Greenville
Technical College

2010-2011 Catalog
and Student Handbook

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Accreditation Statement

Greenville Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools [1866 Decatur Lane, Decatur, Georgia 30033-4097; telephone number (404) 678-4501] to award associate degrees, diplomas and certificates.

Policy on Nondiscrimination

Greenville Technical College provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Sections 503 and 504 of the Rehabilitation Act of 1973; the South Carolina Human Affairs Law of 1972; and with the Americans with Disabilities Act (ADA) of 1990. For additional information on nondiscrimination policies, students should contact Sharon Bellwood in the Student Disability Services office which coordinates Section 504 and Title IX at (864) 250-8408 v/TTY. Others should contact the director of Human Resources at (864) 250-8191 or the Equal Employment Officer at (864) 250-8177.

Disclosure Information

Information concerning the campus safety and security policy, crime statistics, graduation/transfer rates and the sex offenders registry is available in the office of the dean of students (Barton Campus, Student Center, room 135).

Effective Date

This catalog becomes effective Fall Semester 2010. It is for information only and does not constitute a contract. The college reserves the right to change, modify or alter, without notice, all fees, charges, tuition, expenses, and costs of any kind; or any statement, written or verbal, in accordance with unforeseen conditions. The rules, regulations and policies in this catalog are based on present conditions and are subject to change without notice. Further, the college can add or delete without notice any course offerings or information contained in the catalog. Additional specific academic information may be obtained from an academic advisor and/or division counselor.
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President's Message

You know that higher education is the key to a successful future, but you may not realize just how strong that connection is. Today, at least 80 percent of the skilled jobs in our country require some level of higher education.

I'm very glad that you have decided to get the education you need at Greenville Technical College, and I believe you've made the right decision. At Greenville Tech, we have always valued the students we serve, but recently, we rededicated this institution to teaching and learning. That means that you and your education matter most of all. It means that when we face decisions, student needs come first. It means that we are working hard to make sure that we have the best instructors, excellent tools for teaching, and facilities that enhance the learning process.

While you're here, remember that we can help. At Greenville Tech, you are part of a caring community. Whether you need tutoring, counseling, child care, or any other type of support, you'll find services available to help you focus on success.

Your instructors are ready to help, too. They are available to answer your questions in class or during office hours. Our classes are relatively small, so instructors know you and can not only teach you, but mentor you as well. When the time comes to enter the job market, many of our instructors have close ties to the business community, and they assist students in finding good opportunities. Because of the experience they've had at Greenville Tech, graduates have a tendency to keep in touch, and many of them serve on college advisory committees, working to see that today's students are well prepared to enter the workplace.

I know that your Greenville Tech education will help you become a success in whatever field you've chosen. Please tell us if there's anything we can do to make your time with us even better, and when you go on to succeed in your profession, be sure to keep in touch!

Keith Miller, Ph.D.
President

Mission Statement

Vision

Greenville Technical College's vision is to be an exemplary center for learning that enables student success and promotes economic development.

Mission

Greenville Technical College drives personal and economic growth through learning.

Role and Scope

Greenville Technical College is the largest public two-year college in South Carolina, serving a fall headcount of more than 15,000 curriculum students. The college provides exceptional learning opportunities primarily to the residents of Greenville County.

Curricular offerings include (1) technical courses, certificates, diplomas, and associate degrees in business, computer technology, health sciences, engineering technologies, industrial technologies, and public service; and (2) university transfer courses.

The college also provides an extensive offering of continuing education courses for occupational advancement and personal interest, as well as economic development services that encourage business and industrial growth in a diverse economic community.

In addition, developmental courses serve underprepared students seeking to enter a program of study. Upon completion of their educational goals, the majority of graduates either are employed in fields related to their programs of study or transfer to four-year colleges and universities.

Since the college is an open admission institution, students come from diverse socioeconomic and educational backgrounds. Affordable education is provided through traditional and electronic means at times and locations convenient to students. Faculty and staff are student-centered, flexible, and recognized in their fields. Various educational support services are provided to facilitate the teaching/learning process and to enhance the academic and personal development of the student, including an emphasis on articulation with local high schools and other colleges and universities.

Values

Greenville Technical College is committed to the following values:

Learning: We are committed to providing quality learning opportunities that enable individual and community achievement and that are affordable and accessible for all members of our community.

Integrity: We believe trust is an essential element in a safe and effective learning environment, so we promote and foster openness, honesty, respect, and fairness.

Diversity: We recognize and celebrate diversity, so we value and support considerate, meaningful communication and inclusiveness in collaborative decision-making processes.

Cooperation: We value collaboration and teamwork, so we foster caring, professional relationships among students, employees, and our community in an effort to expand partnerships.

Excellence: We value continuous improvement, so we encourage innovation, creative problem-solving and responsible risk-taking as we act courageously, deliberately, and systematically to enhance and enrich our learning environment.

Accountability: We value students, faculty, and staff, so we recognize their contributions, encourage their professional development, and regularly evaluate performance to improve learning outcomes, programs, processes, and services.

Strategic Imperatives

Greenville Technical College has five imperatives that guide the college to achieving our core mission of teaching and learning:

1. Return to Teaching and Learning as Our Core Mission
We believe that GTC must return to a focus on teaching and learning as its core mission. In order to accomplish this change, the college will focus its resources on achieving a dynamic learning environment that promotes openness and inquiry from everyone involved - students and faculty/staff.

We will provide both a high quality education and real-world experiences for our students by offering a contemporary curriculum structured to meet the learning needs of a diverse student body with ever-changing needs. Success requires that we clearly communicate our shared goals to all stakeholders, seek out and listen to feedback and ideas, and that we measure our progress at every step.

2. Ensure our Student Focus: Student Success
To ensure Greenville Technical College (GTC) maintains its focus on producing successful students. To this end, our intention is to investigate current practices, processes and policies to determine if they enhance or impede a student's progression toward their educational goals. Further, we will prescribe remedies to address real and perceived barriers to student success.

Realizing that GTC's ultimate measure of achievement resides in the economic and personal success of each student, we will impact the surrounding community by developing an educated and productive workforce for Greenville County. This, in turn, will produce a level of notoriety for the college resulting in a greater number of students turning to GTC to attain their educational and vocational goals.

3. Improve our Technology Infrastructure
Strategy number three of the five Strategic Imperatives is to improve the technology infrastructure of Greenville Technical College by developing a comprehensive technology plan. This plan seeks to provide state of the art technology to students, faculty, and staff at the college. Through improving and strengthening the college's technologies, all processes of the college should be streamlined and make available to all. Critical data and information will be collected, complied, and reported in order to guide the college's planning, assessment, and decision-making efforts. This technology plan will involve five environments: Administrative Structure, Learning, Student Support Services, Technology Support, and Infrastructure.

4. Foster Continuous Employee Development
Employee development is a combined, continuous effort from a Greenville Technical College (GTC) employee and GTC for the purpose of advancing the employee's intellect, expertise, and capabilities. Successful employee development links individual career paths with GTC's goals. Employee development initiatives create a constructive input into the GTC's performance. A well educated workforce and management team will become more successful as employees gain experience and knowledge.

5. Become the College of Choice in a Competitive Environment
Greenville Technical College operates in a highly competitive environment in which our current and prospective students are pursued by other state and proprietary higher education institutions. Within this competitive marketplace, we seek to be the recognized leader in teaching and learning, making Greenville Technical College the "**College of Choice**" for students, faculty, staff, business and industry, and the communities we serve.

Admissions

Greenville Technical College serves the educational needs of all who can benefit from its courses and programs. The faculty, staff and administration are dedicated to helping applicants chart pathways to meet their educational goals. In order to fulfill the Technical Education System's educational mission and to promote the achievement of individuals with varied potential, an open door admissions policy admits all citizens who can benefit from available learning opportunities and specific programs of study. This admissions policy does not mean, however, that there are no entrance requirements. South Carolina wisely imposes general restrictions governing overall admissions practices. In most programs of study, various entrance requirements are a necessity.

These requirements are enforced to enhance student success in chosen fields. Although applicants for admissions may not meet the requirements for entering a particular program, the college has the ability, through the transitional studies process, to help them attain their academic goals.

The college offers four convenient locations around Greenville County: the Barton Campus on South Pleasantburg Drive, the Brashier Campus in the Golden Strip on West Georgia Road, the Greer Campus on Highway 290 and the Northwest Campus in Berea on Farrs Bridge Road.

In June 2008, the governor of South Carolina signed into law "The South Carolina Illegal Immigration Reform Act." This law requires that all students attending public colleges and universities in the state of South Carolina provide proof of "lawful presence in the United States." This law further states that a person who is unlawfully present in the United States is not eligible for scholarships, financial aid, grants or resident tuition. Therefore, beginning Spring Semester 2009, it will be necessary for all students to provide proof of "lawful presence" in the United States. Students who are unlawfully present in the United States are not eligible for enrollment at Greenville Technical College. The paperwork must be submitted to the Admissions Office.

For questions on the required documentation, please contact the Admissions Office at the Admissions and Registration Center at (864) 250-8109, Northwest Campus at (864) 250-3600, Brashier Campus at (864) 228-5000 and Greer Campus at (864) 848-2000.

Admission Policies and Procedures

Prospective students who are seeking enrollment should take the following steps to complete the application process:

- Obtain an application and submit it to the Admissions and Registration Center at McAlister Square. The application may also be completed online at www.gvltec.edu, or at the admissions offices located at the Brashier, Greer or Northwest campuses. (NOTE: Students who have not attended Greenville Tech for three consecutive semesters must reapply for admission.) **This fee is nonrefundable and is not applicable to any other fees** and no fee waiver requests are honored. The $35 non-refundable application fee must accompany the completed application. Also, the student will need to submit Legal Presence in the US Documentation to Admissions.
- All applicants are asked to submit their official standard high school diploma or state sponsored GED or Foreign Evaluations or Official College Transcripts from a regionally accredited institution to the Office of Admissions. The college offers several programs that do not require proof of standard high school diploma/state sponsored GED. If the student is applying for financial aid, they will need to submit an official standard high school transcript/diploma, state sponsored GED. Any applicant under 18 years of age must be a high school graduate with a standard high school diploma or possess a state sponsored GED. Applicants can be under 18 years of age; if they are enrolled in the Jump Start Program (see specific requirements under Jump Start). Applicants applying for the LIFE scholarship or financial aid must submit official standard high school transcripts/standard diploma/state sponsored GED.
  - ❏ **Greenville Technical College honors the following:**
    Standard high school diploma or GED (General Educational Development Diploma). All public, private and home school associations must be accredited by a regional accredited body or listed with the department of education in the state where the school resides. Foreign high school diplomas must meet the equivalent of 12 years of a U.S. secondary high school diploma. Contact World Education Services (WES) (www.wes.org) or Josef Silny and Associates, Inc., (www.jsilny.com/htm/foreign.htm) to request a course by course analysis and to have the official report sent to the Office of Admissions. Evaluations must be received three months prior to the semester the student intends to enroll.
    Definitions: Standard High School Diploma – The diploma awarded to students who completed state requirements for graduation from high school. **Occupational/Alternative/District Diploma –**

Recognizes the accomplishments of students who participated in the special education curriculum of individual school districts. **Note:** Diplomas are not equivalent to a state (standard) high school diploma. **General Educational Development Diploma (GED) –** a GED sponsored by the Department of Education of each state. It is equivalent to a state (standard) high school diploma. (see acceptable High School Graduation Types).

❏ **Certificate Programs:** Greenville Technical College allows an applicant to enroll in certain certificate programs that do not require high school graduation or GED. Students desiring financial aid may qualify by meeting placement test scores for the Ability to Benefit, and enrolling in a certificate program that has a minimum of 16 credits.

- Twelve University Transfer credits from a regionally accredited post-secondary institution with a grade of "C" or higher or 12 college credits earned from Greenville Technical College with a grade of "C" or higher will waive proof of standard high school diploma and/or state sponsored GED and the reading section of the placement test (see Placement Testing). Remedial courses are not transferrable. Students must submit an Official College Transcript to Admissions prior to acceptance to the college and a transcript evaluation. The Unofficial College Transcript cannot be evaluated by the transcript evaluator or an academic advisor. Official College Transcript must be submitted within three months of the issuance date from the institution. Students cannot request the Official Transcript back from the college, once it has been submitted to the college.
- **Note:** When the college transcript, high school transcript, high school diploma and GED are received by the office of Admissions, they cannot be released to the student.

Program Admission Requirements

Health Sciences and Nursing applicants complete additional program requirements once admission to the college has been completed. Applicants to Health Sciences and Nursing programs are considered to be in a "pre" status until all admission criteria for the program are complete. Enrollment in each Health Sciences/Nursing program is limited. **All applicants must complete a mandatory career talk session.**

Time-sensitive Courses

Health Sciences and Nursing applicants entering with advanced standing must have completed any biophysical course within five years of starting clinicals.

Categories of Admission

- **Regular:** Applicants complying with the basic admission requirements who seek initial attendance at the college and desire to enroll in a curriculum program to pursue an associate degree, diploma or certificate shall be classified as regular students.
- **Audit:** Applicants who wish to enroll in curriculum classes without earning a grade or credits may be admitted as audit students. The application and application fee are required for admission, as well as the course cost. The audit status must be clearly denoted on the Schedule Request Form at the time of registration.
  NOTE: Applicants must meet any prerequisites for the course.
- **Career Development:** Applicants who wish to enroll in a few classes to update their occupational skills, but who do not wish to pursue an associate degree, diploma, or certificate, must submit an application, the application fee, Legal Presence in the US Documentation and meet any prerequisites for the course. Applicants cannot receive financial aid or graduate from the college; if they are enrolled in this program. A student awaiting a foreign evaluation cannot change their program; until the evaluation has been received by Admissions.
- **Jump Start**: High school juniors and seniors who want to get a head start on their college education may enroll in the Jump Start program in the Fall and Spring semesters and in the Summer Term. **Jump Start students may take two college courses per semester**. These students may choose classes that will apply toward one of the college's associate degree, diploma, or certificate programs, or classes that may transfer to almost any college or university.
  NOTE: Students must meet the academic requirements of any course to be taken. Those seeking to enroll in this status can find information at the following web address: http://www.gvltec.edu/college_in_highschool or contact the Information Office at (864) 250-8111 to request a Jump Start Packet. Home school applicants must be under the auspices of the school district or be a member of an approved South Carolina home school association. Home School applicants must submit the jump start application, submit Legal Presence in the US Documentation, bring in an official transcript with acceptable test scores and their current membership card of an approved SC Homeschool Association to Admissions.

- **Transient Visiting Students:** Students matriculating at other colleges who wish to enroll in a course at Greenville Tech must submit an application, pay the application fee, submit Legal Presence in the US Documentation ,meet all placement and other prerequisites for the course(s) in which they plan to enroll and present written permission from their home institution to take the specific course(s). The packets are available on the college's website at www.gvltec.edu/transient_student.
- **International Students:** Any applicant who is requesting a student visa (F-1) or transferring from another college under a student visa must pick up an International Student Packet from Admissions or visit the college's website at www.gvltec.edu to download a packet. Submit the required documents per the International Student Packet. Transcripts must be evaluated by World Education Services (www.wes.org) or Josef Silny and Associates, Inc, (www.jsilny.com/htm/foreign.htm). The college accepts a course by course analysis.   The evaluation must be received three months prior to the semester the students intends to enroll in. **For guaranteed processing:**
  ❏ International students applying for Fall Semester must submit all documentation no later than May 1.
  ❏ International students applying for Spring Semester must submit all documentation no later than Oct. 1.

Undocumented International Applicants
Please note the Illegal Reform Act. Information about the SC Illegal Immigration Reform Act can be found at http://www.scstatehouse.net/sess117_2007-2008/bills/4400.htm. Contact Admissions at the Admissions and Registration Center (ARC) or one of the other campuses (Brashier, Greer and Northwest) for additional information.

Placement Testing

Students applying for admission to Greenville Technical College's associate degree, diploma or certificate programs may be required to take the placement test, which includes reading, writing and math skills. The purpose of the placement test is to ensure that each student is academically prepared to enter his or her chosen field of study. Based on placement test scores, a student may be placed in one or more transitional course(s) designed to prepare him or her for entry into the chosen field of study. To receive information about the testing schedule, please contact the Admissions and Registration Center at (864) 250-8109. Placement testing is available at the Admissions and Registration Center (ARC) (864- 250-8350), Brashier (864-228-5000), Greer (864-848-2000) and Northwest (864-250-3600) campuses.

Applicants transferring from an approved, regionally accredited postsecondary institution may exempt the writing and reading placement tests if they are transferring credit for a college English course. They may exempt the math placement test if they are transferring credit for an acceptable college math course.

Non-degree seeking students who plan to enroll in a math or English course may be required to take the college's placement test or submit an official college transcript showing acceptable English and/or math credits from an approved, regionally accredited postsecondary institution.

Entry into the college does not guarantee admission to the program desired by the applicant. Placement in a specific course is based on standards that will help to ensure the applicant's success.

The college reserves the right to modify admission policies and procedures as needed.
- **Placement Tests —** Applicants must take the ASSET or COMPASS test to help determine placement into Greenville Tech courses. Students may be exempt from portions of the test if they have:
  ❏ Taken the SAT exam and received a 480 on the math portion (waives math) and/or a 480 on the critical reading portion (waives reading and writing) (taken within three years);
  ❏ Taken the ACT and received an English sub-score of 19 (waives the reading and writing) and/or a math sub-score of 19 (waives math) (taken within three years);
  ❏ Transferred from a regionally accredited college or university, having at least 12 academic university transfer-level semester credit hours with a minimum grade of "C" waives the reading portion of the placement test.

Type of Test
- **ASSET** is a timed, paper and pencil test that takes approximately two hours (25 minutes per section) to complete.
- **COMPASS** is an untimed, computerized, adaptive placement test which takes approximately 1.5 to 2 hours to complete.

The COMPASS test is given Monday through Friday throughout the day and is offered on all four campuses. The ASSET test is given at the Admissions and Registration Center. Please call the Testing Center (250-8350), Admissions (250-8109), the Information Center (250-8111), or visit www.gvltec.edu for a complete schedule. Testing with accommodations is available for students with disabilities. Call Student Disability Services at 250-8202, 250-8408 or the V/TTY at 250-8353.

Transcripts

Official transcripts received by the Admissions Office become part of an official record and cannot be returned to the student, etc.. Official transcripts are evaluated by the transcript evaluator. Unofficial transcripts cannot be evaluated by the Transcript Evaluator or Academic Advisors. Official Transcripts are required prior to acceptance to the college.

Definition of Official College Transcript

According to the guidelines set by the American Association of College Registrars and Admissions Officers (AACRAO) and endorsed by the Southern Association of College Registrars and Admissions Officers (SACRAO), "An official college transcript is one that the receiving institution has received directly from the issuing college or university. It must bear the college seal, current date (i.e. within 3 months of issuance from the institution) and an appropriate signature. Transcripts received that do not meet these requirements should not be considered official and should be routinely rejected for any permanent use."

Foreign Transcripts

Students transferring from foreign countries must have official transcripts sent directly from their foreign college to World Evaluation Services (WES) at www.wes.org **or Josef Silny and Associates, Inc., at www. jsilny.com/htm/foreign.htm.** The student must request a course-by-course analysis is required. WES sends a translated copy to the Office of Transcript Evaluation acknowledging whether the foreign college is considered regionally accredited, lists all courses completed, American hours earned and a letter grade. English is never accepted from a foreign country unless it is the native language of that country.

Military Transcripts/CLEP/Dantes

Limited credits are transferred from military transcripts. The records can be requested from the appropriate military branch education department. Transcript Evaluation uses the ACE guideline, and Transcript Evaluation personnel is responsible for researching military training/CLEP and Dantes records and determining appropriate transfer coursework.

Advanced Placement (AP) Exams

Students must request AP scores be sent directly to the Office of Transcript Evaluation. Transcript Evaluation personnel will determine appropriate transfer credit per course. Acceptable scores are 3, 4 and 5.

Advanced Placement (IB) Exams

Students must request IB scores be sent directly to the Office of Transcript Evaluation. Transcript Evaluation personnel will determine appropriate transfer credit per course. Acceptable scores are 4, 5, 6 and 7. **IB Exams must be taken on the higher level (HL).**

Articulating Colleges in One-Plus-One Programs

It is the responsibility of the liaison at the articulating college to have the student request an official copy of all third party college transcripts be sent directly to Greenville Technical College for evaluation. The liaison uses Greenville Tech evaluation to determine if a student has completed any of Phase One requirements from colleges other than their own.

Change of Academic Major

Students desiring to change their program of study after enrolling should follow these two steps in the following order:

- The student must contact the Career Center in the Admissions and Registration Center (ARC) for a counseling session, if they are undecided about their program of choice.
- Complete a Program Change form in the Admissions Office at the Admissions & Registration Center (ARC) or at one of the satellite campuses (Brashier, Northwest and Greer). The admissions officer will check the new program against the student's test scores and/or former college work and advise the student of the next step. Upon completion of the form and approval of the change, the student's major will be officially changed.

Resident Status

The initial determination of one's resident classification is made at the time of admission. The determination at that time, and any determination made thereafter, prevails for each semester until the determination is challenged successfully.

A **legal** resident of the state is **a U.S. Citizen or legal Permanent Resident** who has his or her **legal** domicile in the state of South Carolina for a period of 12 **continuous** months. South Carolina residency law information can be found at www.che.sc.gov/studentservices/residency/residency.htm.

An applicant or student residing in South Carolina for the sole purpose of enrolling at Greenville Technical College may not acquire resident status.

It is important that each applicant for admission and each enrolled student know his or her resident status for tuition payment and understand the regulations governing resident status. If a student is unsure about residency, information is available at the Admissions Office.

International students are not considered residents of the state until they gain permanent resident status from the Immigration and Naturalization Service **and have lived in South Carolina for one year after the 'resident since' date on their card, or have provided verification of full-time employment in South Carolina.**

Academic Policies

Academic Grievance Procedure

Students are encouraged to resolve academic grievances informally by discussing their concerns with the appropriate instructor and department head. Formal grievances may be filed in certain circumstances. For information about the grievance process, please see the "Student Grievance Procedure" section of the Student Code, which appears in this handbook.

The Student Grievance Procedure may also be used whenever concern exists about a faculty member's ability to write and speak fluently in the English language (if English is the faculty member's second language).

Academic Forgiveness Policy

The Academic Forgiveness Policy is designed to allow students, under specific conditions, to have grades earned in previous academic terms excluded from the overall calculation of their cumulative grade point average (GPA). This gives students some input over how their previous academic records impact meeting graduation requirements for certificates, diplomas or associate degrees. Interested students should contact the Student Records Office for more information and an application.

While Academic Forgiveness is open to all students, certain guidelines/qualifiers apply:
- The semester(s)/quarter(s) requested for forgiveness must be at least five years prior to the date of the written petition (application).
- There is a limit of two consecutive semesters/quarters that a student can petition for exclusion. The consecutive semesters/quarters may or may not include the summer term.
- A student can only petition for exclusion one time during their academic career at Greenville Tech.
- All courses completed during the requested semester(s)/quarter(s) will be excluded from the cumulative grade point average calculation. There is no option to include some courses and exclude others during the specific semester(s)/quarter(s). Exclusion of the semester(s)/quarter(s) courses means that the courses cannot be counted toward completion of a certificate, diploma or associate degree.
- Students may not petition to exclude a semester(s)'/quarter(s)' grades if any of those courses were already utilized in the completion of a certificate, diploma or associate degree.
- Courses, once excluded, cannot be transferred to another institution for credit.
- Exclusion of the semester(s)/quarter(s) courses cannot be reversed.
- A copy of the student's petition will be maintained in the student's permanent records.
- Excluded courses and grades will still appear on the student's transcript, but they will appear with a strike through (X) on the course information and grades.
- This local policy does not supersede any state or federal policies related to determination of scholarships, student financial aid, or other matters related to student cumulative grade point average.

Academic Honesty

Students should know what activities constitute cheating, plagiarism and collusion as defined in the Student Code for South Carolina Technical Colleges. A student involved in any of these activities will, at a minimum, receive a grade of "0" for that portion of the course. This grade will be computed in the final course grade.

Any student who is suspended or expelled due to an act of academic dishonesty will have the right to due process as explained in the Student Code for South Carolina Technical Colleges.

Academic Progress

Effective August 2010, the academic standard for curriculum programs is a minimum semester grade point average (GPA) of 2.0.
Note: Some programs may require a higher semester GPA.

Academic Warning

A student whose semester grade point average (GPA) falls below a 2.0 will be placed on academic warning and will be restricted to 12 semester credit hours at the next registration. A warning flag will be noted on the student's record and the student will have to meet with an academic advisor at the Advising and Registration Center to register.

Academic Probation

If a student on academic warning fails to earn a 2.0 GPA for the credit hours earned at the end of the next

semester of enrollment, she/he will be placed on academic probation. Students on academic probation may only register for their next semester with a counselor who will assist the student in identifying and implementing appropriate interventions, which include attendance in required workshops. The student will only be allowed to register for nine semester credit hours while on academic probation. Students should note that their status as a full-time student is jeopardized while on academic probation; therefore, their financial aid and insurance eligibility will be affected.

Academic Suspension

If a student on academic probation fails to earn a 2.0 GPA for the credit hours earned at the next semester enrollment, she/he will be suspended from the college and will not be allowed to enroll for one full Fall or Spring semester. (Note: Summer does not count as a semester.) During this period of suspension, the student will be encouraged to remedy the causes of her/his lack of progress. After sitting out a full semester, the student will only be allowed to register for six semester credit hours. To help improve the academic success of the student, she/he will be required to take COL 103.

Administrative Class Withdrawals

Instructors may administratively withdraw students with a grade of "WA" when the student has missed more than 10 percent of the contact hours in a given course. If an instructor chooses to administratively withdraw a student, the withdrawal must be processed by the Student Records Office on or before the last day to withdraw for that class.

Advanced Standing

Greenville Technical College has established policies and procedures, which may allow students to enter certain curriculum programs with advanced standing. Traditional and non-traditional learning is recognized by the college, and credit may be awarded to currently enrolled students when learning can be documented to be substantially equivalent to a Greenville Tech course needed for completion of a particular degree.

The following means of awarding credit are approved by the college but are not used in GPA calculations and will generate no grade points. Courses with exemption credit may not be accepted as transfer credit at other institutions.

1. **Transfer of Credits** — College credit with a grade of "C" or better from other accredited postsecondary institutions will possibly qualify for transfer credit (TR*). Credit will be awarded by the Transcript Evaluation Office after an official transcript has been received and evaluated.
2. **Exemption Examination** — Department head determines eligibility of a student to take a written departmental examination (written or practical), administers the exam and sets minimum passing scores. A fee of $50 per credit hour is required before taking the exam (EE). Exemptions will not be granted for a course in which a student is currently enrolled, for a course in which a student was previously enrolled or for a course which has been audited.
3. **Exemption Examination Exceptions** — Nursing program students who have completed work at an institution accredited by the NLNAC and have successfully completed course competency exams will pay a fee of $125 for one semester of credit, or $75 for each five-week period. Health Science program students who have successfully completed course competencies equivalent to those required in the professional courses will pay $50 per credit hour not to exceed $125 per semester in order to receive exemption credit by examination for professional courses.
4. **Advanced Placement (AP) Examination** — College credit will be given for a score of 3, 4 or 5 on Advanced Placement examinations. Note: Credits awarded may vary according to subject area. Consult department head or Advising Center for specific details. Students who plan to transfer to another college or university may have their advanced placement exam scores re-evaluated after transfer (EO).
5. **College Level Examination Program (CLEP)** — Students may obtain credit by making satisfactory scores on CLEP subject exams (EO).
6. **Military Experience** — course completed at military schools as recommended by the American Council on Education (ACE*) may qualify for exemption credit (EM).
7. **Articulation Agreement with Area Vocational Schools** — Written agreements have been established with area vocational schools/career centers to grant credit for specified course (EA).
8. **Articulation Agreement with Business & Industry** — An agreement which has been established with specific businesses or industries to grant credit for specific course (EI).
9. **Exemption Due to a Substitution** — The exemption of a required course based on the student's having taken another course, which would meet the requirements. The course being used as a substitution must carry a grade of "C" or higher (ES).

*See Page 20 for explanation of these grade designations.

Advanced Credits from Postsecondary Institutions and Nontraditional

Greenville 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 coursework from other regionally accredited postsecondary institutions. Students entering into one of these programs will work with the secondary institution and with Greenville Technical College to meet the requirement to earn the advanced credits. Requests for transcripts should be made in advance of the time they are needed.

Advanced credits may also be awarded from the College Level Examination Program (CLEP) for *subject* exams only. Advanced Placement may be awarded through Advanced Placement Program (AP), and, though limited, military training. Reports should be mailed to the Transcript/Advanced Placement Services Offices as early as possible. Upon admission into the college, appropriate letter grades and hours earned will be awarded to the student.

Transcripts and non-traditional learning documents are provided for college use only, become part of an official record, and cannot be returned.

Attendance Policy

Class attendance is necessary in order to receive maximum benefits from the educational process and to achieve academically. It is the student's responsibility to attend class and to be punctual. A student **MAY BE** administratively withdrawn when failing a course and when more than 10 percent of the class contact hours in a given course have been missed without providing the instructor official documentation of excusable reasons for the absences prior to reaching the 10 percent limit. Students will be notified by the instructor in writing, including electronic forms of communications, if the limit has been exceeded and if they are being administratively withdrawn (WA). VA benefits and other financial aid may be affected by a student's excessive absences.

Student Reinstatement Policy

1. A student can only be reinstated in any ONE (1) course ONE (1) time unless there are extremely unusual circumstances (see number 2 below)
2. Any request (s) for subsequent reinstatement due to unusual circumstances or a reinstatement after the term or course withdrawal date MUST be approved in writing by the academic dean.
3. Any student requesting reinstatement MUST be performing at a level of at least 70% in that course to qualify for reinstatement.
4. A reinstatement fee of $50 will be assessed to the course for reinstatement.

Auditing a course

A student who wants to attend classes regularly but who does not wish to earn academic credit may register as an auditor. Auditing status should be clearly noted on the Enrollment/Disclosure Form and entered into the computer at the time of registration. Audit students must meet the course prerequisites unless the assigned instructor has provided written consent granting the student special admission. No credit is awarded for such courses, and credit cannot be granted at a later date. Audited courses may not be used to fulfill prerequisite requirements for any class. A student may audit at most 12 credit hours per semester. Once registered as an auditor, a student can only change to credit during the Add/Drop period by using an Enrollment/Disclosure Form. Similarly, a student enrolled for credit can only change to audit by using an Enrollment/Disclosure Form during the Add/Drop period.

Audit students should attend classes regularly and must pay all tuition and fees for any courses in which they enroll. Federal regulations stipulate that students cannot receive financial aid for courses being audited. The participation of auditors in class (whether via homework or lab assignments, in-class discussions, tests, presentations or other means) is completely at the instructor's discretion. A grade of "AU" will be given to auditors. Students receiving an "AU" may not subsequently earn credit for that course through credit by examination; however, students may subsequently register and take the course "for credit". Students who plan to transfer to other institutions should be aware that many colleges and universities do not allow students to take courses for credit after receiving an "Audit" for the course. Student should check with transfer institutions prior to auditing a course.   Developmental courses **cannot** be audited.

Change of Department/Program

Students who decide to change from one program of study to another must stop by the Admissions Office and complete a Status Change Form. Once this form is completed, the Admissions officer will determine each student's eligibility for the new program. The change must be submitted prior to registration for the program.

Change of Name/Address/Social Security Number

Students who change their name, address or social security number must stop by the Admissions Office and complete a Status Change Form. Once this form is submitted, an Admissions officer will process the form. Changes in name or social security number will take approximately one week to process. Address changes will be processed immediately. Changes must be submitted to the Admissions Office prior to registration.

Course Load

During the Fall and Spring semesters and Summer Term, a student who is registered for at least 12 semester credit hours is considered a full-time student.

Note: Tuition charges during the Fall and Spring semesters and during the Summer Term are assessed on a per-credit-hour basis up to and including 12 credit hours. Exceptions are GED and Truck Driver Training programs.

The maximum load a student may carry in a given semester without specific approval of the academic dean shall be 18 semester credit hours. An exception is those programs, which require more than 18 semester hours in a given semester.

A student who is placed on academic probation cannot register for more than nine semester credit hours until the probationary status has been removed. (See section on Academic Probation, Page 17.)

Course Substitutions

Course substitutions are permitted only upon recommendation of the curriculum department head. The Student Records Office must be notified in writing of the substitution. Course substitutions may be made for courses required in the major of the state model curriculum if the course being substituted contains the same course content as the required course. Related courses may be substituted only with the approval of the related department head. If a student is currently enrolled in a course that is planned for substitution for another course, the documentation of substitution can only be submitted upon completion of the course with a grade of "C" or higher.

All substitutions must be documented on the proper forms available through the Student Records Office.

Course Waiver

A student may be permitted to waive a course, which was originally required in the student's curriculum only if the waiver is recommended by the curriculum department head. Written approval and an explanation must be submitted to the Student Records Office.

In the event of a course waiver, no credit hours shall be granted and no substitute course will be required unless the waiver places the student's total credit hours below graduation requirements. Requirements in the state model may not be waived.

Dropping and Adding Classes

Students may drop or add classes during the add/drop period of each semester. Courses dropped during this period will not appear on the transcript. For information concerning refunds, please refer to the section on "Refunds" found in this handbook. After the add/drop period, but prior to the end of the day on the last day to withdraw, students may withdraw from one or more classes. The student will receive a grade of "W." Students who register for class, pay fees, but never attend will be administratively withdrawn and assigned a grade of "WA."

If a student stops attending class and fails to drop or withdraw from the class officially, he or she will receive a grade of "F" for that course regardless of the grade average at the time the student last attended.

Additionally, students should not assume that, because they stop attending classes, the instructor will administratively withdraw them from class based on the college's attendance policy. This policy states that an instructor **may**, not will, withdraw a student for poor attendance.

Greenville Technical College operates multiple academic sessions within each semester. It is possible to attempt some classes more than once during a semester; however, tuition is charged for each attempt. No additional tuition charges are incurred for full-time students taking 12 or more semester hours of credit.

Any add, drop, or withdrawal action is tied to a particular session code and class section number. A student's ability to add, drop, and withdraw from a class is directly tied to the start and end dates of the class. For example, a student cannot drop or withdraw from a first session class and add a second session, full session, or late start course without the possibility of incurring a monetary penalty and/or a grade of "W" on the attempted class. Since a class may be offered in multiple sessions during the semester, add, drop, and withdrawal deadlines vary. Students are responsible for meeting the withdrawal deadlines posted in each class syllabus.

   Please consult the Student Records Office at (864) 250-8119 for specific questions concerning the add, drop, or withdrawal process.

   Any student who finds it necessary to drop or add a class or classes after registration is completed should proceed as follows:

1. Obtain an Enrollment/Disclosure Form from the counselor, department head, Student Records Office, or www.gvltec.edu/forms, fill in the information requested, and sign the form.
2. Obtain the following signatures:
     a. Instructor of each class which is added if the class is full, added after the second day of summer term, or is added after the add/drop period
     b. Veterans Affairs — if applicable
     c. Financial Aid — if applicable
3. Submit the Enrollment/Disclosure Form to the Student Records Office promptly. The Enrollment Disclosure Form and the intended action is not completed until it is processed by the Student Records Office.
4. Report to the Business Office to verify refunds or to pay additional fees and to receive an updated schedule. Beginning the sixth class day of each semester, students may enter class only with instructor's permission and signature. The same steps as above must be followed. For summer terms, the instructor's signature is required beginning the third day of the term.

Readmittance to Curriculum Programs

   Students suspended for failure to meet standards of academic progress may apply for readmission the following semester. Students dismissed for excessive absences or disciplinary reasons may apply to the dean of Student Services. They may be readmitted only after proper investigation of interim history and at the discretion of the dean of Student Services and the dean of their program.

   A student who withdraws in good standing because of illness or personal hardship may re-enroll for the course at the next offering of the course. A student who has graduated from a curriculum at Greenville Tech and wishes to enter another curriculum must show proficiency as determined by grades already achieved or demonstrated by retaking the ASSET or COMPASS tests.

Grade Point Average

   A student's grade point average is the equivalent of his or her average for curriculum course work.

   Each letter grade has an equivalent point value: A — 4 points, B — 3 points, C — 2, D — 1 and F — 0. A student may determine the grade points for each course by multiplying the number of points a grade is worth times the number of credits the course carries. Thus, a "B" grade, worth three points, in a three-credit course is worth nine grade points; an "A" grade in the same three-credit course is worth 12 grade points.

   The grade point average is found by adding the total grade point values for all courses and dividing by the total number of credits attempted during the same period of time.

Grading Scale

  The following grades are used in calculating Grade Point Averages:
  A — Excellent; earns credit hours; carries a value of four grade points for each credit hour.
  B — Above average; earns credit hours; carries a value of three grade points for each credit hour.
  C — Average; earns credit hours; carries a value of two grade points for each credit hour.
  D — Below average; earns credit hours; carries a value of one grade point for each credit hour.
  F — Failure; earns no credit hours; carries zero grade points for each credit hour.

Other Grades Used

  CF — Carry Forward; used only for self-paced or individualized courses with open entry enrollment, indicating that the student will continue in the course. "CF" grade must be changed to letter grade on the same time frame as an "I." "CF" is not used for GPA calculations; earns no credit hours; generates no grade points.
  E — Exempt; earns credits. No grade points. Awarded for course exemption based on testing, equivalent work or educational experience. A college may choose to grant exemption credit ("E" grade) for work experience, experiential learning and/or training. Effective July 1, 2004, the grade of "E" will be used for all types of exemptions.
  EE — Exempt by examination (written only)
  EO — Exempt other
  ES — Exempt due to substitution
  EC — Exempt due to challenge exam (written/practical)

EA — Exempt due to articulation with vocational center
EB — Exempt due to prerequisite waiver
EI — Exempt due to articulation with business or industry
EM — Exempt due to military training
EP — Exemption due to portfolio submission
EV — Exempt by validation
I — Incomplete; indicates some work is incomplete in a course taught in the traditional manner. The student is responsible for making up all unfinished course work within the next semester. The student cannot re-enroll in the class until the "I" has been replaced with a letter grade. The "I" will be changed to an "F" if all work is not completed satisfactorily by one week before the beginning of exams in the next semester. "I" does not affect grade calculations; earns no credit hours.
NC — No credit. Earns no credit hours; earns no grade points; is not used in calculation of the GPA.
S1 — Satisfactory completion through Competency 1 in Related Studies course; earns credit, not used in GPA.
S2 — Satisfactory completion through Competency 2 in Related Studies course; earns credit, not used in GPA.
S3 — Satisfactory completion through Competency 3 in Related Studies course; earns credit, not used in GPA.
S4 — Satisfactory completion through Competency 4 in Related Studies course; earns credit, not used in GPA.
U — Unsatisfactory progress in Developmental Studies course; earns no credits, not used in GPA.
TR — Transfer; given for allowable equivalent Greenville Tech credits earned at other colleges, universities or technical colleges with a grade of "C" or higher. All "TR" grades must be supported by an official transcript of record from a postsecondary institution.
AU — Audit; is not used in GPA calculations; earns no credit hours; generates no grade points.
W — Withdrawn; used if a student withdraws after the official drop date. "W" is not used in GPA calculations and generates no grade points.
WA — Administrative Withdrawal; used if student is withdrawn by instructor due to student missing more than 10 percent of contact hours for the course. "WA" is not used in GPA calculations and generates no grade points.
WF — Withdrawn Failing; used if a student is withdrawn by the instructor after the withdrawal deadline. "WF" is used in GPA calculations and generates no grade points.
Note: Grades, which appear on a transcript, cannot be changed after one calendar year.
Prerequisites — Any course listed as a prerequisite must be passed with a grade of "C" or higher before the subsequent course may be taken.
NR – No Report is a grade that is reported when a faculty member fails to report grades on time, fails to report a valid grade, or a grade assigned when the class does not begin or end within the same semester. NR grades are updated by submission of a Grade Change Form.

Repeating a Course

Effective January 1994, a student may register for a class a maximum of three times. (Grades of W, F, WA, WF and D count toward the maximum of three registrations.) If extenuating circumstances have occurred such as prolonged illness, an appeal may be made to a subcommittee appointed by the chairperson of the Academic Council.

When a course is repeated, the highest grade earned will be used in GPA calculations at Greenville Technical College, although both grades will appear on the Greenville Tech transcript. When a course originally taken under the quarter system is repeated under the semester system, the computer will automatically adjust the GPA if the quarter course and the semester course are direct equivalents even if the course number and title are not the same. However, if the semester course is not a direct equivalent of the repeated quarter course, students should contact Student Records for assistance in adjusting the GPA.

The policies are not retroactive prior to 1994 GPAs or registrations. Questions should be directed to the appropriate division counselor.

Withdrawal From the College

Any student who finds it necessary to withdraw from all courses for which he/she is registered must complete the following steps to withdraw officially:

1. Obtain an Enrollment/Disclosure Form and fill in the information, which is to be supplied by the student.
2. Acquire all the signatures required on the form.
3. Turn in all forms to the Student Records Office before the deadline. The deadlines for official withdrawals are announced each semester.
4. A student may be registered for different session classes within the same semester. Students are responsible for meeting the Add/Drop and Withdrawal deadlines listed in each class syllabus.

Graduation Requirements

A student is eligible for graduation when the following requirements have been met:

1. The required number of hours in the student's curriculum has been satisfactorily completed.
2. All financial obligations to the college have been met.
3. An official application for degree, diploma or certificate has been filed with the Student Records Office no later than five weeks into the semester in which requirements are to be completed.
4. A grade point average of at least 2.0 has been maintained in all college work presented to fulfill the curriculum program requirements.
5. The following general education courses have been completed:
   a. For diploma programs, a minimum of one course in the areas of English communications, human relations and mathematics to equal a minimum of nine hours.
   b. For degree programs, a minimum of one component in each of the following areas:
      1. written and oral communications
      2. computational skills
      3. behavioral and social sciences
      4. humanities/fine arts *(see note below)*
      5. natural sciences or math
   c. Minimum general education credits of nine hours for diploma programs and 15 hours for degree programs. These requirements are set for each program of study. See the program listings beginning on Page 78 for academic programs.
6. Students who re-enroll in the college after an absence of 12 consecutive months or more, and who are seeking an associate degree, diploma or certificate, must meet the graduation requirements as stated in the handbook and catalog, which is in effect at the time of re-enrollment.
7. In the event that the published description or course content of a required course or approved elective changes significantly after a student's initial enrollment and prior to graduation, a student may be required by his/her department head to repeat the course in order to meet graduation requirements even though the course number does not change.
8. In addition to the above, the following requirements must also be met:
   a. In associate degree programs, complete all program course requirements in the applicable catalog and complete a minimum of 25 percent of the total hours required in the program through instruction at Greenville Technical College. Exemption credit will not count toward the 25 percent.*
   b. In diploma programs, complete all program course requirements in the applicable catalog and complete a minimum of 25 percent of the total hours required in the program through instruction at Greenville Technical College. Exemption credit will not count toward the 25 percent.*
   c. In certificate programs, complete all program course requirements in the applicable catalog and complete a minimum of 25 percent of the total hours required in the program through instruction at Greenville Technical College. Exemption credit will not count toward the 25 percent.*
9. All requirements for admission to a program must only be met in order to be awarded a certificate, diploma, or degree.
10. To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Note: If a foreign language is chosen, the course must be at the 102 level or higher to satisfy this humanities/fine arts requirement.
*The only exception will be for Nursing students who have successfully completed NUR 201 (Transitions Nursing) and competency exams administered by the Nursing Department at Greenville Technical College.

Graduation Exercises

Graduation exercises will be held near the end of the Spring Semester. All students who are scheduled to become eligible to graduate at any time during the academic year are expected to participate. Students can indicate on the graduation application form whether they plan to participate in the graduation exercises.

No certificate, diploma or degree will be mailed to students unless the student requests the service and pays the $5 mailing and handling fee. Such requests are to be submitted in writing to the Student Records Office.

Awards and Honors

The Dean's List

All students who earn a minimum of 12 semester credit hours in 100-level course and above, and who achieve a minimum grade point average of 3.4 (with no grade lower than "C"), will be placed on the Dean's List. All part-time students who earn a minimum of 6-11 semester credit hours in 100-level course and above, and who achieve a minimum grade point average of 3.4 (with no grade lower than "C"), will also be placed on the Dean's List.

The President's List

All students who earn within a semester a minimum of 12 semester credit hours in 100-level course and above, and who achieve a grade point average of 4.0, will be placed on the President's List.

The President's Awards

The President's Awards are reserved for two graduating students who continually maintain a high academic rating and show exceptional leadership, character and service to their departments and Greenville Technical College. These individuals must have a cumulative technology grade point average of 3.7 - 4.0 and must have qualified for the Dean's List two consecutive semesters if in a degree program and one semester if in a diploma or certificate program. The recipients of the President's Awards will receive special recognition in conjunction with the graduation ceremony.

Honor Graduates

Any student who graduates with a cumulative technology grade point average of 3.4 or higher is considered to be an honor graduate.

Tuition and Fees for Academic Year 2009 -- 2010

Full-time tuition:	Per Semester
Greenville County Resident	$ 1,656
Out-of-County (S.C.) Resident	1,800
Out-of-State Resident/Non-U.S. Citizen (on Visa)	3,468

In determining tuition, a full credit load consists of 12 or more semester hours.

Part-time tuition:	Per Credit Hour
Greenville County Resident	$ 138*
Out-of-County Resident	150*
Out-of-State Resident/Non-U.S. Citizen (on Visa)	289*

*Special courses may require different fees.

Resident Status

Resident status determination information can be found on Page 11 under "Resident Status" in the Admissions section of this catalog/student handbook.

Incorrect Classification

A student who has been incorrectly classified as a resident is subject to reclassification and payment of all non-resident fees not paid. If incorrect classification results from false or concealed facts, these students may be charged tuition and fees past due and unpaid at the out-of-state rate.

The student also may be subject to administrative, civil and financial penalties. Until these charges are paid, he/she will not be allowed to receive transcripts or graduate from a South Carolina institution. Those students whose residency status changes are responsible for notifying the residency official of such changes.

Fees

All applicants to Greenville Technical College pay a non-refundable application fee of $35, which is payable immediately upon application for admission to a program of study.

A few courses require special fees for materials, tests, equipment and insurance. Individual academic department heads should be contacted for the amounts of such fees.

	Credit Hour	**Amount**
Technology Fee (refundable)	1	$ 5
	2	9
	3	13
	4	17
	5	21
	6	25
	7	30
	8	34
	9	38
	10	42
	11	46
	12+ over	50
Student Fee (refundable within the Add/Drop period)		$ 40

Note: Tuition and fees are subject to change. MasterCard, VISA, AMEX, and Discover are accepted. Students paying tuition by credit card will be charged a $15 convenience fee.

Indebtedness

Students must clear any indebtedness to the college before registering for a subsequent semester, before graduating and before receiving official grade reports and/or transcripts.

A check on which payment is stopped constitutes an indebtedness to the college. The student will be responsible for paying the full amount of the check and a returned check fee of $30.

Refund Policy

Greenville Technical College will refund a portion of tuition paid by students who withdraw from course by specified dates. The schedule of dates, the percentage of tuition eligible to be refunded, and other pertinent policies regarding refunds can be found on the college's website (www.gvltec.edu) and in Student Services offices at all campuses. The college reserves the right to modify its tuition refund policies as necessary.

Financial Aid

Financial aid packages composed of grants, scholarships, loans and work study, can allow students with limited financial resources to pursue their educational goals at Greenville Technical College. Individuals enrolled in or accepted at the college who demonstrate a financial need or desire scholarship consideration must apply to begin the financial aid process. Completion of a Free Application for Federal Student Aid (FAFSA) is the first step in the process.   Students must complete and submit a FAFSA online at www.fafsa.ed.gov.

The FAFSA should be completed as early as six months (and no later than two months) prior to the academic semester for which aid is requested. Determination of eligibility through needs analysis must be completed before aid is awarded. FAFSA online worksheets are available online at www.fafsa.ed.gov, at the Financial Aid Office, Admissions Office or the Information Desk at the Admissions and Registration Center. Financial aid brochures, information about financial aid programs and qualifications can be obtained by calling the college's Information Center (864) 250-8111 or the Financial Aid Office (864) 250-8128.

Verification is a quality-control method used by the U.S. Department of Education to check the accuracy of information submitted on the FAFSA and for resolving conflicting information in a student's financial aid record. Because students sometimes make errors on their application, colleges are required to have procedures for verifying the reported information. Students are selected for verification either by CPS (Central Processing System) of the Department of Education or by the college. If the college has any information on an application that is inaccurate or conflicting, it is required by law to verify the information. A missing information letter (MIL) is issued along with all required forms to the student. Dependent students must submit signed copies of required documents for themselves and parents; independent students must submit signed copies of required documents for themselves and spouse (if applicable). To receive maximum consideration of aid, students should submit requested documents within 15 days of notification. Financial Aid processors make corrections to a student's record from the completed forms and documentation submitted by the student. The corrections are sent electronically to CPS, which in turn sends the college a corrected aid report. A student will not be able to receive financial aid until the verification process is complete.

Financial assistance available through the Greenville Tech Financial Aid Office includes the following:

Grants – Aid that does not have to be repaid
(See section on the Return to Title IV for exceptions)

Federal Pell Grant
This grant from the federal government helps pay educational costs. Student's eligibility is determined by family income and size, as well as other factors on the FAFSA. This information is also used to compute the Expected Family Contribution (EFC). As the EFC increases, the amount of the award decreases. If the EFC is zero, the student is eligible for the maximum Pell Grant.

Requirements to receive a Federal Pell Grant include the following:
- Must be a U.S. citizen or eligible non-citizen.
- Must have a high school diploma, GED certificate, or meet Ability to Benefit requirements.
- Must be enrolled in an eligible program.
- Must be admitted into a program consisting of at least 16 credit hours.
- Must not have bachelor's degree or higher degree.

Federal Supplemental Educational Opportunity Grant (FSEOG)
An FSEOG is for undergraduates with exceptional financial need (students with the lowest EFCs) and gives priority to students who receive Federal Pell Grants.

Requirements to receive an FSEOG include the following
- Must be eligible for a Pell Grant and have an EFC between 0-200.
- Must be a U.S. citizen or eligible non-citizen.
- Must have a high school diploma, GED certificate, or meet Ability To Benefit requirements.
- Must be enrolled in a minimum of three credit hours in a valid program consisting of at least 16 credit hours.
- Must not have bachelor's degree or higher degree.

What is the difference between the FSEOG and Federal Pell Grant?
The U.S. Department of Education guarantees that each participating school will receive enough money to pay the Federal Pell Grants of its eligible students. There is no guarantee that every eligible student will

be able to receive an FSEOG; therefore, students at each school will be awarded an FSEOG based on the availability of funds at that school.

Academic Competitiveness Grant (ACG)

This federally funded grant will provide assistance to first and second-year undergraduate students who are pursuing an associate or bachelor's degree. The ACG is in addition to the student's Pell Grant Award.

Requirements to receive an ACG include the following

- Must be eligible to receive a Pell Grant.
- Must be a U.S. citizen.
- Must have successfully completed a rigorous high school program, as determined by the State Department of Education
- Must be enrolled full-time.
- Must complete at least 24 credit hours and maintain a cumulative GPA of 3.0 to receive second year award.

NOTICE: Effective July 1, 2009, eligibility requirements for ACG will change. Updated criteria appears on the college website: www.gvltec.edu.

South Carolina Need-Based Grant (SCNBG)

This state grant is awarded based on financial need and availability of funds at the college. Requirements to receive a South Carolina Need-Based Grant include the following:

- Must be a South Carolina resident.
- Must have a high school diploma or GED certificate.
- Must be enrolled in a minimum of six credit hours in a valid program consisting of at least 16 credit hours.
- Must not have an associate degree or higher.
- Must not have a criminal record or two or more drug-related convictions.
- Other program requirements apply.

South Carolina Lottery Tuition Assistance (SCLTA)

This South Carolina state grant has award amounts which are subject to change. The award is applied to tuition and fees, but not books. If students have enough federal and/or other state grant funds to cover the cost of their tuition and fees they will not receive SCLTA. If grants cover only a portion of tuition and fees, they will receive SCLTA not to exceed the uncovered portion of their tuition and fees nor the maximum of the SCLTA for which they are eligible.

To be eligible for lottery funds, a student

- Must be a South Carolina resident.
- Must complete and submit a Free Application for Federal Student Aid (FAFSA) before the last day of classes in the term of the application.
- Must be admitted in certificate, diploma or associate degree program.
- Must be enrolled in at least six credit hours.
- Must maintain Reasonable Academic Progress (RAP).
- Must be enrolled in an eligible program.
- Cannot owe a refund or repayment of a state grant, a Pell Grant, or an FSEOG.
- Cannot be in default on a loan under the Federal Perkins Loan, Federal Stafford Loan, or William D. Ford program.
- Cannot be a LIFE scholarship recipient

Greenville Tech Vocational Grant

This institutional tuition grant is awarded to selected vocational high school students each year. This grant applies to the cost of tuition only for one academic year and is valued at $500 per semester. Recipients must be recommended by their career center or vocational high school.

Federal Work-Study

Comprised of both federal and college funds, this program is designed to help students who would be unable to pursue or continue their studies unless they earned part of their expenses.

Students in this program at Greenville Tech work an average of 20-30 hours per week. The basic rate of pay is $7-9 per hour. While assignment of Federal Work-Study jobs related to the student's field of study is desirable, this is not a requirement and often is not possible. Jobs vary and may include working in offices, laboratories and the library, or as peer counselors, teachers' aides and reading tutors. Some jobs are located off-campus.

Loans

Federal Stafford Student Loan Program

Under this program, students receive a low, variable interest loan. Dependent students may borrow up to $5,500 for the first year of undergraduate study and up to $6,500 for the second year. Independent students may borrow up to $9,500 for the first year of undergraduate study and up to $10,500 for the second year. Dependency is determined by the U.S. Department of Education via the Free Application for Federal Student Aid (FAFSA).

Interest Rates
- Loans obtained prior to July 1, 2006, carry a variable interest rate that is adjusted on July 1 each year.
- Loans obtained for periods of enrollment beginning on or after July 1, 2006, will have a fixed interest rate of 6.8%. Over a four-year period beginning July 1, 2008, the interest rate on **subsidized Stafford Loans made to undergraduate students** will be reduced. The applicable interest rates for loans made during this period are as follows:

First disbursement of a loan:

Made on or after	And made before	Interest rate on the unpaid balance
July 1, 2008	July 1, 2009	6.0 percent
July 1, 2009	July 1, 2010	5.6 percent
July 1, 2010	July 1, 2011	4.5 percent
July 1, 2011	July 1, 2012	3.4 percent

These changes apply to subsidized Stafford Loans first disbursed on or after July 1 of each year through June 30 of the next year. This change does not affect any prior loans made to borrowers; the terms and interest rates of those loans remain the same. *These reduced interest rates apply only to subsidized loans; any unsubsidized Stafford Loan for the same undergraduate borrower would continue to be made at the current fixed interest rate of 6.8 percent.*

Federal PLUS Loan Program

This non-need-based loan is awarded to the parents of students. Parents may borrow a limited amount not to exceed the estimated cost of attendance minus other financial aid awarded during the period of enrollment. Loans originated after July 1, 2006, will be at a fixed interest rate of 8.5 percent. These loans are made by lending institutions, such as a bank, credit union, savings and loan association or a state agency.

Standards of Satisfactory Academic Progress Policy

Greenville Technical College has adopted the following Standards of Satisfactory Academic Progress (SAP) Policy according to federal and state regulations. Greenville Tech's Standards of Satisfactory Academic Progress Policy measures a student's performance in the following areas: completion rate, cumulative grade point average (GPA), and maximum time frame. All students receiving any federal and state student financial aid must adhere to the college's SAP policy.

This SAP policy applies to all students applying for or receiving federal and state funds (except SC Lottery Tuition Assistance). The intent of this policy is to ensure that students who are receiving federal and state financial aid are making measurable progress toward completion of a degree, diploma or certificate program within a reasonable time frame. To be eligible for federal and state aid, a program of study must require a minimum of 16 credit hours for graduation.

The office of Financial Aid and Veterans Affairs monitors the SAP of all financial aid recipients by reviewing a student's total academic record after grades are posted at the end of each semester. Students' failure to meet any one of three standards may result in the cancellation of their awards.

Requirements

The SAP requirements for Greenville Technical College are summarized below.
- **Completion Rate.** Financial aid recipients are required to complete at least two-thirds of the credit hours attempted. The completion rate is derived by dividing the cumulative hours completed by the cumulative hours attempted. Note: Financial aid recipients may take a maximum of 30 credit hours in developmental course work which consist of English, reading and math courses below the 100 level. These courses do not count toward hours attempted and will not be considered in determining the Standards of Academic Progress.
- **Grade Point Average.** In order to remain in good academic standing, financial aid recipients must maintain a minimum cumulative Grade Point Average (GPA) of 2.0.

- **Length of Eligibility.** Financial aid recipients must complete their program of study without having attempted more than 150 percent of the credit hours required to complete their curriculum. For example, a student enrolled in a program of study requiring 30 credit hours to complete may not attempt more than 45 total credit hours (i.e. 30 x 150 percent = 45). The maximum length of eligibility is 180 non-remedial total credit hours. This limit includes transfer credit earned. Students who have exceeded the length of eligibility for their program of study, but have graduated from another program of study will have continued eligibility until they reach 180 total credit hours. However, the cumulative GPA and cumulative completion rate will no longer be considered when determining eligibility. Students coded as 180-hour status under the SAP Policy must meet the term GPA and term completion rate requirements to maintain continuing eligibility for financial aid disbursements. Failure to meet term requirements will result in an "ineligible" status.
- **Failure to Meet Minimum Standards.** Financial aid recipients who fail to meet the minimum standards (have not completed two-thirds of their cumulative attempted hours and/or have not achieved a 2.0 GPA) will be placed on financial aid probation. Financial aid probation is a warning that future financial aid is in jeopardy. Financial aid recipients receive financial aid while on probation. At the end of a probationary semester, the financial aid recipient who fails to meet the minimum Satisfactory Progress Standards for the semester will become ineligible for financial aid.

If academic difficulties were the results of events beyond the student's control, (i.e. illness, separation/divorce, or work-related problems), the student may appeal to have their financial aid reinstated.

Appeals Procedures

If a student failed to meet the requirements for the grade point average and/or completion rate, he or she must provide a personal statement that
- Outlines the circumstance that prevented them from meeting the Standards of Satisfactory Academic Progress policy;
- States why it is possible to improve upon past academic performance;
- Explains the corrective action taken; and
- Includes third party documentation that verifies the statement.

All documentation **must include** the student's name and ID number, and relate to the specific period during which the student's academic performance was affected.

Examples of acceptable documentation include
- Birth/death certificates, obituaries, funeral programs of immediate family members (i.e. parents, grandparents, spouses, children, brothers, sisters).
- Medical records on physician's or hospital's letter head with the appropriate signatures that confirm illness and length of recuperation.
- Court documents.
- Statements from physicians, counselors, clergy or social workers on company letterhead, with the appropriate signatures.
- Statement from work supervisor on company letterhead with the appropriate signature.

If a student has exceeded the maximum attempted hours (150 percent rule), he or she must
- Provide a personal statement explaining why accumulated attempted hours exceed current degree requirements.
- Attach documents that verify statement (see above for acceptable documentation).
- Obtain a Degree Audit from an academic or faculty advisor listing the remaining requirements for current degree program and a projected completion date. **Timeliness of degree audit requests is essential for appeal. Last minute requests for degree audits could delay and jeopardize an appeal.** It is strongly recommended that students obtain and review a copy of their unofficial transcript before submitting an appeal.

The inclusion of supporting documentation as outlined above does not guarantee that an appeal will be granted. Each appeal will be reviewed on a case-by-case basis. **Appeal letters submitted without supporting documentation will not be considered.**

The need for more than one appeal generally indicates a serious problem. Only one appeal will be accepted per semester. The Financial Aid Appeals Committee will review the appeal. The student will be advised in writing of the final decision within 15 working days of receipt of the appeal (during non-peak times, and 30 working days in peak seasons).

Students whose appeals have been denied by the Financial Aid Appeals Committee may meet with the Financial Aid dean for further review. **During the appeals process, telephone calls or e-mails concerning an individual financial aid appeal status can cause serious delays!**

Reinstatement

To regain eligibility a student should
- Use personal funding to enroll in a minimum of six non-remedial credit hours (courses below the 100 level are remedial) and complete them with a 2.0 or better GPA. Note: Students who enroll in more than six non-remedial credit hours must complete two-thirds of the credit hours in which they enroll with a 2.0 or better GPA.
- File an appeal. If the appeal is approved, the student will be placed on financial aid probation for the semester in which the appeal is granted.

Refer to the Standards of Satisfactory Academic Progress Policy published by the Greenville Technical College Office of Financial Aid and Veterans Affairs for information on retaining the restored aid.

Academic issues that will affect Satisfactory Academic Progress include
- **Course repetitions, withdrawals, incomplete courses, transfer credits, and all other grades** — All grades are counted in the hours attempted.
- **Developmental courses** — Financial aid recipients may take a maximum of 30 credit hours in developmental coursework which consists of English, reading and math courses below the 100 level. These courses do not count toward hours attempted and will not be considered in determining the Standards of Academic Progress.
- **Change of major** — A financial aid recipient who changes his or her course of study is still responsible for maintaining satisfactory progress. A financial aid recipient changing from one program to another may lose federal and state eligibility immediately upon making the change. When considering a change in major, a student should consult the Office of Financial Aid and Veterans Affairs to discuss the effect of this change on his/her satisfactory academic progress. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.
- **Returning student's academic record** — Federal financial aid regulation requires colleges to track a student's academic progress from the first date of enrollment, whether or not financial aid was received. Students returning to college after a break in enrollment should consult the Office of Financial Aid and Veterans Affairs to determine how their college academic history will affect eligibility for financial aid.

For more information on how to apply for loans, grants or scholarships, contact the Greenville Tech Financial Aid Office at (864) 250-8128. The office is located in the Admissions and Registration Center at McAlister Square.

Reasonable Academic Progress Policy

Unlike federal programs that look at the SAP, the South Carolina Lottery Tuition Assistance (SCLTA) has its own academic progress standards called Reasonable Academic Progress (RAP). Students must satisfy the RAP requirements listed below in order to be awarded SCLTA for the semester in which they are currently enrolled.
- If a student has attempted 0-20 credit hours, their GPA from the previous semester must be 1.5 or higher.
- If a student has attempted 21-23 credit hours, their GPA from the previous semester must be 1.8 or higher.
- If a student has attempted 24 or more credit hours, their cumulative GPA must be 2.0 or higher.

Note: Developmental coursework which consists of English, reading and math courses below the 100 level do not count toward hours attempted and will not be considered in determining the Reasonable Academic Progress.

Appeals Procedures

If a student failed to meet the minimum GPA requirements, he or she must submit a SCLTA Appeals Form with attached personal statement explaining in detail the circumstances surrounding his/her academic difficulties for the identified semester, and states why he/she believe it is possible to improve, and describes the corrective action taken. Unlike SAP appeals, supporting documentation is not needed.

Each appeal will be reviewed on a case-by-case basis. SCLTA appeals will be reviewed by the Financial Aid dean or designee. The student will be notified in writing (via Campus Cruiser e-mail) of the final decision within 15 working days (30 days during times of heavy registration and processing) of the receipt of the appeal.

Scholarships

South Carolina LIFE Scholarship

Eligibility for this state scholarship is determined on academic merit. This award does not require completing a FAFSA, but it is highly recommended. LIFE scholars cannot receive Lottery Tuition Assistance in the same academic year.

Entering freshmen requirements include the following:
- Must be a South Carolina resident.
- Must be a South Carolina high school graduate.
- Must have a 3.0 high school grade point average on a 4.0 scale.
- Must have no felony convictions.
- Must have no second or subsequent drug or alcohol convictions in preceding 12 months/calendar year.
- Must be a full-time undergraduate student in an eligible program.
- Must take a minimum of 12 non-remedial credit hours. At Greenville Technical College all courses with a 100 or lower course number are remedial unless otherwise noted in the college catalog.

Additional requirements for continuing or transfer students include the following:
- Must have a minimum of a 3.0 cumulative GPA (all colleges attended).
- Must have completed a minimum of 30 curriculum credit hours in prior academic year (15 credit hours, if enrollment started in January.)

The LIFE Scholarship (at two-year SC colleges) pays the cost of tuition, plus a $300 annual book allowance. LIFE Scholarships are available the following semesters:
- One-year diploma/certificate program — two semesters.
- Two-year degree — four semesters.
- Four-year degree — eight semesters.

Lillian Simpson Scholarship

Greenville Technical College established the Lillian Simpson Scholarship to honor Miss Simpson's outstanding dedication to the students in Greenville County. One scholarship is available to a student from each of the 14 Greenville County public high schools. The scholarship has a value of $500 per semester for one academic year and covers tuition only. To qualify, the high school senior must be
- Ranked in the top 50 percent of his/her class at the end of the seventh semester.
- Officially accepted for admission in the curriculum program of choice.
- Officially recommended by the high school counselor.

Policies

Office of Financial Aid and Veterans Affairs Information Disclosure Policies

The Office of Financial Aid and Veterans Affairs at Greenville Technical College strives to protect the confidentiality and privacy of student records as required by law. The Family Educational Rights and Privacy Act of 1974 (as amended), commonly referred to as the Buckley Amendment, sets forth the educational information of a student and how the information should be treated to protect student privacy.

Advice to Students, Parents, and External Parties Seeking Student Financial Aid Information

The Office of Financial Aid and Veterans Affairs recommends that custodial parents, non-custodial parents, spouses, and interested third parties seek financial aid award information directly from the student. Students have quick and easy access to their financial aid, billing, and grade report records via Web Advisor. If information will be required by a third party, an Information Release Form must be signed by the student and placed on file with the Office of Student Records.

Greenville Tech's financial aid staff may provide custodial parents with financial aid information services, but are not required to do so. In some instances, the Financial Aid office reserves the right to refer some custodial parents' questions back to the student to protect the confidentiality of student records.

Greenville Technical College Student Financial Aid Information Release Practices

For financial aid purposes, parent definitions and independent student definitions are defined by federal student aid regulations and may differ from the Internal Revenue Services dependent exemption tax rules and definitions. Any exceptions to these financial aid release practices are subject to dean approval.
- **Parent Financial Aid Record Release**
  Financial aid records and statements of a student's parents submitted to the Financial Aid office are not considered student educational records and thus will not be released to the student. For example, Greenville Tech's financial aid staff will not release a copy of a parent tax return to a student.

- **Non-Custodial Parent Information Inquiries**
  Greenville Tech's financial aid staff will not release student financial aid information to the non-custodial parent(s) of a student considered dependent for financial aid purposes.
- **Parents of Independent Students Information Inquiries**
  Greenville Tech's financial aid staff will not release student financial aid information to the parent(s) and or spouses of a student considered to be independent for financial aid purposes.
- **Student Written Requests**
  A student may submit a written and signed request for the release of student financial aid information to Greenville Tech that includes the following: 1) exactly what information is to be released; 2) the time period the information is for; and 3) the reason the information is being sought.
- **Third-Party Requests**
  No student-specific financial aid information is provided to any third party by phone or in person.

Office of Financial Aid and Veterans Affairs Identity Confirmation Practices
- **Student Identity Confirmation in Person**
  The preferred method for confirming students' identities is their personal presentation of a valid Greenville Technical College Identification card, driver's license, or picture ID.
- **Student Identity Confirmation on the Telephone**
  Over the phone, a student's identity will be verified by asking a series of questions: full name, date of birth, and student identification number. To preserve the privacy of student records, the Financial Aid office reserves the right to deny telephone service to a caller if the identity of the caller cannot be confirmed or is in doubt.
- **Dependent Student Custodial Parent Confirmation in Person**
  Custodial parent identity will be verified by asking a series of questions: full name of student and parent, student identification number, and parent SSN as reported on the Free Application for Federal Student Aid (FAFSA).
- **Dependent Student Custodial Parent Confirmation on the Telephone**
  Custodial parent identity will be verified by asking a series of questions: full name of student and parent, student identification number, and parent SSN as reported on the FAFSA. To preserve the privacy of student records, Greenville Tech reserves the right to deny telephone service to a caller if the identity of the caller cannot be confirmed or is in doubt.
- **Independent Student Parents on the Telephone or in Person**
  No student-specific financial aid information will be released to the parents or spouses of students considered independent for financial aid purposes.

Social Security Number (SSN) Use by the Office of Financial Aid and Veterans Affairs and the Federal Student Aid Programs

The Greenville Technical College Office of Financial Aid and Veteran Affairs uses the information students provide on the Free Application for Federal Student Aid (FAFSA) to determine eligibility to receive federal, state, and institutional student financial aid and the amount of eligibility. Sections 483 and 484 of the Higher Education Act of 1965, as amended, give the Federal Student Aid Programs (FSAP) the authority to ask students and parents these questions, and to collect the SSN of students and parents. The Financial Aid Office, FSAP, and the state aid agency uses the SSN to verify, identify and retrieve records, and may request the SSN again for these purposes.

Without a student's consent, FSAP may disclose information provided on the FAFSA to entities under a published "routine use." Under such a routine use, FSAP may disclose information to third parties that are authorized to assist them in administering the above programs; to other federal agencies under computer matching programs, such as those with the Internal Revenue Service, Social Security Administration, Selective Service System, Immigration and Naturalization Service, U.S. Department of Homeland Security, and Veterans Administration; to a student's parents or spouse; and to members of Congress if a student asks them to help with student aid questions.

If the federal government, the U.S. Department of Education, or an employee of the U.S. Department of Education is involved in litigation, FSAP may send information to the Department of Justice, or a court of adjudicative body, if the disclosure is related to financial aid and certain conditions are met. In addition, FSAP may send student information to a foreign, federal, state, or local enforcement agency if the information submitted indicates a violation, or potential violation of law, for which that agency has jurisdiction for investigation or prosecution. Finally, FSAP may send information regarding a claim that is determined to be valid and overdue to a consumer report agency. This information includes identifiers from the record, the amount, status, and history of the claim, and the program under which the claim arose.

Treatment of Title IV Funds When a Student Withdraws

When a recipient of Title IV grant or loan assistance withdraws from an institution during the semester in which the recipient began attendance, the institution must determine the amount of the Title IV grant or loan assistance (not including Federal Work Study) that the student earned as of the student's withdrawal date. Unearned Title IV funds must be returned to the Title IV Programs.

The Return of Title IV Funds/Institutional Refund Policy

This policy applies to students who withdraw or are withdrawn from Greenville Technical College, and refunds for these students are determined according to the following policy:

The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs at Greenville Technical College: Unsubsidized FFELP/Direct loans, Subsidized FFELP/Direct loans, FFEL/Direct PLUS Loans, Federal Pell Grant, Federal Academic Competitiveness Grant, and Federal SEOG.

A student's withdrawal date is computed as follows:
- The date the student began the institution's withdrawal process (as described in the Greenville Technical College catalog) or officially notified the institution of intent to withdraw.
- The midpoint of the period for a student who leaves without notifying the institution or who receives all failing grades.
- The student's last date of attendance at a documented academically related activity.

Title IV aid is earned in a prorated manner on a daily basis up to the 60 percent point in the semester. Title IV aid is viewed as 100 percent earned after that point in time.

Students who find it necessary to withdraw from Greenville Technical College should do so in writing to the Registrar's Office, Web Advisor in Campus Cruiser or at one of the satellite campuses.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order:
- Unsubsidized Federal Family Education Loans (FFEL)
- Subsidized Federal Family Education Loans (FFEL)
- Federal Family Education PLUS Loans
- Federal Pell Grants
- Academic Competitiveness Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other Title IV Assistance
- Other Federal Sources of Aid
- Other State, Private and Institutional Aid

Institutional and Student Responsibilities
Concerning the Return of Title IV Funds

Greenville Tech Office of Financial Aid responsibilities in regard to the Return of Title IV funds include
- Providing each student with information given in this policy.
- Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students.
- Returning any Title IV funds that are due to the Title IV programs.

The student's responsibilities in regard to the Return of Title IV Funds include
- Returning to the Title IV programs the dollar amount of any funds disbursed directly to the student subsequently determined to be ineligible via the Return of Title IV Funds calculation.

Other Financial Aid Opportunities

Financial assistance is also available to eligible students from other government agencies. Students who have lost their jobs should contact their local South Carolina Employment Security Commission Office to see if they are eligible for money through federal or state-sponsored programs. Students with disabilities may qualify for assistance through their local Vocational Rehabilitation office.

Other aid opportunities for students are provided by local fraternal organizations, societies, business firms, high schools and family employers. For further information, check with the Greenville Tech Financial Aid office and/or your high school guidance counselor.

The Greenville Tech Foundation, Inc. Scholarships

The Greenville Tech Foundation, Inc. was organized in 1973 as a non-profit corporation for the purpose of seeking community support for Greenville Technical College. Students should contact the Financial Aid Office to apply for scholarships administered by the Greenville Tech Foundation, Inc. The endowed scholarships that are available for students include the following:

Allied Health Minority Endowed Scholarship — This scholarship was established in 1987 and is awarded on the basis of academic merit and financial need to outstanding African-American students enrolled in the associate degree programs of the Health Sciences/Nursing division. Students must have completed one semester and have a minimum 2.5 GPA.

Alumni Endowed Scholarship — Awarded to accepted or currently enrolled students in the program of their choice, this scholarship is based on financial need and/or academic merit. Students must be South Carolina residents and are eligible to receive this scholarship for up to two academic years by maintaining a minimum 2.0 GPA. It was established in 1988 by the Greenville Tech Alumni Association.

American Legion Post #3/W.W. Wilkins, Sr. Endowed Scholarship — This scholarship was established in 1984 by the Greenville County American Legion Fair Association in honor of W.W. Wilkins, Sr., a local attorney and chairman of the association. It was endowed by the American Legion Post #3 in 1997 and is awarded to accepted or enrolled students in the Industrial Technologies programs who are U.S. citizens. This scholarship is intended for students who are seeking to improve their skills/abilities and to receive the necessary training to learn a trade and improve their way of life and ability to earn a living. The award is based on financial need and academic merit. All things being equal, preference will be given to veterans and their families.

APICS Industrial Crescent Chapter/Garth Thompson Materials Management Endowed Scholarship — This scholarship was established in 1986 by the Industrial Crescent Chapter of the American Production and Inventory Control Society (APICS). It was renamed in 1995 in memory of Garth Thompson, Materials Management department head from 1990-93. It is restricted to accepted or currently enrolled students in Supply Chain Management who have demonstrated previous high school or college academic promise. Preference will be given to current members of APICS and/or their children. By maintaining a minimum 2.5 GPA, students may receive this scholarship for up to one academic year.

Bannon Foundation Endowed Scholarship — Established in 1989 by the Bannon Foundation and endowed in 1996, this scholarship is awarded to accepted or enrolled students who are U.S. citizens; South Carolina residents of Greenville, Pickens, Spartanburg, Laurens or Anderson counties; capable of satisfactory performance in the program of their choice; in genuine financial need; and have actively participated and assumed a role of leadership in civic, cultural, religious, educational, professional or governmental life in the community.

Nadeen Duggan Barton Memorial Nursing Endowed Scholarship — Created in her memory in 1991 by her husband, John B. Barton, friends and family, this endowed scholarship is restricted to second-semester nursing students. Awards are based on academic achievement with a minimum 2.5 GPA.

Dr. Thomas E. Barton, Jr. Endowed Scholarship — Named in honor of Greenville Tech's president and created by a gift from the Re-Elect Strom Thurmond Committee in 1990, this endowed fund will provide tuition assistance for up to one academic year to a needy, deserving student who is a South Carolina resident majoring in the program of his or her choice.

BBA Nonwoven Endowed Scholarship — Established in 1997 by the Contributions Committee of BBA Nonwoven, this scholarship is for up to one academic year and is awarded to students who are graduates of Hillcrest High School and majoring in a program related to the manufacturing environment.

Mrs. George E. (Zana Campbell) Bomar Endowed Scholarship — Established in 1998 by George E. Bomar, his daughters and their families, in memory of his wife, Zana Campbell Bomar, this scholarship is awarded to accepted or enrolled students who are Greenville County residents and are majoring in nursing, allied health or the sciences curriculums. Awards are based on academic achievement.

William Bradshaw/Alumni Endowed Scholarship — Established in 2000 by Bradshaw Automotive Companies and William Bradshaw as part of the Alumni Golf Tournament sponsorship, it is awarded to students in the automotive technology field and is based on academic achievement. (If no auto students apply, student can be in academic curriculum of choice leading to a certificate, diploma or an associate degree.)

Bridges to a Brighter Future Scholarship Endowed by the Jolley Foundation — This scholarship was established in 1999 and is awarded to students accepted or enrolled in the certificate, diploma or associate degree program of student's choice. Students must have financial need and a minimum "C" average or 2.0 GPA from previous high school academic work; be a graduate of a Greenville County high school; and completed the Bridges to a Brighter Future program at Furman University.

Douglas Woodrow Brister, Sr. Endowed Scholarship - Established in 2006 by his wife, Nettie, his son, Doug, and other family members and friends. Dr. Brister was associated with Greenville Technical College for almost 30 years (1972 - 2002), first as a counselor, then as special assistant to the president, and he was

serving as the vice president for administration when he passed away on May 22, 2002. This scholarship is awarded to students accepted or enrolled in a curriculum program leading to a certificate, diploma, or associate degree at Greenville Tech and is based on academic achievement.

Eleanor and Clyde Brooks Endowed Scholarship — This scholarship was established in 2000 by H. Clyde and Eleanor Brooks, who operated a State Farm insurance agency in Simpsonville from 1961 to 1999. Their son, David, attended Greenville Tech for two years before transferring to Clemson in 1992. Their daughter, Phyllis, is married to John Thomas, an attorney and member of the Greenville Tech Foundation board of directors. This scholarship is awarded to students accepted or enrolled in an academic curriculum program leading to a certificate, diploma, or associate degree at Greenville Tech. It is based on academic achievement and preference is given to graduates of Hillcrest High School or residents in the Golden Strip (area south of I-85).

Annabelle Brush Endowed Scholarship — This scholarship was established in 1999 by Howard "Champ" and Imogene "Gene" Covington in memory of Annabelle Brush, who overcame polio as a child, married and had six daughters and two sons. She gave up her dream of becoming a nurse to raise her family. Her husband died the year her youngest child was born, and she raised them as a single parent. She encouraged her daughter, Patricia Flynn, who now works at the Greenville Hospital System, to pursue nursing at Greenville Tech. This scholarship is awarded to students in the ADN or LPN programs.

B.K. Bryan Health Care Endowed Scholarship — Established in 2007 in his memory by his family and friends, this scholarship is awarded to health care students. Mr. Bryan was a member of the Greenville Tech Foundation Entrepreneur's Forum.

Wade Hampton Bryant Endowed Scholarship — Established in 1987 in memory of Wade Bryant, vice president for Citizens & Southern Bank and Greenville Tech Foundation board member, this scholarship is awarded for one academic year to Arts and Sciences students in financial need. Preference will be given to students who have an interest in banking or the legal field as a career.

Jeff Burdette Memorial Endowed Scholarship — This scholarship was established in 1992 in memory of City of Greenville Police Officer Carl Jeffrey Burdette, who died following a six-year illness with amyotrophic lateral sclerosis (Lou Gehrig's disease), by his widow, Kimberly D. Burdette, and the Greenville County Fraternal Order of Police, Lodge 17. It is awarded to accepted or currently enrolled students in the program of their choice, based on financial need and academic potential (minimum 2.5 GPA).

Horace L. Butler, Sr. Endowed Scholarship — Established in 1997 by the Knox L. Haynsworth, Jr. family, the law firm of Haynsworth, Baldwin, Johnson and Greaves, P.A., and family and friends in memory of Horace L. Butler, Sr., long-time employee of the law firm, this one academic-year scholarship is awarded to an accepted or enrolled Greenville County resident student majoring in a program of the student's choice. It is based on academic achievement (minimum 2.0 GPA) and financial need to students not receiving federal grants.

June Campbell Nursing Endowed Scholarship — This scholarship was established in 1989 as a graduation gift from the ADN3 class of 1989 in honor of June Campbell's retirement from the nursing faculty. Campbell has continued to support the fund. It is awarded to nursing students demonstrating academic achievement and financial need.

Fred J. Collins, Jr. Endowed Scholarship — Designed to assist needy and worthy students in the education and training of their choice, this scholarship is awarded for up to two academic years if the student maintains a minimum 2.5 GPA. The late Collins established this scholarship in 1991 while serving on the board of the Greenville Tech Foundation, Inc.

CompX National Machine Tool Technology Endowed Scholarship — Restricted to full-time students in Machine Tool Technology, this scholarship is awarded for one semester or more. Applicants must have completed a minimum of 12 credit hours with a 2.0 GPA to be eligible for this scholarship. National Cabinet Lock (now known as CompX National) of Mauldin, S.C., began the endowment for this scholarship in 1987.

Imogene H. Covington Endowed Fund for Nursing Students — Established in 2007 by Howard H. "Champ" Covington in loving recognition of his wife Imogene H. "Gene" Covington as an expression of grateful appreciation for the years of support she gave to him and their children, especially during Mr. Covington's battle with cancer. This scholarship is awarded to nursing students who are South Carolina residents.

Ladson Gentry Cubbage, Sr. Memorial Endowed Scholarship in Entrepreneurial Education — Established in 1999 by Leighton M. Cubbage, a Greenville Tech Foundation board member, in memory of his father, Ladson Gentry Cubbage, Sr., who was an entrepreneur in Sumter County and operated a farm and other businesses, this scholarship is awarded to students with a minimum 2.0 GPA who have been involved in a personal business enterprise, have demonstrated an entrepreneurial spirit, or are majoring in marketing, management or a business-related field. The primary criteria is the favorable probability of becoming an entrepreneur.

Dorothy Davenport Memorial Nursing Endowed Scholarship — Originally established by the nursing

students at their pinning ceremony in 1975 in honor of Dorothy Davenport, nursing faculty member, and endowed in her memory by her family following her death in 1993, this scholarship is given to students accepted or enrolled in the Associate Degree Nursing or Licensed Practical Nursing programs and is based on financial need.

E. Arthur and Jeanet S. Dreskin Medical Laboratory Technology Endowed Scholarship — This scholarship was established in 1993 and endowed in 1998 by Dr. E. Arthur and Jeanet S. Dreskin. The late Dr. Dreskin initiated the Certified Lab Assistant Program at Greenville Tech (now known as Medical Laboratory Technology) and was the medical director for 17 years. This scholarship is awarded to second year MLT students with academic potential and financial need.

Drive Automotive/Heinz Stoiser Endowed Scholarship — This scholarship was established in 1998 by Drive Automotive, a division of Magna International, in honor of Heinz Stoiser, who was the start-up plant manager when Drive Automotive opened operations in Greenville in 1994. This scholarship is awarded to accepted or enrolled students in Machine Tool Technology. This award is based on academic achievement and financial need.

Ellcon National Endowed Scholarship — Established in 1997, this scholarship was endowed in 1999 by Ellcon National. (Douglass E. Kondra is a member of the company's board of directors and also a member of the Greenville Tech Foundation board of directors.) This scholarship is awarded to children, legally adopted children or step children of current Ellcon National employees who have been permanent, full-time employees for at least one year. If no children of Ellcon National employees apply, this scholarship can be awarded to other students. Award is based on academic achievement.

Erwin-Penland/Anne Gwinn Endowed Scholarship — Established in 1997 by Erwin-Penland in honor of employee Anne Gwinn, this scholarship is awarded for one academic year to accepted or enrolled students majoring in the curriculum of their choice. It is based on academic achievement.

Fabri-Kal Foundation Endowed Scholarship — Established in 2000 and endowed in 2002 by Fabri-Kal Foundation, this scholarship is awarded based on academic achievement. All things being equal, preference will be given to Fabri-Kal employees or their children, but not required.

Fall for Greenville Hospitality Education Endowed Scholarship — Established in 2006 by the Fall for Greenville board of directors from the festival proceeds. Fall for Greenville is the annual "taste of our town" festival which is the largest food-based street festival in the Southeast. The scholarship is awarded to accepted or enrolled students in the Hospitality Education program and is based on academic achievement and financial need.

Keller Cushing Freeman Honors Program Endowed Scholarship — Established in 1989 in honor of Dr. Keller Cushing Freeman, who taught philosophy, history and humanities at Greenville Tech from 1972-86, and who also was an instructor at Clemson and Furman universities, this scholarship is awarded to students in the University Transfer Honors Program.

Stuart L. Fretwell Endowed Scholarship — This scholarship was established in 2005 in memory of Stuart Fretwell by family and friends after his untimely death from cancer. He was a librarian at Greenville Tech and earned his MBA and Masters in Library Science at the University of South Carolina. It is awarded to nursing students planning to continue their education to get a bachelor's in nursing and is based on academic achievement and financial need.

Blake P., Sr. and David H. Garrett Endowed Scholarship — Established in 2005 by Ed McCameron, founder of Carolina Automatic Sprinkler Company, and his son Chris, in honor of the Garretts who were their mentors, this scholarship is awarded to residents of the Golden Strip (area south of I-85 in Greenville County) who are attending the Brashier Campus.

Mary M. Graham Endowed Student Book Fund — This scholarship was established in 2005 by Arthur R. "Dick" Graham in memory of his wife of 63 years, Mary. Mr. Graham served as chairman of the Greer Campus Advisory Board for 15 years. Recipient must be attending the Greer Campus.

Greenville Hospital System Endowed Scholarship — Established in 1999 by the Greenville Hospital System and its foundation, this scholarship is awarded to nursing students who have successfully completed the first semester of nursing courses and Radiologic Technology students who have successfully completed Phase II (two semesters) of the Radiologic Technology program. Students must have a minimum 3.0 GPA. The recipient will agree by signing a scholarship/work agreement to accept full-time employment, if offered, with the Greenville Hospital System for at least the number of years (one to two) the scholarship was received, or repay the total monies received through the scholarship fund plus eight percent annual interest from the date of the award, with repayment time no more than twice the length of time the award was received.

James B. Greer Endowed Scholarship — Established in 1994 by Susan S. Wilson, a 1978 graduate of the Greenville Tech Industrial Engineering Technology program, in memory of James B. Greer, a Vietnam veteran who attended Clemson University classes held on Greenville Tech's campus, this scholarship is awarded to non-traditional students who are active in extracurricular and community service, with preference

to single parents. Preference will be given to prior participants or advisors of Junior Achievement, but not required.

Alberta Tucker Grimes Minorities Endowed Scholarship — This scholarship was established in 1990 in honor of the late Alberta Tucker Grimes, Greenville Tech retiree and founder of the local Head Start program. It provides scholarships for Greenville Tech minority students based on financial need, academic standing and citizenship.

Hazel Pittman Hall Endowed Scholarship — This scholarship provides assistance to students who are experiencing great financial need. By maintaining a 2.0 GPA, students may receive this scholarship for one academic year. The late Hazel Pittman Hall, former vice president for Student Affairs at Greenville Technical College, retired in 1986, and this scholarship was established in her honor.

Harley Owners Group/Greenville Chapter Endowed Scholarship — Established in 1997 by the Harley Owners Group/Greenville Chapter, this scholarship is awarded to students accepted or enrolled in the program of their choice who are Greenville or Pickens County residents. The award is based on academic achievement and financial need.

Janice Harper, RN, Memorial Nursing Endowed Scholarship — Established by an anonymous donor in 2001 in memory of Janice Harper, a caring and committed nurse, this scholarship is awarded to students enrolled in the ADN or LPN programs and is based on financial need and academic achievement (minimum "C" average or 2.0 GPA from previous high school academic work).

Clement Haynsworth, III Memorial Endowed Scholarship — Established in 2001 and endowed in 2002 by Knox L., Jr. and Priscilla Barrett Haynsworth in loving memory of their son, Clement, a student at Coastal Carolina, who died after a sudden illness in 2000, this scholarship is awarded to students with learning disabilities who are accepted or enrolled in an academic curriculum program of their choice.

Ralph S. Hendricks Endowed Scholarship — Established in 2001 by Ralph Hendricks, a successful businessman from Simpsonville and a former member of the Greenville Tech Foundation board of directors. Awarded to graduates of Hillcrest, Mauldin and Woodmont high schools, or to residents of the Golden Strip (area south of I-85 in Greenville County).

Gwendolyn & Richard Heusel Endowed Fund for Jobs Re-Training — Established in 2005 by Gwendolyn and Richard Heusel to provide continuing education scholarships for workers who've lost their jobs, are in financial need, and who are enrolled in training/re-training programs. Mr. Heusel owned and operated K M Fabrics and is a member of the Greenville Tech Foundation board of directors.

Stephanie Boyd Hillis Memorial Endowed Scholarship — The Stephanie "Shelli" Boyd Hillis Memorial Endowed Scholarship was established in 2007 by John and Sue Hillis in memory of their daughter-in-law who was tragically killed in a boating accident in 2004. She graduated top of her nursing class at Greenville Tech in 2000, and was a loving wife and mother of two children. This scholarship is awarded to a nursing student who is dedicated mother and has financial need and academic achievement.

Lily Juanita "Nita" Johnston Office Systems Technology Endowed Scholarship — This scholarship was established in 2001 from the estate of Miss Johnston (Nell Stewart, executor). Johnston was a secretary/receptionist for Potter Skackleford Construction Company and an administrative assistant for Liberty Life Insurance Company. She also served as a leader in the National Professional Secretaries Association. It is awarded to students enrolled in the Administrative Office Technology program and is based on academic potential (minimum 2.0 GPA).

Lockheed Martin Aircraft Maintenance Technology Endowed Scholarship — This scholarship was established in 1989 by Lockheed Martin and is restricted to students in Aircraft Maintenance Technology who show academic promise and have financial need. This scholarship is awarded for up to two academic years if the student maintains a 2.5 minimum GPA.

Elizabeth Mann Paralegal Endowed Scholarship — Restricted to students in the Paralegal program, this one-semester scholarship recognizes the students who achieve the highest GPA for the year. The scholarship was begun in 1984 and was further funded in 1987 by a major gift by the late Fred J. Collins, Jr., Collins Entertainment Corporation.

"Rennie" Mattos Martin Endowed Scholarship — This scholarship was established in 2002 in memory of Martha Irene "Rennie" Mattos Martin by her sister, Lib Mattos-Ward, her brothers Jimmy Mattos and Tommy Mattos, her son, Mitchell Martin, her daughter, Melodee Martin Thomas, her husband, Billy Martin, and other family and friends. Rennie was a 1954 graduate of Greenville High School and a 1957 graduate of the Greenville General Hospital School of Nursing. She worked as a nurse for 42 years and served at Greenville General Hospital, at a number of community hospitals while her husband served in the military, and was working at St. Francis Hospital when she died on October 15, 1999. Awarded for one academic year to enrolled students in the Licensed Practical Nursing or Associate Degree Nursing programs, this scholarship is based on academic potential and minimum 2.5 GPA.

Frank Mims Memorial Automotive Endowed Scholarship — This scholarship was established in 1994 by Mary Louise G. Mims in memory of her husband, G. Franklin Mims, Sr. Mr. Mims was president

of Century Automotive Group, which included Ford, Lincoln-Mercury, Saab, BMW, Honda and Acura dealerships in Greenville, Anderson and Columbia. Mrs. Mims served on the Greenville Tech Foundation board of directors. It is awarded for up to two years to Automotive Technology students who have financial need and a minimum 2.0 GPA.

Mitsubishi Polyester Film Company Endowed Scholarship — Established in 1996 by Hoechst Celanese Corporation (later called Mitsubishi Polyester Film Company), this scholarship is awarded to high school seniors graduating from Eastside, Greer, Riverside, Blue Ridge and Byrnes high schools. Students may be in any program and preference is given to students majoring in any of the engineering/industrial technologies programs. The scholarship is based on academic achievement and financial need.

Aurelia C. Morrow Nursing Endowed Scholarship — Awarded to nursing students demonstrating academic ability and financial need, this scholarship was established in 1992 from the estate of Helen Morrow Britt Carr in honor of her cousin-in-law, Aurelia Caudle Morrow (Mrs. James R. Morrow), retired faculty/ staff member of Greenville Technical College. Mrs. Morrow passed away in 2002 and left a bequest for this scholarship.

Mt. Vernon Mills Endowed Scholarship — Established in 1998 by Mt. Vernon Mills, which is owned by R.B. Pamplin, an entrepreneur with an extensive background in forest products and textile industries, this scholarship is awarded to accepted or enrolled students with academic achievement and financial need, but who are not receiving federal grants.

Martin F. O'Brien Endowed Scholarship — This scholarship was established in 1998 by Martin F. O'Brien, who is the founder of Frontier Electronics, a charter member of the EET Advisory Committee, and a former member of the Greenville Tech Foundation board of directors. This scholarship is awarded to accepted or enrolled EET students and is based on academic achievement and financial need (but not to students receiving federal grants).

Palmetto Bank Endowed Scholarship — Established in 2003 by Leon Patterson, Andy Douglas and the Palmetto Bank Board, this scholarship is awarded to accepted or enrolled students majoring in the curriculum program of their choice and is based on academic achievement. Palmetto Bank is a leading Upstate bank that serves a large number of people and is committed to education and economic development in the Upstate.

Para-Chem Endowed Scholarship — Established in 1997 and awarded for one year to accepted or enrolled students majoring in the curriculum program of their choice, this scholarship is based on academic achievement with preference given to children of Para-Chem employees or graduates of Hillcrest or Mauldin high schools.

Pellet/Morgan Endowed Scholarship — This scholarship was established in 1997 by The Pellet Foundation and the late C. Heyward Morgan. John D. Pellett, Jr. and Mr. Morgan co-founded Triangle Construction in 1947, and Mr. Morgan was a member of the Greenville Tech Foundation board of directors. This scholarship is awarded for up to two academic years to students accepted or enrolled in developmental courses and is based on financial need with preference given to students going into the construction industry.

Phi Theta Kappa Endowed Scholarship — This scholarship provides resources to students from any program with financial need and a minimum 3.5 GPA. It was established by the Greenville Tech Chapter, Phi Theta Kappa, in 1986.

Etta Poole Poole Nursing Endowed Scholarship — Named in honor of the private-duty nurse of Robert J. Maxwell, Jr., the benefactor, this scholarship was established in 1989 for students who maintain a minimum 2.5 GPA in the Associate Degree Nursing program. Financial need and academic promise are the prerequisites of this scholarship.

James B. Pressly Radiologic Technology Endowed Scholarship — Established in 1991 and endowed in 1998 in memory of Dr. James B. Pressly, who was a practicing radiologist for 42 years and helped found the Radiology Technology department at Greenville Tech. This scholarship is awarded to accepted or enrolled second-year or Phase II Radiologic Technology students and is based on academic achievement and financial need.

Priester Foundation Electrical Engineering Technology Endowed Scholarship — This scholarship was established in 2001 by Sue C. Priester, the Priester Foundation, and Computer Dynamics, Inc. in memory of Kurt Priester, who was tragically killed in a traffic accident in 1998. Kurt and Sue Priester founded Computer Dynamics in 1981. The company grew to be a leader in flat panel display panels for OEM and industrial users and became a subsidiary of GE Fanuc in 2001. Ms. Priester is a former member of the Greenville Tech Foundation board of directors.   Awarded for up to one academic year to accepted or enrolled Engineering Electronics Technology students, this scholarship is based on academic achievement (minimum 2.0 GPA).

Margaret K. Rice Honors Program Endowed Scholarship — Established in 1999 in honor of Margaret K. Rice who taught French at Greenville Tech, served as department head of the Humanities Department, and was founding dean of the Arts & Sciences division at Greenville Tech, this scholarship is awarded to students in the University Transfer Honors Program.

Esther Smith Roe Memorial Endowed Scholarship — Established in 2008 by Audrey Roe White in

memory of her mother, Esther Smith Roe, who attended the Greenville City Hospital nursing program. Mrs. Roe, the wife of Henry Ernest Roe, was born in Greenville County in 1902 and passed away in 1979. Mrs. Roe was a charter member of St. Mathew United Methodist Church. She was also a member of the Crescent Community Club. Mrs. Roe's sister is Sue Smith Forrester who graduated from the Greenville Hospital School of Nursing in 1938, which later merged with Greenville Technical College Nursing Program. Ms. Forrester served 70 years in the medical field and is the oldest living alumnae of the Greenville Hospital School of Nursing. Sally Gossett Kale, the aunt of Audrey's husband, Thomas H. White, was a 1918 graduate of the Greenville Hospital School of Nursing. This scholarship is awarded to nursing students.

Rushing Foundation Endowed Scholarship — This scholarship was established in 1999 by the Rushing Foundation. J. Carroll Rushing is the chairman of Interface LLC which developed EZE products and is a former member of the Greenville Tech Foundation board of directors. This scholarship is awarded to students accepted or enrolled in the academic program of their choice and is based on academic achievement.

Seppala Homes Endowed Scholarship — This scholarship was established in 1997 by Seppala Homes, Martin Seppala, CEO. Mr. Seppala moved to Greer, S.C., from Florida in 1991, relocating his successful residential construction business. He is also the senior pastor of Apostolic Lutheran Church in Greer. This scholarship is awarded to accepted or enrolled students majoring in a program in building construction, craftsman or landscaping (AET, ACR, CAR, CET, or HVAC) and is based on academic achievement.

Gregory Bernard Shaloski Memorial Endowed Scholarship — Given as a memorial by the parents of Gregory Bernard Shaloski, a former student whose untimely death occurred in December 1988, this scholarship is restricted to students enrolled in Machine Tool Technology. To be eligible, students must demonstrate academic promise and financial need. Assistance for one academic year is provided to the recipients of this scholarship provided they maintain a minimum 2.5 GPA. Preference is given to Pickens County students, but Pickens County residency is not required.

Kay Coleman Shaw Memorial Nursing Endowed Scholarship — This scholarship, a memorial to Kay Coleman Shaw, a registered nurse whose death occurred in 1987, is restricted to nursing students who have completed one semester of nursing course, have maintained a 2.5 GPA and have financial need. It provides assistance for up to two academic years.

Edwin R. "Rick" Sorrells, Jr. Memorial EMT Endowed Scholarship/Loan — Established in 1986 and named after Mr. Sorrells in 1990 when he was tragically killed in a traffic accident while driving an ambulance to answer the call for help, this one-semester tuition scholarship is awarded to the second-year EMT student with the highest GPA. This scholarship may also be used as a short-term loan to an EMT student in financial need.

Stevens Aviation Endowed Scholarship — Established in 1998 by Stevens Aviation, the premier fixed base operation in the Southeast with facilities at Donaldson Center, Greenville-Spartanburg International Airport and the Greenville Downtown Airport, this scholarship is awarded to accepted or enrolled Aircraft Maintenance students and is based on academic achievement. Preference is given to under-represented populations among the local aircraft maintenance workforce.

Subway Development Corporation of South Carolina, Inc. Endowed Scholarship — Established in 2004 by Ali Saifi, president of Subway Development Corporation of South Carolina, Inc., this scholarship is awarded to students enrolled or accepted at Greenville Technical College with a minimum 2.0 GPA. Preference will be given to employees, spouses, or dependent children of employees at Subway Development Corporation of South Carolina, Inc., but can be awarded to other students if no employees apply.

George I. Theisen/T & S Brass & Bronze Endowed Scholarship — This scholarship was established in 1998 by T & S Brass & Bronze Works, Inc., to honor the company's founder, George I. Theisen, and in recognition of the 50th anniversary year of the company. Mr. Theisen was a member and his son, Claude, is a current member of the Greenville Tech Foundation board of directors. This scholarship is awarded to graduates from Greenville County high schools with preference given to graduating seniors (Berea, Blue Ridge, Carolina, Eastside, Greenville, Greer, Hillcrest, J.L. Mann, Mauldin, Riverside, Southside, Travelers Rest, Wade Hampton and Woodmont), who have been accepted or enrolled in an academic curriculum of the student's choice with preference given to students majoring in Machine Tool Technology. The award is based on previous academic achievement.

John and Phyllis Thomas Family Endowed Scholarship – Established in 2007 to assist South Carolina students. Mr. Thomas is an attorney and former member of the Greenville Tech Foundation board of directors.

James Ray Tumblin Accounting Endowed Scholarship — This scholarship was established in 2004 by Jim Tumblin who worked as an accounting tutor at Greenville Tech for over 20 years. He was a retired major from the United States Air Force who worked with Minuteman Missiles. He died in 2005 after a courageous battle with cancer. Awarded to accounting students with a minimum 2.5 GPA who have completed at least one semester at Greenville Tech, this scholarship is based on academic achievement and financial need.

James R. Tumblin Nursing Endowed Scholarship — Established in 1998 and endowed in 2002 by the

late James Ray Tumblin, Greenville Tech employee, in appreciation of the nurses, doctors, and staff at the Veterans Administration clinic for their outstanding care and treatment, this scholarship is awarded for up to one academic year to second semester associate degree or practical nursing students. It is based on academic potential (minimum 2.5 GPA) and financial need.

James R. Tumblin Radiologic Technology Endowed Scholarship — This scholarship was established in 1992 by the late James Ray Tumblin, Greenville Tech employee, in appreciation for the care and treatment rendered to him by the Radiology Department in the Cancer Treatment Center of the Greenville Hospital System. It is awarded to second year of Phase II Radiologic Technology students and is based on financial need and academic potential (minimum GPA of 2.5).

Charles E. and Andrea L. Volpe Endowed Scholarship — This scholarship was established in 1997 by Charles E. "Chuck" and Andrea L. Volpe. Mr. Volpe is the retired president and chief operating officer from Kemet Electronics Corporation and a former member of the Greenville Tech Foundation board of directors. Awarded to students in any program and based on financial need.

Kirby Lee Walser Endowed Scholarship — Established in 1999 by his parents, Richard K. and Nona Hurst Walser, his sister, Susanne Walser, and other family and friends in memory of Kirby, a Greenville Tech student who was tragically killed in an automobile accident, this scholarship is awarded to students accepted or enrolled in the Automotive Technology or Engineering Technology programs and is based on demonstrated academic achievement (minimum 2.0 GPA) with preference given to students who do not qualify for federal grants.

Warne Family, Hewitt, Coleman Foundation Endowed Nursing Scholarship — Established in 1997 and endowed in 2002 by Charles and Gillaine Warne and the Hewitt, Coleman Foundation, this scholarship is awarded for up to one academic year. Preference is given to nursing students planning a career in rehabilitation, but can be awarded to associate degree nursing students if no rehabilitative specialty candidates qualify. It is based on academic promise (2.0 GPA) and financial need.

Joseph S. Whisonant Endowed Scholarship — This scholarship is awarded to accepted or currently enrolled students from any program with a minimum "C" average from high school or previous college. By maintaining a minimum 2.5 GPA, students are eligible to receive this scholarship for up to one academic year based on financial need. This scholarship was established in 1986 in memory of Joseph S. Whisonant, department head of Food Science and Marketing in the Business Division in 1981-83 and program manager for Technical and Professional Development in the Continuing Education Division from 1983-86.

Mary Drew Harris Whitworth Memorial Nursing Endowed Scholarship — This scholarship was established in memory of Mary Drew Harris Whitworth, a registered nurse, by her husband, Marvin D. Whitworth, her sons, Jefferson B. Blandford and John L. Blandford II, and other family members and friends following her death in 1995. It is awarded to accepted or enrolled associate degree nursing students with financial need.

Kathryn F. Wolfe Endowed Scholarship — Established in 1984 in memory of Kathryn F. Wolfe, mother of Dr. Rennie Wolfe, former executive director of the Greenville Tech Foundation and dean of students at the college, it is awarded to accepted or currently enrolled students from any program with a minimum "C" average from high school or previous college. By maintaining a minimum 2.5 GPA, students are eligible to receive this scholarship, which is based on financial need, for up to one academic year.

Paula G. Wood/Alumni Endowed Scholarship — This scholarship was established in 1998 in memory of Paula G. Wood, director of Alumni Affairs at Greenville Tech, whose untimely death occured at age 48 after a courageous battle with cancer. She was a 1969 graduate and a dedicated employee at Greenville Tech for 28 years in various positions. Awarded to accepted or currently enrolled students in the academic curriculum program of their choice, this scholarship is based on financial need and/or academic merit. Students must be South Carolina residents.

Irene Yetman Endowed Scholarship — Established in 2008 by the estate of Irene Yetman who was 88 years old at her death in 2006. She was the widow of Abram "Red" Yetman, a commercial fisherman. She was the youngest of 11 children of Ben and Dora Hurst, and was unable to attend college. She willed a portion of her life savings be given to the Greenville Tech Foundation to assist others in obtaining the college education she never had the opportunity to pursue. This scholarship is awarded based on academic achievement and financial need.

Veterans Information

Greenville Technical College is approved by the State Approving Agency for training service persons, veterans, dependents and reservists under Title 38, U.S. Code of Federal Regulations. Eligibility and equivalent educational benefits are determined by the U.S. Department of Veterans Affairs (VA).

Application for Benefits

To apply for benefits, veterans must first be accepted into a program of study by the Admissions Office. A veteran should then report to the Veterans Affairs Office in the Admissions and Registration Center, Room 106, with a copy of his or her DD214 or a DD2384 NOBE (Notice of Basic Eligibility) form, if an active reservist.

Veterans also must furnish official transcripts from all colleges attended. These should be forwarded to the Admissions Office. An evaluation of all college transcripts must be completed by the Transcript Evaluation Office by the end of the first semester in a new program of study. Benefits cannot be extended beyond the first semester until this is accomplished. It is the responsibility of the veteran to make sure the evaluation has been completed.

To change programs, the same admissions and evaluation process must be followed and Change of Program form filled out in the Veterans Affairs office. (Veterans should be aware that the Veterans Administration authorizes only a limited number of program changes.)

For information, call the Veterans Affairs Office at (864) 250-8122 or 250-8447.

Grading Procedures for Veterans

In 1976, the Congress amended the "GI Bill" in such a way as to encourage veterans to move toward the attainment of educational career goals. The law now provides that no payment will be made to an eligible veteran for auditing a course or for taking a course in which the grade assigned is not used in computing graduation requirements. Included in this rule are courses from which veterans withdraw.

To comply with this federal law, the following rules apply to veterans or other individuals who receive veterans benefits:

- The "I" grade is a non-punitive grade as defined by the Veterans Administration. This grade is not a permanent grade and carries only a message of temporary condition that will be changed to a letter grade of A, B, C, D or F.
- Veterans who receive an "I" as a grade must make up the work at least one week prior to final exams of the following semester. Work not made up will result in the grade of "F."
- In the event that a veteran receives an "I" at the end of a semester, further work in the course must be accomplished by the veteran at his own expense without government reimbursement.
- In all cases, an "F" grade is defined as a punitive grade for purposes of computing eligibility for and receipt of veterans' benefits.
- Veterans cannot be paid for an "AU," "NC" or a "CF" grade.
- Veterans cannot be paid for any course not listed in the curriculum. If there are any electives listed as part of the curriculum, veterans must not exceed the total number of elective hours designated by the program. Veterans must take only electives that are listed as approved electives or electives that have been approved in writing by the department head.
- Veterans cannot be paid for upgrading or prerequisite courses not counting toward graduation without written verification of test results indicating a need for such course. Remedial/deficiency training is limited to the equivalent of two semesters.
- D grades are not transferable and the VA will not reimburse for repeating courses to remove or supplant Ds.
- Students may repeat for VA benefits a course in which a grade of W, I, NC or F has been received only if he or she has obtained an Authorization to Retake course(s) (VA Form 191) and the course is required for the training objective.
- Academic probation will be determined by the transcript evaluation at the end of each semester. Failure to maintain a 2.0 GPA during any semester will result in the student being placed on academic probation for the following semester.
- Failure to achieve a GPA of 2.0 during the probationary semester will result in academic dismissal (termination of veterans benefits).
- Veterans/dependents on academic dismissal will have educational benefits suspended at the end of the probationary period. Payment is suspended until the student has been counseled in the Veterans Affairs Office on campus. The results of this counseling session will determine if benefits are reinstated for the student's present program, or if he/she will have to change programs.

- Students who have their benefits reinstated after dismissal and fail to obtain at least a GPA of 2.0 the next semester of enrollment will be suspended from further benefits until they have completed a semester with GPA of 2.0 or better. Benefits for the successful semester will be applied for and received retroactively.
- Unsatisfactory grade reports (below 2.0 GPA) in any subsequent semester will result again in the suspension of benefits until a satisfactory GPA is reached.

How do I receive my grade report?
   With the implementation of CampusCruiser, students are now able to view their final grades and other student information online. Grade mailers are no longer mailed out at the end of the term.
   To see and print grades:
- Log into CampusCruiser.
- Click on the WebAdvisor Tab on the far right side of the screen.
- Look on the left-hand side under "Academics" Menu.
- Click on "Transcript."
- You should see a drop down box with "Unofficial Transcript."
- Click on the Submit button.
- You should get a screen with the course section and title, Grade, Credits, CEUs, Repeat, and Term and at the bottom of the screen you should find your GPA calculations.

Veterans Change of Status
   All recipients of veterans' benefits must immediately notify the Veterans Affairs Office of any changes that may affect their pay status. Such changes include change of program, change of hours, change of dependency and change of address. All necessary forms and instructions can be obtained in the Veterans Affairs Office. All recipients must notify the Greenville Technical College Veterans Affairs Office each semester when they enroll for class if they wish their benefits to be continued for subsequent terms. Certifications will not be automatically processed without the student request.

Veterans Attendance Policy
   Whenever a veteran's absences exceed 20 percent of the scheduled class meetings, he/she can expect a reduction in or an interruption of benefit payments. An instructor may administratively withdraw a student who has missed more than 10 percent of contact hours (class attendance hours) for the course if the student has not notified the instructor of reasons for the absences prior to reaching the 10 percent limit. He/she is immediately reduced to the appropriate number of hours when his/her instructor turns in a VEAR (Veterans Excessive Absenteeism Report) form. Circumstances may occur which will allow the veteran to have his/her benefits reinstated. Students can be reinstated by the Veterans Affairs personnel. Reinstatement can occur only within the semester in which the VEAR is issued; therefore, each student should be aware of allowable absences at all times.
   The procedures for notifying the Veterans Affairs Office of a veteran's excessive absenteeism are
- An instructor who has a veteran student who has been absent more than 20 percent of the scheduled class meetings or is going to be administratively withdrawn will complete a Veterans Excessive Absenteeism Report (VEAR) form which is found on Campus Cruiser in the Veterans Affairs section.
- The instructor will then send the completed form to the Veterans Affairs office.
- Responsibility for further processing of this information will rest solely with the Veterans Affairs Office.

Other Educational Opportunities

International Education Center

In keeping with Greenville Technical College's mission, the International Education Center meets the lifelong cultural training needs of an increasingly internationalized community. Most students will participate in the global economy in one form or another, where they will be expected to be able to work and live with people having diverse beliefs, to appreciate these differences, and to use this knowledge to empower themselves and positively impact their communities.

The International Education Center offers a variety of opportunities for the entire college community which encourages an understanding of global and cultural issues. Presentations, workshops, and special events are regularly offered on campus. In addition, specific new courses are developed and others are modified to expand the emphasis on global issues. Faculty and students occasionally travel to workshops and conferences to further their understanding of particular issues and to participate in opportunities that address their needs for a more global education.

Study Abroad opportunities are offered to students, particularly if their future clients or businesses are deeply involved with another country or culture. These study abroad programs may be part of specific academic courses and are led by Greenville Technical College faculty and staff.

For more information, please contact Tammy Oakes at (864) 250-8828 or email her at Tammy.Oakes@gvltec.edu.

Cooperative Education/Technical Scholarship Program

Cooperative Education enhances the student's learning experience by integrating classroom lessons with "real-world" employment. The college and business community cooperate to provide the student work experience in jobs related to his/her major. This employment is arranged around class hours, is normally part-time and may continue each semester the student is enrolled at Greenville Tech.

Benefits to the Student
• Co-op students have an advantage in the classroom since they have a better understanding of the relevance of their courses.
• Co-op allows the student to test his/her interests and abilities.
• Co-op students develop a high degree of professionalism and job readiness.
• Co-op is an excellent method of securing permanent employment. Over 80 percent of co-op students remain with their co-op employers at graduation.
• Co-op makes the transition from student to full-time employee much easier since the student has learned employer expectations and job requirements.
• Co-op students learn job search skills they can use at any point in their careers. They also learn career options that are available.
• Co-op students receive academic credit for their work experience each semester employed through co-op.
• Technical Scholars get the additional benefit of having their fees, books and supplies paid by their sponsoring employer.

Students are encouraged to apply for co-op as early in their college careers as possible. However, students may apply at any point while working toward a degree. You may pick up an application from the Experiential Learning Office (ET/103, Room 427A) coordinator or from your division counselor.

University Center of Greenville

Seven four-year universities cooperate with Greenville Technical College to meet the growing need for upper-division and graduate-level educational opportunities for students in the Greenville metropolitan area. Clemson University, Furman University, Lander University, the Medical University of South Carolina, South Carolina State University, the University of South Carolina and the University of South Carolina Upstate are members of the University Center. Greenville Technical College is also a member of the University Center consortium and provides lower-division university transfer courses to the center.

The center offers more than 600 courses during evenings and weekends year-round in over 76 undergraduate and graduate degree programs. Degrees are granted by the participating colleges and universities. Tuition is set by each member institution, and all courses are taught by full-time faculty members from the sponsoring universities. Most Furman courses are taught on its campus.

The center is a "mini-campus" located on South Pleasantburg Drive at McAlister Square and is specially designed for adult students whose job responsibilities and family obligations prevent them from traveling to distant campuses to pursue degrees.

For more information, call the center at (864) 250-1111 or go to www.UCgreenville.org.

Online and Non-Traditional Programs

All of the courses offered through these programs are subject to the same policies and procedures that apply to enrolling in any course at Greenville Tech. The initial enrollment process for a first-time Greenville Tech student should begin with a visit www.college-online.com. Online academic advising is available to all students at www.college-online.com.

Specific course offerings and additional information are available at www.college-online.com.

Students unable to come to campus should call (864) 250-8393 or e-mail Chris.Satterfield@gvltec.edu for advising information.

Online College

Online College offers the ultimate in convenience and flexibility for Greenville Tech students. Online College continually adds new courses to its list of offerings.

Online College quick facts:
- Online College students need to be computer literate, have access to the Internet and be familiar with sending and receiving e-mail attachments.
- Students and instructors communicate via private e-mail within the course web.
- Some Online College courses require students to make occasional trips to campus.

Hybrid Courses

Students select a class at the location most convenient for them. The "live" traditional lecture class is supplemented with an online component. Greenville Tech's hybrid courses significantly reduce the number of trips to campus a student is required to make.

Videocourses

Since lecture portions of each course are on videotape/DVDs, Greenville Tech's videocourses significantly reduce the number of trips to campus a student is required to make.

Teleclasses

These classes were created to enable students to take a class at the location most convenient for them. A "live," traditional class is held on the Barton Campus. The class is simultaneously broadcast to the Greer, Brashier and Northwest campuses.

Teleclass quick facts:
- Students at Greer, Brashier and Northwest campuses are able to see and hear the instructor at the Barton Campus.
- Students at Greer, Brashier and Northwest campuses ask and answer questions by using microphones on their desks.
- Distance learning teleclass site coordinators located at each campus oversee student conduct, assist faculty with administering tests and perform other activities that help make the teleclass successful.

Corporate and Career Development at the Buck Mickel Center (BMC)

The Corporate and Career Development division is committed to the educational and training development for the personal, professional and economic growth of our region. Through advisory boards and business contacts, we strive to stay ahead of the skills and training needed to fill the ever-changing job market.

Training ranges from basic job skills to advanced education opportunities for company executives. Classes are delivered throughout the day and evening in an accelerated manner at the job site, the Buck Mickel Center, or one of Greenville Tech's convenient campus locations.

The Business and Industry Sales Team helps develop the potential within each company with strategic solutions to drive innovation through training for greater profitability and productivity.

Continuing Education Units (CEUs) and certificates are earned upon completion of technical and professional development courses. A CEU is nationally recognized as a unit of credit to record satisfactory completion of approved occupational-related programs.

Areas of Training

Business & Industry Training

A wide variety of courses designed to meet specific needs involved in the business and industrial processes are offered. Classes range from Mechatronics training to the latest in project management, leadership skills, human resources, quality, Lean and Lean Six Sigma Black Belt techniques. Courses may be taken individually or as a series and are offered both on campus and in-plant. For in-plant training, all courses are designed to meet specific needs of the client.

Our state-of-the-art PLC lab, Welding and Machine Tool departments offer a number of short training courses with both day and evening classes available. Other programs and services offered include, but are not limited to, in-depth analysis, assessment plans, training needs analysis and job-specific pre-employment classes.

Corporate and Professional Development

The goal is to help an organization improve its structure and performance, achieve a competitive advantage in a worldwide market, and offer training to enhance individual competence. This department offers a wide array of training. The highly qualified staff includes master's level consultants and trainers with extensive, real-world experience in business and industry.

Computer Training

Instructor-led courses are offered in training from Introduction to PC and Keyboarding through industry certifications such as A+, Microsoft MCSE, CISSP, and CEH. The computer training area is a complete training facility that offers
- Courses taught by certified instructors.
- Authorized Pro-metric Testing Center for official certification testing
- Industryís most popular practice test course for certification programs.
- One-day complete course in the most popular desktop applications.

Pre-Licensing/Certification Programs

Certified Purchasing Management (CPM) modules provide a six-month training format for purchasing/procurement personnel seeking to achieve CPM designation. A rigorous program of lecture, case studies, computer usage, semester papers and pre-exams prepare candidates for the national CPM exam.

State-approved, pre-licensing courses for real estate sales, appraisal and property management are offered each semester. Courses teach licensure candidates theory, principles and "real-world" applications necessary for achieving success in their chosen field(s) and prepare the student for the state board examinations.

Environmental and Safety Training

The world-class environmental and occupational safety programs offer up-to-date, practical training on environmental and safety issues. Many of our courses are approved by regulatory authorities for licensing and accreditation required by federal and state regulations. We are an American Heart Association Community Training Center and offer a variety of First Aid, CPR, Basic and Advanced Life Support and AED training courses. Emergency Medical Technician training and First Responder courses are also offered. Many of these courses are available online and can be tailored to include site-specific information for regulatory compliance purposes.

Course offerings include
- EPA-approved Asbestos and Lead Courses
- Environmental Management and ISO 14000
- Hazardous Materials and Critical Incident Management
- IAQA-approved Mold and Indoor Air Quality

Health Sciences/Nursing

Diverse training programs are offered to health care professionals and the adult learners entering the health care field. The wide variety of courses includes training for a specific health care profession and to meet professional development licensing requirements. Classes are presented during the day and evening in both classroom and online formats. Some of our most successful offerings are the SC State Board of Nursing-approved RN and LPN Refresher courses. These comprehensive courses assist the nurse in renewing his/her license.

Certifications are offered in medical office manager, medical insurance specialist, medical coding and nursing assistant.

For the individual wanting to begin a career in health care, the "Quick Job" track is a good opportunity to train as a unit secretary, phlebotomy technician, medical biller or coder, ophthalmic assistant, residential care specialist or sleep technician.

Creative Careers

Classes offered are designed to further one's professional training or for individual personal enhancement. Subject areas include languages and writing, photography, stained glass, floral design and interior design as well as defensive driving, online Travel Agent Training, Legal Interpretation Training. Students completing these classes successfully may earn CEU certificates.

Enterprise Zone Program

The Corporate and Career Development at Greenville Tech administers the Enterprise Zone tax incentive training program for Greenville County. For information regarding qualification for state tax rebates for retraining a specific workforce, please call (864) 250-8050.

Quick Jobs with a Future

The Quick Jobs with a Future program is an educational and training option for individuals in employment transition. More than 50 courses can be completed in 90 days or less and training is specifically designed to meet the requirements of local business and industry.

Quick Jobs classes are hands-on, skill-based and job preparatory in nature. Classes do not follow the regular college schedules. Instruction starts at different times throughout the year and in convenient locations throughout Greenville County. Most of the classes are offered through the Corporate and Career Development division, as non-college credit, certificate-based offerings. However, some of the Quick Jobs programs are short-semester college credit offerings. Many of the courses do not require a high school diploma or GED.

For more information about Corporate and Career Development course offerings call (864) 250-8800 or go to www.gvltec.edu/ccd.

Alumni Association

The Greenville Tech Alumni Association was formed as a social-service group in 1985 by a handful of dedicated graduates. Today, the Alumni Association has two major objectives: 1) to raise funds to award scholarships to deserving students and 2) to promote fellowship among alumni by offering special discounted social events throughout the year. The Alumni Council, composed of up to 25 Alumni Association members, oversees the activities and operation of the Alumni Association.

Alumni are all graduates who hold degrees, certificates, and/or diplomas from the college, or have completed 24 or more curriculum credit hours and are not current students.

Alumni Membership: Alumni shall give an annual gift of $25 or more to the Greenville Tech Foundation to become a member. All active members are entitled to full benefits of membership including discounts on Continuing Education courses at the Buck Mickel Center, discounts on purchases at the Greenville Tech Bookstore, use of the Career Services office and the Greenville Tech library, and the opportunity to receive discounts at businesses locally and nationwide, as well as benefits through our affinity programs.

Student Membership: Student members shall give an annual gift of $10 or more to the Greenville Tech Foundation to be entitled to the same alumni membership benefits (excluding discounts at the Tech Bookstore and Continuing Education courses at the Buck Mickel Center).

To receive updates about Greenville Tech, the Alumni Association activities and future member benefits, it is important for you to keep the Alumni Affairs office informed of your correct name, address and e-mail address by calling (864) 250-8188 or by sending your name/address/e-mail information to alumni@gvltec.edu or by visiting www.gvltec.edu/alumni or Greenville Tech Foundation, Mail Stop 6002, P.O. Box 5616, Greenville, SC 29606-5616.

Student Services

Philosophy and Objectives

   Many of the services and activities described in this handbook are offered and administered by the division of Student Services.

   As student services professionals, our intent is to be sensitive and responsive to the needs of students. We recognize that students are the most important people on campus, and our intent is to put forth our best efforts to remove barriers to their success.

   We encourage students to become familiar with the services available to them and with the college policies and procedures that pertain to them by reading this handbook and other college publications. We also encourage students to familiarize themselves with essential forms such as enrollment/disclosure forms, fee receipts and bulletin board announcements.

   While the Student Services staff takes various steps to assess and meet the needs of students, it is important that students understand that they have a shared responsibility to communicate their needs to the staff. We believe that by working together students' experiences at Greenville Technical College can be both personally and professionally rewarding.

   Suggestions or questions concerning student services should be directed to the dean of students or the vice president for Student, Diversity and Community Affairs.

   The major goals of the division are
   • To admit applicants for admission to the college.
   • To assess applicants' prior learning to ensure proper course placement.
   • To evaluate students' transcripts from other colleges, as applicable, to award transfer of credit.
   • To help students apply for financial resources needed to attend college.
   • To maintain students' educational records in keeping with applicable standards and laws.
   • To help students learn more about themselves as a part of the career decision-making process.
   • To assist students and graduates in their search for employment.
   • To meet the special needs of students who are faced with handicapping conditions.
   • To provide various supportive services to disadvantaged students.
   • To provide guidance and assistance to veterans and veterans' dependents who are eligible for government benefits.
   • To provide extracurricular activities which enhance the classroom experience, promote leadership development and allow opportunities for social interaction.
   • To respond to on-campus emergencies.
   • To grant recognition of outstanding academic achievement through means such as the Dean's List, President's List, the President's Awards, the *National Dean's List*, and *Who's Who Among Students in American Junior Colleges*.
   • To help provide an environment which is conducive to learning.
   • To make referrals to other college departments or to off-campus agencies as necessary and appropriate.

Student Services for Distance Learners

   The college's goal is to make student services available to all students, including those taking courses via Distance Education (through Weekend College, Video-courses, and College Online). The following information tells distance education students how to access the many services provided by a variety of offices and departments when it is not convenient for the student to come to campus.

Admissions
Phone: (864) 250-8109
Fax: (864) 250-8534
E-mail: Carolyn.Watkins@gvltec.edu

Academic Advising
Phone: (864) 250-8167
Fax: (864) 250-8410
E-mail: Berta.Keene@gvltec.edu

Bookstore
Phone: (864) 250-8173
Fax: (864) 250-8503
E-mail: Rosa.Hudson@gvltec.edu

Career Services
Phone: (864) 250-8139
Fax: (864) 250-8159
E-mail: Byron.Morrell@gvltec.edu

Dean of Students
Phone: (864) 250-8102
Fax: (864) 250-8990
E-mail: Brett.Gaffney@gvltec.edu

Director of Counseling
Phone: (864) 250-8137
Fax: (864) 250-8580
E-mail: Travis.Gleaton@gvltec.edu

Distance Education
Phone: (864) 250-8098
Fax: (864) 250-8085
E-mail: Diane.Thomas@gvltec.edu

Financial Aid
Phone: (864) 250-8128
Fax: (864) 250-8750
E-mail: Janie.Reid@gvltec.edu

Library
Phone: (864) 250-8319
Fax: (864) 250-8506
E-mail: Doris.Jones@gvltec.edu

Student Activities
Phone: (864) 250-8231
Fax: (864) 250-8990
E-mail: Eric.Williams@gvltec.edu

Student Disability Services
Phone: (864) 250-8408
Fax: (864) 250-8990
E-mail: Sharon.Bellwood@gvltec.edu

Student Records

Phone: (864) 250-8119
Fax: (864) 250-8535
E-mail: Mamie.Boyd@gvltec.edu

Student Support Services
Phone: (864) 250-8380
Fax: (864) 250-8193
E-mail: Selena.Blair@gvltec.edu

Testing Center
Phone: (864) 250-8799
Fax: (864) 250-8759
E-mail: Sharyn.Phillips@gvltec.edu

Transcript Evaluation
Phone: (864) 250-8841
Fax: (864) 250-8847
E-mail: Joan.Arms@gvltec.edu

Veterans Affairs
Phone: (864) 250-8122 or 250-8447
Fax: (864) 250-8988
E-mail: Anthony.Davis@gvltec.edu

Academic Advising Center

The Academic Advising Center is located at McAlister Square, 225 S. Pleasantburg Dr., Suite 410. This area provides academic advising and registration support to new Greenville Tech students.

Academic advisors are available during the day and evening to advise and register new students who are planning to attend or are reapplying to Greenville Tech. In addition to new students and readmitted students, professional advisors also serve as academic advisors to currently enrolled students .

New and readmitted students must register with an academic advisor in the Academic Advising Center or with an academic advisor at any satellite campus. After this initial registration, students are then assigned to an academic advisor or faculty advisor in their academic major. Returning students are required to seek advisement/registration assistance from their assigned advisor and to use Campus Cruiser and Web Advisor to register for classes.

Within the Academic Advising Center, resource materials are available from a variety of colleges and universities for students' benefit. The center serves students on a walk-in basis or by appointment. Students are encouraged to make appointments before coming in for any assistance they may need. For more information, call (864) 250-8167.

Career Services

Career Services is a testing, counseling and resource center that provides career and employment assistance services to Greenville Tech students, prospective students and graduates.

Career Services provides assistance to those who are undecided about a college major or a career goal. One of the most important keys to student retention is having a goal so that classes may be focused toward that specific goal.

Career Services provides help in determining an individual's occupational interests, skills and work values by using the Kuder College and Career Planning system. This online system is available to anyone who has access to the Internet and who has been given a special code number by either the director of the center or a division counselor. Other assessment instruments are also available.

The employment assistance services are for both Greenville Tech graduates and currently enrolled students. Some of the features are

- Job referrals and on-line job search.
- Resume guidelines/critiquing.
- Interview guidelines/mock interviews.
- Lifetime assistance for graduates.

Career Services works by appointment. Services are provided to students from all Greenville Tech campuses. For more information or to make an appointment, please call (864) 250-8139. Office hours are 8 a.m. – 5 p.m. Monday through Wednesday, 8 a.m. – 7 p.m., Thursday, and 8 a.m. – 1 p.m. on Friday. The center is located in Rooms 25 and 26 in the Admissions and Registration Center at McAlister Square.

Math Center

The Greenville Tech Math Centers are open to any Greenville Tech student, faculty or staff member who needs help in communicating with numbers or with mathematics courses.

The Math Centers' services include advice or answers to questions in any Greenville Tech math course, tutoring, workshops and additional support services. Computers are available.

The centers' hours vary from semester to semester and help is available on a "walk-in" basis. A schedule of hours is posted on the center doors and online.

Math centers are located on the following campuses: Barton (Building 104, Room 131, the Arts and Sciences Learning Center), Brashier (locations vary based upon instructors' schedules) and Greer (Building 301, Room 203).

Writing Center

The Greenville Tech Writing Centers are open to any Greenville Tech student, instructor or staff member who needs help in written or oral communication. Aside from tutoring on writing and public speaking, the center also provides books and software for individual use in the University Transfer Building (Building 104, Room 131), the Arts and Sciences Learning Center. The center is open for appointments or "walk-ins" Monday through Thursday and provides extended evening hours at least once a week. Tutoring is also offered in the Greer Writing Center (Building 301, Room 201), the Brashier Writing Center (George Bomar Building, Room 250), and the Northwest Writing Center (Room 119). While hours vary from semester to semester, schedules are available both in the Learning Center and online.

J. Verne Smith Library/Technical Resource Center

The J. Verne Smith Library is located at Greenville Tech's Barton Campus on 620 South Pleasantburg Drive. The collection consists of books, print periodicals, access to numerous electronic databases, ejournals, audiovisual materials and newspapers. The library supports all academic programs and embraces lifelong learning principles which prepares and ensures students' continued success in the workforce in our global society.

Free interlibrary loan and PASCAL Delivers (catalog link) services enable both students and faculty access to books and other library resources the library may not own. These services allow patrons to link directly from these links and submit requests via the library's website. The library's website www.gvltec.edu/library is a great tool which provides patrons with access to the catalog (printed books) databases, newspapers, multimedia and other types of electronic resources. Traditional and online students can quickly retrieve information for research on relevant topics of interest. They have access to databases, electronic journals, interlibrary loan, PASCAL Delivers, and online books.

Greenville Tech Library cards are issued to community loan borrowers, students, faculty and staff with the proper ID. The online library card application form is accessible via the library's website. South Carolina Borrower's cards are issued to students upon request. This service allows students to borrow books from other academic institutions in the state.

Personal computers, study rooms, laptops (study room use only), copier, local fax, and networked printer services are all available in the library. For additional information please contact the library at (864) 250-8319.

The Northwest Campus also has a library which offers full library services to students and faculty.

The library is a member of SCILS (South Carolina Information & Library Services) Consortium. This membership provides resource sharing as well as knowledge skills, and support to improve services to students, faculty, and their broader communities. Visit the SCILS website http://library.sccsc.edu/scils.

The library has acquired a number of electronic databases, web based technologies, technical support, and other educational resources funded through the library's budget, PASCAL (Partnership Among South Carolina Academic Libraries) and DISCUS (Digital Information For South Carolina Users). PASCAL & DISCUS are funded through the State General Assembly and grants. These collaborative statewide initiatives allow academic, public, and independent libraries access to electronic resources which we could not maintain and financially support individually.

Barton Library Hours
 Monday – Thursday, 8 a.m. – 8 p.m.
 Friday, 8 a.m. – 1 p.m.
Northwest Campus Library Hours
 Monday, 9 a.m. – 1 p.m.; 5 p.m. – 8 p.m.
 Tuesday, Noon – 8 p.m.
 Wednesday – Friday, 9 a.m. – 1 p.m.

Student Support Services Project

The Student Support Services Project for disadvantaged students at Greenville Technical College is a counseling and tutorial program offering support services free of charge to help students resolve academic and non-academic problems. Funded by the U.S. Department of Education, the project is designed to assist low-income, first-generation college students, and/or students with disabilities (see note below). To be enrolled in the Student Support Services Project, an applicant must have graduated from high school or must have earned a GED.

Student Support Services provides the following academic and non-academic services for students who are enrolled or who have been accepted for enrollment at Greenville Technical College.

- Tutoring: Individual and/or group sessions available for nearly every subject offered by the college.
- Counseling: Academic, career, motivational and other kinds of personal counseling.
- Support Services/Referrals: Retention-oriented grants to help students afford child care; referrals to various human services agencies and governmental offices for assistance with non-academic needs such as emergency food, clothing, and shelter.
- College Transfer: Assistance in obtaining admissions applications and related materials; assistance in identifying and applying for financial aid; free campus tours of four-year institutions.

Applications are available at Barton Campus in the Technical Resource Center, Building 102, Suite 201. Office hours are 8 a.m. - 6 p.m., Monday through Thursday, and 8 a.m. - 1 p.m., Friday.

To apply for tutoring, students should complete a Student Information Sheet (the application form) and obtain their instructor's signature in the designated section. To apply for counseling and support services, students need to submit only the Student Information Sheet. All students will be asked to provide documentation as to their household's taxable income and, if applicable, proof of disability. An appointment will be scheduled for the student to return and meet with an intake counselor, and during that meeting, the counselor will give students an orientation to the project, set up a tutoring schedule, and/or assist students in obtaining support services.

For more information, call the Barton Campus at (864) 250-8432, 250-8386, 250-8959 or 250-8380.

Student Disability Services

Greenville Technical College is committed to providing equal opportunity for all students with disabilities and assisting students in making their college experience successful in accordance with Section 504 and 508 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990.

Student Disability Services is available to assist in the planning and implementation of appropriate accommodations. Students who have a physical or mental impairment that substantially limits a major life function are responsible for identifying themselves to the Student Disability Services and providing appropriate documentation. This office will then develop an accommodation plan based on the needs of the student and the course requirements. Students are encouraged to contact the office as soon as possible to discuss their individual needs.

Student Disability Services is located in the Student Center (Building 105) on the Barton Campus and can be reached by phone at (864) 250-8202 or (864) 250-8408 (V/TTY), or by email at Sharon.Bellwood@gvltec.edu. Appointments are available at the Brashier, Greer and Northwest campuses.

Counseling

Greenville Tech's experienced counseling staff is available to every student for assistance and guidance on personal matters, academic concerns, career decisions or other situations of concern.

The counselors' individual office locations are listed below.

- Arts and Sciences/University Transfer Division: University Transfer Building (104), Room 116
- Brashier Campus: George Bomar Building, Room 111; and Ralph S. Hendricks Building, Room 102
- Technology Division: Engineering Technologies Building (103), Room 120
- Business/Public Service Division: Hospitality Education Building (122), Room 247
- Greer Campus: Building 301, Room 176
- Health Sciences: Hospitality Education Building (122), Room 109
- Nursing: Nursing Sciences Buildin (117)g, Room 329

Bookstore

It is the student's responsibility to obtain required books and supplies. The student book and supply store is centrally located in the Admissions and Registration Center at McAlister Square. It offers students required textbooks, supplemental books and supplies, as well as softgoods and gift items bearing the college name and seal. Computer software can be ordered at discounted educational prices. The bookstore will buy back used books from students when the books are resalable (*see note). Books, if in new condition, may be returned for full credit during the first two weeks of classes when accompanied by a sales slip and a student ID card.

The bookstore will accept checks for payments if made out for the exact amount of the purchase (ID and Social Security number required). No two-party checks are accepted. VISA, MasterCard and Discover cards are accepted. Individual credit terms cannot be arranged.

Bookstore hours:
- Monday through Thursday, 8 a.m. - 5 p.m.
- Friday, 8 a.m. - 1 p.m.
- First five class days each semester, 8 a.m. - 7 p.m., except if on a Friday, 8 a.m. - 1 p.m.

For bookstore hours at the Brashier Campus, call (864) 228-5000. For hours at the Greer Campus, call (864) 848-2097. For hours at the Northwest Campus, call (864) 250-3767.

*Note: Used books will be bought from students during a designated time at the end of each semester. The wholesaler will purchase books which are going to be used the next semester for 50 percent of the new book price. The wholesaler may purchase books which are not going to be used the next semester at wholesale prices. Students are encouraged to bring all old textbooks for the wholesaler to review.

Dental Hygiene Clinic

The Dental Hygiene Clinic is open to the public for dental exams and cleaning for a nominal fee. Dental x-rays may also be taken for a nominal fee and mailed to your private dentist. Day and evening appointments are available and may be made in the Dental Clinic reception area in the Dental Building (112), Room 230, or by calling (864) 250-8126.

Child Development Center

The Child Development Center was established as a training site for Early Childhood Development students at Greenville Tech and serves children 6 weeks through 5 years of age. It is accredited by NAEYC (National Association of the Education of Young Children) through August 2014. The center's program revolves around the philosophy that each child has the right to be cared for in a nurturing environment, and that children learn through play and hands-on experiences.

Child care services at the center are available for Greenville Tech students, faculty and staff, and the community.

The center is open Monday through Friday from 7:30 a.m. - 5:30 p.m. The center normally closes two weeks in December, a week for Spring Break, a week in July and other holidays and staff development days as noted on the annual operational calendar. The center is never closed when Greenville Tech students are in class.

Tuition is charged on a monthly basis. For more information, call (864) 250-8080.

Greenville Tech Foundation Student Housing

Greenville Tech Foundation Student Housing offers students an opportunity to explore the many lifestyles available to college students that not only meet academic needs but also social and financial ones too! We are committed to providing the total college experience at an affordable price.

These aren't your ordinary dorm rooms but garden-style apartments. There is a floor plan to meet every student's needs. Students will enjoy a private bedroom, a living room, and kitchen, as well as state-of-the-art amenities like high-speed internet, cable television, game room, fitness center, computer lab, and friendly on-site staff.

Students must carry at least 12 credit hours to qualify to live in student housing. There is a $40 application fee and a $150 security deposit to secure an apartment. Students can apply on-line at www.gtechhousing.com or call the leasing office at (864) 298-0716. For a tour of the property and current rates and lease specials, you are invited to visit us at 1433 Cleveland Street, Greenville, S.C. 29607.

Greenville Tech Foundation Student Housing is dedicated to providing a fun and educational environment that is conducive for personal and academic growth. You are going to "Live where you learn and love where you live!"

Student Activities/Organizations

Extracurricular Activities
   Student Activities provides services and programs to assist Greenville Technical College students in strengthening their organizational leadership skills, and in developing more meaningful interpersonal relationships through event planning, management and execution. This is accomplished through programs such as recreational and athletic events, social activities, cultural performances, field trips, leadership programs, informational seminars, performing arts, clubs, and organizations.

Clubs and Organizations

Associated General Contractors of America – AGC Student Chapter
(Ed Abraham, Advisor)
   This national organization is open to students in Construction Engineering Technology. Its purpose is to help keep students abreast of the latest developments in the construction industry. Contractors' representatives assist in placing students after graduation.

Baptist Collegiate Ministry
(Tracie Raines, Advisor)
   The purpose is to reflect the life of Christ in members' lives and to those lives around them, to strengthen and unify the members, to provide a ministry to individuals within the campus community, and to nurture them in the Christian life and faith.

Campus Crusade for Christ
(Dr. Hala Nestberg, Advisor)
   The purpose is to dispel misconceptions that people have about Jesus Christ and to give people an opportunity to hear the claims of Christ. Its purpose, also, is to help students at Greenville Tech grow into their relationship with God. Campus Crusade for Christ is an interdenominational Christian organization on college campuses across the nation and around the world.

Greenville Tech Theatre
(Dr. Brian Haimbach, Advisor)
   The purpose of this organization is to provide a supportive environment for thespians and theater lovers at Greenville Tech and to further Greenville Tech's contribution to the arts.

Greenville Tech LAMBDA Gay-Straight Alliance (GTC-LAMBDA-GSA)
(Elizabeth Purcell, Advisor)
   The purpose of this organization shall be to strive to educate others and ourselves on LGHT and Straight issues and to work toward enlightening those who are unaware and inspiring those who remain silent in uniting the LGBT and Straight communities on campus in order to create an accepting environment, to be a safe place where everyone can feel comfortable and supported and to foster an active and diverse culture at Greenville Technical College.

Health Information Management
(TBA, Advisor)
   The goals of this student organization are to educate the public about the nature of the profession of health information management, to instill in the students a true appreciation of their role in health care, and to encourage the development of professional skills and behavior among those students preparing for a future in the field of health information management.

Helping U Succeed: Human Services Student Organization
(Beverly Wagner, Advisor)
   The objective is to provide a forum for communication among Human Services students, to provide opportunities for Human Services students to participate in community service activities, and to sponsor workshops/seminars addressing issues relating to human service professions.

International Association of Administrative Professionals (IAAP)
(Carolyn Walker and Carol Mull, Advisors)
   The objective of this organization is to take an active interest in civic cultural, social and moral welfare of the community, to foster caring and supportive relationships and to encourage individuals to develop to their fullest and to develop active community partnerships through a mentoring program.

International Student Organization
(Chirinjev Peterson, Karen White, and Dr. Reginald Bruster, Advisors)
   The purpose of the International Student Organization is to provide a forum for foreign-born students to support the internationalization of Greenville Technical College and in turn to receive support from the college, the faculty and each other in their efforts to understand and to function in the United States.

Lambda Nu-Alpha Chapter
(Michael E. Dyches, Advisor)
   Lambda Nu is a national honor society for students in radiologic and imaging sciences programs. Purposes of this organization are to foster academic scholarship at the highest levels, promote research and investigation in the radiologic and imaging sciences, recognize exemplary scholarship, mentor students, and promote community service.

Philosophy Club
(Bill Burns, Advisor)
   The purpose of this club is to provide a casual, education environment for students to discuss philosophical ideas, thoughts, and concepts, and come to a greater understanding of such subjects through a provided open forum of guest speakers, lectures, and special presentations. The club also strives to engage in relationships with other philosophical societies and organizations at other campuses and institutions.

Phi Theta Kappa
(Michael Vargo and Dianne Chidester, Advisors)
   Phi Theta Kappa recognizes and encourages scholarship, leadership and service among the students in the two-year colleges in America.
   To accomplish this purpose, the group provides opportunities for the development of leadership and service, an intellectual climate for the exchange of ideas and ideals, stimulation of interest in continued academic excellence and fellowship. Students who are in associate degree programs, who have at least two remaining semesters and who have accumulated 12 credit hours and a 3.4 cumulative grade point average are eligible to apply. Graduating members receive special recognition at the graduation ceremony.

Physical Therapist Assistant Association
(Jean Hamrick, Advisor)
   The purpose of this organization is to educate the public about the nature of the profession of physical therapy, to instill in the students the importance of community service, and to promote teamwork in achieving goals of the Physical Therapist Assistant program at Greenville Tech.

The Poetry Club
(Bill Burns, Advisor)
   The purpose of this organization is to promote classical and modern poetry reading, the discussion of poets and poetry, and the creation of new works of poetry by club members. The club is open to all Greenville Technical College students and available to college faculty and staff.

Recycling Coalition
(Lynn Spicher and Brad Caldwell, Advisors)
   The Greenville Tech Recycling Coalition is a diverse collection of faculty, staff and students. The goal of this coalition is to establish continuing resource reduction programs at all campuses of Greenville Technical College to reduce our ecological imprint on the earth.

Rotaract
(Mary S. Locke, Chirinjev Peterson and Mary A. Ryan-Morris, Advisors)
  This organization provides an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. The membership of this club shall consist of young men and women of good character and leadership potential between the ages of 18 and 20.

South Carolina Upstate Paralegal Association (SCUPA)
(Elizabeth Mann, Advisor)
  Students enrolled in the Paralegal program are encouraged to join the South Carolina Upstate Paralegal Association (SCUPA) as student members. SCUPA holds monthly luncheon meetings with speakers who address a wide variety of issues affecting the paralegal career field. SCUPA also is involved in educational and community service activities. SCUPA periodically provides a scholarship to a deserving and outstanding paralegal student.
  SCUPA is a member of the South Carolina Alliance of Legal Assistants Association (SCALAA). SCUPA also is affiliated with the National Association of Legal Assistants (NALA). NALA offers its Certified Legal Assistant (CLA) exam through SCUPA. Greenville Tech Paralegal program graduates are qualified and encouraged to take this exam.

Spanish Club
(Leei Mao, Advisor)
  The purpose is to promote awareness of Hispanic people and their culture, to integrate the Hispanic and American community through different activities, and to provide tutoring for both Spanish and non-Spanish-speaking students at Greenville Tech.

The Student Art Club
(Mark V. Roper, Advisor)
  The purpose of this organization is to serve the community in a beneficial capacity through art projects and volunteer opportunities, to help encourage and support Visual Arts students through monthly meetings, workshops and community events, to raise an awareness of the professionalism of the Visual Arts students and his/her work on the campus of Greenville Technical College and Upstate South Carolina. This club will also help provide a positive networking of the students enrolled in the Visual Arts program and the working arts of Upstate South Carolina and assist in promoting and marketing the artwork of students enrolled in the Visual Arts program of Greenville Tech.

Student Government Association (SGA)
(Eric Williams, Advisor)
  Every registered Greenville Tech student may consider himself or herself to be a member of the Student Government Association. This organization provides students a voice in student affairs and college procedures as well as an opportunity to engage in the democratic process on campus. The types of activities generally sponsored by the SGA include student elections, leadership workshops, campus and community service projects, various kinds of entertainment and approving new organizations.
  The student council consists of a maximum of four students from each academic division. Two students from each division are elected in the fall. All representatives serve a semester of one year.
  Students interested in actively participating in the Student Government Association should contact the office of the SGA or the director of Student Activities.

Student Occupational Therapy Association
(Jennifer Coyne, Advisor)
  The purpose of this organization is to educate the public about the nature of the profession of occupational therapy, to instill in the students an appreciation of their role in health care and to encourage the development of professional skills and behavior among those students preparing for a future in the field of occupational therapy.

Women in Science and Engineering (WISE)
(Diane Granger-Jackson and Amy Daniels, Advisors)
  The purpose of this organization is to retain women enrolled in the Engineering Technology, Science and Industrial programs and assist with the recruitment of other women to the programs. WISE also will work to introduce women to opportunities in non-traditional role jobs.

Guidelines for Student Organizations

General Procedures

1. Each club/organization, to be a recognized campus organization, must have a charter which has been granted upon the recommendation of the Student Government Association and upon the approval of the college administration, following the established procedures for organizing a campus organization.
2. Each club/organization must have a constitution on file with the director of Student Activities which states its purpose, its rules for operation, and other pertinent principles. Revisions must be submitted to the Student Activities director.
3. The policies and objectives of the campus organization must be consistent with those of the college and the constitution of the Student Government Association. A copy of a sample constitution may be obtained in the Student Activities Office.
4. Each club/organization must maintain a membership of regularly registered students. Membership lists should be on file in the Student Activities Office.
5. The club/organization must select from among the full-time staff or faculty of the college an individual who agrees to assume the capacity of the advisor.
6. The club/organization must schedule all social and service functions and meetings through the director of Student Activities. (See procedures for requesting approval of projects.)
7. The club/organization must adhere to all college policies and standards.
8. The club/organization must maintain an active program and fulfill its stated purposes.
9. No student may be excluded from membership because of race, color, creed, national or ethnic origin, disability, sex, age, religion or sexual orientation.
10. Student clubs/organizations are encouraged to require all members to maintain a GPA of at least 2.0.

Procedures for Establishing a New Organization

1. Obtain at least 10 students who are interested in forming a club.
2. Obtain a faculty or staff member who is interested in serving as the advisor.
3. Obtain "Request to Organize" and "Advisor Form" from the SGA office or the director of Student Activities. Complete these forms and submit them to the director of Student Activities along with a statement of purpose for the proposed organization.
4. Submit a proposed constitution or bylaws to the director of Student Activities.
5. After approval by SGA and the director of Student Activities, the request is submitted to the dean of students for approval.
6. After final approval, the organization will be notified.
7. Within three weeks after approval, a constitution must be submitted to the director of Student Activities. Recognized clubs and organizations may petition the SGA for funds for specific programs if they so desire. Approval of funds is based on several criteria, including availability. Organizations whose objectives are strictly social in nature will not be approved.

Procedures for Requesting Project Approval

All student clubs/organizations and classes acting as student organizations must observe the following procedures before engaging in any fund-raising or other special projects.

1. Submit a Project Proposal to the director of Student Activities at least two weeks prior to the proposed event. Project Proposal forms are available in the Student Activities office.
2. Proposal to include the following statements:
   a. Description of project
   b. Purpose
   c. Charge (if applicable)
   d. Proposed date(s) and place(s)
   e. Signature of president of organization
   f. Signature of advisor
3. If the project is approved, the director of Students Activities will be available for advice and some assistance. The sponsoring club/organization will be responsible for conducting the project in a manner which will be a credit to the college.

Procedures for Reserving Meeting Areas
1. Meeting rooms may be reserved for student groups recognized by the college by contacting Emily Harris at (864) 250-8713. The reservation must be made by the advisor.
2. Eating, drinking and smoking are prohibited in all classrooms and/or meeting rooms.
3. The club/organization's advisor is responsible for the activities of an organization that will be using college facilities and should see that all regulations for their use are followed.

Publicity
   All notices to be placed on campus bulletin boards by student organizations must be cleared through the office of the dean of students.
   Articles may be placed in the student newsletter for additional publicity and should be submitted to the director of Student Activities.

Finances
   The college cannot assume responsibility for any debts incurred by an individual organization.
1. No student organization can solicit funds from the community in the name of Greenville Technical College. Other donations may be solicited upon the approval of the director of Student Activities.
2. Fund-raising projects must be approved by the director of Student Activities.
3. Under no circumstances will any student handle college funds for any reason. Any transaction involving money must be handled by a staff member in that area.
4. Student Organization accounts must be set up with Sandy Rogers at the Greenville Tech Foundation Office.

Campus Policies and Regulations

Student's Role and Participation in Institutional Decision-Making

The college welcomes student input into the institutional decision-making process and recognizes the student's right to have direct contact with institutional officers and other administrative personnel for the purpose of making his or her viewpoints and opinions known. In addition, the college encourages student membership on advisory committees and various other committees. Some of the means through which students may have input into the decision-making process are as follows.

The Student Government Association

All students who are enrolled in a credit course may participate in the democratic process on campus by voting for representatives to the Student Government Association (SGA). The SGA expresses students' opinions through its advisor, the Student Activities director, and/or through direct contact with institutional officers and other administrative personnel.

Representation on Committees

Academic deans and other personnel whose programs have advisory committees are encouraged to have student representatives on those committees. In addition, the Student Code requires that there be student representation on the Student Appeals Committee and the Student Grievance Committee.

Participation in Surveys

Surveys are conducted among randomly selected students as a means of soliciting their opinions concerning both instruction and support services. At varying times, surveys are conducted in class, by mail, by telephone and online. Students also have an opportunity to give a written evaluation of faculty members.

Direct Contact with College Personnel

Institutional officers and other administrative personnel meet with students upon request. Students are encouraged to communicate their suggestions, concerns, ideas, etc., first to the dean of students as a representative of the administration. An appointment may be necessary, depending upon the schedule of the institutional officer or other administrative personnel with whom the student wishes to meet.

Student Dress & Conduct

It is each student's responsibility to be familiar with and observe the regulations set forth in this handbook and the Student Code for South Carolina Technical Colleges.

Smoking and the use of other tobacco products are prohibited in all campus buildings; there are certain outdoor areas designated for smoking. Physical or mental abuse of another person will not be tolerated, nor will the use of vulgar or profane language.

Students should dress in a manner that does not pose a safety hazard and that does not result in unnecessary disruption. Students must wear a designated uniform in departments when required to do so by the department head.

Failure to meet standards of conduct acceptable to the college may result in disciplinary action. Any student who is charged with misconduct shall have and be informed of his or her right to a fair hearing before the Student Appeals Committee as described in the Student Code for South Carolina Technical Colleges.

Campus Safety and Security

Greenville Technical College is a large community with over 40,000 students enrolled in credit and non-credit courses annually. The college is a safe community, but it is not crime free. No community in America is totally crime free. The college cares about the safety of its students, employees, and guests and is committed to providing as safe an environment as possible.

The Campus Police Department is the primary jurisdictional law enforcement agency for all campuses and off-campus buildings. The department is comprised of both full-time police officers and part-time safety officers. Campus Police Department personnel are on duty 24 hours per day, seven days per week. Communications are maintained by telephone and/or radio. Escorts to parking lots are available upon request.

The Campus Police Department maintains a close and cooperative working relationship with the City of Greenville Police Department, Greenville County Sheriff's Office, Greenville County Police [Forensics] and other local, state, and federal law enforcement agencies.

It is the intent of the college to comply with the requirements of the Clery Act. To comply with both the letter and spirit of this act, the following statements and information constitute the policy of Greenville Technical College regarding this act.

The Campus Police Department shall be primarily responsible for carrying out the mandates of the Clery Act. The Campus Police Department has developed procedures and methods to respond to reports of crime and other emergencies on campus and shall, along with the local, state and federal police agencies when necessary, investigate crimes which occur on campus.

Students and others are encouraged to report immediately and accurately all criminal actions and other emergencies. For criminal actions and police matters, contact the Campus Police Department at (864) 250-8911. For fire and medical emergencies, please dial 911 to expedite dispatch of fire and/or EMS personnel, and then notify the Campus Police Department at (864) 250-8911. 911 dispatch will contact the Campus Police as well. Whenever such reporting is not possible or practical, students and others are encouraged to go to the nearest office and request that the Campus Police Department be contacted. Personnel outside the Campus Police Department who receive reports of a crime having been committed on campus are to contact the Campus Police Department immediately.

Once a crime is reported to the Campus Police Department, the following actions will ensue:
- An officer of the Campus Police Department will interview the victim and any available witnesses. An Incident Report will be generated by the Campus Police Department and those required to be reported will be transmitted to the South Carolina Law Enforcement Division (SLED) through their Incident Based Reporting System, which will then be compiled and reported to the Federal Bureau of Investigation (FBI) through their National Incident Reporting System.
- Reports of crimes which are specified in the Clery Act (murder/non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, negligent manslaughter, hate offenses, arrests for liquor law, drug law and illegal weapons possessions violations, and disciplinary actions/judicial referrals for liquor law, drug law, and illegal weapons possession violations) will be reported and logged in compliance with the act.
- If the perpetrator of a crime can be identified, the victim will be encouraged to have a warrant issued for the perpetrator's arrest.
- The Campus Police Department will prepare and maintain an Incident Report.
- Whenever other law enforcement agencies are involved with the investigation, the Campus Police Department will attempt to acquire a copy of any reports generated by those agencies and will file them in the original case file, maintaining copies in accordance with the law.

Annual reports as required by the Clery Act shall be published and made available to students, applicants for admissions, employees and applicants for employment. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned by Greenville Technical College; and on public property within, or immediately adjacent to and accessible from, the campuses. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department or by accessing the following URL on the Greenville Technical College website: www.gvltec.edu/cleryreport.

The Campus Police Department and other college departments shall provide reasonable support to victims of on-campus crimes. Referrals to appropriate off-campus support agencies will be made with the consent of the victim.

Only authorized use is to be made of the college campus and facilities. Utilization of facilities by outside groups or organizations must be approved in advance and prior notification must be given to the Campus Police Department by the departments responsible for scheduling. Approved student organizations may use college facilities whenever requirements for such use, as stated in this handbook, are met. Only authorized college employees are to have a key to any campus facility.

Alcohol and Drug Policy

The sale, possession, or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants and marijuana are specifically prohibited on all campus properties, including Student Housing. Violations will be reported to the Campus Police Department for prosecution. Behavior resulting from the use of alcohol or other drugs that poses danger to the student or others will not be tolerated and could result in disciplinary sanctions.

No alcoholic beverages are to be served or consumed at any on-campus or off-campus college function. This includes club, departmental and class activities such as meetings, field trips, picnics, parties, Greenville Tech Foundation Student Housing, and similar activities. No Greenville Tech funds will be authorized for the purpose of purchasing alcoholic beverages.

Individuals who experience alcohol/drug dependency are encouraged to seek assistance through the Counseling Department, the Phoenix Center, or South Carolina Department of Vocational Rehabilitation.

The college complies with Section 1213 of the Higher Education Act of 1965, as amended. As part of the compliance procedure, the college provides each student and employee with a copy of the "Alcohol and Other

Drug Use" policy as adopted by the State Board for Technical and Comprehensive Education. This policy contains information concerning the following.
- The technical college system's prohibition of the unlawful manufacture, distribution, possession or use of narcotics, drugs, other controlled substances or alcohol at the work place and in the educational setting.
- The effects and health risks associated with alcohol consumption.
- The effects and health risks associated with the consumption of controlled substances.
- South Carolina laws relating to alcohol and other drugs.
- Federal penalties for the possession of controlled substances.
- Local (City of Greenville) ordinances and penalties relating to drugs and contraband.
- Assistance programs which are available to students and employees.

A copy of the Alcohol and Other Drug Use policy is available in the office of the dean of students.

Registered Sex Offenders
Information about registered sex offenders in South Carolina is available on the web site of the State Law Enforcement Division (SLED). The URL is http://services.sled.sc.gov/sor.

Traffic Regulations
All students, faculty, and staff members are required to be familiar with and observe all parking and traffic regulations. Every vehicle brought on campus is required to have either a parking decal or temporary permit Decals should be permanently affixed to the rear window, driver's side, in the lower corner. Do not back in or drive through a parking space; the decal should be visible to police/safety officers as they patrol the parking lots. Vehicles with moveable/removable tops (convertibles, Jeeps, camper tops/shells) should apply the decal to the front windshield, lower driver's side corner

A decal which is taped on is not considered permanently affixed or properly displayed. New vehicles with paper tags are not required to have a parking decal until a permanent tag is attached. No fine will be assessed, as long as the vehicle is parked in a space marked by white lines. (See exceptions for GTF Student Housing below.)

Students are expected to park their vehicles between white lines and leave the parking area once they have arrived on campus. Vehicles may not be backed into a space or driven through two spaces to appear as they were. Loitering in parking areas will not be permitted.

Parking Decals
Three types of parking decals are available: Student, Faculty/Staff, and Student Housing. Decals are distributed by the Campus Police Department. On the Barton Campus, decals are available from Campus Police Headquarters, Building 101, Monday – Friday from 8 a.m. – 4 p.m., holidays excluded; additional hours may be available. On the Brashier, Greer, and Northwest campuses, decals are available as posted on each campus. Each campus will determine distribution hours. At the Admissions and Registration Center (ARC), decals are available at the Campus Police Photo I.D. office, Monday - Thursday 8 a.m. - 4:30 pm, Friday 8 a.m. - 1 p.m. Additional hours and locations may be available, especially during peak registration times.

Note: Student Housing decals are available on the Barton Campus and ARC Photo I.D. Office only. Proof of residency is required. Student Housing decals are required for overnight parking. Student Housing decals are valid for white line spaces only on all campuses.

Student Decals – White Line space only
You will need
- Vehicle information, including tag number.
- Copy of your current class schedule, with your ID number.
- Photo ID, preferably Student ID.

Faculty/Staff Decals – Green or white line spaces
You will need
- Vehicle information, including tag number.
- Your ID number, found on your pay advice.
- Photo ID, preferably Faculty/Staff ID.

The decal must be placed on the outside of the vehicle, clean rear window, left (driver's) side, at the bottom. Exceptions to this rule are the following:
Convertibles and trucks with removable covers: *The decal can be placed on the front windshield.*

Motorcycles: Place the decal in a visible location, such as the front fork, fender, data plate area, windshield, etc.

Temporary Parking Decals

Five types of temporary parking decals are available: Student, Faculty/Staff, Visitor/Guest, Contractor, and Short Term Visitor. Temporary decals are available at the same locations as decals above. Bring your vehicle information, including tag number, with you. Place the temporary decal on your dash, driver's side.

Temporary parking decals and guest passes for the Student Housing are available from the Leasing Office in GTF Student Housing. Only the Leasing Office issues temporary decals that are valid for overnight parking.

Temporary decals, including those issued by GTF Student Housing to residents, are valid until expiration on all campuses in designated parking spaces. GTF Student Housing Guest permits are not valid for parking on campus.

GTF Student Housing Parking

Greenville Tech Foundation Student Housing Parking Decals or Temporary Permits are required for overnight parking at GTF Student Housing. GTF Student Housing Decals are good on all campuses; an additional decal is not required. Temporary permits may be obtained from the front desk of the Student Activity Center in GTF Student Housing. Vehicles parked overnight after visiting hours without the proper decal or permit will be ticketed. Temporary permits for residents issued by the GTF Student Housing Office will be recognized on all campuses. No additional temporary permit is necessary.

Overnight guests are permitted within the guidelines set forth in the Resident Handbook. Guests are required to obtain a Guest Permit from the front desk of the Student Activity Center in GTF Student Housing. Vehicles parked overnight after visiting hours without the proper decal will be ticketed. GTF Student Housing Guest permits are not valid on campus. Guests should park in Lot F. Parking lots inside the fences are reserved for residents only. New vehicles with paper tags are required to obtain a temporary decal from the GTF Student Housing Office in order to park overnight. Vehicles with paper tags will be ticketed in GTF Student Housing Parking only, including Lot F.

Parking Rules

1. Failure by any person to find a parking space shall not be an excuse for a violation of these regulations.
2. No person shall park in any areas or spaces other than those that are valid.
3. Spaces marked with green lines are restricted for faculty and staff parking only. Spaces marked with blue lines are restricted to State Handicap Decal parking only.

4. **Parking Violations**   **Fines**

a. Blocking a fire hydrant	$100.00
b. Unauthorized parking in a Disability space (blue lines)	100.00
c. Unauthorized parking in a Faculy/Staff space (green lines)	50.00
d. Double parking	50.00
e. Backing in or driving through a parking space	15.00
f. Parking in a manner that obstructs a sidewalk, crosswalk or roadway	50.00
g. Parking in a roadway, driveway or on a sidewalk	50.00
h. Parking in an area not designated as a parking space	50.00
i. Parking in a designated NO PARKING zone (sign, markings or yellow curb)	50.00
j. Parking in a closed off area, marked by cones, barricades or tape	50.00
k. Parking in a service area or service vehicle space, at a loading dock or on a service road or driveway	50.00
l. Parking out of lines	15.00
m.Parking overnight without authorization	15.00
n. Parking against the flow of traffic	15.00
o. Parking in spaces designated for carpool/fuel efficient vehicles only	25.00

5. **Vehicle Violations**

a. Improper display of decal (not permanently affixed)	$ 15.00
b. Larceny (theft) of parking decal	100.00
c. Misuse of decal or temporary permit (transferring from one vehicle to another)	20.00

5. **Moving Violations**
   NOTE: Campus Police officers carry state citation books which may be used for moving violations in lieu of the fines below:
   a. running a stop sign $100.00
   b. failure to yield right of way   100.00
   c. speeding   50.00
   d. reckless driving   100.00
   e. driving too fast for conditions   50.00
   f. violation of one way street   50.00
   g. driving in areas of the campus which have   50.00
      been closed by barricades, signs,
      yellow lines or other traffic control devices
   h. failure to yield to pedestrians   50.00
   i. vehicular traffic off roadway   50.00
   j. passing a moving vehicle   50.00
   k. failure to stop for an officer   100.00
   l. operating an unsafe vehicle   50.00
7. **Additional Fines**
   Littering   50.00
   Noise Violation   50.00

Repeat violators may have vehicles towed off campus at their own expense and may have campus driving privileges suspended.

All fines and penalties are subject to change whenever a person is cited more than once for the same violation. All fines are subject to change upon written notice and approval by the Greenville Technical College President's Cabinet.

Settlement of Fines or Penalties
Whenever a person is cited for a violation he/she may
- Pay to the Business Office the amount of the fine as set forth in the traffic regulations. (Fines are due to be paid within 10 working days.)
- Appeal the citation to the Ticket Appeals Committee. The appeal forms are located in the dean of students' office on the Barton Campus. An appeal must be made within five working days of the date the citation was written. An appeals committee is convened weekly to adjudicate violations.
- Students who are indebted to Greenville Tech in any way must clear all debts before registering for a subsequent semester, before graduating and before receiving semester grade reports and/or transcripts.
  Note*:* Any person having to leave a vehicle parked on campus overnight or for any period of 24 hours or more must contact the Campus Police Department by email at campuspolice@gvltec.edu and report the following information.
  ❏ Description and tag number of vehicle
  ❏ Name of owner and/or driver
  ❏ Phone number where owner and/or driver can be reached
  ❏ Approximate length of time vehicle will be left on campus
The college will not be responsible for any damage incurred by any vehicle.

Parking for Persons with Disabilities
Handicap parking spaces are available only to those displaying a valid state disabled placard or vehicle tag. Campus officials, by law, cannot issue handicap decals. Placards and tags can only be obtained in South Carolina through the Department of Motor Vehicles. For more information and an application, visit this URL: www.scdmvonline.com/DMVBew?forms/DMVB-16.pdf

Disabled placards or vehicle tags may only be utilized by the person to whom the placard or tag is issued. Handicap spaces are to be reserved for those that need them. Campus Police may verify placards or tags on a random basis to ensure compliance with the law.

Emergency Assistance
Persons who encounter problems in the parking lots such as a stalled vehicle or keys locked in a vehicle may request assistance by contacting the Campus Police Department at (864) 250-8911.

Neither Greenville Technical College nor any of its employees will be responsible for any damages done to a vehicle when assistance is rendered at the student's request. If this is not acceptable, persons are encouraged to seek assistance from a local business that will perform this service for a fee.

Accident Reporting Procedures/Accident Insurance

In the event that an accident — personal or vehicular — occurs on campus, it should be reported immediately to the Campus Police Department at (864) 250-8911. In the event that it is impossible for a person involved in an accident to make an immediate report, one should be made within 48 hours.

The college maintains an accident insurance policy on all students. There is a $25 deductible which applies to student insurance claims. The student is responsible for paying at least $25 to the attending physician or hospital. Claims will be considered for a period of one year from the date of the accident. Students should contact the secretary to the dean of students, ET/103-223, (864-250-8102) for assistance with insurance claims. Accidents which are not reported properly may not be covered by student insurance.

Student Identification Cards

All students are required to have a current Greenville Tech student identification card. The ID card must be in the student's possession at all times when the student is on campus, including GTF Student Housing residents, and must be presented to any faculty, staff or administrative personnel upon request. Failure to provide ID as requested may be subject to a fine or disciplinary action.

ID cards must be presented in order to obtain a library card, and to gain admission to various student activities. Various merchants in the Greenville area will give discounts to students who present an ID card.

Students should present their tuition payment receipt and some type of photo ID to receive a student ID card. Students may acquire an ID card at the Campus Police ID Office in the Admissions and Registration Center (ARC) across from the Bookstore.

Privacy of Student Educational Records Policy

The Family Educational Rights and Privacy Act of 1974, as amended, prescribes the conditions under which information about students can be released. It is the policy of Greenville Technical College to follow the guidelines in order to protect the privacy of our students. The following statement of student rights is made under the provisions of the act and is afforded to all eligible students.
1. The right to inspect and review information contained in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions of personally identifiable information, from the student's informational records.
4. 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.

The college may provide directory information in accordance with the provisions of the act without written consent of any eligible student unless the student has requested in writing that such information not be disclosed.

Directory information is defined to be student name; address; telephone number; dates of attendance; program of study; anticipated date of graduation; degree, diploma or certificate conferred; and full-time/part-time status.

Students who wish to request non-disclosure of the above items should complete a Nondisclosure Form available from the Student Records Office.

Student Center Operational Policies

The Greenville Tech Student Center is open during the following hours (subject to change with advance notice).
❏ 8 a.m. - 7 p.m., Monday - Thursday   ❏ 8 a.m. - 1 p.m., Friday

Special Activities in the Student Center

Scheduling of special activities in the center will be done on a priority basis.

First Priority   Recognized student organizations. Scheduling must be done through the director of Student Activities.

Second Priority   Faculty and staff. Scheduling must be done through the dean of students.

Third Priority   Non-Greenville Tech clubs, organizations and groups. Scheduling must be done by a faculty or staff member through the dean of students.

Two weeks advance notice is required. The college reserves the right to reschedule non-Greenville Tech groups for other buildings if conflicting requests are received from the first or second priority group.

Bulletin Boards

Bulletin boards are located throughout the campus to notify students of coming events and activities. Notices to be placed on these boards by student organizations must be turned in to the director of Student Activities for approval. Notices to be posted in the Student Center must be approved by the dean of students. Any notices to be placed by non-students or by students not representing a student organization must be turned in to the dean of students for approval. Posters should not be larger than 15 inches by 20 inches and are not to be attached to walls, windows or doors. Approved notices may remain posted for two weeks.

On-Campus Selling

Any person selling merchandise for any off-campus organization or for any individual, or any person soliciting contributions on the Greenville Tech campus, must first obtain approval from the office of the dean of students. Fund-raising projects sponsored by student organizations must first be approved by the director of Student Activities.

Closings/Inclement Weather Policy

For information on weather closing policies and procedures, consult you syllabus, local media, the college switchboard (864-250-8000) or the college web site (www.gvltec.edu).

Telephone/Copy Machine/Computer Availabilities

Pay telephones are located in many student areas on campus. Students should not use office phones for personal calls. A photocopying machine is available in the library on the first floor of the Library/Technical Resource Center for use by all persons. Computers for use by students are available in the Computer Valley located in Library/Technical Resource Center, the PC Planet located in the Nursing/Science Building, the Sky Lab located in the University Transfer Building, at the Brashier, Greer and Northwest campuses, and at the Admissions and Registration Center.

Cell Phone Policy

The use of cell phones, pagers, and other personal electronic devices is allowed on all Greenville Technical College campuses; however, users of these devices must be attentive to the needs, sensibilities, and rights of other members of the college community.

To avoid any unnecessary disruption of College function, the ringers on these devices must be turned off and, in consideration of Greenville Technical College's Emergency Communication Plan, vibrate mode is acceptable in all academic settings, including classrooms, laboratories, clinical / externship settings, study spaces, and computer labs. At no time may these devices be used near classroom doors or hallways while classes are in session. Students participating in off-campus, course-related activities must follow the electronic devices' policies of the agency or organization where they are visiting or working.

Beyond the basic college policy stated herein, departments or faculty members, at their discretion, may formulate more restrictive policies related to personal electronic devices as long as these policies do not conflict with Greenville Technical College's Emergency Communication Plan. This provision is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others. Any additional policies must be stated in the course syllabi and may include penalties for student violations.

Disruption of class by any electronic device may result in an instructor's dismissal of the student for the remainder of class period. Other specified procedures for disruptive classroom behavior may apply as well. If any personal electronic device is used inappropriately for the purpose of academic dishonesty, the student will be penalized appropriately under the Academic Honesty Policy of Greenville Technical College.

Miscellaneous Regulations

Anyone wishing to distribute materials such as pamphlets, questionnaires, sample products, etc., on campus must receive authorization from the office of the dean of students at least two weeks in advance. The college may establish rules and regulations regarding the time, place and manner of distribution.

Tape recorders and audio devices may be used in classrooms when approved by the instructor. Non-classroom use of such devices is permitted only when such usage does not disrupt other students and/or staff members. Students may be required to use earphones for private listening.

Firearms are strictly prohibited at all times.

Students of the college may not bring children to class or labs, or leave children unattended on campus. The college assumes no responsibility for supervision of students' children.

Students in certain departments (Auto Body Repair, Automotive Technology, Diesel Equipment Technology and others) are required to have a personal set of hand tools available. Students who do not have the required tools by the date established and announced by the appropriate department head will be subject to suspension from the department.

Computing Facilities Use Policy

General
- Computing facilities are provided to support the mission of the college.
- Student access to computing facilities is provided only for uses associated with a course of study and activities related to that course.
- The use of computing facilities for non-college related purposes is prohibited.
- All who use computing facilities agree to do so in a manner which is ethical, legal and does not interfere with others.
- Students' children are not allowed in computer labs or classrooms, nor are they allowed to be left unattended on campus.
- Food and drinks are prohibited in computer labs and classrooms.
- Cellular phones, pagers, beepers and other similar devices may not be activated in computer labs and classrooms.

Specific Prohibitions Regarding the Use of Computing Facilities
- Students may use only those facilities which have been properly authorized for their use. Students may not make their password available to others, use an account set up for another person, or attempt to discover the password of another person.
- Students must be aware of, and adhere to, the laws related to software copyrights and licensing. Software may not be copied without the express permission of the copyright holder.
- Students may not copy or attempt to copy information belonging to another person without that person's expressed permission.
- Students may not attempt to interfere with the operation of, or attempt to circumvent the security of, any of the college's computing facilities.
- Students may not use the college's computing facilities to send, receive or access material that is deemed to be obscene, offensive or harassing to others. The college reserves the right to determine if a particular source of information may contain such information and to restrict or deny access to such sources at its discretion.

Other
- The college makes computing facilities consisting of hardware and software available to internal and external users. The college accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The college makes no warranty, expressed or implied, regarding the computing services offered or their fitness for any particular purpose. The college's liability in the event of any loss or damage shall be limited to the fees and charges paid to the college for the use of computing facilities which resulted in the loss or damage.
- The college provides no facilities which guarantee the confidentiality of files. The computer systems administrator and his/her designee may have the ability to view all messages and files of any user. It is not the routine practice of the administrator to view such files; however, privacy cannot be guaranteed.
- Different computer labs may have different regulations concerning their use. (Example: signing in and out may be required in some labs.) Students who use a computer lab must learn and adhere to the regulations of that lab.

This policy governs student use of college computing facilities. The terms "computing facilities" and "facilities" are used herein to include any terminal, computer, printer, network component, or other related resource belonging to or provided by the college. This policy is applicable regardless of whether use of a facility originates at the college, at a student's residence, or at any other location. A violation of this policy constitutes a violation of the Student Code for South Carolina Technical Colleges and may result in progressive disciplinary action up to and including expulsion from the college.

Student Code

General Provisions

I. Principles

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

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

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

II. Solutions of Problems

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

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

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

III. Definitions

When used in this document, unless the content requires other meaning,
A. "College" means any college in the South Carolina Technical College System.
B. "President" means the chief executive officer of the college.
C. "Administrative officer" means anyone designated at the college as being on the administrative staff such as president, vice president, dean of students or student services, chief academic officer, dean of instruction, or business manager.
D. "Chief student services officer" means the administrative officer at the college who has overall management responsibility for student services, or his/her designee.
E. "Chief academic officer" means the administrative officer at the college who has overall management responsibility for academic programs and services, or his/her designee.
F. "Student" means a person taking any course(s) offered by the college.
G. "Instructor" means any person employed by the college to conduct classes.
H. "Staff" means any person employed by the college for reasons other than conducting classes.
I. "SGA" means Student Government Association of the college.
J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
K. "Violation of law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
L. "Suspension" means a temporary separation of the college and student under specified conditions.
M. "Expulsion" means permanent separation of the college and student.

Student Code

I. General Rights of Students

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

  B. **Freedom of Speech and Assembly**— Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner. Students desiring to conduct an assembly must submit a request to the president, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.

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

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

  E. **Student Representation in College Governance**— Students should be represented on campus committees that have the following duties:

    1. To propose policy that affects student activities and conduct.

    2. To make policy decisions on such matters.

    3. To implement policy.

  F. **Classroom Behavior**— Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the chief student services officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

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

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

  I. **Records**

    1. **General.** The Student Records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.

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

      a)To instructors and administrators for legitimate educational purposes.

      b)To accrediting organizations to carry out their functions.

      c)To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.

      d)The chief student services officer may release directory information as authorized by the college through federal and state privacy legislation.

      e)If the inquirer has a court order, the chief student services officer or someone designated by that official will release information from the student's file.

3. **Disciplinary Records.** Records of disciplinary action shall be maintained in the office of the chief student services officer. No record of disciplinary action shall be entered or made on the student's academic records.
4. **Treatment of Records after Student Graduation or Withdrawal.** When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

II. Student Government and Student Organizations
A. **Student Government Associations.** The college Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.
B. **Student Organizations.** An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

III. Proscribed Conduct
A. **General.** Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.
B. **Abuse of Privilege of Freedom of Speech or Assembly.** No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities. In the event of illegal or disruptive activity on a college campus, the chief student services officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The chief student services officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).
C. **Academic Misconduct.** All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.
   1. Cheating on tests is defined to include the following:
      a) Copying from another student's test or answer sheet.
      b) Using materials or equipment during a test not authorized by the person giving the test.
      c) Collaborating with any other person during a test without permission.
      d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
      e) Bribing or coercing any other person to obtain tests or information about tests.
      f) Substituting for another student, or permitting any other person to substitute for oneself.
      g) Cooperating or aiding in any of the above.
   2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
   3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
   4. Fabrication is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
D. **Falsification of information, and other unlawful acts, with intent to deceive is defined as:**
   1. Forgery, alteration, or misuse of college documents, records, or identification cards.
   2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. **Infringement of rights of others is defined to include, but not limited to, the following:**
   1. Physical or verbal abuse inflicted on another person.
   2. Severe emotional distress inflicted upon another person.
   3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
   4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
   5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for his or her safety, and that has, in fact, placed an individual in such fear.
F. **Other unlawful acts which call for discipline include, but are not limited to:**
   1. Destruction, theft, damages, or misuse of college property occurring on or off campus.
   2. Unauthorized entry upon the property of the college after closing hours.
   3. Unauthorized presence in any college facility after hours.
   4. Unauthorized possession or use of a key to any college facility or other property.
   5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
   6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the state of South Carolina.
   7. Possession, use, or distribution on campus of any beverage containing alcohol.
   8. Violation of institutional policies while on campus or off campus when participating in a college-sponsored activity.
   9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college-sponsored activity.
   10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.
G. **Fraternization with High School Students**
   1. College student and Charter High School student relationships
   Any relationship between Greenville Technical College students and Charter High School students not required by classroom instruction is prohibited. This prohibition applies to all Greenville Technical College students without regard to campus location.
   2. College student and high school student relationships
   Any relationship between Greenville Technical College students and high school students not required by classroom instruction is prohibited. This prohibition applies to all Greenville Technical College students without regard to campus location.

IV. Rules of Student Disciplinary Procedure and Sanctions
The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.
A. **Administrative Suspension**
   1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
   2. The president, or his/her designee, shall notify the chief student services officer in writing about the nature of the infraction and the name of the student before 5 p.m. of the first class day following imposition of the administrative suspension. The chief student services officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the president or his/her designee.

B. **Academic Misconduct**

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.

2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
   a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
   b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
   c) Assign a failing grade for the course.
   d) Require the student to withdraw from the course.

3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the chief instructional officer.

4. The chief instructional officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the chief instructional officer within seven working days of the date of the chief instructional officer's letter.

5. If the student requests an appeal, the chief instructional officer, or designee, will schedule a time for the meeting. The chief instructional officer, or designee, will send a certified letter to the student. In addition to informing the student that the chief instructional officer, or designee, will hear the appeal, this letter must also contain the following information:
   a) A restatement of the charges
   b) The time, place, and location of the meeting
   c) A list of witnesses that may be called
   d) A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Procedure, Section V. A. 1.e.

6. On the basis of the information presented at the appeal, the chief instructional officer, or designee, will render one of the following decisions:
   a) Accept the decision and the sanction imposed by the instructor
   b) Accept the instructor's decision but impose a less severe sanction
   c) Overturn the instructor's decision

7. The chief instructional officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the president of the college by sending a letter detailing the reasons for the appeal to the president's office within five working days.

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

C. **STUDENT MISCONDUCT**

1. A charge involving a student infraction must be filed in writing at the office of the chief student services officer within five working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.

2. Within five working days after the charge is filed, the chief student services officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the chief student services officer, or designee, may act as follows:
   a) Drop the charges.
   b) Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
   c) Refer the student to a college office or community agency for services.
   The decision of the chief student services officer, or designee, shall be presented to the student in writing within five working days following the meeting with the student. In instances where the

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student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the chief student services officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the chief student services officer's, or designee's decision, and instructions governing the appeal process.

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

D. **The Student Appeals Committee**

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

1. Membership of the committee shall be composed of the following:
   a) Three faculty members appointed by the chief instructional officer and approved by the president.
   b) Three student members appointed by the appropriate student governing body and approved by the president.
   c) One member of the Student Services staff appointed by the chief student services officer and approved by the president.
   d) The chief student services officer serves as an ex officio nonvoting member of the committee.
   e) The chair shall be appointed by the president from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.

2. Functions of the committee are described as follows:
   a) To hear an appeal from a student charged with an infraction that may result in disciplinary action.
   b) To hand down a decision based only on evidence introduced at the hearing.
   c) To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
      (1) Academic Misconduct
         (a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
         (b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
         (c) Assign a failing grade for the course.
         (d) Require the student to withdraw from the course.
      (2) Student Misconduct
         (a) A written reprimand.
         (b) An obligation to make restitution or reimbursement.
         (c) A suspension or termination of particular student privileges.
         (d) Disciplinary probation.
         (e) Suspension from the college.
         (f) Expulsion from the college.
         (g) Any combination of the above.

V. Procedures for Hearings before the Student Appeals Committee

A. **Procedural Duties of the Chief Student Services Officer**

1. At least seven working days prior to the date set for hearing before the committee, the chief student services officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
   a) A restatement of the charge or charges.
   b) The time and place of the hearing.
   c) A list of all witnesses who might be called to testify.
   d) The names of committee members.
   e) A statement of the student's basic procedural rights. These rights follow:
      (1) The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee. Payment of legal fees is the responsibility of the student.
      (2) The right to produce witnesses on one's behalf.

   (3) The right to request, in writing, that the president disqualify any member of the committee for prejudice or bias. (At the discretion of the president, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least two working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.

   (4) The right to present evidence. The committee may determine as to what evidence is admissible.

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

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

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

   (8) The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made within seven working days after receipt of the decision.

 2. On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period, if the chief student services officer concurs with this change.

B. **The Conduct of the Committee Hearings**

 1. Hearings before the committee shall be confidential and shall be closed to all persons except the following:

  a) The student and the person who initiated the charges; however, the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.

  b) Counsels for the student and the college.

  c) A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.

  d) Witnesses who shall:

   (1) Give testimony singularly and in the absence of other witnesses.

   (2) Leave the committee meeting room immediately upon completion of the testimony.

 2. The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

 3. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

 4. The conduct of hearings before this committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.

 5. In addition to written notes, the hearing may be tape recorded, except for the committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the chief student services officer. The student may listen to the tape of his/her hearing under the supervision of the chief student services officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.

 6. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.

 7. Decisions of the committee shall be made by majority vote.

 8. Within two working days after the decision of the committee, the chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.

C. **Appeal to the President**

When the student appeals to the president, the president, whose decision is final, shall have the authority to

 1. Receive from the student an appeal of the committee's decision.

 2. Review the findings of the proceedings of the committee.

 3. Hear from the student, the chief student services officer, and the members of the committee before ruling on an appeal.

 4. Approve, modify, or overturn the decision of the committee.

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

Student Grievance Procedure

I. PURPOSE

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

A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status, or sexual orientation, excluding sexual harassment complaints. Because of the sensitive nature of this type of complaint, a conference with the chief student services offer may replace the first step of the grievance procedure. The chief student services officer will counsel with the student to determine the appropriate action that is required.

B. Alleged sexual harassment complaints should be directed to the chief student services officer. Because of the sensitive nature of this kind of complaint, a conference with the chief student services officer will replace the first step of the grievance procedure. The chief student services officer will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

II. DEFINITIONS

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

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

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

C. "Administrative officer" means anyone designated at the college as being on the administrative staff, such as the president, chief academic officer, chief student services officer, etc.

D. "Chief student services officer" means the administrative officer at the college who has overall management responsibility for student services or his/her designee.

E. "Chief instructional officer" means the administrative officer at the college who has overall management responsibility for academic programs and services or his/her designee.

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

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

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

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

III. PROCEDURES

A. **First Step.** The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 instructional weekdays of the incident that generated the complaint.

B. **Second Step.** If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The chief student services officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student.

The completed grievance form must be presented to the chief student services officer, or designee, within 10 instructional weekdays after satisfying the first step in the grievance process. The chief student services officer, or designee, shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two instructional weekdays after receipt of the student's grievance form. The chief student services officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and chief administrative officer of the division or component concerned.

C. **Third Step.** If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The chief student services officer shall immediately notify the president who shall ensure that the committee is organized in a manner consistent with Section IV.A of this procedure. The chief student services officer, or designee, will send copies of the appeal to the members of the committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee. The Student Grievance Committee's meeting(s) shall be conducted between five and 15 instructional weekdays following the date of the request. The chairperson may grant

a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting.

D. **Fourth Step.** If either party is not satisfied with the committee's decision, that person may submit an appeal to the president of the college within 10 instructional weekdays of the committee's decision. The president shall review the committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within 10 instructional weekdays of receipt of the appeal. The president's decision is final.

IV. THE STUDENT GRIEVANCE COMMITTEE

A. The Student Grievance Committee shall be composed of the following:
  1. Three students recommended by the governing body of the student body.
  2. Two faculty members recommended by the chief instructional officer.
  3. One Student Services staff member recommended by the chief student services officer.
  4. One administrator, other than the chief student services officer, to serve as the committee's chairperson.
  5. The chief student services officer, or designee, who serves as an ex-officio, non-voting member of the committee. The president must approve all recommended members.

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

C. **Rights of the Parties Involved in a Grievance**. When a grievance committee meeting is scheduled, the parties involved are entitled to the following
  1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
    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; and
    c) the name of any person who might be called as a witness.
  2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the chief student services officer or his/her designee.
  3. Appear in person, present information on his or her behalf, and present additional evidence to the committee, subject to the committee's judgment that the evidence is relevant to the appeal.
  4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the committee and either party in the appeal.
  5. An advisor who shall not address the committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D. **HEARING PROCEDURES**
  1. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the committee may be present.
  2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the chief student services officer. Either party in the appeal may listen to this tape recording under the supervision of the chief student services officer or designee.
  3. The committee may question the student and the employee. The committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
  4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The chairperson of the committee will determine the appropriateness of the questions.
  5. The student shall bear the burden of proof.
  6. The committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.
  7. The chairperson shall forward a copy of the committee's decision to all parties involved and to the office of the president of the college within two instructional weekdays of the committee's decision. This letter will include a rationale for the committee's decision.

NOTE:
Procedure for Student Complaints Regarding English Fluency of Faculty

The Commission on Higher Education requires that all students be advised of state policy regarding standards for English fluency of faculty.

All faculty hired by Greenville Technical College to teach credit coursework will be carefully screened for English fluency. English fluency is defined as the ability to use language effectively to communicate information, convey ideas, and facilitate learning. Regional dialect/pronunciation and voice inflection do not constitute lack of fluency. If a student feels that a faculty member's English language skills hinder learning in the college's instructional settings (classroom, lab, clinic, etc.), the student should follow the procedure outlined below.

1. The student should talk with the instructor about language concerns and indicate the factors that are impeding the learning process (i.e., rate of speech, pronunciation, etc.)
2. After speaking directly with the instructor, if the student feels that his or her concerns have not been resolved then the student should make an appointment with the instructor's department head. (Note: The department head may request a written complaint.) The student's concerns will be investigated, and a written response will be provided to the student.
3. If the student is not satisfied with the department head's response, the student may submit a written complaint to the academic dean of the instructor's division and request an appointment. The academic dean and the dean of student affairs will work collaboratively to determine if the situation warrants an English Proficiency Performance review of the instructor. The academic dean will provide a written response of the recommendations resulting from the review to the student.
4. If the student is still not satisfied, the student can request the English Fluency Evaluation Committee (hereafter referred to as the committee) evaluate the instructor. This request must be made in writing to the dean of students within ten (10) working days following the date of the academic dean's written response (item 3 above).
5. The committee will conduct its evaluation based on State Tech Policy 8-2-109 (English Fluency Requirements for Faculty Employment) and committee guidelines. The committee will notify the student and the dean of students' office of the committee's decision. The committee's decision will be final.