aiding in any of the above.

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

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

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

B. Abuse of Privilege of Freedom of Speech or Assembly

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

C. Falsification of Information and Other Acts Intended to Deceive

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

1. Forging, altering, or misusing college documents, records, or identification cards.

2. Falsifying information on college records.

3. Providing false information for the purpose of obtaining a service.

D. Actions which Endanger Students and the College Community

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

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.

2. Possessing, using, or threatening to use any incendiary device or explosive unless such possession or use has been authorized by the college.

3. Setting fires or misusing or damaging fire safety equipment.

4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.

5. Endangering the health, safety, or wellbeing of others through the use of physical, written or verbal abuse, threats, intimidation, harassment, and coercion.

6. Sexual violence, which refers to physical sexual acts perpetuated against a person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through MTC procedure 5.1.3.

7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

E. Infringement of Rights of Others

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

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.

2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through MTC procedure 5.1.3 or MTC procedure 2.6.1.

3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy, it may constitute harassment under other provisions of this code.

4. Bullying or harassing conduct, including verbal acts and name calling; hazing; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, color, national origin, age, religion, disability, genetic information, marital status, veteran status, sex, sexual orientation, gender identity, pregnancy, childbirth or other categories protected by applicable law, will be a violation of the Student Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.

5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

F. Other Acts which Call for Discipline

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

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.

2. Possessing, using, or distributing on campus any beverage containing alcohol.

3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.

4. Violating any South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored event or activity.

VIII. DISCIPLINARY PROCEDURES

The procedures and sanctions that follow are designed to channel faculty, staff, or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under MTC procedure 5.1.3 Student Code Procedure for Addressing Alleged Acts of Sexual Violence and Sexual Harassment. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

A. Academic Misconduct

1. Reporting Misconduct

a. A faculty member who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct may confer with the department chair and will communicate the allegations with the student. The faculty member will advise the student of the alleged act of academic misconduct and the information on which it is based and provide the student with the opportunity to refute the allegation. If the student chooses not to respond to the allegations within two (2) instructional days, the instructor will make a decision based upon the available information.

b. If after meeting with the student, the instructor concludes that an academic integrity violation occurred, the faculty may recommend one of the following academic sanctions:

1) Assign a zero or lower grade

2) Require the student repeat or resubmit the work (with or without the option to lower grade)

If the student disagrees with the faculty's decision, the student may request a hearing with the Director of Student Affairs, within five (5) instructional days after receipt of the faculty's decision. The instructor will forward the decision and supporting documentation to the Director of Student Affairs.

If the faculty is unable to make a determination, the faculty may request that the Director of Student Affairs hear the case.

2. Academic Misconduct Process

a. Procedures

Within seven (7) instructional weekdays after the charge has been filed, the Director of Student Affairs shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Director of Student Affairs 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 Director of Student Affairs will base the decision upon the available information. If the student does not respond within five (5) instructional days of delivery of the request to meet, the case will be adjudicated in the student's absence, thus waiving the student's right to appeal the case to the Hearing Panel.

b. Sanctions

If the available information indicates that the violation occurred as alleged, utilizing the standard of "preponderance of evidence," which means that the information would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, then one of the following sanctions will be levied.

1) Assign a zero (0) or lower grade to the paper, project, assignment or examination involved in the act of misconduct.

2) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.

3) Assign a failing grade for the course.

4) Require the student to withdraw from the course.

5) Inclusion of a sanction from Section VIII.B.2.b. Behavioral Misconduct.

The Director of Student Affairs will send an approved method of notification to the student. This notification will confirm the date of the meeting, identify the specific regulations (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 notification must also state that if the student disagrees with the decision or the sanction following their meeting, the student may request in writing a hearing before the Hearing Panel. The student must submit this request to the Vice President of Student Development Services and the Director of Student Affairs by close of business no later than five (5) instructional weekdays after delivery of the decision letter unless a request is made and approved by the Director of Student Affairs for an extension. The written request must include a statement indicating why the student disagrees with the decision of the Director of Student Affairs.

3. Academic Misconduct Hearing Panel

a. Hearing Panel Composition

The Hearing Panel shall be composed of the following:

1) One (1) Dean appointed by the Chief Academic Officer, or designee.

2) One (1) faculty member appointed by the Chief Academic Officer, or designee.

3) One (1) student member appointed by the Vice President of Student Development Services or designee.

4) The Vice President for Student Development Services and Director of Student Affairs serve as ex officio non-voting members of the Panel. The Vice President for Student Development Services or designee presents the case to the Hearing Panel.

b. Hearing Panel Function

The Hearing Panel shall perform the following functions:

1) Hear cases of alleged violations of the Student Code of Conduct pertaining to Academic Misconduct as outlined in Section VII. A. of the Student Code.

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

3) Provide the student with a statement of the Panel's decision including findings of fact and, if applicable, impose one or more of the following sanctions:

i. Assign a zero (0) grade or lower grade to the paper, project, assignment or examination involved in the act of misconduct.

ii. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.

iii. Assign a failing grade for the course.

iv. Require the student to withdraw from the course.

v. Inclusion of sanctions from Section VIII. B. 2. b. Behavioral Misconduct.

c. Hearing Panel Procedures

1) A Hearing Panel will be convened within fifteen (15) instructional weekdays of the student's official appeal.

2) The Vice President for Student Development Services, or designee, will serve as the point of contact for the Hearing Panel and the student. The student should have no direct contact with the Hearing Panel prior to the Hearing Panel meeting.

d. Hearing Panel Meetings

1) The Dean shall be appointed as the chair of the Panel. Ex officio members of the Panel may not serve as the chair of the Panel.

2) Panel hearings shall be closed to all persons except the student accused of the violation(s), an advisor if requested by the student, the person(s) initiating the charge(s), witnesses authorized by the Panel to participate in the hearing, and one or more persons designated by the Panel to be responsible for making an official written record or audio recording of the hearing. The student's advisor is solely to advise the student. The student's advisor may not address the Hearing Panel or participate in any of the questioning.

3) The hearing will be recorded with the exception of deliberations. No other party in the hearing may record the proceedings, and no other party is entitled to a copy of the recording.

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 Panel will begin its deliberations. Using the standard "preponderance of evidence," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.

6) The Chair of the Hearing Panel will send an approved method of notification to the student within two (2) instructional weekdays of the Panel's decision. The letter shall inform the student about the Panel's decision, the date of the decision, and if applicable, the sanction(s) imposed.

e. Hearing Panel Appeals

The decision of the Hearing Panel is final and cannot be appealed or grieved.

B. Behavioral Misconduct

1. Reporting Misconduct

Any member of the college community may file charges alleging a violation of the Student Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Director of Student Affairs as soon as possible after the incident occurs, but no later than five (5) instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Director of Student Affairs will determine whether the circumstances merit an extension of the deadline.

2. Behavioral Misconduct Procedure

a. Interim Suspension

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

The interim suspension process follows:

1) When the Vice President for Student Development Services or designee become aware of a situation which may warrant interim suspension, the decision to impose interim suspension will occur by the close of business within two instructional weekdays.

2) The Vice President for Student Development Services, or designee, will inform the student in an approved method of notification about the decision to impose an interim suspension. This notification can either be hand delivered to the student or sent by email within two (2) instructional weekdays of receiving the information.

This notice must include the following information:

i. the reason(s) for the interim suspension;

ii. notice that the interim suspension does not replace the regular hearing process;

iii. information about requesting a hearing before the Hearing Committee; and

iv. notice that the student is denied access to the campus during the period of suspension without prior approval of the Vice President for Student Development Services or designee

b. Preliminary Investigation

Within seven (7) instructional weekdays after the charge has been filed, the Director of Student Affairs shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Director of Student Affairs 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 Director of Student Affairs will base the decision upon the available information. If the student does not respond within five (5) instructional days of the delivery of the request to meet, the case will be adjudicated in the student's absence, thus waiving the student's right to appeal the case to the Hearing Committee.

If the available information indicates that the violation occurred as alleged, utilizing the standard of "preponderance of evidence," which means that the information would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, one of the following sanctions will be levied:

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

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

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

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

5) Loss of Privileges – Suspension or termination of particular student privileges.

6) Suspension from the College – Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Director of Student Affairs has been granted.

7) Expulsion from the College – Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Director of Student Affairs has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

8) Any combination of the above.

The Director of Student Affairs will send an approved method of notification to the student. This notification will confirm the date of the meeting, 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 notification must also state that if the student disagrees with the decision or the sanction following their meeting, the student may request in writing a hearing before the Hearing Committee. The student must submit this request to the Vice President of Student Development Services and the Director of Student Affairs by close of business no later than five (5) instructional weekdays after delivery of the decision letter unless a request is made and approved by the Director of Student Affairs for an extension. The written request must include a statement indicating why the student disagrees with the decision of the Director of Student Affairs.

3. Behavioral Misconduct Hearing Committee

a. Hearing Committee Composition

The Hearing Committee shall be composed of the following:

1) Two (2) faculty members appointed by the Chief Academic Affairs Officer, or designee and approved by the President or designee.

2) Two (2) student members appointed by the Vice President for Student Development Services, or designee, and approved by the President or designee.

3) One (1) member of the Student Development Services staff appointed by the Vice President for Student Development Services, or designee, and approved by the President, or designee.

4) The Vice President for Student Development Services and Director of Student Affairs serve as ex officio non-voting members of the Committee. The Vice President for Student Development Services or designee presents the case to the Hearing Committee.

b. Hearing Committee Functions

The Hearing Committee shall perform the following functions:

1) Hear cases of alleged violations of the Student Code of Student Conduct.

2) Insure that the student's procedural rights are met during the hearing proceedings.

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:

i. 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.

ii. 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.

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

iv. 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.

v. Loss of Privileges – Suspension or termination of particular student privileges.

vi. 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 Director of Student Affairs has been granted.

vii. Expulsion from the College – Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Director of Student Affairs has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

viii. Any combination of the above.

c. Hearing Committee Procedures

1) A Hearing Committee will be convened within twenty-one (21) instructional weekdays of the student's official appeal. The Vice President for Student Development Services, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation.

The Vice President for Student Development Services, or designee, will serve as the point of contact for the Hearing Committee and the student. The student should have no direct contact with the Hearing Committee prior to the Hearing Committee meeting.

2) At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Vice President for Student Development Services, or designee, shall send an approved method of notification to the student. The letter must contain the following information:

i. A statement of the charge(s).

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

iii. The name of the person(s) submitting the charges.

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

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

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

a) The right to consult an advisor/counsel. The role of the person acting as advisor/counsel is solely to advise the student. Advisors/Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the advisor/counsel's fees and any other of the advisor/counsel's charges.

b) The right to present witnesses on one's behalf.

c) The right to know the names of any witnesses who may be called to testify at the hearing.

d) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.

e) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.

f) The right to know the identity of the person(s) bringing the charge(s).

g) The right to hear witnesses on behalf of the person bringing the charges.

h) The right to testify or to refuse to testify without such refusal being detrimental to the student.

i) The right to a fair and impartial decision.

j) The right to appeal the Hearing Committee's decision.

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

4) The Vice President for Student Development Services, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

d. Hearing Committee Meetings

1) The chair shall be appointed by the President or designee 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 accused of the violations(s), the person(s) initiating the charge(s), respective advisor/counsel for the student and for the College, witnesses authorized by the Committee to participate in the hearing, and one or more persons

designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

3) The hearing will be recorded with the exception of deliberations. No other party in the hearing may record the proceedings, and no other party is entitled to a copy of the recording. The recorded testimony will be maintained in the office of the Vice President for Student Development Services. The student may review the recording under the supervision of the Vice President for Student Development Services or designee, but the student is not entitled to a copy of the audio recording or written record.

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

5) After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard “preponderance of evidence,” which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.

6) The Chair of the Hearing Committee will send an approved method of notification within two (2) instructional weekdays of the Committee’s decision. The letter shall inform the student about the Committee’s decision, the date of the decision, and if applicable, the sanction(s) imposed. The letter will also inform the student about the appeal process.

e. Appeal

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College’s President and the Vice President for Student Development Services. This letter must be submitted within seven (7) 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 inquiries as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President 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 the student about the outcome of the appeal in an approved method of notification to the student.

The President’s decision regarding disciplinary actions is final and cannot be grieved.

Appendix II - Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Harassment

I. Procedural Overview

Midlands Technical College and The South Carolina Technical College System do not discriminate on the basis of race, sex, sexual orientation, national origin, ethnic origin, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law in educational programs and activities as required by Title IX. Any questions regarding Title IX may be referred to the Chief Compliance Officer/Title IX Coordinator or to the Office of Civil Rights.

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

Any student or any other member of the college community who believes that a student is or has been a victim of sexual harassment or sexual assault may file a report with the college's Vice President for Student Development Services or designee, campus police, or the college's Chief Compliance Officer. The Chief Compliance Officer's office location, email address, and phone number are printed in the college's catalog, the student handbook, and appear on the college's website. Students may also contact any Responsible Employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Chief Compliance Officer, or designee.

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

Reports may also be filed by any other member of the college community at any time. The Complainant may also file a criminal report regarding the alleged conduct. College investigations are separate from criminal investigations. However, colleges may need to temporarily delay the fact-finding portion of a college investigation while law enforcement gathers evidence. During this delay, colleges will take interim measures to protect the complainant in the educational setting. Additionally, all parties involved will receive updates of the status of the investigation and receive

notification once the college resumes its investigation. Midlands Technical College encourages the prompt reporting of sexual misconduct to campus law enforcement and local law enforcement. Information regarding law enforcement reporting procedures is available on the colleges' websites.

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

II. Definitions

The following terms have the outlined definitions when used in this document, unless the context requires other meaning,

A. ACTUAL KNOWLEDGE

Notice of sexual harassment or allegations of sexual harassment to MTC's Title IX Coordinator or any official of MTC who has authority to institute corrective measures on behalf of MTC.

B. ADVISOR

Someone chosen by, or appointed by MTC for, the Complainant or Respondent to help understand the proceedings and to conduct cross-examination on behalf of the party during a live hearing.

C. APPEALS OFFICER

A person designated by MTC to hear an appeal of a dismissal of a Formal Complaint or a Decision-maker determination.

D. APPROVED METHOD OF NOTIFICATION

Any communication from MTC personnel through a communication channel to which the student has consented or which confirms receipts of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or email. A student who communicates with MTC via email or otherwise provides an email address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by email, and the date and time of such email(s) shall be deemed the date and time of service.

E. CHIEF STUDENT SERVICES OFFICER

The Administrative Officer at MTC who has overall management responsibility for student services, or his/her designee.

F. CLOSE OF BUSINESS

Any time that the administrative offices of MTC close on that specific workday.

G. COMPLAINANT

An individual who is alleged to be the victim of conduct that could constitute harassment or discrimination.

H. CONSENT

Clear, knowing, and voluntary agreement. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understand- able clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

I. DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on the consideration of following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship

J. DECISION-MAKER

Someone (who cannot be the same person as the Title IX Coordinator or the investigator) who issues a written determination with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the Respondent, and whether remedies will be provided to the Complainant.

K. DOMESTICE VIOLENCE

Felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

L. EDUCATION PROGRAM OR ACTIVITY

Locations, events, or circumstances within the United States where MTC exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building within the United States owned or controlled by a student organization that is officially recognized by MTC

M. EXCULPATORY EVIDENCE

Evidence that creates a reasonable doubt that a Respondent engaged in the conduct alleged in a complaint.

N. FONDLING

The touching of the private parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.

O. FORMAL COMPLAINT

A document filed by a Complainant with Title IX Coordinator or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting MTC investigate the allegation(s). A report of behavior to the Title IX Coordinator or other MTC official does not constitute a Formal Complaint.

P. INCEST

Sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law (see S.C. Code § Ann. 16-15-20)

Q. INCULPATORY EVIDENCE

Preponderance of Evidence is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.

R. INSTRUCTIONAL DAYS

Any weekday (M-F) in which classes are in session.

S. INSTRUCTOR

Any person employed by MTC to conduct classes.

T. INVESTIGATOR

The person or persons charged by MTC who acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the f findings of the investigation.

U. OFFICIAL WITH AUTHORITY (OWA)

An official of MTC with authority to institute corrective measures. Officials with authority are those personnel designated by MTC who would be considered to have actual knowledge upon receiving notice of alleged sexual harassment.

V. PREPONDERANCE OF EVIDENCE

The standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation or hearing conducted under this Policy. The preponderance of evidence standard means it is more likely than not that the alleged conduct occurred.

W. RAPE

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of that person.

X. REPORT

Notice from a Complainant of alleged sexual harassment, other than a Formal Complaint, made to the Title IX Coordinator or an Official with Authority.

Y. RESPONDENT

An individual who has been reported to be the perpetrator of conduct that could constitute harassment.

Z. RETALIATION

Adverse action taken against an individual for engaging in protected activity. Neither MTC nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by 34 C.F.R. Part 106 (Title IX), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

AA. SEXUAL ASSAULT

Rape, fondling, incest, and statutory rape as defined herein.

BB. SEXUAL HARASSMENT

Conduct on the basis of sex that satisfies one or more of the following: (1) An employee of MTC conditioning the provision of an aid, benefit, or service of MTC on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to MTC's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined herein.

CC. STAFF

Any person employed by MTC for reasons other than conducting classes.

DD. STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition: “Course of conduct” means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property; “reasonable person” means a person of ordinary prudence and action under the circumstances in which the course of conduct occurs; and “substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

EE. STATUTORY RAPE

Sexual intercourse with a person who is under the statutory age of consent (see S.C. Code Ann. § 16-3-655)

FF. STUDENT

An individual currently enrolled in a program and/or registered for the current or upcoming academic term at MTC.

GG. SUPPORTIVE MEASURES

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

HH. A “THIRD-PARTY REPORTER”

An individual who files a complaint on behalf of another individual alleging violation of this policy.

II. TITLE IX

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

JJ. TITLE IX COORDINATOR

An employee designated by MTC to coordinate is efforts to comply with and ensure compliance with Title IX and MTC’s Title IX program, including any investigation of any complaint communicated to the college alleging noncompliance with Title IX or alleging any actions which would be prohibited by Title IX.

III. Receipt of Reports and Formal Complaints

A. Reports

A report of alleged sexual harassment to a Title IX coordinator or any official of the college who has authority constitutes actual knowledge. The college must maintain a list of college personnel who are considered officials with authority to institute corrective measures and may name additional responsible employees who must report sexual harassment to the Title IX coordinator. An official with authority who receives a report of alleged sexual harassment must promptly notify the Title IX coordinator of the report. A report is not considered to be a formal complaint but initiates the offering of supportive measures.

B. Formal Complaints

A Title IX coordinator may receive a formal complaint alleging sexual harassment by phone, mail, email, or any other approved method of notification. Receipt of a formal complaint must be acknowledged in writing by the Title IX coordinator to the complainant within three (3) instructional days of submission of the complaint. Formal complaints may be initiated by a complainant or the Title IX coordinator. Upon determining a formal complaint meets the elements set forth in Section I of this Procedure, the college's sexual harassment grievance process is initiated.

IV. Supportive Measures

Upon receiving or being made aware of a report alleging sexual harassment, regardless of whether a formal complaint has been filed, the Title IX coordinator must provide supportive measures to both the complainant and the respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures and must consider a complainant's wishes with respect to measures provided. Measures provided shall be kept confidential unless disclosure is necessary to provide the measures, such as in the case of a no-contact order. Such measures should restore or preserve equal access to the education program or activity without unreasonably burdening the other party. Interim suspension or expulsion of a respondent is not included in the list of supportive measures. Emergency removal of a respondent from an educational program or activity is allowable only after conducting a safety and risk analysis and determining there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment that justifies removal. The respondent must be provided with notice of the removal and an opportunity to challenge the decision immediately following the removal. Such a challenge must be made to the Title IX coordinator in writing through an approved method of notification within two instructional days of the removal and include a rationale for why the emergency removal should be rescinded. A respondent may not be subject to an emergency removal without full and appropriate consideration of applicable disability laws, such as Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, in order to preserve equal education access.

V. Sexual Harassment Grievance Process

The sexual harassment grievance process must include reasonably prompt time frames determined by the college and written into policy for conclusion of the grievance process (from the filing of a formal complaint to the written determination by the decision-maker), informal resolutions, and appeals. The college's policy must also include an

explanation and examples of time extensions beyond the published policy, and such extensions must be temporary and justified by good cause.

A. Dismissal of a Formal Complaint

The college must dismiss formal complaints alleging sexual harassment if the conduct in the alleged complaint does not meet the definition of sexual harassment as contained herein; if the conduct did not occur in the college's education program or activity; or if the conduct did not occur against a person in the United States. However, the complaint may be investigated under the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) if it violates a college's student code of conduct.

A college may dismiss a formal complaint under this Procedure if, at any time, a complainant notifies the Title IX coordinator that the he or she wishes to withdraw the complaint; if the respondent is no longer enrolled at the college; or if specific circumstances prevent the college from gathering evidence sufficient to reach a determination. If a formal complaint is dismissed, written notice containing reason(s) for the dismissal must be made by an approved method of notification and provided to both parties. Dismissal of a formal complaint can be appealed.

B. Notice of Allegations

Upon receiving a formal complaint alleging sexual harassment, written notice of the allegation(s) ("Notice of Allegations") must be provided within seven instructional days to both the complainant and the respondent. The written notice must be made by an approved method of notification and include:

1. The identities of the parties involved in the incident;

2. The conduct allegedly constituting sexual harassment;

3. The date and location of the alleged incident;

4. Notice of the college's sexual harassment grievance process, to include information regarding its informal resolution process, if available;

5. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made upon conclusion of the grievance process;

6. Notice as to whether the college's code of conduct prohibits knowingly making or submitting false information during the grievance process, and;

7. Notice that the parties may have an advisor of their choice.

Such notice of allegations must be provided at least three instructional days prior to any initial interviews or meetings to allow the respondent sufficient time to respond to the allegations. Notice of additional allegations added after the initial notice must also be provided in writing through an approved method of notification.

C. Advisors

Both the complainant and respondent may have an advisor of their choosing to be present during meetings with college officials (such as the Title IX coordinator or investigator), interviews, and review of materials related to the complaint. Both the complainant and respondent may have an advisor present at the hearing whose sole purpose is to conduct cross-examination on behalf of the party. A party who does not bring an advisor of their choosing to the hearing shall be assigned an advisor by the college. In the event that neither a party nor their advisor appears at the hearing, the college must provide an advisor to appear on behalf of the non-appearing party. An assigned advisor may or may not be an employee of the college.

D. Investigation

1. Investigative Process

Upon receipt of a formal complaint of allegations of sexual harassment, the college must initiate an investigation led by an impartial investigator whose purpose is to collect and summarize evidence. The person(s) investigating may not also serve as the Title IX coordinator or decision-maker. The college must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination lies on the college and not the parties involved. Parties must receive equal opportunity to present witnesses and evidence. Such evidence must be submitted to the investigator within ten (10) instructional days upon receipt of the Notice of Allegations. Written notice must be provided to a party when the party's participation in a meeting with the investigator is invited or expected. The notice must include the date, time, and location of the meeting; the expected participants; the meeting's purpose; and must allow up to three instructional days, although this period may be shortened if mutually agreed upon by the parties. Investigators may record interviews with parties and witnesses. Such recordings may be included in the investigative report if relevant, either by transcription with irrelevant information redacted or by recording with irrelevant audio removed.

The investigative process should be completed within approximately thirty (30) to forty-five (45) instructional days from receipt of the formal complaint. Circumstances may warrant additional time to complete the investigative process.

2. Review of Evidence

Before an investigator issues a report, both parties must be allowed at least ten (10) related to the allegations raised in the formal complaint and (2) submit a written response to the evidence. Investigators may but are not required to share such responses to the other party. Should the college discover additional evidence resulting from further investigation prompted by a party's initial response to evidence, the required time of ten instructional days must again be provided for a party to review and respond to the evidence. Notification of any such additional evidence for review shall be made to the parties in writing by an approved method of notification. Upon conclusion of the investigation, the investigator shall generate a written report within seven instructional days unless this time period is extended for an additional five instructional days upon written notice to the parties with an explanation for the extension. Privileged information will not be provided, and treatment records of a party may only be provided to the other party with written consent.

3. Investigative Report

The investigator(s) must create a report that fairly summarizes all relevant inculpatory and exculpatory evidence and distribute the report to the parties and their advisors at least ten instructional days prior to the scheduled hearing. The investigative report should include a description of procedural steps taken during the investigation and a summary of evidence. Only evidence relevant to the allegations of sexual harassment shall be included in the investigative report. Prior sexual history is not deemed relevant (1) unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the con- duct alleged by the complainant, or (2) if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Parties may provide written responses to the investigative report, which shall be provided to the decision-maker at least one instructional day in advance of the hearing.

E. Hearings

The college's sexual harassment grievance process must provide for a live hearing with cross-examination of parties and witnesses. The parties may bring an advisor of their choice to conduct the cross-examination. Should a party not have an advisor, the college must provide an advisor at no cost. Parties must be notified of a scheduled hearing at least ten instructional days prior to the hearing through an approved method of notification that shall include the date, time, and location of the hearing.

At the live hearing, advisors of the parties shall cross-examine parties and witnesses who have provided information rele- vant to the complaint or response thereto. The decision-maker does not have to allow witnesses who are solely character witnesses. The decision-maker must allow the advisor for each party to ask the other party and any witnesses' relevant questions and follow-up questions. Such cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice and may occur with the parties in separate rooms using technology that enables participants to simultaneously see and hear the person answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question while under cross-examination or otherwise, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions for cross-examination may be presented in advance to the decision-maker so that relevancy may be determined prior to the hearing. However, providing cross-examination questions in advance does not preclude the advisor(s) from asking additional questions not provided in advance to the decision-maker.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions. An audio or visual recording or a transcript of the hearing must be created and made available for review and inspection.

F. Determinations

Determinations must be made using the Preponderance of the Evidence standard. Determinations may be made at the conclusion of the live hearing or within three instructional days of the live hearing's conclusion and shall be provided in writing by an approved method of notification simultaneously to both parties. A written determination shall include:

1. Identification of the allegation(s) of sexual harassment;

2. A description of the process of investigation, from receipt of the complaint through the determination, to include any notifications to the parties, interviews, site visits, methods used to gather evidence, and hearings held;

3. Findings of fact supporting the determination;

4. Conclusions regarding the application of any of the college's policies to the facts;

5. A statement of, and rationale for, the determination regarding each allegation, to include:

   a. Disciplinary sanctions for the respondent

   b. Remedies provided to the complainant to restore the complainant's equal access to the college's education pro- gram or activity; and

6. Information regarding the opportunity to appeal the determination.

A determination is considered final either on the date that the college provides the parties with the written determination or upon expiration of the option to file an appeal.

G. Appeals

Both parties must be afforded the opportunity to appeal dismissal of a formal complaint as well as a final determination on the following grounds:

1. A procedural irregularity affecting the outcome;

2. New evidence not available at the time of the determination that could affect the outcome; or

3. Conflict of interest or bias on the part of the Title IX coordinator, investigator(s), or decision-maker which affected the outcome.

If a party wishes to appeal, an appeal must be made within ten instructional days of dismissal of a formal complaint or delivery of a written determination. If a party files an appeal, the other party must be notified by an approved method of notification. A party wishing to appeal must do so by submitting an appeal in writing to the Title IX coordinator, who will assign review of the appeal to an appeals officer within three instructional days of receipt. The appeal must include a statement indicating why the appealing party disagrees with dismissal of the complaint or the determination, and specify on which ground(s) the appeal is being made. The college must ensure that the appeals officer is not the Title IX coordinator, investigator(s), or decision-maker who reached the original determination. A decision by an appeals officer must be rendered within three instructional days of receipt by the appeals officer and provided in writing to both parties simultaneously through an approved method of notification. Should an extension be necessary, the appeals officer may provide the parties with written notice extending determination of the appeal for five instructional days with an explanation for the extension. The results of an appeal and the rationale for the determination must be provided in writing simultaneously to both parties.

VI. Informal Resolution

Upon receipt of a formal complaint, the college may choose to introduce the option of a voluntary informal resolution process. Informal resolution may include a range of conflict resolution strategies to include arbitration, mediation, or restorative justice. Informal resolution is a voluntary process that must be agreed upon in writing by both parties, and the documented agreement must notify the parties of their right to withdraw at any time from the informal resolution process. The college may not offer or facilitate an informal resolution process to resolve complaints of sexual harassment where the complainant is a student and the respondent is an employee. The informal resolution process may result in sanctions for a respondent.

The college may not, under any circumstance, require a party to waive the right to an investigation and adjudication of formal complaints under Title IX. Similarly, the college may not require the parties to participate in the informal resolution of a formal complaint or offer an informal resolution process unless a formal complaint is filed.

Informal resolution, which does not involve a full investigation and adjudication, may be offered at any time prior to reaching a final determination as long as:

A. The college do not require informal resolution participation as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section; and

B. The parties receive a written notice that includes the following:

1. The allegations;

2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations:

3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;

4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and

5. Signature blocks for the parties' voluntary, written consent to the informal resolution process.

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

VII. Sanctions

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

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

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

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

D. Loss of Privileges – Suspension or termination of particular student privileges.

E. Suspension from the College – Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension is imposed. During the suspension period, the student may not return to campus unless permission by the Vice President for Student Development Services, or designee, has been granted.

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

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

H. Any combination of the above.

VIII. Recordkeeping

A college must maintain for seven years from the initial report or formal complaint of sexual harassment, records of:

A. Any sexual harassment investigation, including any final determination thereof, any required recording or transcript, any sanctions imposed on the respondent, and any remedies provided to the complainant.

B. Any appeal and its result.

C. Any informal resolution and its result.

D. Records of any action, including any supportive measures, taken in response to an informal or formal complaint of sexual harassment.

The college must also maintain for a period of seven years all materials used to train Title IX coordinators, investigators, decision-makers, and those who conduct the informal resolution process with regard to sexual harassment. This requirement applies only to complaints (informal or formal) received on or after August 14, 2020.

IX. Confidentiality and Privacy

The college must keep confidential the identity of complainants, respondents, third-party reporters and witnesses involved in the grievance process, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. The college must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. If a formal complaint is made to a Title IX coordinator, confidentiality of the complainant may not be maintained. However, both parties and their advisors may be required to sign non-disclosure or privacy notices requesting that information shared as part of the sexual harassment grievance process not be disclosed.

X. Amnesty for Drug and Alcohol Possession and Consumption Violations

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

Appendix III - Student Grievance

I. PURPOSE

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

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

II. DEFINITIONS

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

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

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

C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Vice Presidents, Provost, and Vice Provosts.

D. "Chief Student Services Officer" means the Vice President for Student Development Services at the College who has overall management responsibility for student services.

E. "Chief Academic Officer" means the Vice Provost for Academic Affairs at the College who has overall management responsibility for academic programs and services.

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

G. "Instructional Weekday" means any day except Saturday and Sunday, and any other day on which the college is closed or instruction is not offered.

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

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

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

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

L. “Preponderance of Evidence” means more likely than not, or the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.

M. “Approved Method of Notification” means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered notice, or MTC student email account. A student who communicates with the college via email or otherwise provides an email address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by email, and the date and time of such email(s) shall be deemed the date and time of service.

N. "Close of Business” means the time that the administrative offices of the college close on that specific workday.

III. GRIEVANCE PROCESS

A. Filing a Complaint

This procedure must be initiated by the student within fifteen (15) instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the fifteen (15) weekday period.

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

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, religion, sex, sexual orientation, national origin, disability, genetic information, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment or violence shall be submitted to the Chief Compliance Officer who is designated to coordinate Section 504, Title II, and Title IX compliance.

2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, color, religion, sex, sexual orientation, national origin, disability, genetic information, veteran status, pregnancy, childbirth, and other categories protected by applicable law or on the basis of alleged sexual harassment shall be submitted to the college's Director of Student Affairs.

3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B. Preliminary investigation and Findings

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two (2) instructional weekdays after receiving the written complaint.

1. When the complaint is against anyone other than the President of a College:

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two (2) instructional weekdays after it has been received.
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As a part of the effort to resolve the matter, the supervisor, or designee, will consult, as needed, with the employee named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any other parties relevant to the resolution.

The supervisor, designee, shall respond in writing to the student within ten (10) instructional weekdays of receipt of the complaint. The response, sent through an approved method of notification, 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.

2. When the complaint is against the President of a College:

The South Carolina Technical College System's Executive Vice President, or designee, will be responsible for the preliminary investigation and findings.

As a part of the effort to resolve the matter, the South Carolina Technical College System's Executive Vice President, or designee, will consult, as needed, with the College President named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any other parties relevant to the resolution of the complaint.

The South Carolina Technical College System's Executive Vice President, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through the approved method of notification, 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 an ad hoc committee.

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

C. Student Grievance Hearing

1. Requesting a Hearing

a) When the complaint is against anyone other than the President of a College:

1) The student must submit a written request for a Grievance Hearing to the Director of Student Affairs within seven (7) instructional days after receiving the supervisor's written response. The request must be related to the original complaint, written complaint, and include a statement describing why the supervisor's response was unsatisfactory.

2) If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the supervisor's written response, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Director of Student Affairs may allow the hearing to take place.

3) Within two (2) instructional weekdays of receiving the request for a hearing, the Director of Student Affairs shall notify the Vice President for Student Development Services about the need to convene an MTC Grievance Committee. A committee may be formed each time a grievance covered by this procedure is filed.

b) When the complaint is against the President of a College:

1) The student must submit a written request for a Grievance Hearing to South Carolina Technical College System's Executive Vice President, or designee, within seven (7) instructional days after receiving the Executive Vice President's written response. The request must be related to the original complaint, and include a statement describing why the Executive Vice President's response was unsatisfactory.

2) If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the Executive Vice President's written response, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Executive Vice President may allow the hearing to take place.

3) Within two (2) instructional days of receiving the request for a hearing, the Executive Vice President shall notify the South Carolina Technical College System President about the need to convene an ad hoc committee of System Presidents or a three person ad hoc committee from within the System to hear the student's complaint. 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. When the complaint is against anyone other than the President of a College:

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

a) Two (2) students recommended by the Student Advisory Board, the governing body of the student body.

b) One (1) faculty member recommended by the Vice Provost for Academic Affairs.

c) One (1) Student Development Services staff member recommended by the Vice President for Student Development Services.

d) One (1) administrator, other than the Vice President for Student Development Services or Director of Student Affairs, appointed by the President to serve as the Grievance Committee's chairperson.

e) The Vice President for Student Development Services and Director of Student Affairs, who serve as ex-officio, nonvoting members of the committee.

2) The Vice President for Student Development Services will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.

3) The Student Grievance Committee's meeting(s) shall be conducted within twenty-one (21) 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 (5) instructional weekdays prior to the scheduled meeting. The chairperson of the Grievance Committee, at his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten (10) instructional weekdays of the date of the previously scheduled hearing.

b. When the complaint is against the President of a College:

1) Ad hoc committee- The President of the South Carolina Technical College System will select three College Presidents from the System to serve on this committee and identify one of the three College Presidents to serve as the chairperson for the hearing. The President of the South Carolina Technical College System may also choose to select a three person ad hoc committee from within the System to hear the student's complaint.

2) The President of the South Carolina Technical College System, or designee, will send copies of the student's request for a hearing to the committee members, and the President at that college. The President against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.

3) The ad hoc committee hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the ad hoc committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten (10) instructional days of the date of the previously scheduled hearing.

3. Hearing Procedures

a. When the complaint is against anyone other than the President of a College:

1) The Vice President for Student Development Services shall send a certified letter and electronic mail to the student's MTC e-mail account to the student filing the complaint and to the employee(s) named in the complaint at least five (5) instructional weekdays before the scheduled hearing. This letter shall include:

a) a brief description of the complaint, including the name of the person filing the complaint;

b) the date, time, and location of the meeting;

c) the name of any person who might be called as a witness.

d) a list of the student's procedural rights. These rights follow:

1. 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 Vice President for Student Development Services, or designee.

2. The right to appear before the Grievance Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.

3. The right to consult with counsel/advisor. The person serving as counsel/advisor 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 counsel/advisor.

4. 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.

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

3) Grievance hearings are closed to all persons except the student filing the complaint, the employee(s) named in the complaint, respective advisor/counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

4) The hearing will be recorded with the exception of deliberations. No other party in the hearing may record the proceedings, and no other party is entitled to a copy of the recording. The recorded testimony will be maintained in the office of the Vice President for Student Development Services. The student may review the recording under the supervision of the Vice President for Student Development Services or designee, but the student is not entitled to a copy of the audio recording or written record.

5) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair. The Committee may question the student and the employee(s). The Committee may also question the any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance. 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 receive all questions and direct questions as appropriate.

6) The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The “preponderance of the evidence” standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) grievance occurred as alleged. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson will vote.

7) The chairperson shall send an approved method of notification of the Committee’s decision to the student filing the complaint and to the employee(s) named in the complaint within two (2) instructional weekdays of the Committee’s decision. This notification 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.

b. When the complaint is against the President of a College:

1) The South Carolina Technical College System President, or designee, shall send an approved method of notification to the student filing the complaint and to the College President named in the complaint at least five (5) instructional days before the scheduled hearing. This notification shall include:

a) a brief description of the complaint, including the name of the person filing the complaint;

b) the date, time, and location of the hearing;

c) the name of any person who might be called as a witness.

d) a list of the student's procedural rights. These rights follow:

i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the South Carolina Technical College System President, or designee.

ii. The right to appear before the ad hoc committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.

iii. The right to consult with counsel. This person serving as counsel may not address the committee, question the College President named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the counsel.

iv. 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 Committee, the student filing the complaint, and the College President named in the complaint.

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

3) Committee hearings shall be closed to all persons except the student filing the complaint, the College President named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

4) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the President of the South Carolina Technical College System. The Student or College President named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the System President or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the Student or College President.

5) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.

6) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote. In case of a tie, the chairperson may vote.

7) The Chair of the Committee will send an approved method of notification to the Student and College President’s address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform both parties of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

D. Appeal Process

A. When the complaint is against anyone other than the President of a College:

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten (10) instructional days 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 College President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The College President will notify both parties of his/her decision through an approved method of notification. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

B. When the complaint is against the President of a College:

If either party is not satisfied with the ad hoc committee decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten (10) instructional days of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee’s decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The System President will notify both parties of his/her decision through an approved method of notification. The System President’s decision is final.

Appendix IV - Guidelines for Responsible Computer Use

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

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

COLLEGE EMAIL ACCOUNTS

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

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

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

Midlands Technical College cannot guarantee that electronic communications will be private; therefore students must be aware that electronic communications can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Students must accordingly be

careful about the topics covered in electronic communications, and should not send a message containing sensitive/personal information, inappropriate material or derogatory discussion.

COMPUTER SECURITY

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

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

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

USER IDS AND PASSWORDS

Students must be responsible for all activity performed with their personal user IDs. They must not permit others to perform any activity with their user IDs, and they must not perform any activity with IDs belonging to other users. Regardless of the circumstances, individual passwords must never be shared or revealed to anyone other than the authorized student user. Students should choose passwords that are difficult to guess and do not use derivatives of user IDs, common character sequences, details of their personal history or a common name or phrase.

DOWNLOADING OR SHARING COPYRIGHTED MUSIC AND OTHER MATERIALS

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

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

held legally responsible for those activities.

UNAUTHORIZED ACTIVITIES

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

COLLEGE DISCIPLINARY ACTIONS FOR VIOLATING GUIDELINES FOR RESPONSIBLE COMPUTER USE

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

When a student is alleged to be abusing computing resources, all of his or her computing privileges will be suspended immediately to protect the computing resources and to ensure reliable service to the rest of the community. An incident report will be completed and submitted to the Director of Student Affairs within five days after the alleged violation.

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

Computing privileges remain suspended during this process.

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

Appendix V - Campus Maps

Airport Campus

Batesburg-Leesville Campus

Beltline Campus

Fairfield Campus

Fort Jackson Center

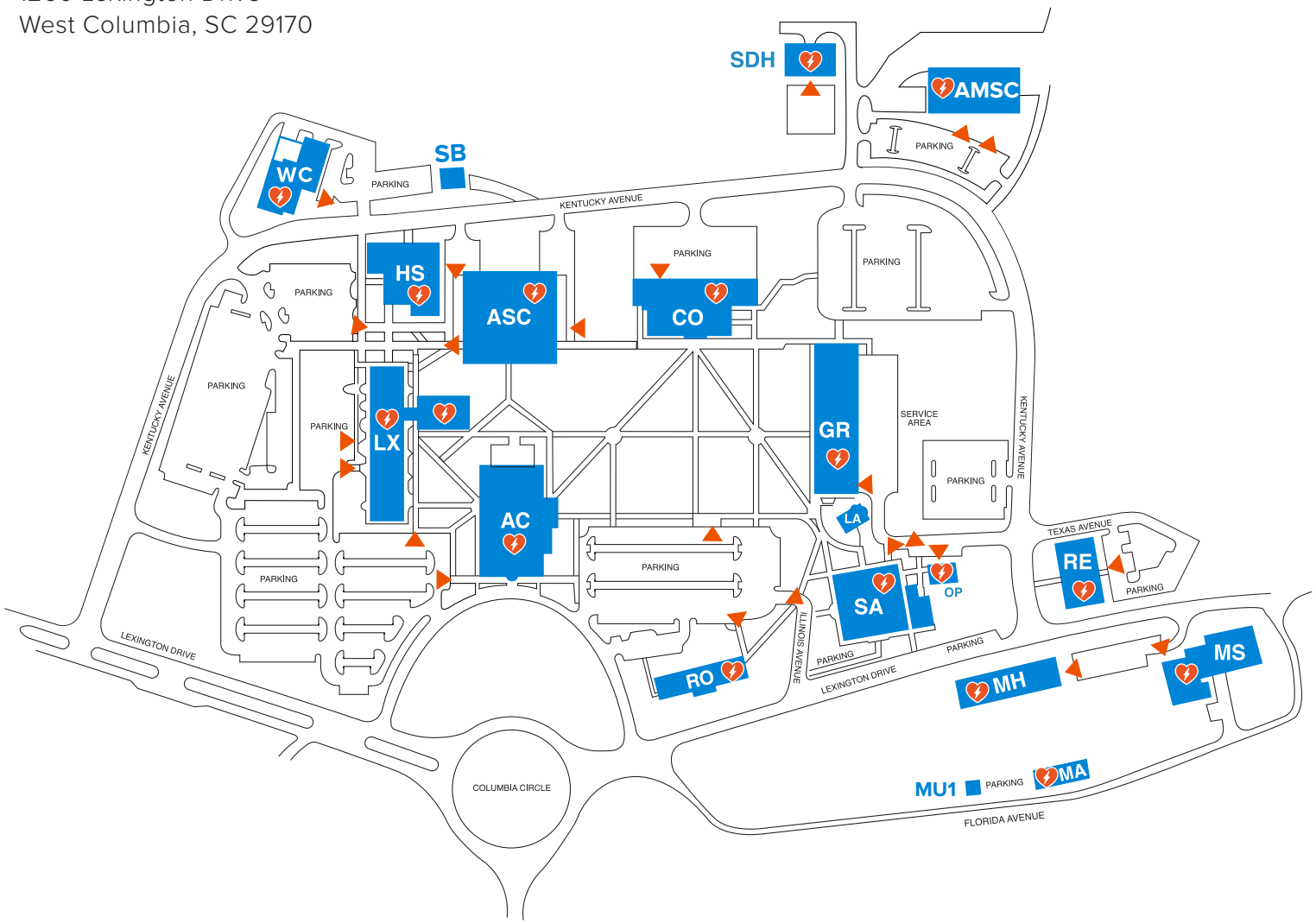
Harbison Campus

Northeast Campus

BUILDING LOCATION MAP
AIRPORT CAMPUS

MIDLANDS TECHNICAL COLLEGE

1260 Lexington Drive
West Columbia, SC 29170



Building Legend
Airport Campus

AC - Academic Center
AMSC - Advanced Manufacturing and Skilled Crafts Center
ASC - Airport Student Center
CO - Congaree Hall
GR - Granby Hall
HS - Health Science Building
LA - Lab Building
LX - Lexington Hall
MA - Maintenance Building
MH - Morris Hall
MS - Materials Support Facility
MU1 - Mobile Unit #1
OP - Operations
RE - Reed Hall
RO - Robinson Building
SDH - Springdale Hall
SA - Saluda Hall
SB - Storage Building
WC - Welding Technology Center

▲ Curb access ramps for students with disabilities

AED Location

BUILDING LOCATION MAP

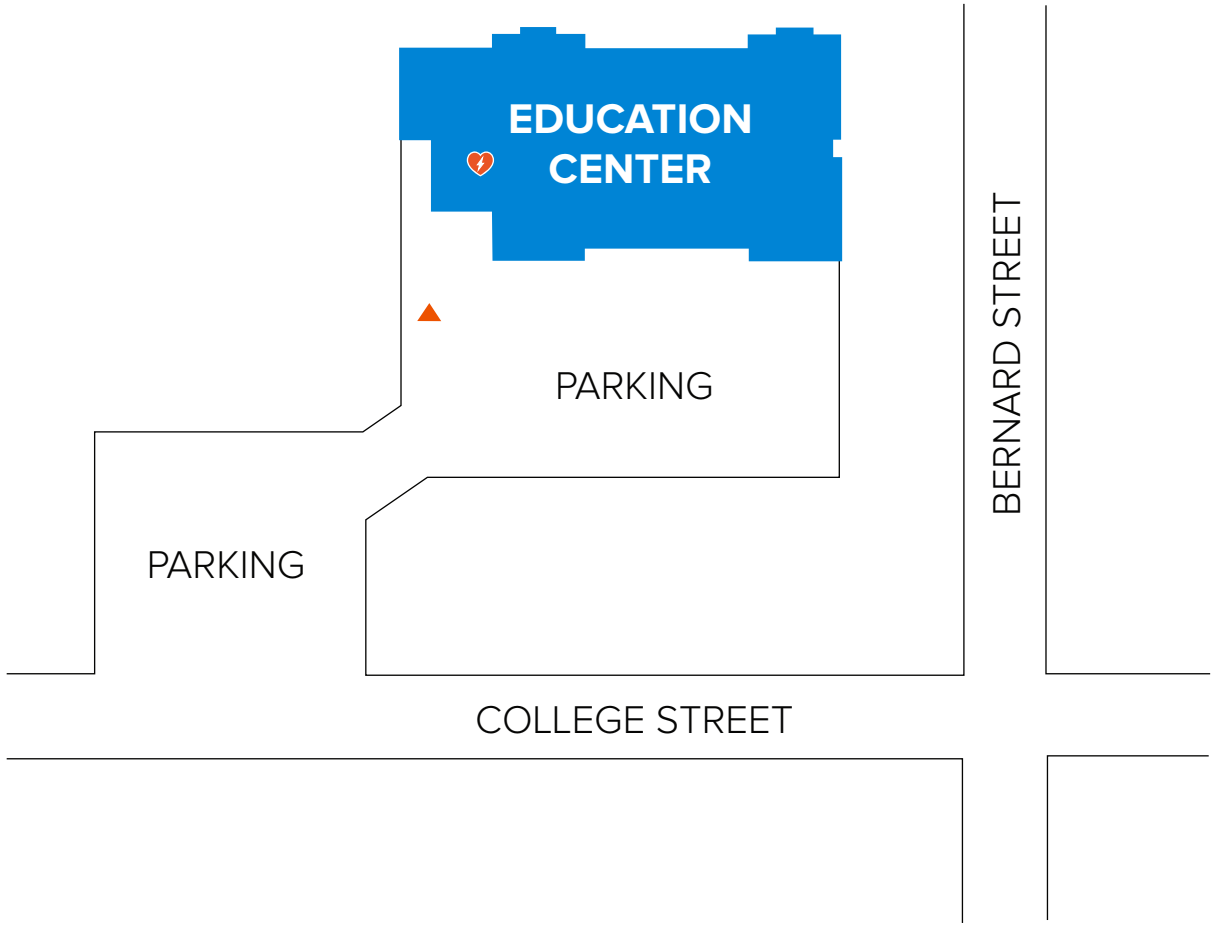
BATESBURG-LEESVILLE CAMPUS

MIDLANDS TECHNICAL COLLEGE

423 College Street
Batesburg-Leesville, SC 29070

Curb access ramps for students with disabilities

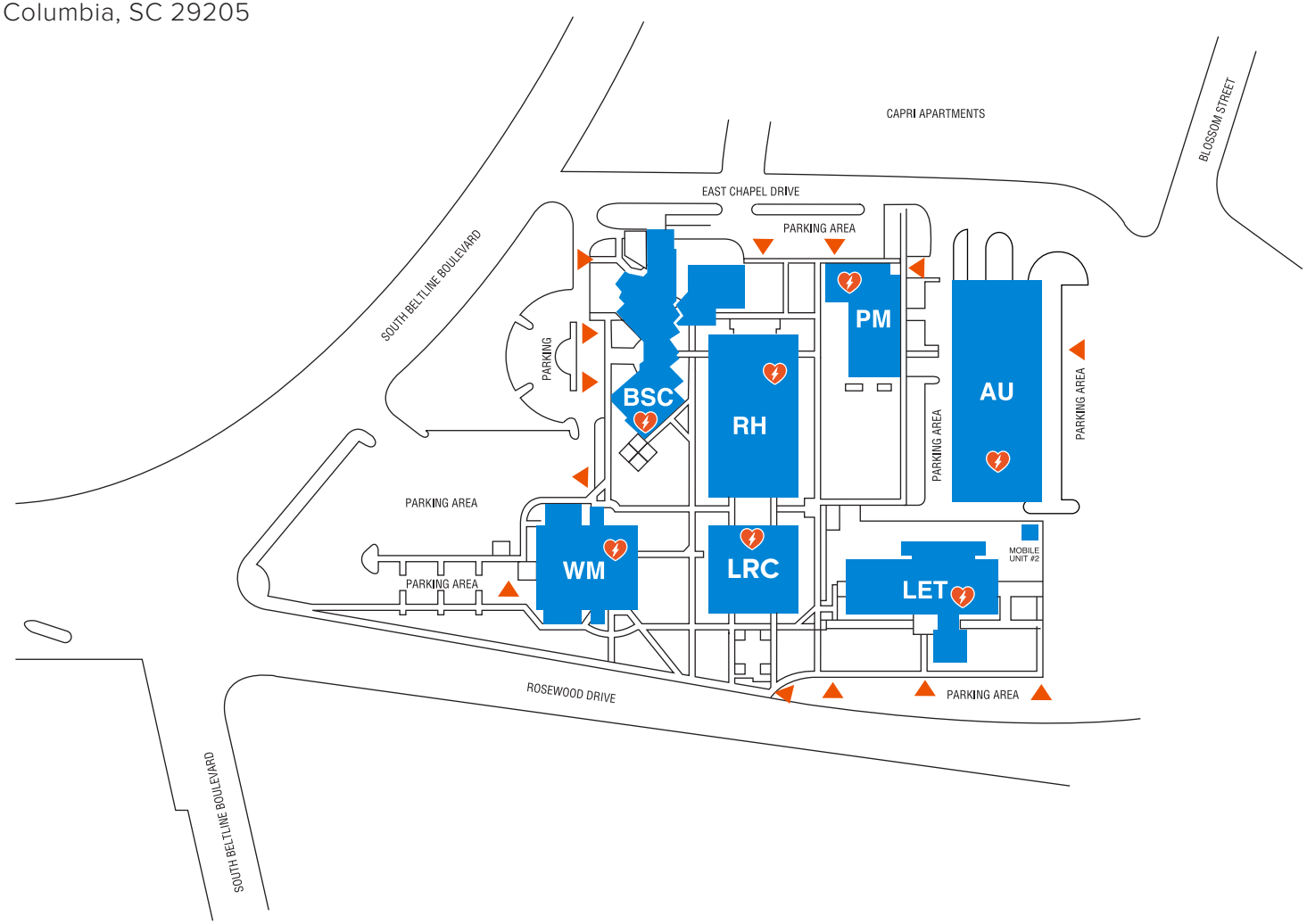
AED Location



BUILDING LOCATION MAP
BELTLINE CAMPUS

MIDLANDS
TECHNICAL COLLEGE

316 South Beltline Boulevard
Columbia, SC 29205



Building Legend
Beltline Campus

AU - Automotive Building and Parking Garage

RH - Richland Hall

LET - Lindau Engineering Technology Building

BSC - Beltline Student Center

PM - Precision Machining Building

WM - Wade Martin Hall

LRC - Library Resource Center

▲ Curb access ramps for students with disabilities

AED Location

BUILDING LOCATION MAP

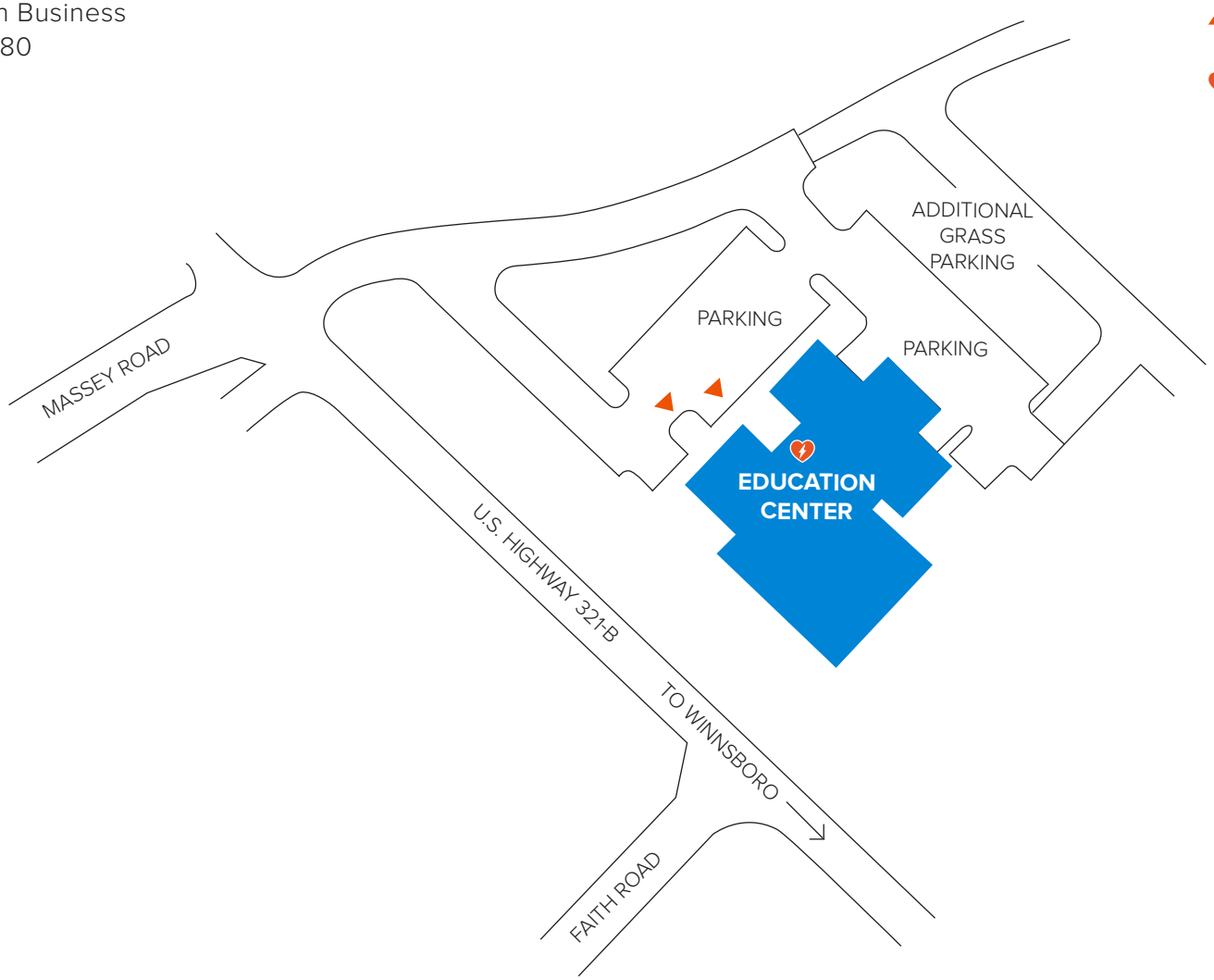
FAIRFIELD CAMPUS

MIDLANDS TECHNICAL COLLEGE

1674 Hwy 321 North Business
Winnsboro, SC 29180

Curb access ramps for students with disabilities

AED Location

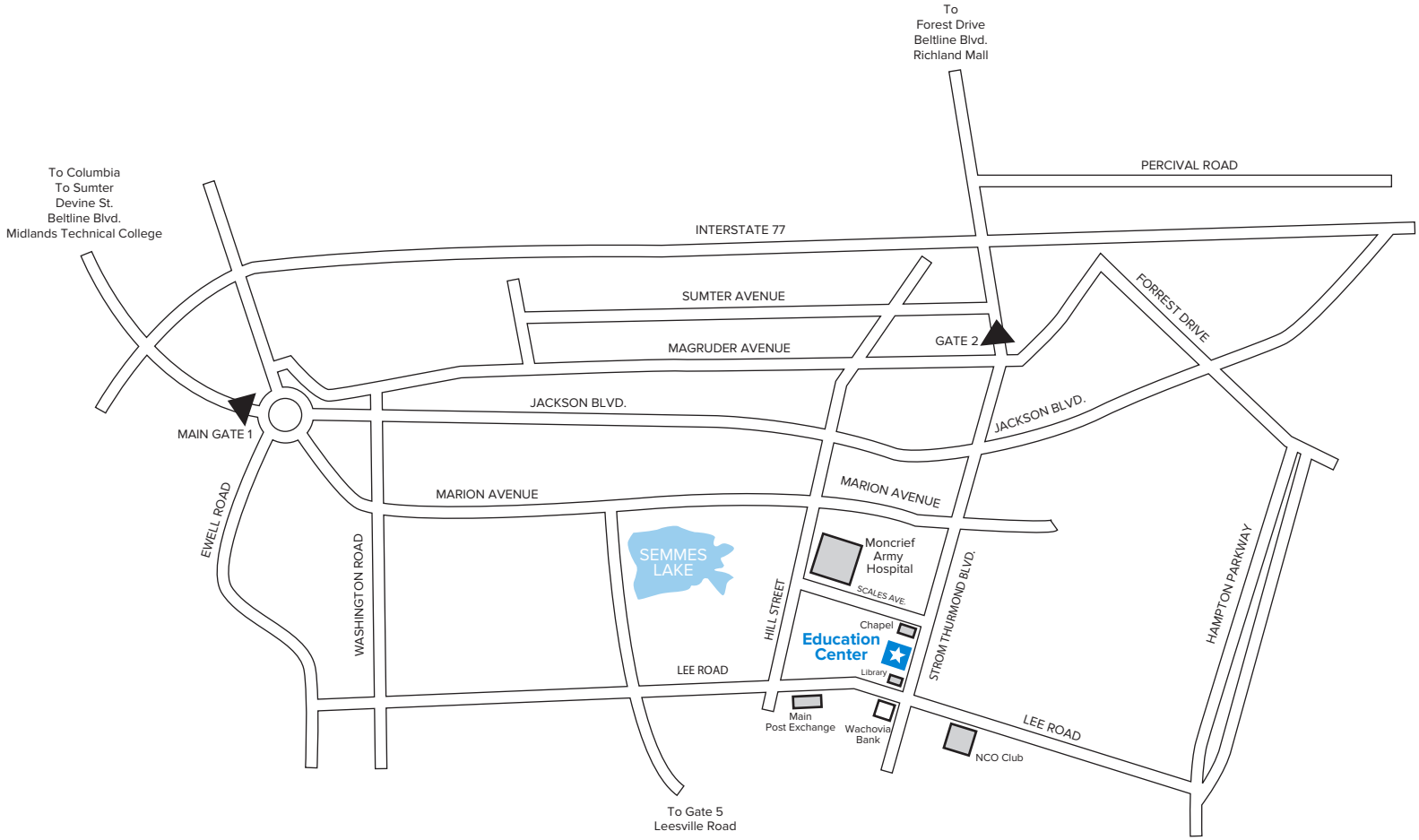


BUILDING LOCATION MAP

FORT JACKSON

MIDLANDS TECHNICAL COLLEGE

4600 Strom Thurmond Blvd.
Fort Jackson, SC 29207

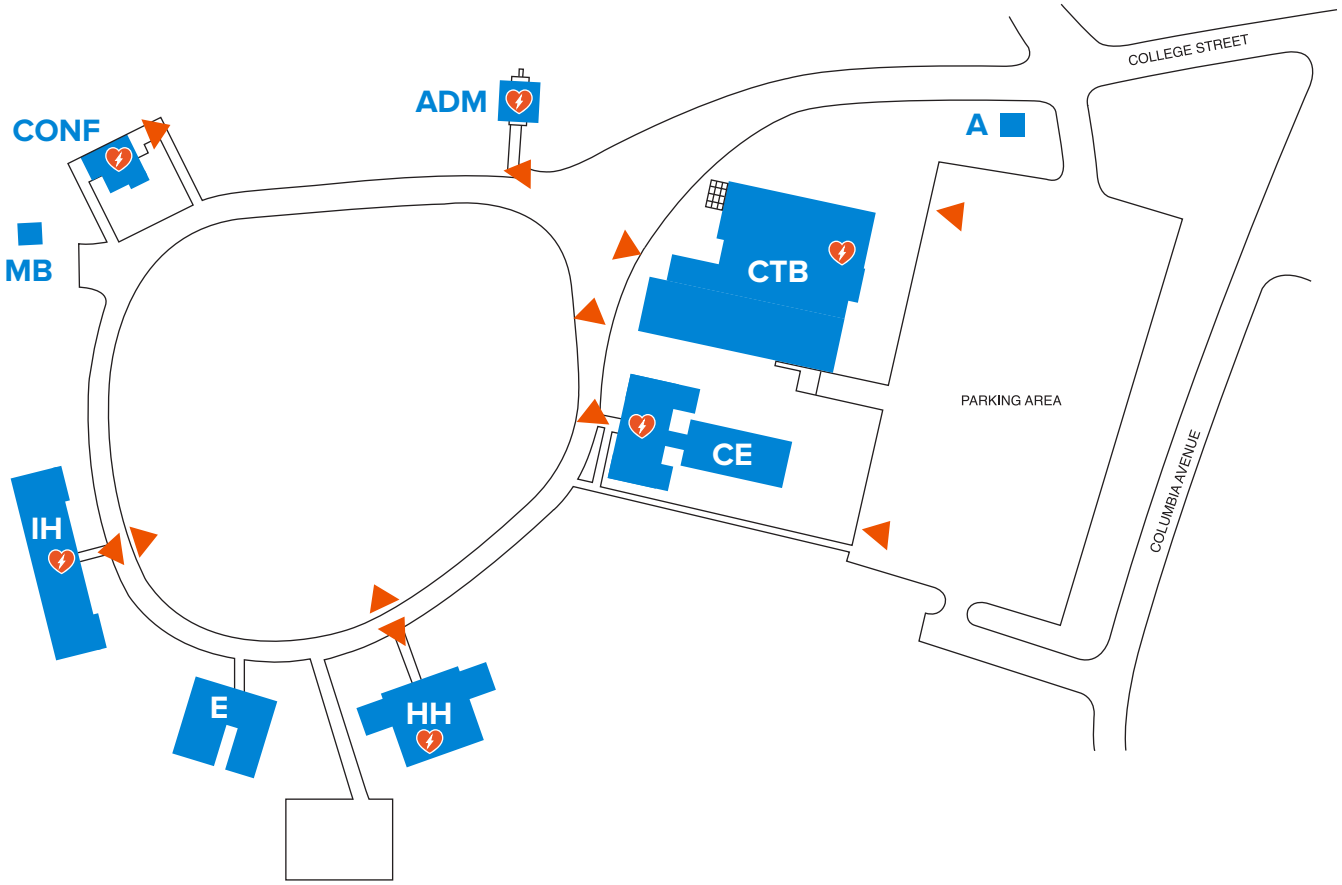


BUILDING LOCATION MAP

HARBISON CAMPUS

MIDLANDS TECHNICAL COLLEGE

7300 College Street
Irmo, SC 29063



Building Legend
Harbison Campus

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

▲ Curb access ramps for students with disabilities

AED Location

BUILDING LOCATION MAP
NORTHEAST CAMPUS

MIDLANDS
TECHNICAL COLLEGE

151 Powell Road
Columbia, SC 29203

Building Legend
Northeast Campus

CET - Center for Excellence in Technology

BA - Business Accelerator

ETS - Engineering Technology and Sciences Building

Curb access ramps for students with disabilities

AED Location