



2019-2020

STUDENT HANDBOOK



MIDLANDSTECH.EDU
You can get anywhere from here.™

PRESIDENT'S MESSAGE



Welcome to Midlands Technical College!

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

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

A handwritten signature in black ink that reads "Ronald L. Rhames". The signature is written in a cursive style.

Dr. Ronald L. Rhames
President

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FREQUENTLY CALLED COLLEGE NUMBERS

Academic and Career Advising

Airport 803.822.3388
 Beltline. 803.738.7810

Academic Departments

Business
 Airport. 803.822.3602
 Beltline 803.738.7732
Developmental Studies 803.822.3539
Engineering Technology 803.691.3924
 803.691.3888
English 803.738.7667
Health Sciences 803.822.3381
Humanities 803.822.3357
 803.738.7684
Information Systems Technology 803.822.3594
 803.738.7825
Industrial Technology
 Automotive 803.738.7751
 Machine Tool and Industrial
 Electricity. 803.822.3361
 Building Construction Technology;
 Commercial Graphics; Heating,
 Ventilation, Air Conditioning and
 Refrigeration; and Welding 803.822.3361
Math
 Airport. 803.822.3357
 Beltline 803.738.7689
Nursing 803.822.3339
Public Service
 Paralegal. 803.822.3602
 Early Childhood 803.822.3602
 Criminal Justice 803.822.3602
Human Services 803.822.3602
Science 803.822.3548
Social and Behavioral Sciences
 Airport. 803.822.3292
Transfer (Associate in Arts and Associate in Science)
 Airport. 803.822.3357

Academic Success Center

Airport 803.822.3545
 Batesburg-Leesville 803.604.1639
 Beltline. 803.738.7871
 Harbison 803.407.5005
 Northeast. 803.691.3900

Admissions 803.738.7839

Bookstore

Airport 803.822.3577
 Beltline. 803.790.7566

CAREERS

Airport 803.822.6701
 Beltline. 803.738.7863

Cashier

Call Center 803.732.5200
 Airport. 803.822.3260
 Beltline 803.738.7649
 Northeast 803.691.3934

College Work-Study 803.738.7634

Corporate and Continuing Education. 803.732.0432

Counseling (Career Services, Disability Services)

Airport 803.822.3505
 Beltline. 803.738.7636

Educational Talent Search 803.822.3628

Educational Opportunity Center 803.822.3749

Harbison Theatre 803.407.5011

International Admissions 803.738.7735

Library

Airport 803.822.3530
 Batesburg-Leesville 803.604.1639
 Beltline. 803.738.7629
 Harbison 803.407.5005
 Northeast. 803.691.3900

Registrar

Airport 803.822.3656
 Beltline. 803.738.7766

Residency 803.822.3378

Security Emergencies 803.738.7199

Non-emergencies 803.738.7850

Student Assessment

Airport 803.822.3659
 Batesburg-Leesville 803.604.1606
 Beltline. 803.790.7522
 Harbison 803.732.5366
 Northeast. 803.691.3949

Student Development Services

Vice President 803.738.7805

Student Ombudsman 803.738.7768

Student Employment Services (Full and Part-time Jobs,

Cooperative Education, Internships)

Airport 803.822.3538
 Beltline. 803.790.7558

Student Financial Services 803.738.7792

Student Grievances 803.822.3528

Student Information Centers

Batesburg-Leesville 803.604.1601
 Beltline/Airport 803.738.8324
 Harbison 803.732.5201
 Northeast. 803.691.3925

Student Life (Student IDs, Clubs/Organizations, Student

Advisory Board, Lost and Found)

Airport 803.822.3650
 Beltline. 803.738.7860

Student Support Services

Airport 803.822.3032
 Beltline. 803.738.7652

Veterans Affairs

Airport 803.822.3519
 Beltline. 803.738.7615

ABOUT THE COLLEGE

ACCREDITATION

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

GOVERNANCE

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

STATEMENT OF MISSION

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

STATEMENT OF ROLE AND SCOPE

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

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

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

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

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

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

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

STATEMENT OF VISION

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

STATEMENT OF VALUES

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

Commitment to Students. Belief in providing a learner-centered environment offering quality instruction, resources and services and presenting challenging opportunities for the continued growth and development of students. Midlands Technical College transforms lives by proactively working with each student so that he or she can achieve career and lifelong learning objectives. The college assists students in clarifying their lifelong goals, navigating career pathways, fostering entrepreneurship, embracing social responsibility, developing life skills, and maximizing their potential.

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

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

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

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

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

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

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

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

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

STATEMENT OF NON-DISCRIMINATION

Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, sexual orientation, national origin or ethnic group, color, age, religion, disability, genetic information, gender, military service, pregnancy or other category protected by applicable law. In compliance with all federal and state laws, Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA) and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. The Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination. Student inquiries or complaints should be directed to Mr. Ian A. MacLean in his position as Director of Internal Auditing and Risk Management and the Chief Compliance Officer for Affirmative Action, Equal Opportunity, Sexual Harassment, Disability Action and the Title IX Coordinator. He can be reached at Midlands Technical College, PO Box 2408, Columbia, SC 29202, by telephone at 803.822.3204, or e-mail at macleani@midlandstech.edu. Faculty and staff inquiries or complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management, at 803.822.3050 or edwardsn@midlandstech.edu.

COLLEGE INFORMATION

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

ACADEMIC AND CAREER ADVISING

Academic and Career Advising at Midlands Technical College facilitates student intellectual and personal development through a collaborative advisor and advisee relationship. This intentional relationship helps students refine their academic plans, evaluate their desired career path, access supportive resources, and make informed decisions to reach their goals and complete their desired program of study.

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

Students will continue to work with an Academic and Career Advisor as they progress in their program of study.

Following these tips will help you with your advising experience:

- > Schedule your advising appointment early. You do not need to wait until registration opens to complete your advising appointment.
- > Consider your personal, educational and career goals
- > Review your academic program requirements and your progress with those requirements in Student Planning, located in MyMTC
- > Consider how you will balance your work, college and personal life
- > Arrive early for advisement appointments; call or visit the appointment scheduling webpage in MyMTC if you need to reschedule
- > Discuss challenges of juggling work, studying and overall progress for your goals
- > Ask questions on any information or procedures that are unclear
- > Review placement test scores in MyMTC before meeting with your advisor
- > Ask about available support services; your Advisor can assist you with referrals
- > If you are planning to transfer, please contact the transfer institution to learn about program-specific details.

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

ACADEMIC MISCONDUCT

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

ACADEMIC FRESH START

Students readmitted to the college may apply for "Academic Fresh Start." This option is designed for students who have performed poorly in their previous coursework at MTC and have decided to re-enroll after being out of college for at least three years. Students in this category who want an opportunity for a fresh undergraduate start at Midlands Technical College, without the handicap of their prior academic record, may apply for Academic Fresh Start, subject to the conditions set forth by

the college. Granting of Academic Fresh Start can occur only once. Granting of Academic Fresh Start will not affect or alter a student's access to financial aid or scholarships from any source unless specific governmental or agency laws and/or regulations prohibit such awards. All prior academic coursework is used to determine Title IV academic progress standards for financial aid and may be used by other colleges to determine transfer GPA. For information about this process, contact Counseling and Career Services. Counseling and Career Services is located in the Airport Student Center, room 237 (803.822.3505); and in the Beltline Student Center, room 239 (803.738.7636).

ACADEMIC HONORS

(See [Honors](#).)

ACADEMIC LIMITATIONS

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

TEST SCORES

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

TRANSFER COURSEWORK APPLIED TOWARD GRADUATION

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

GRADE CHANGES

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

REPEAT GRADE POLICY

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

Certain departmental requirements may limit the number of times a course may be repeated. Students who plan to transfer must realize the receiving college may recalculate grade point averages, including repeat grades, according to that college's policies.

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

CATALOG RIGHTS

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

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

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

COURSE CANCELLATION

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

ACADEMIC PROGRESS

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

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

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

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

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

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

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

DEVELOPMENTAL STUDIES STANDARDS OF PROGRESS

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

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

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

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

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

ACADEMIC SUCCESS CENTERS

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

COMPUTER ACCESS

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

TUTORING SERVICES

Tutoring is available to assist currently enrolled students with selected courses. Students have the option to be tutored either at one of the ASC campus locations, or online. Mathematics, writing, and reading are the major areas for tutoring, but tutoring is also offered in foreign languages and selected computer, accounting, and science courses. Tutoring in Biology and Chemistry is also available during Science Open Lab sessions. Please visit our website WWW.MIDLANDSTECH.EDU/successcenter for more information about specific subjects, SI, and Science Open Labs.

ADDITIONAL RESOURCES

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

LOCATIONS AND CONTACT

Airport: Academic Center (AC) Room 151 • 803.822.3545

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

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

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

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

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

WWW.MIDLANDSTECH.EDU/successcenter

ACCOMMODATIONS REQUEST

Any student with a disability who requires special accommodations for campus events should make their request with Disability Services as soon as possible, preferably at least ten days, prior to the day of the event. Students requesting accommodations for campus events are also informed of the process to register with Disability Services in order to receive academic accommodations for classes.

Airport Campus: 803.822.3505

Beltline Campus: 803.738.7636

Email: disability@midlandstech.edu

Website: WWW.MIDLANDSTECH.EDU/disabilityservices

ADMISSIONS

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

READMISSION PROCEDURES

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

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

READMISSION PROCEDURE FOR STUDENTS ON ACADEMIC SUSPENSION

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

PROOF OF LAWFUL STATUS

The South Carolina Illegal Immigration Act of 2008 requires that all students in S.C. state-supported colleges and universities provide proof of lawful status in order to be enrolled or receive transcripts. There are many ways that U.S. citizens and non-citizens can prove legal U.S. presence. Students can obtain information on at WWW.MIDLANDSTECH.EDU/admissions/lawful-presence-policy or in person at the Student Information Offices, Admission Offices, or the Welcome Desk to inquire and provide valid documentation.

ADULT STUDENT SERVICES

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

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

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

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

ADVANCED STANDING

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

CLEP, AP and Dante test information may be obtained at the Testing Centers on either campus by calling 803.822.3659 (Airport) or 803.738.7731 (Beltline) or by accessing information on the [Testing Center website](#).

ALCOHOL/DRUGS POLICY

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

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

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

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

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

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

Alcohol and other drug abuse can significantly lower performance on the job and in the classroom, thus adversely affecting the college and the college's mission, as well as seriously affecting a student's educational and career goals.

Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to their human resource officer within five days. Management must report to granting agencies any employee conviction for conduct in the workplace within ten days of receiving notice.

It is a condition of employment and enrollment that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures, statements, laws and guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment. In addition, management is specifically required by law to take appropriate action within 30 days of receiving notice of any employee's conviction for conduct in the workplace.

Use of employee assistance programs (EAP), student assistance programs (SAP) or drug/alcohol rehabilitation services is encouraged.

For information on substances that can cause chemical dependence and their side effects and health risks, please visit the Student Life Office on either campus or obtain information online at WWW.MIDLANDSTECH.EDU/about/compliance-and-consumer-information.

ATTENDANCE

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

With the approval of the Vice Provost for Academic Affairs, individual departments may set attendance requirements that are more stringent than those stated above.

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

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

BAND/MUSIC

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

More information can be found on MTC's Bridge Program web page at WWW.MIDLANDSTECH.EDU/bridge.

BOOKSTORES

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

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

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

Any books that are damaged, missing pages, loose-leaf, or containing an access code will not be bought back.

The hours of operation are posted at each bookstore and on the website at www.midlandstech.bncollege.com.

BRIDGE PROGRAMS AT MTC

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

BULLETIN BOARDS

(See [Posting Guidelines](#)).

CAMPUS ENVIRONMENT

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

CAMPUS LIFE

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

CAREER PLANNING

(See [Counseling and Career Services](#).)

CAREERS

(College Activities Reap Educational Experiences Resulting in Success)

CAREERS is designed to help adults who lack job or educational experience but who demonstrate the ability and commitment to enter promising career fields.

Funded by the USDOE (U.S. Department of Education) Strengthening Career and Technical Education for the 21st Century Act (Perkins V) grant, *CAREERS* assists economically disadvantaged men and women in career and technical education

credit programs. Special populations served by the grant include individuals with disabilities; individuals from economically disadvantaged families; including low-income youth and adults, individuals preparing for nontraditional fields (e.g., females enrolled in engineering, males enrolled in nursing); single parents including pregnant women; out-of-workforce individuals; English learners; homeless individuals; youth are in, or have aged out of, the foster care system; and youth with a parent who is a member of the armed forces; and is on active duty.

BENEFITS

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

ELIGIBILITY

- > Students must have completed a FAFSA and be receiving financial assistance through MTC's Student Financial Services department (SFS). Financial need is used to determine eligibility.
- > Students must be enrolled MTC credit programs leading to associate degree certificates or diplomas. Exceptions include: Associate in Arts, Associate in Science, and any certificates that begin with "Pre" (i.e., Pre-Health Care or Pre-Nursing).
- > Students must have at least a cumulative 2.5 GPA.
- > Additional criteria may apply.

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

CHANGE OF ACADEMIC MAJOR

Students who are uncertain about their future program of study are encouraged to first begin the conversation with their assigned Academic and Career Advisor. Additionally, students may set up an appointment with a counselor in Counseling and Career Services to discuss relevant program options or complete additional career assessments to determine the best program fit (WWW.MIDLANDSTECH.EDU/counseling). MTC students who need to change their major or program of study, or students who need to add an additional major (sometimes referred to as a minor), may do so by logging in to their MyMTC account MyMTC.MIDLANDSTECH.EDU. Students are permitted to have a maximum number of two associate degrees as active majors.

EXCEPTIONS TO THE CHANGE OF MAJOR PROCESS:

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

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

A student seeking a specialized Associate in Occupational Technology (AOT) degree should complete an AOT contract with his/her advisor. The advisor will forward the original copy of the contract to the Registrar's office, where the student's major will be officially changed.

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

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

CHANGE OF ADDRESS

Official changes to addresses are made via the student's MyMTC account. Address accuracy is essential for student receipt of registration notices and all other college information. A change of address does not automatically constitute a change in residency status for tuition purposes. (See [Change of Residency](#), below, for more information.)

CHANGE OF NAME

Complete and present the [Change of Name form](#) to the [Student Records office](#) along with the following supporting documents.

To Change Last Name:

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

To Correct First Name:

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

To Change First Name and/or Complete Name:

Must have original court document containing name change. Also need original, unexpired state or federal picture ID showing correct name.

To Change Your Name as it Appears on D2L:

Students who wish their display name to be changed in D2L need to contact the [Registrar](#) to see if they are eligible for the change.

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

CHANGE OF RESIDENCY

Students who wish to discuss their residency status or who believe they qualify for a residency adjustment should contact Molly Shealy, Residency and Merit Admissions Manager, at shealym@midlandstech.edu or residency@midlandstech.edu. Completed residency applications and associated documents may be emailed directly to Ms. Shealy at shealym@midlandstech.edu. Submission of a change of address to the college does not result in a change of residency status for tuition and fee purposes.

CHILD CARE REFERRAL

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

CHILDREN ON CAMPUS

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

CLASSIFICATION OF STUDENTS

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

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

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

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

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

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

CLASSROOM CONDUCT

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

Students should refrain from disruptive activities, included but not limited to sleeping in class; entering class after it has started (tardiness); behaving disrespectfully toward the instructor or other students; speaking during instructional activities unrelated to the topic led by the instructor; and using unauthorized cell phones, laptop computers and other electronic devices during class. Electronic devices may be used in classrooms only for maintaining access to MTC Alerts, the college's emergency notification system, and must be set on vibrate mode. If an extenuating circumstance exists so that an electronic device is required, the student must clear the use of such a device with the instructor in advance and set the device to silent mode. Class time missed to use the device may count against attendance. Adherence to all course and departmental requirements is the responsibility of the student. Violation of student conduct requirements could result in disciplinary actions, under the Student Code.

CLOSING OF THE COLLEGE

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

CLUBS

(See [Student Life](#).)

COLLEGE COLORS

Blue and Gold

COMPUTER SECURITY

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

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

COOPERATIVE EDUCATION/INTERNSHIPS

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

CORPORATE AND CONTINUING EDUCATION

MTC Training Programs – also known as Corporate and Continuing Education (CCE) can be completed in a matter of weeks or months. They result in nationally recognized career certifications that can lead to salaries from \$40,000 - \$80,000. The Training Programs provide education for in-demand careers and for getting new skills in current careers. They are not for academic credit, and you don't need to apply to the college to attend. Information about the specific programs of study can be found at WWW.MIDLANDSTECH.EDU/training.

SMALL CLASSES, EXPERIENCED INSTRUCTORS

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

FLEXIBLE CLASS OPTIONS

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

QUICKJOBS

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

FINANCIAL AID

Payment plans, scholarships, loans, veterans education benefits, and WIOA benefits are available for many Corporate and Continuing Education programs. For more information or to see additional funding solutions, visit WWW.MIDLANDSTECH.EDU/financial-aid-and-tuition/financial-aid-training.

COUNSELING AND CAREER SERVICES

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

DISABILITY SERVICES

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

COURSE LOAD

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

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

CRIMINAL BACKGROUND CHECKS

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

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

DEBTS OWED TO THE COLLEGE

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

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

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

DEGREE/DIPLOMA/CERTIFICATE REQUIREMENTS

The college awards associate degrees, diplomas and certificates upon the successful completion of the required course work as prescribed by the program model. For students to graduate, they must have a cumulative grade point average of 2.0 or better, satisfy all academic requirements of the college, clear financial obligations to the college, and complete an Application for

Graduation form and return it to the department chair for processing. All graduates must earn a minimum of 25 percent of their program course work at Midlands Technical College. Midlands Technical College also reserves the right to certify students for graduation if the college verifies that students have met all graduation requirements but have not applied for graduation.

DEVELOPMENTAL STUDIES

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

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

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

DISABILITY SERVICES

(See [Counseling and Career Services](#).)

DISHONORED CHECKS AND ONLINE RETURNED ITEMS

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

DRESS CODE

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

DROP/ADD

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

Withdrawals through the fifth day of a full term, third day of summer semester or the second day of mini-sessions is considered a drop and will not show on the official transcript. Withdrawals after these days through the published midterm date for each term,

semester, and session will result in a grade of “W.” Students who withdraw after the published midterm date for a term, semester or session will receive a grade of “W” if passing the course at the time of withdrawal or a grade of “WF” if failing the course on the date last attended. The last day to withdraw from a course is five days before the beginning of exams for that course.

PROCEDURES

Obtain a Drop/Add/Withdrawal form from the Student Records Office. Submit the completed form to the Student Records Office for processing. Refunds will be processed according to the normal refund schedule. Students approved for web registration may drop and add courses online through MyMTC during the scheduled registration and Schedule Change days and times only. Refunds will be processed according to the normal refund schedule. <https://www.midlandstech.edu/financial-aid-and-tuition/tuition-and-fees>

EDUCATIONAL OPPORTUNITY CENTER

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

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

EDUCATIONAL TALENT SEARCH

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

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

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

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

EMERGENCIES

CAMPUS EMERGENCY

In the event of a security emergency, students and employees should immediately call Campus Police 803.738.7199 with the exception of calling 911 first in the event of an Active Shooter. For a medical emergency, call 911 first. Then, call campus security 803.738.7199. If an emergency occurs, the college will use a variety of methods to communicate additional information and instructions including the MTC Information Centers, text messaging, campus loud speakers, MTCVNN, voice mail, email, college intranet, and the MTC website homepage. In addition, MTC has placed emergency call boxes in campus parking lots to provide immediate communication to Campus Police in the event of an emergency. Students and employees are asked to report safety concerns or suspicious activities to Campus Police at 803.738.7199.

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

FAMILY EMERGENCY

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

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, TITLE IX AND ADA

Midlands Technical College undertakes to comply fully with all federal and state laws relating to equal education opportunity, equal employment opportunity and affirmative action including the provisions of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018, Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College does not discriminate on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, pregnancy, childbirth or related medical conditions including but not limited to lactation, military service or other category protected by applicable law in its administration of education policies, programs, activities or services; its admission policies; scholarship and loan programs; or employment. Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or harassment or for participating in an investigation of a complaint of discrimination or harassment. Student inquiries or complaints should be directed to Mr. Ian A. MacLean in his position as Chief Compliance Officer/Title IX Coordinator. He can be reached at Midlands Technical College, PO Box 2408, Columbia, SC 29202, 803.822.3204. Faculty and staff inquires or complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management/Equal Employment Opportunity (EEO) Officer, at 803.822.3050 or edwardsn@midlandstech.edu.

EXCUSED ABSENCES

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

FERPA

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

FINANCIAL AID

(See [Student Financial Services](#).)

FOOD SERVICE

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

GOALS FOR STUDENTS

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

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

GRADES AND GRADE CHANGES

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

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

1.	Grade	Grade Points	Grade	Grade Points	
	A	= 4	D	= 1	
	B	= 3	F	= 0	
	C	= 2	WF	= 0	
2-3.	Course	Credit Hours	Grade	Grade Points	Quality Points
	ECO 253	3.0	B	3 (3.0 x 3)	9.0
	ENG 101	<u>3.0</u>	C	2 (3.0 x 2)	<u>6.0</u>
		6.0			15.0
4.	Quality Points ÷ Credit Hours = GPA				
	15.0 ÷ 6.0 = 2.5 GPA				

Students also have the option of the online GPA calculator on the Student Records web page at

WWW.MIDLANDSTECH.EDU/records.

REPEAT GRADE POLICY

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

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

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

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

GRADING SYSTEM

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

Midlands Technical College's grading system is as follows:

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

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

GRADUATION

(See [Degree/Diploma/Certificate Requirements](#).)

HARASSMENT

(See [Sexual Harassment and Sexual Assault](#).)

HARBISON THEATRE AT MIDLANDS TECHNICAL COLLEGE

(See [Theatre](#).)

HEALTH SERVICES

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

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

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

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

ACCIDENTAL INJURY

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

ILLNESS

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

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

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

HEALTH EDUCATION AND AWARENESS

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

HONOR CODE

The students of MTC have adopted the following honor code:

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

HONORS

ACADEMIC HONORS

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

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

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

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

GRADUATION HONORS

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

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

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

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

HOUSING

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

<https://mymtc1.MIDLANDSTECH.EDU/StudentLife/Office/Pages/default.aspx>.

IDENTIFICATION CARDS

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

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

Wednesdays: 9 a.m.-1 p.m.

Thursdays: 1 p.m.-5:30 p.m.

To receive ID cards, students should bring the following:

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

AND

2) A picture ID.

IDs are not processed during Late Registration, Priority Drop/Add, Schedule Change or when academic credit classes are not in session. The initial ID card is free for degree-seeking students. There is a \$5 fee for students enrolled in specific CCE programs that require ID cards. There is also a \$5 fee for replacement cards. Only cash payments accepted at this time.

INSURANCE

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

INTERNATIONAL AND F-1 VISA STUDENTS

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

QUESTIONS FREQUENTLY ASKED BY INTERNATIONAL STUDENTS

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

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

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

A. Contact Counseling Services at 803.738.7636 or 803.822.3505.

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

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

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

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

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

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

Q. Must I have health insurance?

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

Q. Do I qualify for any kind of scholarship?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Q. How can I get help with using MyMTC?

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

INTERNATIONAL STUDENTS SEEKING EMPLOYMENT AT MTC

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

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

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

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

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

LIBRARY

The library provides a wide range of information services to assist students, faculty and staff with study and research. The library is also open to the public. The library collection totals more than 363,000 print and electronic volumes that support the curriculum of the college, including business, medical, legal, scientific, technical, humanities and reference publications. The library subscribes to over 206 journals and provides access to numerous full text journals through its electronic databases. The library web page offers access to the online catalog, databases and other library resources. Information technologies of all types complement the library’s print collection, including online databases and wireless Internet access. Introductory and advanced library instruction, assistance to distance learners, and interlibrary loan are available to students, faculty and staff.

LIFE SKILLS CENTER

(See [William Jerry Wood Life Skills Center](#).)

LOST AND FOUND

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

MYMTC

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

MYMTC EMAIL

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

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

NON-DISCRIMINATION STATEMENT

Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, genetic identity, gender expression, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination. Student inquiries or complaints should be directed to Mr. Ian A. MacLean in his position as Chief Compliance Officer/Title IX Coordinator. He can be reached at Midlands Technical College, PO Box 2408, Columbia, SC 29202, by telephone at 803.822.3204, or e-mail at macleani@midlandstech.edu. Faculty and staff inquiries or complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management/Equal Employment Opportunity (EEO) Officer, at 803.822.3050 or edwardsn@midlandstech.edu.

ORGANIZATIONS

(See [Student Life](#).)

ORIENTATION SERVICES

Midlands Technical College offers a variety of orientation services for freshmen, transfer and returning college students. All students receive individualized information to familiarize themselves with college services and resources. New freshmen are required to complete New Student Orientation in their MyMTC account. After completing orientation, freshmen schedule their appointment with an Academic and Career Advisor. New freshmen are unable to register in courses until they have completed New Student Orientation. Transfer students and students returning/readmitted to the college are strongly encouraged to complete New Student Orientation. Transfer and readmit students will also meet with an Academic and Career Advisor.

To provide extended orientation support for freshmen, MTC offers the Freshmen Seminar COL-105. This course provides intensive college success strategies designed to help students meet their academic goals – a nurturing environment where all students develop a better understanding of the learning process, and acquire essential academic survival skills. Please note that many academic programs have mandatory program-specific orientation activities for their students. Ask your Academic and Career Advisor for more information.

PARKING AND TRAFFIC REGULATIONS

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

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

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

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

PENALTIES AND FINES

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

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

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

FINES

Parking Improperly – \$10.00

Parking in No Parking Zone – \$15.00

Parking in Visitor’s Reserved Parking – \$15.00

Parking in Faculty/Staff Zone – \$15.00

Loading Zone Violation – \$15.00

Parking in a Handicapped Zone – \$100.00

Parking at a Fire Hydrant – \$100.00

Unregistered Vehicle/Plate–\$100.00

Other – \$15.00

APPEALS

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

PET POLICY

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

POSTING GUIDELINES

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

- > Prior approval by the Office of Student Life is required. Fliers must be brought to the Office of Student Life (Airport Student Center 126 or Beltline Student Center 201) for approval. Approved postings are date-stamped and hung by Student Life staff. Unauthorized postings are removed and discarded.
- > Student-related events, services, and information receive priority consideration.
- > The maximum size for flyers or posters is 15 X 24 inches. However, exceptions may occur depending on space availability.
- > All material promoting or involving gambling, alcohol consumption, drug use, or any other activity prohibited by college regulations or South Carolina law WILL NOT be approved for posting.
- > Twelve bulletin boards are located on Airport Campus and eighteen are available on the Beltline Campus. Student Life personnel will post only the number of flyers received, minus one that is maintained for file purposes. The requesting party is responsible for making copies of materials.
- > Flyers are posted once a week and/or as space permits on boards. The Office of Student Life reserves the right to delay posting of any material in question based on existing posting policies and/or available personnel and to remove any item prior to the designated period based on the timing of a specified event, the size of the material to be posted, and space availability.
- > Notices pertaining to student clubs/organizations, student services, or academic information may remain on Student Life boards up to one semester upon request. All other approved material may remain on bulletin boards for two weeks or through the date of the promoted event.
- > Distribution by means of accosting individuals, shouting, leaving material in stacks in unauthorized areas, or leaving material on cars is strictly prohibited in accordance with the Student Code.
- > The Office of Student Life recognizes the importance of working cooperatively with local business and the community. Businesses that offer discounts specific to MTC students may have flyers posted on Student Life bulletin boards upon prior approval. All such materials will be posted by Student Life personnel. However, the posting of promotional flyers for businesses that could otherwise be considered free advertising is prohibited.
- > Repeat listings of approved business flyers are allowed 90 days from the beginning date of the most recent posting. For example: A flyer posted on March 1 can remain on the boards through March 15. As of June 1 (90 days from March 1), the notice can be posted again for a period of two weeks.
- > All notices pertaining to part-time or full-time employment should be referred to Student Employment Services on all campuses.
- > All notices pertaining to either full-time or part-time employment with Midlands Technical College should be referred to the Office of Human Resource Management located on the Airport Campus.
- > The Office of Student Life assumes no responsibility for the security of material posted at any time during display.

Copies of the posting guidelines are also available at WWW.MIDLANDSTECH.EDU/about/community-resources/bulletin-board-postings-0. Contact the Office of Student Life for additional information or with questions at 803.822.3650 (Airport Campus) or 803.738.7860 (Beltline Campus).

PROBATION

(See [Academic Progress](#).)

PUBLICATIONS

The English Department publishes an annual student literary magazine, Stylus, which is online at WWW.MIDLANDSTECH.EDU/learn/academics/academic-departments/english/stylus-magazine. The Office of Student Life publications include the online Student Handbook, found under Student Life Links at <https://mymtc1.MIDLANDSTECH.EDU/StudentLife/Office/Pages/default.aspx>; and MTC Student Clubs and Organizations Guidelines Manual, found under Documents at <https://mymtc1.midlandstech.edu/StudentLife/Clubs/Pages/default.aspx>

READMISSION TO COLLEGE

(See [Admissions](#).)

REFUND OF STUDENT COURSE FEES/TUITION

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

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

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

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

Withdrawal or Net Reduction of Credit Hours

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

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

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

FEDERAL FINANCIAL AID RECIPIENTS

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

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

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

After enrollment is verified; financial aid awards are adjusted; and tuition, fees and books/supplies charged at the MTC Bookstore are debited from student accounts; any remaining aid will be transmitted to Customers Bank to be disbursed to them. The student must designate whether these funds will be deposited in their bank accounts or disbursed to their Bank Mobile Vibe card. This designation can be done online. A Bank Mobile Vibe card may be used as a debit card on or off campus.

REGISTRATION

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

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

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

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

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

If you are not sure if you can register online, go to the “Check Registration Status (When can I register?)” link on the MyMTC Student Menu.

The last step is to pay your tuition and fees by the designated time. Tuition and fees may be paid online, by phone, by mail or on campus. Information about tuition and fees may be found at: midlandstech.edu/financial-aid-and-tuition/tuition-and-fees

- > Tuition and Fee Payment – Account balances for tuition and fees should be paid in full by the end of the posted fee payment period. Payments may be made online, by mail, by phone or on campus. Students should reference their outstanding account balances and financial aid awards through their password-protected MyMTC account (<http://MyMTC.MIDLANDSTECH.EDU>). Students with outstanding balances may lose their classes if total payment is not received by the fee payment deadline.
- > Late Registration – Students registering for new courses after the fee payment deadline through the end of schedule change will be assessed a late fee of \$150.00. Tuition and fees are due at the end of each day during this period.
- > Schedule Change Period – Students may change their classes during scheduled registration dates and during the first three days of the term, depending on the length of the session. Students should consult the online college calendar for information on the Schedule Change dates for the current term. No transactions will be accepted through the web after the Schedule Change period. Courses dropped during Schedule Change will be deleted from the student’s academic transcript.
- > Withdrawals – Courses withdrawn after Schedule Change to mid-term will be awarded a grade of “W.” After the published mid-term date for each session, if a student is passing the course at the time of withdrawal a grade of “W” will be assigned; if the student is failing, a grade of “WF” will be assigned. Students should be aware that withdrawals may negatively impact length of time to graduation and could result in loss of financial assistance and veterans’ benefits. International students

on student visas will be out-of-status if course loads drop below full-time. Students should consult with appropriate college personnel before withdrawing.

RELEASE OF STUDENT INFORMATION

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

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

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

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

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

PHOTOGRAPHS AND VIDEOS OF STUDENTS

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

ROTC AT MTC

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

SECURITY

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

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

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

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

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

SEXUAL ASSAULT AND SEXUAL HARASSMENT

In accordance with the college policy on campus environment, Midlands Technical College intends to provide a safe and supportive learning and working environment for its students, faculty and staff. The college affirms the principle that students, faculty and staff have the right to be free from any forms of harassment, including sexual discrimination, sexual assault/violence, sexual harassment, dating violence, domestic violence and stalking. These actions are violations of the Midlands Technical College Student Code and the Employee Harassment Policy, as well as violations of state and federal law. The college has developed educational awareness and prevention programs, policies, procedures and training addressing harassment, sexual harassment, sexual violence/assault, dating violence and stalking to inform students, faculty and staff of their rights and the services available. Mr. Ian A. MacLean has been designated to coordinate compliance with sexual harassment, sexual assault/violence, and the nondiscrimination requirements contained in section 35.107 of the Department of Justice regulations, section 504 and Title IX regulations. He can be reached at Midlands Technical College, P.O. Box 2408, Columbia, SC 29202, 803.822.3204. Faculty and staff complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management/Equal Employment Opportunity (EEO) Officer, at 803.822.3050 or edwardsn@midlandstech.edu.

DEFINITIONS

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

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

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

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

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

EDUCATIONAL PROGRAMS

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

SEXUAL-OFFENSE REPORTING PROCEDURES

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

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

When a sexual offense occurs on campus, members of the college community should immediately contact and file a report with Campus Police. Bystanders who witness an assault, harassment, or a potentially harmful situation may provide anonymous reports. The Chief Compliance Officer/Title IX Coordinator investigates allegations involving students, faculty, and staff. Complaints of sexual assault will be responded to promptly and equitably. The right to confidentiality of all members of the college community will be protected to the extent possible under law. Retaliation against individuals filing sexual assault and/or sexual harassment charges is prohibited. Convicted sexual offenders are required by law to register with Campus Police.

VICTIM ASSISTANCE

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

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

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

HAZING

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

DISCIPLINARY PROCEDURES

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

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

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

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

SMOKING AND OTHER TOBACCO USE

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

SOLICITATION

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

STUDENT ASSESSMENT PROGRAM

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

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

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

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

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

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

In addition to assessment for the purpose of placing students into appropriate entry-level courses, students will participate in other assessment activities such as surveys, questionnaires, exit testing and focus groups during enrollment at MTC. This

additional assessment will measure student development and student opinions of programs and services offered by the college. The information gained from these assessment activities will be used to improve programs and services to better meet the needs of students. College faculty and staff are interested in the success of students and in obtaining student input for college improvement.

STUDENT CODE AND GRIEVANCE PROCEDURE

(See Appendices [I](#) and [III](#).)

STUDENT COMMONS

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

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

STUDENT COMPLAINTS ABOUT THE ENGLISH FLUENCY OF A FACULTY MEMBER

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

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

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

STUDENT EMPLOYMENT SERVICES

Are you looking for employment (full-time or part-time), job search guidance, or career development resources? Need help with your resume? Interviewing? Personal branding and marketing? Check out the Student Employment Services website at WWW.MIDLANDSTECH.EDU/ses. There, you will find numerous job opportunities and career resources, including workshops, videos, podcasts, career events and more. Visit the website or stop by either office. Student Employment Services on the Airport Campus is located in the Student Center, Suite 237, 803.822.3538. On the Beltline Campus, SES is located in the Student Center, Room 229.

STUDENT FINANCIAL SERVICES

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

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

ELIGIBILITY REQUIREMENTS

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

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

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

APPLICATION PROCESS

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

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

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

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

MID-YEAR TRANSFER STUDENTS

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

SUMMER AID

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

AWARD INFORMATION AND NOTIFICATION

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

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

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

DEADLINES

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

FINANCIAL ASSISTANCE PROGRAMS

FEDERAL PELL GRANTS

Undergraduate students who have not received a bachelor's or professional degree and who have not received the equivalent of 12 full-time semesters (600%) of Pell Grant funding will be considered for the Federal Pell Grant program. The amount of the grant depends on the student's Expected Family Contribution (EFC) as determined by the US Department of Education through the FAFSA and the student's enrollment status. The EFC is calculated each academic year when the student submits a FAFSA. A Pell Grant is not a loan and does not have to be repaid unless adjustments occur that create an overpayment. Students must meet established satisfactory academic progress (SAP) regulations in order to continue to receive funds within the award year.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

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

FEDERAL WORK-STUDY

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

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

DIRECT LOANS

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

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

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

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

Amounts Undergraduates Can Borrow:

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

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

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

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

INTEREST RATES CHARGED

Interest is money paid to the lender in exchange for borrowing money. Interest is calculated as a percentage of the unpaid principal amount (loan amount) borrowed. Congress sets the interest rates. Students should check with the office of Student Financial Services for current interest rates as they are subject to change every year on July 1.

LOAN FEES

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

REPAYMENT OF LOANS

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

LOAN MAXIMUMS

As part of Midlands Technical College's default management plan, the maximum cumulative loan amount that can be disbursed to an individual student is \$23,000 (which includes loans received while in attendance at another college) for a dependent student and \$31,500 for independent students. Students are notified once their loans reach a total indebtedness of \$21,500 or higher for dependent students and \$30,000 or higher for independent students. Students reaching these maximums may file a Loan Request Form. This form may be picked up from the Student Financial Services Office on either the Airport, Beltline or Northeast

campuses or found online at WWW.MIDLANDSTECH.EDU/financial-aid-and-tuition. Students who have exceeded the federal maximum limits cannot borrow additional funds.

DIRECT PARENT LOANS FOR UNDERGRADUATE STUDENTS – PLUS

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

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

S.C. STATE NEED-BASED GRANTS – SNBG

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

S.C. LOTTERY TUITION ASSISTANCE PROGRAM

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

When an LTA recipient has completed an associate degree, the student must wait five years to again qualify for LTA funds. Additional information may be found by checking the MTC Student Financial Services website, WWW.MIDLANDSTECH.EDU/financial-aid-and-tuition; or the State Technical College System website at www.sctechsystem.com.

SOUTH CAROLINA WORKFORCE AND INDUSTRIAL NEEDS SCHOLARSHIP (SC WINS)

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

LEGISLATIVE INCENTIVE FOR EXCELLENCE (LIFE) SCHOLARSHIP

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

students must maintain full-time enrollment of 12 or more semester hours each semester in order to retain LIFE eligibility. A student who drops below 12 credit hours in a semester will lose the LIFE Scholarship for that semester.

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

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

MIDLANDS TECHNICAL COLLEGE FOUNDATION SCHOLARSHIPS

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

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

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR STUDENT FINANCIAL ASSISTANCE

INTRODUCTION

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

SCOPE

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

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

MONITORING PROCEDURES

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

ACADEMIC FRESH START

Title IV regulations do not recognize the college's policy for Academic Fresh Start. The 67 percent successful course completion rate and the 150 percent rule will include all courses attempted at MTC and transfer credits regardless of an approved academic fresh start.

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

Students who receive federal or state financial assistance must be aware that repeated courses, noncredit remedial courses and grades of W, WF, I, NC and CF are considered in assessing their progress toward completion. Grades of F, W, WF, I, NC and CF do not signify successful completion of a course. Students who do not satisfactorily complete at least 67 percent of all cumulative, attempted hours will be placed on warning status. Students who have not attained 67 percent satisfactory completion by the next term of enrollment following the warning period will no longer be eligible for federal or state assistance. Students may only repeat a passed course once with the assistance of the Title IV federal aid.

Students receiving medical and administrative withdrawals will still have these courses evaluated for Satisfactory Academic Progress according to Federal Title IV regulations.

DEVELOPMENTAL STUDIES AND REMEDIAL COURSEWORK STANDARDS OF PROGRESS

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

TRANSFER STUDENTS

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

When evaluating transfer students' standards of satisfactory academic progress, the evaluation will be conducted against hours attempted and earned through MTC as well as accepted transfer hours. This will include the student's ability to earn at least 67 percent of credit hours attempted and earn a cumulative GPA of 2.0 or higher. Only transfer hours that are accepted at MTC will be counted when considering the maximum timeframe limit of 150 percent of hours for a student's program of study.

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

CHANGE OF MAJOR(S)

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

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

ADDITIONAL PROGRAM(S) OF STUDY

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

STANDARDS

LENGTH OF ELIGIBILITY

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

CUMULATIVE GRADE POINT AVERAGE

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

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

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

PACE/SUCCESSFUL COMPLETION OF COURSES ATTEMPTED

Students must successfully complete 67 percent of all college coursework attempted. Grades of W, WF, NC, CF, F and I are not successful grades. A student who does not meet this standard will be given a warning and one term to reach the 67 percent completion level. If a student falls below the 67 percent completion level for a second term, the student will need to pay tuition or file an appeal. See information above about course withdrawals and other non-completions.

DECLARATION OF INELIGIBILITY PROCEDURE

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

RE-ESTABLISHING ELIGIBILITY FOR FINANCIAL ASSISTANCE

A student will be reinstated for federal and state financial aid eligibility at such time as he or she successfully completes sufficient hours (67 percent of attempted hours) and has a sufficient grade point average (2.0 or above) to meet the minimum requirements for eligibility. If a student is suspended from financial aid eligibility, the student must appeal in order to be placed on Financial Aid probation for federal and state assistance. It is the student's responsibility to present evidence to the Student Financial Services Office at the time he or she has met minimum requirements for reinstatement or is appealing.

APPEAL OF FINANCIAL ASSISTANCE INELIGIBILITY

- > An ineligible student may appeal by indicating in writing to the Student Financial Services Office: (a) reasons why minimum academic standards were not achieved, (b) reasons why eligibility should be reinstated, and (c) what actions have been taken or what changes have occurred to resolve the problem. Each appeal will be considered on its merit. Individual cases will not be considered as precedent. A student may only appeal three times throughout their career at MTC. Examples of extenuating circumstances may include but are not limited to the following:

- Documentation of death in the student's immediate family.
- Personal illness requiring a loss of the equivalent of more than five consecutive class days that can be supported by a letter from a physician.
- Serious illness in the student's immediate family that can be supported by at least one letter of documentation from the attending physician.
- Divorce or separation in the student's immediate family that can be documented for the time frame in question.
- Change in job schedule/responsibilities required by the employer and documented by the employer.

The Student Financial Services SAP Committee will review the appeal and determine whether the financial assistance probation or suspension action is justified. The student will be advised in writing by MTC email of the committee's decision.

- > Any student whose eligibility is reinstated through the appeals process will be on Financial Aid Probation and will be required to meet all probation stipulations including complying with an academic plan in order to continue eligibility for federal and state financial assistance. Should a student fail to meet these terms and conditions, his or her aid will be cancelled for all future terms.
- > Appeals are reviewed and processed within 7-10 business days of receipt (processing may take longer during peak periods).
- > Committee decisions on appeals are final and cannot be appealed at any other college or federal level.

STUDENT LIFE

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

PUBLICATIONS

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

STUDENT ADVISORY BOARD

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

CURRENTLY ACTIVE STUDENT CLUBS AND ORGANIZATIONS

Medical Assisting Club

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

The Medical Lab Technology Club (MLT)

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

Midlands Entrepreneurship Club (MEC)

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

MTC Student Veterans Organization (SVO)

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

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

This organization provides a step-by-step program for members to build their leadership skills through participation in sponsored programs and events at the college. This includes attending an Orientation, a three-hour Leadership Training Day, three Success Networking Team Meetings, three Speaker Broadcasts featuring leading figures delivering success-related messages, and participation in community service opportunities. Students who meet the requirements are invited to join NSLS at the beginning of fall and spring semesters; payment of a membership fee is required to join. For more information about NSLS, visit www.societyleadership.org. Advisors: Kaci W. Greene, 803.790.7555, greenek@midlandstech.edu and Kate Champnella, 803.822.3650, champnellak@midlandstech.edu.

Physical Therapy Assistant Club (PTA)

PTA's purpose is to focus on trends and information pertinent to the field of physical therapy and the role of the PTA within the field, educate PTAs on their duties and responsibilities with regards to physical therapy and the healthcare profession in general, facilitate the spirit of collaboration and camaraderie amongst physical therapy professionals, and serve as a catalyst for positive change within their personal careers, the community, and the profession as a whole. Advisor: Michael Teachey, 803.822.3070, teacheym@midlandstech.edu.

Radiologic Technology Club

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

Respiratory Care Club

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

Student Dental Hygiene Association (SDHA)

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

Student Human Services Organization

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

Student Nurses' Association (SNA)

The purpose of the MTC Student Nurses' Association is to promote student involvement in nursing. The association sponsors guest speakers on current nursing topics. The MTC Student Nurses' Association encourages and fosters participation in the National Student Nurses' Association. Advisors: Joyce Willis-Pautz, willispautzj@midlandstech.edu, 803.822.3331 and Sabrina Vilord, vilords@midlandstech.edu, 803.822.3385.

Surgical Technology Club

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

HONOR ORGANIZATIONS

MTC Ambassador Assembly

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

National Technical Honor Society (NTHS)

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

Phi Theta Kappa International Honor Society

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

DEPARTMENTAL STUDENT GROUPS

African American Male Leadership Initiative (AAML)

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

Sister Circle

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

PROCEDURE FOR ORGANIZING A NEW STUDENT CLUB OR ORGANIZATION

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

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

1. Obtain a New Club Request Form from the Office of Student Life (OSL) or on the OSL page on MyMTC at <https://mymtc1.midlandstech.edu/StudentLife/Office/Pages/default.aspx>.

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

PROCEDURE FOR REACTIVATING A STUDENT CLUB OR ORGANIZATION

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

COLLEGE COMMITTEES

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

Graduation

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

Honors

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

Library

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

Registration

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

Student Development Services Special Committees

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

STUDENT PARTICIPATION IN INSTITUTIONAL DECISION MAKING

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

Student participation in college decision making is ensured by the Student Advisory Board (SAB) President's participation in meetings of the Midlands Technical College Commission and through student membership on college standing and ad hoc committees. Committee representation includes but is not limited to committees addressing honors, graduation, Student Development Services program reviews, student disciplinary appeals and student grievances. The student perspective on college issues is also sought through advisory review and comments from the Student Advisory Board and through college surveys and

student forums at which student issues and concerns are addressed by college administrators. The Vice President for Student Development Services serves as the college's administrative liaison to the Student Advisory Board and provides regular college updates to the board to keep them informed of college information and to seek their input as student body representatives. In addition, the SAB works in conjunction with the Student Life department to plan activities and events for Midlands Technical College students.

STUDENT RIGHT TO KNOW

Information about Midlands Technical College's graduation rate is available from the Office of Assessment, Research and Planning; is on the Office of the Registrar's (Records Office) web page; is provided as a link on the college application; and is provided on the Midlands Technical College Student Right to Know Graduation, Retention and Job Placement webpage at <https://WWW.MIDLANDSTECH.EDU/about/consumer-information/student-right-know-graduation-retention-and-job-placement>.

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

STUDENT SUPPORT SERVICES

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

SUSPENSION

(See [Academic Progress](#).)

TESTING SERVICES

(See [Student Assessment](#).)

THEATRE

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

TRANSCRIPTS

Academic transcripts are ordered online via the [Records webpage](#). Partial transcripts are not released. MTC does not issue unofficial transcripts. Students enrolled at Midlands Technical College since Summer Term 2001 may obtain an unofficial transcript through their MyMTC account. Students may access and print copies of their unofficial transcripts by logging into their MyMTC account, click on Student Planning, click Academics, click Student Planning, and click on Unofficial Transcript.

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

TRANSFER: STATE POLICY AND PROCEDURES

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

PROCEDURES

The Program Director for the Associate in Arts and Associate in Science programs located in the Robinson Building 101 on Airport Campus (803.822.3344; fax 803.822.3422) serves as the Chief Transfer Officer for Midlands Technical College.

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

For further information regarding transfer, students may access the Commission on Higher Education's web page at <http://www.che.sc.gov/InstitutionsEducators/AcademicPolicies,Programs/AcademicTransferArticulation.aspx> or Midlands Technical College's web page at WWW.MIDLANDSTECH.EDU/learn/academics/bridge-and-transfer.

TUITION AND FEES

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

UNDECIDED MAJORS PROGRAM

The undecided majors program is a transitional program that allows students who are unsure of their career choice to explore career and academic options. Students are limited to 12 semester hours of college-level course work in this program. Like all other students, individuals in an Undecided major are also assigned to an Academic and Career Advisor who helps the students choose courses that introduce them to fields in which they show interest. Students in this program are also advised to take those courses that are applicable to most programs. Students in the undecided majors program should contact Academic and Career Advising to schedule appointments for academic advisement. The student may book online in MyMTC or contact the Beltline Academic and Career Advising Center at 803.738.7869 or the Airport Academic and Career Advising Center at 803.822.6755. WWW.MIDLANDSTECH.EDU/learn/academics/arts-and-sciences-university-transfer/undecided.

UPWARD BOUND

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

VETERANS AFFAIRS

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

VETERANS EDUCATIONAL BENEFITS PROGRAMS

Montgomery GI Bill – Active Duty Educational Assistance Program – Chapter 30

Vocational Rehabilitation – Chapter 31

Post 9/11 GI Bill – Chapter 33

Survivors' and Dependents' Educational Assistance – Chapter 35

Montgomery GI Bill - Selected Reserve Educational Assistance Program – Chapter 1606

PAYMENT OF BENEFITS

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

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

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

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

STUDENT RESPONSIBILITIES

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

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

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

VETERANS SUCCESS CENTER

Beltline Campus | LET 105

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

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

VIDEO SURVEILLANCE

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

WILLIAM JERRY WOOD LIFE SKILLS CENTER

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

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

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

However, before an MTC graduate can become a well-trained professional with a solid grasp of Soft Skills, they first have to be a successful student. MTC faculty, staff, and hiring partners have recognized the need for a centralized location to address obstacles to a student's academic success. In collaboration with the Academic Success Center and Student Development Services, the LSC through a comprehensive program of direct services and referrals address issues which may negatively impact the academic success of MTC students. For example, poor study skills, transportation issues, time management, hunger, homelessness, and other barriers to success.

Students may either be referred to the LSC or self-enroll for services. The LSC will conduct an assessment of the student which measures Self-Motivation, Study Skills, Engagement, Self-Regulation, Soft Skills Competencies, Career Preparedness, and emergent needs where applicable. Once the assessment is complete, an Individual Success Plan (ISP) is then designed for the student. The plan may recommend career preparedness workshops, academic tutoring, and referrals to other MTC or community services or resources.

WITHDRAWALS

(See [Drop/Add.](#))

APPENDIX I

THE STUDENT CODE FOR MIDLANDS TECHNICAL COLLEGE

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

GENERAL PROVISIONS

I. PURPOSE

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

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

II. PRINCIPLES

Midlands Technical College students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

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

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

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

III. SOLUTIONS OF PROBLEMS

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

In situations where Midlands Technical College has shared programs, the Director of Academic Integrity and Student Conduct, or designee, where the alleged violation of the Student Code occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Vice President for Student Development Services, or designees, of both colleges. Any sanctions imposed will apply across both colleges.

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

IV. DEFINITIONS

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

- A. "College" means any college in the South Carolina Technical College System or other colleges or schools with shared programs.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice Presidents, Associate Vice Presidents, Vice Provosts, and Associate Provosts.
- D. "Chief Student Services Officer" means the Vice President for Student Development Services at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Academic Officer" means the Associate Provost of Academic Affairs at the College who has overall management responsibility for academic credit programs and services and Associate Provost for Corporate and Continuing Education for CCE courses, or his/her designee.
- F. "Student" means a person taking any course(s), credit or non-credit, offered by the college.
- G. "Instructor" or "Faculty" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "SAB" means the Student Advisory Board of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
- J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed or instruction is not offered.

V. RIGHTS OF STUDENTS

- A. Freedom from Discrimination--There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy.
- B. Freedom of Speech and Assembly--Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.
- C. Freedom of the Press--In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SAB, faculty, and administration. 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. Freedom from Unreasonable Searches and Seizures--Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College Police officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Right to Participate in College Governance--Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through the Student Advisory Board whose constitution and bylaws have been approved by the college's area commission.

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

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

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

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

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

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

VI. RESPONSIBILITIES

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off campus college-sponsored activities, and while participating in off campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

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

VII. STUDENT CONDUCT REGULATIONS

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

A. Academic Misconduct

1. Cheating on tests is defined to include the following:
 - a) Copying from another student's test or answer sheet.
 - b) Using materials or equipment during a test not authorized by the person giving the test.
 - c) Collaborating with any other person during a test without permission.
 - d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
 - e) Bribing or coercing any other person to obtain tests or information about tests.
 - f) Substituting for another student, or permitting any other person to substitute for oneself.
 - g) Cooperating or aiding in any of the above.

2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
 3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.
 4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
- B. Abuse of Privilege of Freedom of Speech or Assembly
- No student acting alone or with others, shall obstruct or disrupt any teaching, administrative disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.
- C. Falsification of Information and Other Acts Intended to Deceive
- Falsification of information and other acts intended to deceive include, but are not limited to the following:
1. Forging, altering, or misusing college documents, records, or identification cards.
 2. Falsifying information on college records.
 3. Providing false information for the purpose of obtaining a service.
- D. Actions which Endanger Students and the College Community
- Actions which endanger students and the college community include, but are not limited to the following:
1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
 2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
 3. Setting fires or misusing or damaging fire safety equipment.
 4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
 5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
 6. Sexual violence, which refers to physical sexual acts perpetuated against a person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through MTC procedure 5.1.3.
 7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.
- E. Infringement of Rights of Others
- Infringement of rights of others is defined to include, but is not limited to the following:
1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
 2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through MTC procedure 5.1.3 or MTC procedure 2.6.1.

3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy, it may constitute harassment under other provisions of this Code.
4. Bullying or harassing conduct, including verbal acts and name calling; hazing; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

F. Other Acts which Call for Discipline

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

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored event or activity.

VIII. DISCIPLINARY PROCEDURES

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

A. Interim Suspension

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

The interim suspension process follows:

1. The President, or President's designee, shall notify the Vice President for Student Development Services and the Director of Academic Integrity and Student Conduct in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first class day following the decision to impose the interim suspension.
2. The Director of Academic Integrity and Student Conduct will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's address of record within two (2) instructional weekdays of receiving the information from the President, or designee.

This letter must include the following information:

- a. the reason(s) for the interim suspension;
- b. notice that the interim suspension does not replace the regular hearing process;
- c. information about requesting a hearing before the Hearing Committee; and
- d. notice that the student is denied access to the campus during the period of suspension without prior approval of the Director of Academic Integrity and Student Conduct.

B. Academic Misconduct

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

C. Student Academic and Behavioral Misconduct

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Director of Academic Integrity and Student Conduct as soon as possible after the incident occurs, but no later than ten (10) instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Director of Academic Integrity and Student Conduct will determine whether the circumstances merit an extension of the deadline.

1. Preliminary Investigation

Within five (5) instructional weekdays after the charge has been filed, the Director of Academic Integrity and Student Conduct, as designee for the Vice President for Student Development Services and the Vice Provosts for Academic Affairs and Corporate and Continuing Education, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Director of Academic Integrity and Student Conduct will decide whether the information presented during the meeting indicates that the violation occurred as alleged.

When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Director of Academic Integrity and Student Conduct will base the decision upon the available information. If the available information indicates that the violation occurred as alleged, then one of the sanctions outlined in Section VIII. C. 2. B. 4. a. and b. will be imposed.

Within five (5) instructional weekdays of the preliminary investigation, the Director of Academic Integrity and Student Conduct will send an e-mail to the student's MTC e-mail account. If the student does not respond within two (2) days, a certified letter will be sent to the student. This communication will confirm the date of the investigation, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee. The student must submit this request no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Director of Academic Integrity and Student Conduct for an extension.

2. Hearing Committee

A. The Hearing Committee shall be composed of the following:

1. Three (3) faculty members appointed by the Vice Provosts for Academic Affairs and approved by the President.

2. Three (3) student members appointed by the Student Advisory Board and approved by the President.
 3. One (1) member of the Student Development Services staff appointed by the Vice President for Student Development Services and approved by the President.
 4. The Vice President for Student Development Services and Director of Academic Integrity and Student Conduct serve as ex officio non-voting members of the Committee. The Vice President for Student Development Services or designee presents the case.
- B. The Hearing Committee shall perform the following functions:
1. Hear cases of alleged violations of the Code of Student Conduct.
 2. Insure that the student's procedural rights are met.
 3. Make decisions based only on evidence and information presented at the hearing.
 4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - a. Academic Misconduct
 1. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 2. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 3. Assign a failing grade for the course.
 4. Require the student to withdraw from the course.
 5. Inclusion of a sanction from Section 2 B b below.
 - b. Behavioral Misconduct
 1. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
 2. Special Conditions--Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
 3. Restitution--Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
 4. Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
 5. Loss of Privileges--Suspension or termination of particular student privileges.
 6. Suspension from the College--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Director of Academic Integrity and Student Conduct has been granted.
 7. Expulsion from the College--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Director of Academic Integrity and Student Conduct has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
 8. Any combination of the above.

c. Hearing Committee Procedures

1. A Hearing Committee will be convened within twenty-one (21) instructional weekdays of the student's official appeal. The Vice President for Student Development Services, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation.
2. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Vice President for Student Development Services, or designee, shall send a certified letter to the student's address of record. The letter must contain the following information:
 - a. A statement of the charge(s).
 - b. A brief description of the incident that led to the charge(s).
 - c. The name of the person(s) submitting the incident report.
 - d. The date, time, and place of the scheduled hearing.
 - e. A list of all witnesses who might be called to testify.
 - f. A statement of the student's procedural rights. These rights follow:
 1. The right to consult counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 2. The right to present witnesses on one's behalf.
 3. The right to know the names of any witnesses who may be called to testify at the hearing.
 4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 6. The right to know the identity of the person(s) bringing the charge(s).
 7. The right to hear witnesses on behalf of the person bringing the charges.
 8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 9. The right to a fair and impartial decision.
 10. The right to appeal the Hearing Committee's decision.
3. On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Vice President for Student Development Services, or designee, concurs with this change.
4. The Vice President for Student Development Services, or designee, may post-pone the hearing due to circumstances beyond the control of the parties.

d. Hearing Committee Meetings

1. The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing, and a professional transcriber.

3. The hearing will be transcribed with the exception of deliberations. No other party in the hearing may record the proceedings, and no other party is entitled to a copy of the transcription. The transcribed testimony will be maintained in the office of the Vice President for Student Development Services. The student may review the transcription under the supervision of the Vice President for Student Development Services or designee.
4. Witnesses shall be called in one at a time to make a statement and to respond to questions.
5. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard “preponderance of evidence,” which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
6. The Chair of the Hearing Committee will send an e-mail to the student’s college e-mail account and a certified letter to the student’s address of record within two (2) instructional weekdays of the Committee’s decision. The letter shall inform the student about the Committee’s decision, the date of the decision, and if applicable, the sanction(s) imposed. The letter will also inform the student about the appeal process.

3. Appeal

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College’s President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee’s findings.

The President, or designee, shall review the Hearing Committee’s findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee’s decisions and, if needed, void the process and reconvene another Hearing Committee. The President’s decision regarding disciplinary actions under MTC procedure 5.1.1, the Student Code, is not grievable.

The President, or designee, will inform the student about the outcome of the appeal in an e-mail to the student’s MTC e-mail account and a certified letter sent to the student’s address on record.

APPENDIX II

STUDENT CODE PROCEDURES FOR ADDRESSING

ALLEGED ACTS OF SEXUAL VIOLENCE AND SEXUAL HARASSMENT

I. Procedural Overview

Midlands Technical College and The South Carolina Technical College System do not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. Any questions regarding Title IX may be referred to the Chief Compliance Officer (the CCO serves as the Midlands Technical College Title IX Officer) or to the Office of Civil Rights.

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

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

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

Reports may also be filed by any other member of the college community at any time. The Complainant may also file a criminal report regarding the alleged conduct. College investigations are separate from criminal investigations. However, colleges may need to temporarily delay the fact-finding portion of a college investigation while law enforcement gathers evidence. During this delay, colleges will take interim measures to protect the complainant in the educational setting. Additionally, all parties involved will receive updates of the status of the investigation and receive notification once the college resumes its Title IX investigation. Midlands Technical College encourages the prompt reporting of sexual misconduct to campus law enforcement and local law enforcement. Information regarding law enforcement reporting procedures is available on the colleges' websites.

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

II. Definitions

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

A. A Complainant is an individual alleging conduct prohibited under this regulation.

- B. Conduct is considered “Unwelcome Conduct” if it is unrequested, uninvited, undesirable and/or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
- C. Consent is explicit approval and permission to engage in sexual activity demonstrated by clear action, words, or writings. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to engage in sexual activity with another person does not imply ongoing future consent with that person or consent to engage in that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.
- D. “Domestic violence” is a felony misdemeanor crime of violence committed by a current or former spouse or intimate partner of the complainant; a person with whom the complainant shares a child in common; a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner; a person similarly situated to a spouse of the complainant under the domestic or family violence laws of jurisdiction; or any person against whom an adult or youth complainant who is protected under that person’s acts under the domestic or family violence laws of this jurisdiction.
- E. “Dating Violence” refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant and where the existence of such a relationship shall be determined based on the consideration of the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
- F. A Hostile Environment exists when sex-based harassment is sufficiently serious to deny or limit the student’s ability to participate in or benefit from the college’s programs or activities. A hostile environment can be created by anyone involved in a college’s program or activity (e.g., administrators, faculty members, students, and campus visitors).
- G. Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on a student’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
- H. Preponderance of Evidence is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.
- I. A Respondent is an individual accused of a violation under this regulation.
- J. A Responsible Employee is any employee who has the authority to take action to redress sexual violence or any other misconduct by students to the Chief Compliance Officer or other appropriate school designee; or who a student could reasonably believe has this authority or duty.
- K. Retaliation is action taken by an accused individual or an action taken by a third party against any person who has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.
- L. Sex-Based Harassment includes sexual harassment and gender-based harassment.
- M. Sexual Assault is actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to: intentional touching of another person’s intimate parts without that person’s consent; or other intentional sexual contact with another person without that person’s consent; or coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

- N. Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include: Prostituting another person; recording images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.
- O. Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual violence, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
- P. Sexual Violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.
- Q. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death to the targeted person or a member of their family.

III. Sanctions

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

- A. Reprimand – A written warning documenting that the student violated a student conduct regulations and indicating that subsequent violations could result in more serious disciplinary sanctions.
- B. Special Conditions – Completion of a variety of educational activities, relating to the nature of the offense. Examples include, but are not limited to, the following; a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- C. Disciplinary Probation – A written reprimand documenting that the student violated the student code and is on disciplinary probation for a designated period of time and that subsequent violations could result in more serious disciplinary sanctions.
- D. Loss of Privileges – Suspension or termination of particular student privileges.
- E. Suspension from the College – Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension is imposed. During the suspension period, the student may not return to campus unless permission by the Vice President for Student Development Services, or designee, has been granted.
- F. Expulsion from the College – Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Vice President for Student Development Services, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- G. Additional Measures – Minimizing contact between Complainant and Respondent. This sanction may include, but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.
- H. Any combination of the above.

IV. Formal Resolution Process

A. Preliminary Investigation

Within five (5) instructional weekdays after the charge has been filed, the Chief Compliance Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator (Respondent) and, if needed, the Complainant. During the pendency of the investigation, the college will take reasonable measures to ensure the requirements of any judicial no-contact, restraining, or protective orders are followed while the Complainant is engaged in school activities. After discussing the alleged infraction with the Respondent and reviewing available information, the Chief Compliance Officer, or designee will decide whether the information presented during the meeting indicates that a violation occurred. When the Respondent cannot be reached to schedule an appointment, or when the Complainant fails to attend the meeting, the Chief Compliance Officer, or designee, will base the decision upon the available information.

B. Sanctioning

If the available information indicates that a violation has occurred, then one of the following sanctions outlined in Section III will be imposed.

C. Notification of Resolution

Within five (5) instructional weekdays of completion of the preliminary investigation, the Chief Compliance Officer, or designee, will send a certified letter and an e-mail to the Respondent and to the Complainant. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the Respondent allegedly violated, identify the decision, summarize the rationale, and, if the Respondent violated the regulation(s), state the sanction that was imposed. This letter must also state that if the Respondent or the Complainant disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Compliance Officer, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance pending the outcome of the Hearing Committee's meeting. Under exceptional circumstances, the Chief Compliance Officer, or designee may extend the timeframe of the investigation and hearing process.

D. Hearing

If it is determined by the Chief Compliance Officer, or designee, that the alleged violation occurred and that a hearing is necessary or if a hearing is requested, the Chief Compliance Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation. The Chief Compliance Officer, or designee, will also take steps, where necessary, to prevent the further harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing sexual harassment or sexual assault or other counseling to the Complainant. The Chief Compliance Officer, or designee, where appropriate, will ensure the Complainant is aware of available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance. The Chief Compliance Officer, or designee, where appropriate, will also take steps to prevent the harassment of the Respondent. Furthermore, the Chief Compliance Officer, or designee will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further sexual harassment or sexual assault or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the college community. In cases involving sexual harassment, the Chief Compliance Officer, or designee, will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, Chief Compliance Officer, or designee, will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

1. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Compliance Officer, or designee, shall send a certified letter to the Respondent's address of record and to the Complainant's address of record. The letter must contain the following information:
 - a) A statement of the charge(s).
 - b) A brief description of the incident that led to the charge(s).
 - c) The name of the person(s) submitting the incident report.
 - d) The date, time, and place of the scheduled hearing.
 - e) Identification of the members and chair of the Hearing Committee.
 - f) A list of all witnesses who might be called to testify.
 - g) A statement of each party's procedural rights. These rights follow:
 - 1) The right to consult counsel/advisor. This role of the person acting as counsel is solely to advise the student. Counsel/advisor may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel/advisor's fees and any other of the counsel's charges.
 - 2) The right to present witnesses on one's behalf.
 - 3) The right to know the names of any witnesses who may be called to testify at the hearing.
 - 4) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 - 5) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 - 6) The right to know the identity of the person(s) bringing the charge(s).
 - 7) The right to hear witnesses on behalf of the person bringing the charges.
 - 8) The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 9) The right to challenge the participation of any member of the Hearing Panel by submitting a written objection to the assigned Chief Compliance Officer within three (3) days of notification. Such an objection must state the specific reason(s) for the objection. The Chief Compliance Officer will evaluate the objection and determine whether to alter the composition. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.
 - 10) The right to a fair and impartial decision.
 - 11) The right to appeal the Hearing Committee's decision.
2. On written request of the Respondent or the Complainant, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Compliance Officer, or designee, concurs with this change.
3. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

E. Appeal

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the college's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee communicated its decision to the parties involved. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee.

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

V. Informal Resolution/Mediation Process

At any time before the Hearing Committee provides notice of the Complainant's hearing, the Complainant may elect to resolve his or her Complaint through the informal resolution (mediation) process, provided that (1) the Respondent agrees to such resolution, (2) the Complainant and the Respondent are both students, (3) the Chief Compliance Officer, or designee, determines that informal resolution is an appropriate mechanism for resolving the Complaint, and (4) the Complaint does not involve sexual assault, sexual exploitation, and sexual violence. Otherwise, a Complaint that is not closed pursuant to the Chief Compliance Officer's, or designee's, evaluation of the Investigative Report will proceed to formal resolution.

At any time prior to the date of his or her designated hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual harassment or sexual assault, sexual exploitation, and sexual violence. In such a situation, the Chief Compliance Officer will propose sanction(s). If the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Committee will convene for the exclusive purpose of determining a sanction, which determination may be subject to appeal.

Informal resolution may not be selected for less than all of the misconduct alleged in the Complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all the claims at issue), then all of the claims must be resolved according to the informal resolution process.

The Complainant and Respondent both have the right to terminate the informal resolution process at any time and proceed with formal resolution. Furthermore, the Chief Compliance Officer, or designee, may, where, appropriate, terminate or decline to initiate informal resolution, and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in the subsequent formal resolution proceedings.

- A. The Chief Compliance Officer, or designee, will appoint a Mediator to oversee the mediation process.
- B. Notice of the Mediation- Promptly after the Chief Compliance Officer, or designee has appointed the Mediator; the Chief Compliance Officer, or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth 1.) the date, time, and location of the mediation; 2.) the name of the individual selected to serve as the Mediator.
- C. No Contact- Parties may not contact each other outside of the mediation, even to discuss the mediation.
- D. Attendance- Both the Complainant and the Respondent are expected to attend the mediation. If either party fails to appear at the mediation, and such party was provided proper notice of the mediation as set forth above, the Mediator may either direct that resolution of the Complaint to be determined according to the formal resolution process set forth above, or if the Complainant fails to appear without good cause, dismiss the Complaint.
- E. The Mediation
 1. The Complainant's Rights. During the mediation the Complainant may:
 - a) Confront the Respondent in the presence of, and facilitated by, the Mediator
 - b) Communicate his or her feelings and perceptions regarding the incident and the impact of the incident either by communicating directly with the Respondent or by communicating indirectly with the Respondent through the Presiding Officer and/or
 - c) Relay his or her wishes and expectations regarding protection in the future.
 2. Counsel and Advisors
 - a) Legal Counsel- Under no circumstances may legal counsel be present at the mediation on behalf of the alleged Complainant or Respondent. The College, however, may seek advice from legal counsel on questions of law and procedure through the mediation process. The student may also seek legal advice at any time during the mediation process.
 - b) Other Advisors- Absent accommodation for disability, the parties may not be accompanied by an advisor during the mediation.

3. Resolution

During the mediation, the Presiding Officer will attempt to facilitate the parties' resolution of the Complaint. If the mediation results in a resolution between the parties and the Chief Compliance Officer, or designee, finds the resolution to be appropriate under the circumstances (giving consideration to the extent to which the resolution will protect the safety of the Complainant and entire college community), the informal disciplinary procedure will be concluded, and the complaint will be closed. If such a resolution is reached, the terms of the resolution shall be committed to writing and signed by all parties. If the parties are unable to reach a resolution, the formal resolution process outlined above will promptly commence.

4. Revocation

Any party bound by a resolution reached during mediation shall have the right to revoke the written mediation agreement provided such revocation is in writing and received by the Chief Compliance Officer, or designee, no later than the close of business on the fifth day after full execution of the agreement.

F. Privacy and Disclosure. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the general public. Accordingly, documents prepared in anticipation of the mediation and other information introduced at the mediation may not be disclosed outside of the mediation, except as may be required or authorized by law.

G. Documentation. The college will retain any documentation of the mediation for at least seven (7) years.

VI. Hearing Committee

The Hearing Committee shall be composed of the following:

- A. Five (5) faculty/and or staff members and one (1) Ex Officio nonvoting member appointed by the Chief Compliance Officer, or designee.
- B. All cases are decided by a majority vote. In extenuating circumstances hearings may move forward with three (3) members.
- C. The Chief Compliance Officer, or designee, will designate one (1) member of the Hearing Committee as the Chair.

The Hearing Committee shall perform the following functions:

- A. Hear cases of alleged violations of the Code of Student Conduct related to sexual violence and sexual harassment.
- B. Insure that the student's procedural rights are met.
- C. Make decisions based only on evidence and information presented at the hearing.
- D. Determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation.
- E. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the sanctions outlined in Section III.

Hearing Committee Meetings

- A. The chair shall be appointed by the Chief Compliance Officer, or designee, from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
- B. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the college, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
- C. The Committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings, and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Compliance Officer. The student may review the notes and listen to the recording under the supervision of the Chief Compliance Officer or designee.
- D. Witnesses shall be called in one at a time to make a statement and to respond to questions.

- E. After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the “preponderance of evidence” standard, which means that it is more likely than not that the violation, occurred, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred, by majority vote, the members will decide upon the appropriate sanction.
- F. The Chair of the Hearing Committee will send a certified letter to the Respondent’s and to the Complainant’s addresses of record within two (2) instructional weekdays of the Committee’s decision. The letter shall inform the students about the Committee’s decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process in Section IV.E.
 - 1. When the case results in a finding that the student engaged in an act of sexual violence, the Chair’s letter to the Complainant will also include the sanction imposed by the Hearing Committee.
 - 2. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair’s letter to the Complainant will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the Complainant (e.g., the violator has been directed to stay away from the Complainant while on the college’s campus).

VII. Confidentiality and Privacy

The college will protect Complainants’ privacy to the extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused.

The college will make every reasonable effort to abide by Complainants’ wishes to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to a respondent include: the seriousness of the alleged conduct; the Complainant’s age; whether there have been other complaints about the same individual; and the alleged violator’s rights to receive information about the allegations if the information is maintained by the school as an “education record” under the Family Educational Rights and Privacy Act (FERPA). A copy of all final letters of disciplinary action are centrally housed in the office of the Vice President for Student Development Services as disciplinary education records under FERPA. All hearings are closed to all persons except those referenced in hearing section (VI, “Hearing Committee Meetings”).

VIII. Amnesty for Drug and Alcohol Possession and Consumption Violations

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

APPENDIX III

STUDENT GRIEVANCE

I. PURPOSE

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

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

II. DEFINITIONS

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

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, the Vice Provost for Academic Affairs, the Vice Provost for Corporate and Continuing Education (CCE), and Associate Provosts for cases involving CCE students, the Vice President for Student Development Services, and the Director of Academic Integrity and Student Conduct.
- D. "Chief Student Services Officer" means the Vice President for Student Development Services at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Academic Officer" means the Associate Provost for Academic Affairs at the College who has overall management responsibility for academic programs and services or his/her designee and the Associate Provost for Corporate and Continuing Education (CCE) for cases involving CCE students.
- F. "Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.
- G. "Instructional Weekday" means any day except Saturday and Sunday, and any other day on which the college is closed or instruction is not offered.
- H. "Student" means a person taking any course(s) offered by the college.
- I. "Instructor" means any person employed by the college to conduct classes.
- J. "Staff" means any person employed by the college for reasons other than conducting classes.
- K. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- L. "Preponderance of Evidence" means "more likely than not, or the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.

III. GRIEVANCE PROCESS

A. Filing a Complaint

This procedure must be initiated by the student within thirty (30) instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the thirty (30) weekday period.

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

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the Chief Compliance Officer who is designated to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Director of Academic Integrity and Student Conduct.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B. Pre-Hearing

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

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two (2) instructional weekdays after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs (for presidential complaint only), will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond in writing to the student within ten (10) instructional weekdays of receipt of the complaint. The response, sent by certified mail and electronic mail to the student's MTC e-mail account, shall include a summary of the findings and, as needed, propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

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

C. Student Grievance Hearing

1. Requesting a Hearing

- a) The student must submit a written request for a Grievance Hearing to the Director of Academic Integrity and Student Conduct within five (5) instructional weekdays after receiving the supervisor's written response and no later than fifteen (15) instructional weekdays after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.
- b) If the student does not submit the written request for a hearing within fifteen (15) instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Director of Academic Integrity and Student Conduct may allow the hearing to take place.
- c) Within two (2) instructional weekdays of receiving the request for a hearing, the Director of Academic Integrity and Student Conduct shall notify the Vice President for Student Development Services. The Vice President for Student Development Services or designee will convene an MTC Grievance Committee or notify the SC

Technical College System Vice President for Academic and Student Affairs about the need to convene an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints. A new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

- a) Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
 - 1) Three (3) students recommended by the Student Advisory Board, the governing body of the student body.
 - 2) Two (2) faculty members recommended by the Vice Provost for Academic Affairs.
 - 3) One (1) Student Development Services staff member recommended by the Vice President for Student Development Services.
 - 4) One (1) administrator, other than the Vice President for Student Development Services or Director of Academic Integrity and Student Conduct, appointed by the President to serve as the Committee's chairperson.
 - 5) The Vice President for Student Development Services and/or Director of Academic Integrity and Student Conduct, who serve as ex-officio, nonvoting members of the committee.
- b) Ad hoc Committee of Presidents—The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
- c) The Vice President for Student Development Services will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
- d) The Student Grievance Committee's meeting(s) shall be conducted within twenty-one (21) instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, at his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten (10) instructional weekdays of the date of the previously scheduled hearing.

3. Hearing Procedures

- a) The Vice President for Student Development Services shall send a certified letter and electronic mail to the student's MTC e-mail account to the student filing the complaint and to the employee(s) named in the complaint at least five (5) instructional weekdays before the scheduled hearing. This letter shall include:
 - 1) a brief description of the complaint, including the name of the person filing the complaint;
 - 2) the date, time, and location of the meeting;
 - 3) the name of any person who might be called as a witness.
 - 4) a list of the student's procedural rights. These rights follow:
 - a) The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Vice President for Student Development Services, or designee.
 - b) The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
 - c) The right to consult with counsel/advisor. The person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the counsel/advisor.

- d) The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
- b) At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- c) Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her counsel/advisor, the employee and his/her counsel/advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
- d) Hearings are informal and a transcribed recording of the testimony presented during the hearing may be made. The Committee's deliberations are not recorded. After resolution of the appeal, the transcript will be kept for three months in the office of the Vice President for Student Development Services. The student filing the complaint or the employee(s) named in the complaint may view the transcript under the supervision of the Vice President for Student Development Services, or designee.
- e) The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- f) Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
- g) The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.
- h) The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson will vote.
- i) The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two (2) instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

D. Appeal Process

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten (10) instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional weekdays of receipt of the appeal. The President's decision is final. This decision cannot be the sole reason for filing a grievance against the President.

If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision (for complaints against a college president), that person may submit a written appeal to the President of the South Carolina Technical College System within ten (10) instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional weekdays of receipt of the appeal. The System President's decision is final.

Steps for Student Grievance Procedure

Step 01

Student may attempt to resolve the matter with faculty/staff where complaint originated – within 30 instructional weekdays of occurrence.

Step 02 (if unresolved at Step 01)



Student files grievance in writing with Office of the Director of Academic Integrity and Student Conduct within 30 instructional weekdays of occurrence.



Director of Academic Integrity and Student Conduct acknowledges receipt of grievance within 2 instructional weekdays and forwards grievance to immediate supervisor of faculty/staff – copy to VP for Student Development Services (VP SDS).

Supervisor investigates/consults with employee, student, and unit's appropriate senior-level administrator, with response mailed to student within 10 instructional weekdays – copy to VP SDS and Director of Academic Integrity and Student Conduct.

Step 03 (if unresolved at Step 02)



If not satisfied, student responds within 5-15 instructional weekdays to Director of Academic Integrity and Student Conduct, requesting in writing, to appear before the Student Grievance Committee. Student's request must include the original written complaint, supervisor's response, and statement describing why the supervisor's response is not satisfactory.



Director of Academic Integrity and Student Conduct notifies VP SDS or designee and immediate supervisor of faculty/staff within 2 instructional weekdays – VP SDS organizes committee and forwards appeal to committee members, employee, student, employee's supervisor, and Director of Academic Integrity and Student Conduct. Employee against whom the grievance is filed may submit a written response to the hearing request to the VP SDS prior to the hearing.

Within 21 instructional weekdays of receipt of appeal, committee conducts hearing and renders decision within 2 instructional weekdays – copy to involved parties, Director of Academic Integrity and Student Conduct and VP SDS.

Step 04 (if unresolved at Step 03)



If not satisfied, either party may appeal in writing to the President within 10 instructional weekdays. The request must provide a statement describing why the committee's decision was not satisfactory.

President reviews and renders final decision within 10 instructional weekdays – copy to involved parties, supervisor, VP SDS and the Director of Academic Integrity and Student Conduct. President's decision may not be appealed or grieved.
End of grievance process*

Note: Student may terminate this process at any point.

FILING DATE _____

I. GRIEVANT INFORMATION

Name of Student Filing Grievance _____

Student ID Number _____

Phone Number _____

Address _____

II. NAME OF PERSON AGAINST WHOM GRIEVANCE IS BEING FILED

III. NATURE OF GRIEVANCE

IV. DESIRED SOLUTION

V. ACTION TAKEN

Signature _____ **Date** _____

APPENDIX IV

GUIDELINES FOR RESPONSIBLE COMPUTER USE

USING COLLEGE COMPUTER SYSTEMS

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

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

COLLEGE EMAIL ACCOUNTS

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

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

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

Midlands Technical College cannot guarantee that electronic communications will be private; therefore students must be aware that electronic communications can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Students must accordingly be careful about the topics covered in electronic communications, and should not send a message containing sensitive/personal information, inappropriate material or derogatory discussion.

COMPUTER SECURITY

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

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

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

USER IDS AND PASSWORDS

Students must be responsible for all activity performed with their personal user IDs. They must not permit others to perform any activity with their user IDs, and they must not perform any activity with IDs belonging to other users. Regardless of the circumstances, individual passwords must never be shared or revealed to anyone other than the authorized student user. Students should choose passwords that are difficult to guess and do not use derivatives of user IDs, common character sequences, details of their personal history or a common name or phrase.

DOWNLOADING OR SHARING COPYRIGHTED MUSIC AND OTHER MATERIALS

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

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

UNAUTHORIZED ACTIVITIES

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

COLLEGE DISCIPLINARY ACTIONS FOR VIOLATING GUIDELINES FOR RESPONSIBLE COMPUTER USE

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

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

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

Computing privileges remain suspended during this process.

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

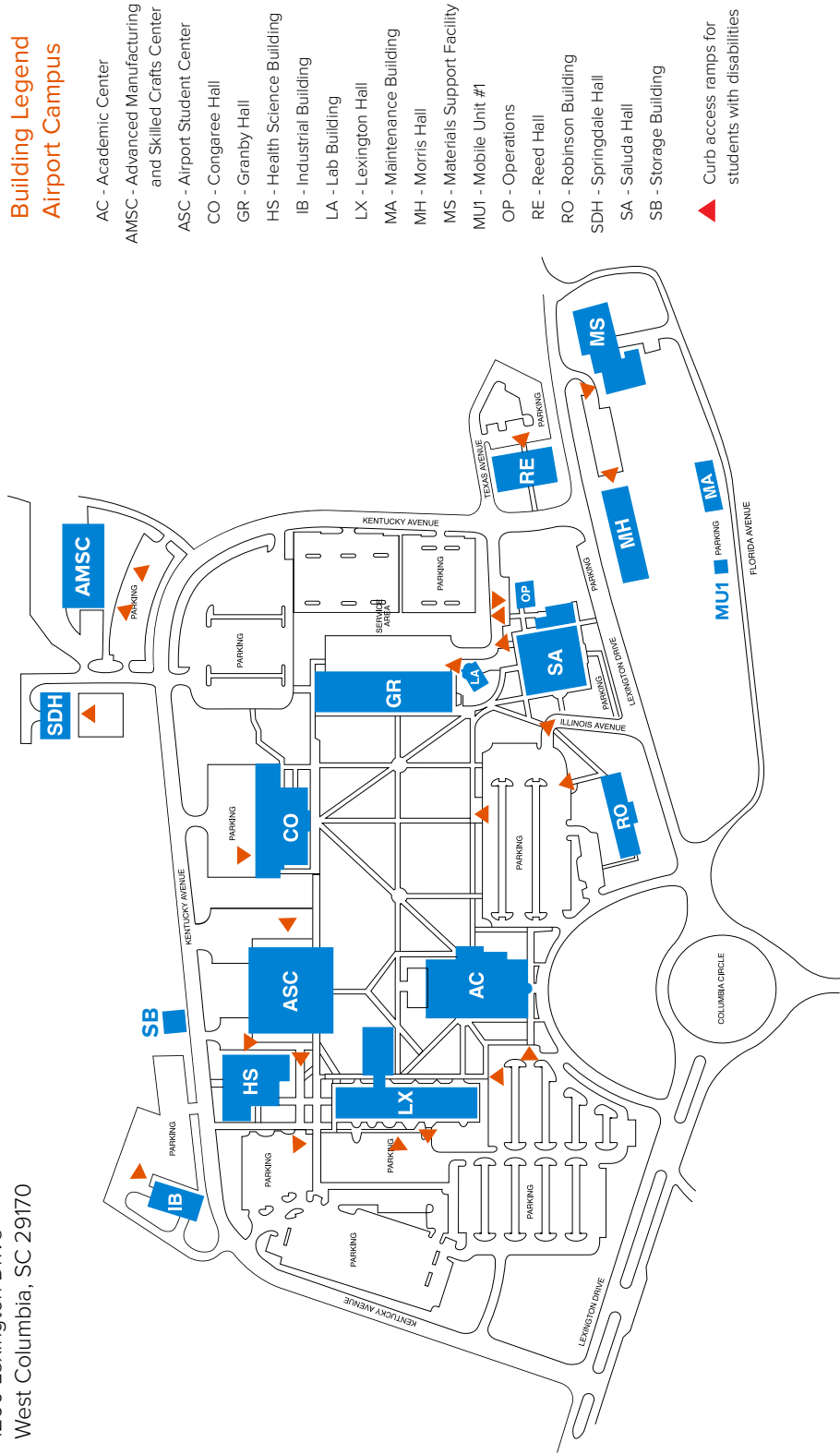
APPENDIX V

CAMPUS MAPS



BUILDING LOCATION MAP AIRPORT CAMPUS

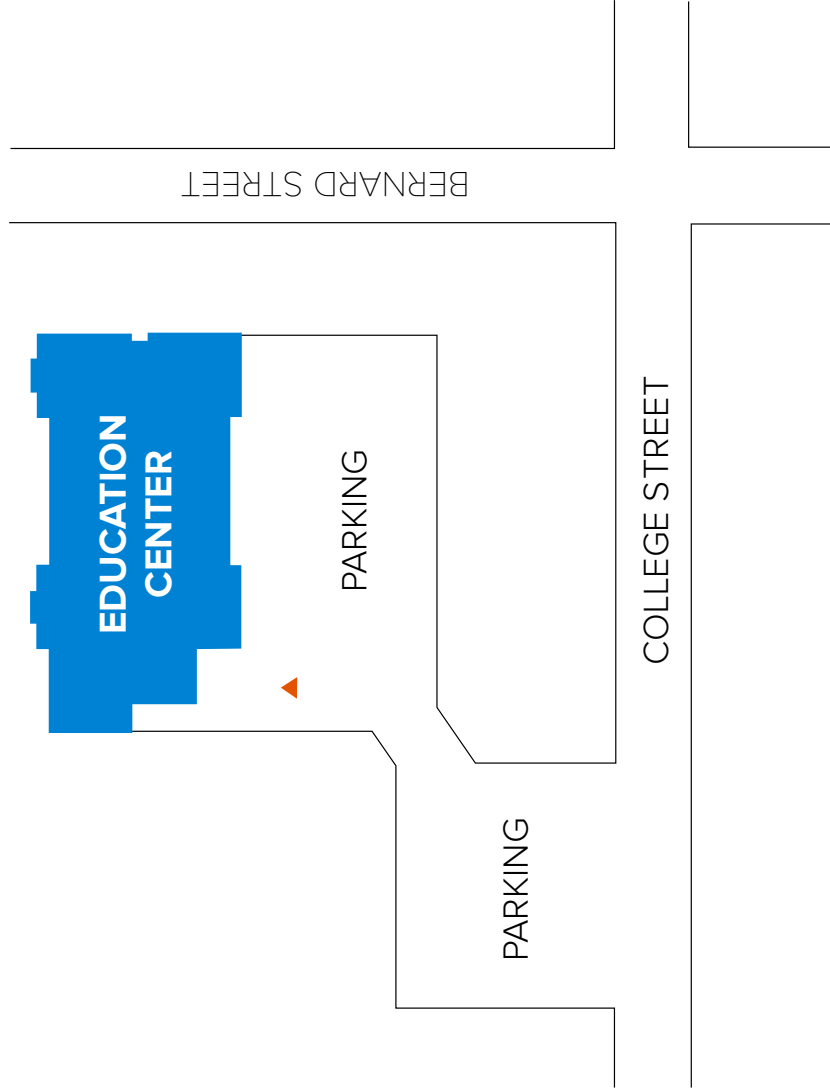
1260 Lexington Drive
West Columbia, SC 29170



BUILDING LOCATION MAP BATESBURG-LEESVILLE CAMPUS

423 College Street
Batesburg-Leesville, SC 29070

▲ Curb access ramps for
students with disabilities





MIDLANDS
TECHNICAL COLLEGE

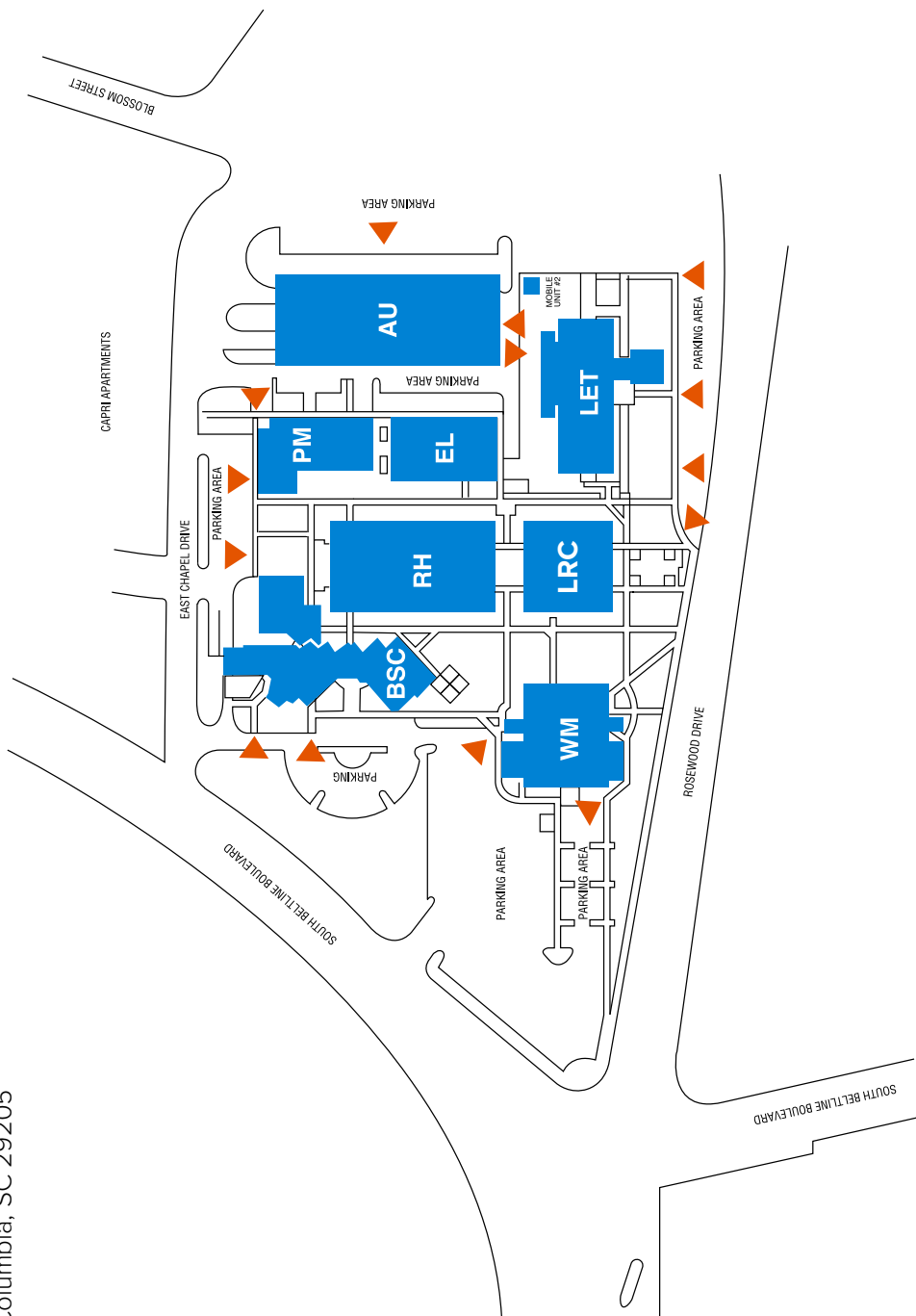
BUILDING LOCATION MAP BELTLINE CAMPUS

316 South Beltline Boulevard
Columbia, SC 29205

Building Legend Beltline Campus

- AU - Automotive Building and Parking Garage
- RH - Richland Hall
- EL - Engineering Laboratory Building
- LET - Lindau Engineering Technology Building
- BSC - Beltline Student Center
- PM - Precision Machining Building
- WM - Wade Martin Hall
- LRC - Learning Resource Center

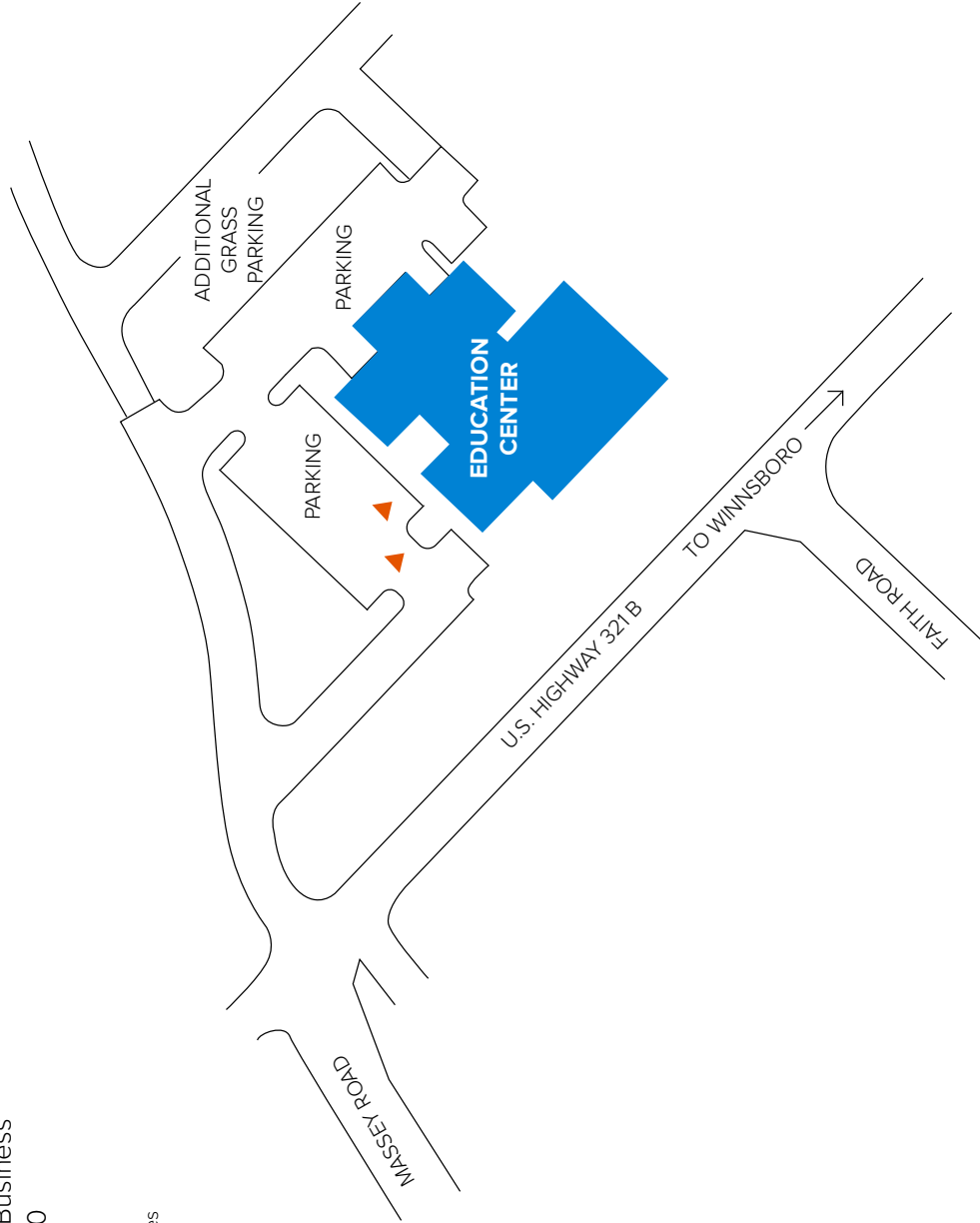
▲ Curb access ramps for students with disabilities



BUILDING LOCATION MAP FAIRFIELD CAMPUS

1674 Hwy 321 North Business
Winnsboro, SC 29180

▲ Curb access ramps for
students with disabilities

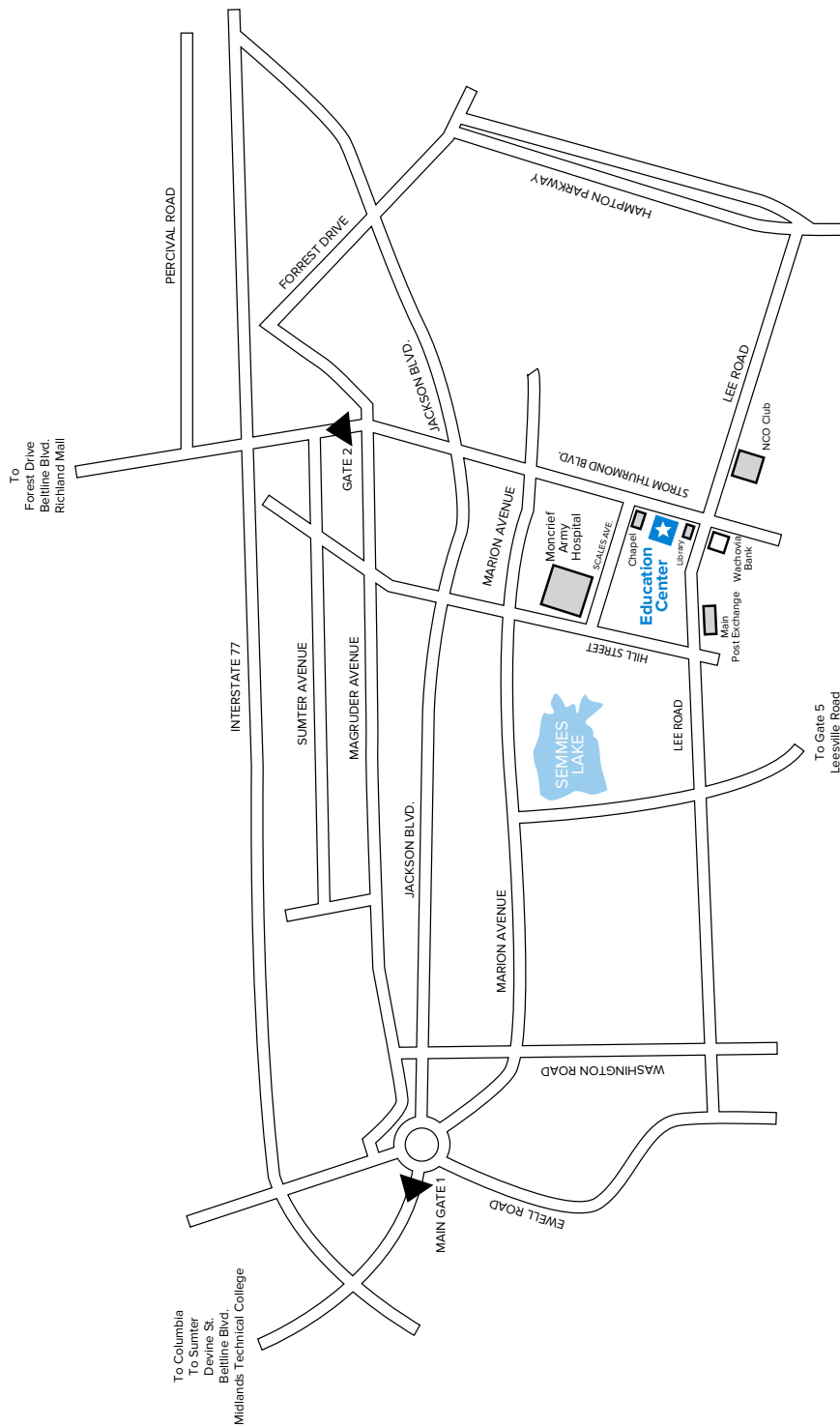




MIDLANDS
TECHNICAL COLLEGE

BUILDING LOCATION MAP FORT JACKSON

4600 Strom Thurmond Blvd.
Fort Jackson, SC 29207





MIDLANDS
TECHNICAL COLLEGE

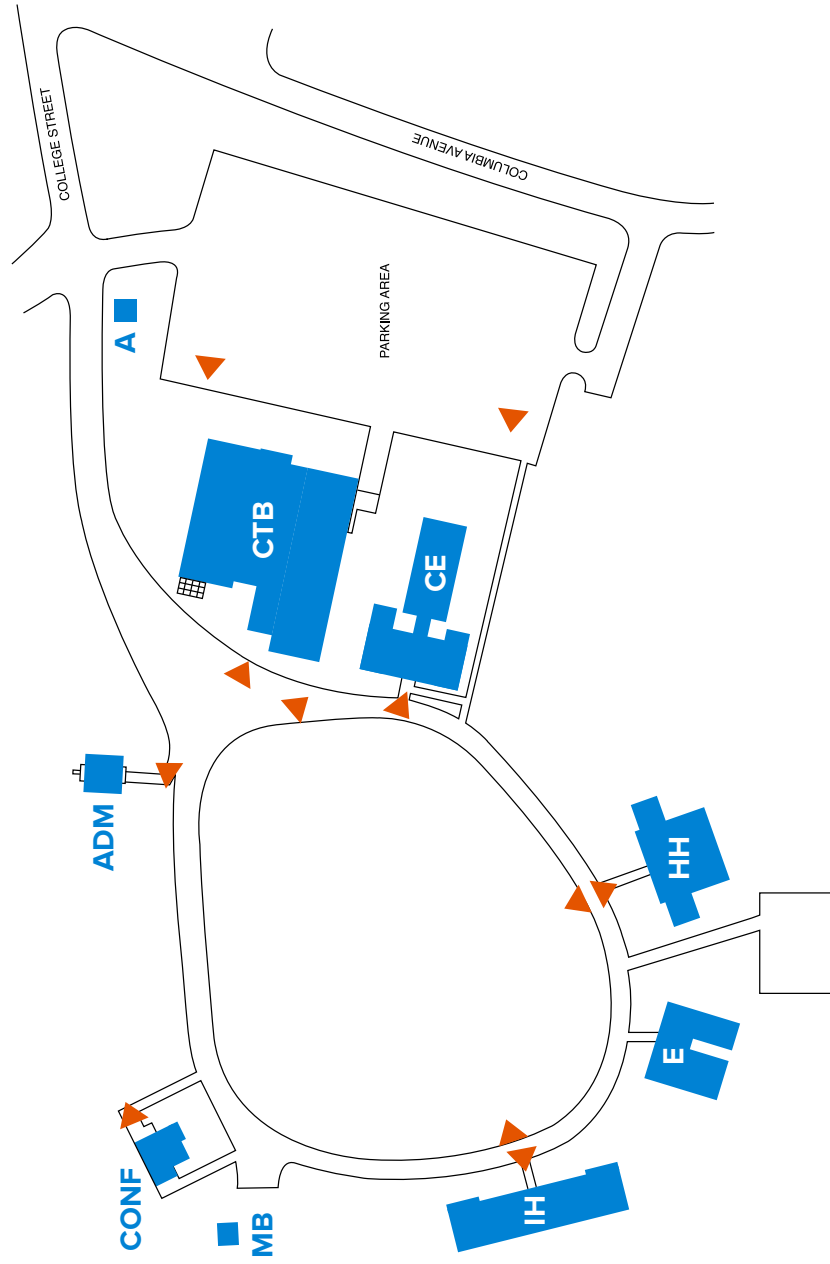
BUILDING LOCATION MAP HARBISON CAMPUS

7300 College Street
Irmo, SC 29063

Building Legend Harbison Campus

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

▲ Curb access ramps for students with disabilities



BUILDING LOCATION MAP NORTHEAST CAMPUS



151 Powell Road
Columbia, SC 29203

Building Legend Northeast Campus

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

