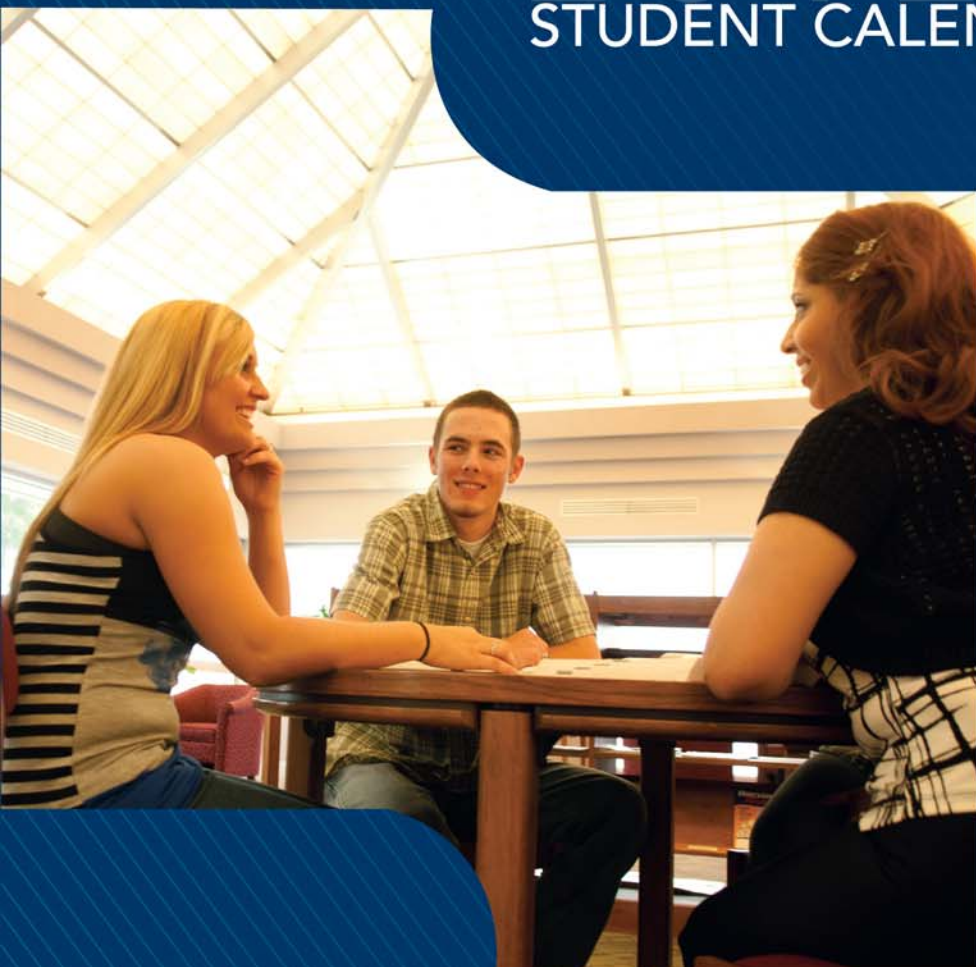




2012-2013

STUDENT CALENDAR & HANDBOOK



ABBEVILLE

EDGEFIELD

GREENWOOD

LAURENS

MCCORMICK

NEWBERRY

SALUDA



PIEDMONT
Technical College

Your goals. Our mission.

Piedmont Technical College Services

Area	Contact	Location	Phone Number
Academic Probation	Tamatha Sells	Student Records, 140-A	(864) 941-8363
Academic Advisement	Staff or Your Faculty Advisor	Student Success Center, 101-A	(864) 941-8614
Accidents	Staff	Public Safety	(864) 941-8000
Books/Supplies	Staff	Campus Shop, 106-F	(864) 941-8683
Career Decision-Making, Career Information, Personal Issues & Questions About Your Major	Staff	Career Planning & Counseling Center, 149-A	(864) 941-8356
College Transfer	Lynn Mack	107-G	(864) 941-8449
	Evelyn Beck	139-K	(864) 941-8450
County Campuses	Jennifer Wilbanks	Dean of County Campuses	(864) 323-7674
		Abbeville County Campus	(864) 446-8324
		Edgefield County Campus	(803) 637-5388
		Laurens County Campus	(864) 938-1505
		McCormick County Campus	(864) 852-3191
		Newberry County Campus	(803) 276-9000
		Saluda County Campus	(864) 445-3144
		Center for Advanced Manufacturing	(864) 682-3702
Emergencies	Staff	Public Safety	(864) 941-8000
Financial Aid	Staff	Financial Aid Office, 140-B	(864) 941-8365
Graduation Information	Staff	Student Records, 139-A	(864) 941-8361
Health Science Resources & Program Readiness Information	Staff	Student Success Center, 101-A	(864) 941-8614
Job Search Assistance, Interviewing Tips, & Resume Writing	Staff	SC Works, 101-A	(864) 941-8395
	Staff	Student Success Center, 101-A	(864) 941-8614
Learning or Physical Disabilities	Brenda Dailey	Career Planning & Counseling Center, 149-A	(864) 941-8378
Lost & Found Items	Staff	Public Safety	(864) 941-8000
Online Course Assistance	Instructional Development Office	108-G	(864) 941-8449
			(864) 941-8682
SC Works	Staff	101-A	(864) 941-8395
Parking Sticker	Staff	Library	(864) 941-8441
Payment Plan	Staff	Business Office, 150-A	(864) 941-8322
Program Changes, Class Changes & Withdrawals	Staff	Student Records, 139-A	(864) 941-8361
Refunds & Billing Questions	Staff	Business Office, 150-A	(864) 941-8322
Residency	Crystal Pittman	Business Office, 178-A	(864) 941-8328
Safety Escort	Staff	Public Safety	(864) 941-8000
Scholarships	Staff	Student Success Center, 101-A	(864) 941-8614
Student ID	Staff	Library	(864) 941-8441
Student Life, Clubs & Organizations	Staff	Student Success Center, 101-A	(864) 941-8614
Student Support Services Program	Staff	Student Success Center, 101-A	(864) 941-8385
Transcript Request	Staff	Student Records, 139-A	(864) 941-8361
Transfer Credit	Staff	Student Records, 139-A	(864) 941-8361
Tutoring	Audrey Hearst	Tutoring Center, 178-K	(864) 941-8435
Veterans Educational Benefits	Staff	Financial Aid Office, 140-B	(864) 941-8365

Academic Calendar

FALL 2012

<i>Administrative Days</i>	August 13-17, 2012
<i>Inservice Days</i>	August 20-22
<i>Classes Begin (Full Term, A Term)</i>	August 23
<i>End Add Period (A Term)</i>	August 27
<i>End Add Period (Full Term)</i>	August 29
<i>Labor Day (College Closed)</i>	September 3
<i>Classes Begin (Late Term)</i>	September 26
<i>End Add Period (Late Term)</i>	September 28
<i>Classes End (A Term)</i>	October 12
<i>Classes Begin (B Term)</i>	October 15
<i>End Add Period (B Term)</i>	October 17
<i>Election Day, Faculty Break (No Classes)</i>	November 6
<i>Thanksgiving Break (College Closed)</i>	November 21-23
<i>Classes End (Full Term, B Term, Late Term)</i>	December 10
<i>Final Grades Due</i>	December 12
<i>Administrative Days</i>	December 11-14, 17-18
<i>Fall Graduation</i>	December 13
<i>Faculty Break</i>	December 19-21
<i>Winter Break (College Closed)</i>	December 24-31

SPRING 2013

<i>New Year's Day Observed (College Closed)</i>	January 1, 2013
<i>Administrative Days</i>	January 2-4
<i>Inservice Days</i>	January 7-11, 14-15
<i>Classes Begin (Full Term, A Term)</i>	January 16
<i>End Add Period (A Term)</i>	January 18
<i>Martin Luther King, Jr. Day (College Closed)</i>	January 21
<i>End Add Period (Full Term)</i>	January 23
<i>Classes Begin (Late Term)</i>	February 19
<i>End Add Period (Late Term)</i>	February 21
<i>Classes End (A Term)</i>	March 8
<i>Classes Begin (B Term)</i>	March 11
<i>End Add Period (B Term)</i>	March 13
<i>Spring Break (No Classes)</i>	April 1-5
<i>Classes End (Full Term, B Term, Late Term)</i>	May 6
<i>Final Grades Due</i>	May 8
<i>Administrative Days</i>	May 7-10
<i>Spring Graduation</i>	May 9

SUMMER 2013

<i>Administrative Days</i>	May 13-17
<i>Classes Begin (Full Term, A Term)</i>	May 20
<i>End Add Period (A Term)</i>	May 21
<i>End Add Period (Full Term)</i>	May 22
<i>Memorial Day (College Closed)</i>	May 27
<i>Classes Begin (Late Term)</i>	June 4
<i>End Add Period (Late Term)</i>	June 6
<i>Classes End (A Term)</i>	June 24
<i>Classes Begin (B Term)</i>	June 25
<i>End Add Period (B Term)</i>	June 26
<i>Administrative Day</i>	July 1
<i>Independence Day (College Closed)</i>	July 4
<i>Faculty Break (No Classes)</i>	July 2-5
<i>Classes End (Full Term, B Term, Late Term)</i>	August 5
<i>Final Grades Due</i>	August 7
<i>Administrative Days</i>	August 6-7
<i>Summer Graduation</i>	August 8
<i>Administrative Day</i>	August 9

August 2012

Full Term (August 23-December 10) ▪ A Term (August 23-October 12)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			<ul style="list-style-type: none"> • Final Grades Due • Non-Paid Dropped (F Term) • Financial Aid Office Closed • Student Records Office Closed
5	<ul style="list-style-type: none"> • Potential Drop for Non-Payment (Full & A Terms) • Non-Paid Dropped (F Term) • F Term: 60% Refund • Faculty Break - No Classes 	<ul style="list-style-type: none"> • Financial Aid Students can Charge Books • F Term: 40% Refund • Faculty Break - No Classes 	<ul style="list-style-type: none"> • F Term: 0% Refund • Deadline to Report F Term NA • Faculty Break - No Classes
12	<ul style="list-style-type: none"> • Non-Paid Dropped (Full & A Terms) 	<ul style="list-style-type: none"> • Fall SAP Appeal Forms Due 	
19	<ul style="list-style-type: none"> • FWS Pay Day 		<ul style="list-style-type: none"> • FALL CLASSES END (F Term) • Non-Paid Dropped (Full & A Terms) • Last day to enroll online for Fall Payment Plan with 33% Down Payment • Web Registration Off (Full & A Terms)
26	<ul style="list-style-type: none"> • Add/Drop Day • A Term 60% Refund • A Term Add/Drop Ends 	<ul style="list-style-type: none"> • Section Changes Only 	<ul style="list-style-type: none"> • Section Changes Only • Full Term Add/Drop Ends

THURSDAY	FRIDAY	SATURDAY	Notes
Graduation <ul style="list-style-type: none"> • CLASSES BEGIN (F Term) • Grades available on Pathway • Last day to enroll online for Fall Payment Plan with no Down Payment • Financial Aid Office Closed • Student Records Office Closed 2	<ul style="list-style-type: none"> • Fall Tuition & Fees Due (Full & A Terms) • F Term Add/Drop Ends • Payment Plan - 33% Down Payment 3	4	
<ul style="list-style-type: none"> • Full & A Terms Late Registration Begins (\$50 Late Fee) • Financial Aid Freeze Date (F Term) • Faculty Break - No Classes • Financial Aid Office Closed 9	<ul style="list-style-type: none"> • Faculty Break - No Classes • Financial Aid Office Closed 10	11	
<ul style="list-style-type: none"> • New Student Orientation 16	<ul style="list-style-type: none"> • LAST DAY TO APPLY FOR ADMISSION TO FULL TERM • FA FILE COMPLETION DEADLINE FOR FALL TERM • New Student Orientation 17	18	
<ul style="list-style-type: none"> • FALL CLASSES BEGIN (Full & A Terms) • Add/Drop Day • Payment Plan - 50% Down Payment • Summer Graduates Degree Pick-up 23	<ul style="list-style-type: none"> • Add/Drop Day • Final Grades Due by 7pm (F Term) 24	25	
<ul style="list-style-type: none"> • Full Term: 60% Refund 30	<ul style="list-style-type: none"> • A Term: 40% Refund • Non-Paid Dropped (Full & A Terms) • FWS Time Sheets Due 31		

September 2012

Full Term (August 23-December 10) • A Term (August 23-October 12)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	College Closed • Labor Day 3	• A Term: 0% Refund • Scholarship Applications Available Online 4	• Deadline to Report Full & A Terms NA • ECD Club Meeting 5
9	10	• Tuesday Topic • Computer Club Meeting 11	• Tuition & Fees Due (Late Term) • Last Day for Financial Aid Students to Charge Books (Full & A Terms) 12
16	17	• Scholarship Applications Deadline • Spring Merit & Program-Ready Applications Deadline 18	Fall Kick-Off & Club Fair • Late Term Late Registration Begins (\$50 Late Fee) 19
• Web Registration Off (Late Term) 23	• Non-Paid Dropped (Late Term) • Last day to enroll in Fall Payment Plan • Financial Aid Disbursement Checks Mailed (Full & A Terms) 24	• Tuesday Topic 25	CLASSES BEGIN (Late Term) 26
30			

THURSDAY	FRIDAY	SATURDAY	Notes
<ul style="list-style-type: none"> • Full Term: 40% Refund • Financial Aid Freeze Date (Full & A Terms) 6	7	1 • Spring Merit & Program-Ready Applications Available Online 8	
<ul style="list-style-type: none"> • Full Term: 0% Refund • PTK Meeting 13	<ul style="list-style-type: none"> • Potential Drop for Non-Payment (Late Term) 14	15	
<ul style="list-style-type: none"> • FWS Pay Day 20	21	22	
<ul style="list-style-type: none"> • PTK Meeting 27	<ul style="list-style-type: none"> • Late Term Add/Drop Ends • FWS Time Sheets Due 28	29	
			

October 2012


Full Term (August 23-December 10) ▪ A Term (August 23-October 12)


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	<ul style="list-style-type: none"> • Late Term: 60% Refund 1	<ul style="list-style-type: none"> • Last Day to Turn in Fall/Spring/Summer Loan Applications • ICC Meeting 2	<ul style="list-style-type: none"> • Non-Paid Dropped (Late Term) • Deadline to Report Late Term NA • ECD Club Meeting 3
7	<ul style="list-style-type: none"> • Potential Drop for Non-Payment (B Term) 8	<ul style="list-style-type: none"> • Tuesday Topic • Computer Club Meeting 9	<ul style="list-style-type: none"> • Late Term: 0% Refund • B Term Late Registration Begins (\$50 Late Fee) 10
14	<ul style="list-style-type: none"> • CLASSES BEGIN (B Term) • Midterm 15	<ul style="list-style-type: none"> • ICC Meeting 16	<ul style="list-style-type: none"> • B Term Add/Drop Ends 17
21	<ul style="list-style-type: none"> • Financial Aid Disbursement Checks Mailed (Full Term) 22	<ul style="list-style-type: none"> • Tuesday Topic • B Term: 40% Refund • Financial Aid Freeze Date (B Term) 23	<ul style="list-style-type: none"> • Last Day to Enroll in Online Payment Plan for Fall • Last Day for Financial Aid Students to Charge Books (Late & B Terms) 24
28	29	<ul style="list-style-type: none"> • Tuesday Topic 30	<ul style="list-style-type: none"> • FWS Time Sheets Due 31

THURSDAY	FRIDAY	SATURDAY	Notes
<ul style="list-style-type: none"> • Tuition & Fees Due (B Term) • Financial Aid Freeze Date (Late Term) <p>4</p>	<ul style="list-style-type: none"> • Late Term: 40% Refund • Last day to apply for December Graduation • Summer "I" grades convert to "F"; Spring "CF" grades convert to "F" <p>5</p>	6	
<ul style="list-style-type: none"> • PTK Meeting <p>11</p>	<ul style="list-style-type: none"> • CLASSES END (A Term) • Non-Paid Dropped (B Term) <p>12</p>	13	
<ul style="list-style-type: none"> • Grades Due (A Term & Midterm) <p>18</p>	<ul style="list-style-type: none"> • Non-Paid Dropped (B Term) • B Term: 60% Refund • Grades Available on Pathway (A Term & Midterm) • Deadline to Report B Term NA • FWS Pay Day <p>19</p>	20	
<ul style="list-style-type: none"> • PTK Meeting <p>25</p>	<ul style="list-style-type: none"> • B Term: 0% Refund <p>26</p>	27	
			

November 2012


Full Term (August 23-December 10) ▪ A Term (August 23-October 12)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
4	• Financial Aid Disbursement Checks Mailed (Late & B Terms) 5	Election Day (College Open) • Faculty Break - No Classes 6	• ECD Club Meeting 7
11	12	• Tuesday Topic • Computer Club Meeting 13	14
18	19	• FWS Pay Day • ICC Meeting 20	College Closed 21
25	26	27	• Last Day to Withdraw from a Class 28

THURSDAY	FRIDAY	SATURDAY	Notes
<ul style="list-style-type: none"> • Payment Plan Opens for Spring Term - No Down Payment • Spring VIP Registration Begins • FAFSA Priority Date for Spring Term 1	2	3	
<ul style="list-style-type: none"> • PTK Meeting 8	<ul style="list-style-type: none"> • Graduation Fee Due 9	10	
<ul style="list-style-type: none"> • PTK Meeting 15	16	17	
College Closed <ul style="list-style-type: none"> • Thanksgiving Day 22	College Closed 23	24	
29	<ul style="list-style-type: none"> • Spring VIP Registration Ends • FWS Time Sheets Due 30		

December 2012


Full Term (August 23-December 10) • A Term (August 23-October 12)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	<ul style="list-style-type: none"> • Spring Open Registration Begins (\$25 Registration Fee) 3	<ul style="list-style-type: none"> • ICC Meeting 4	<ul style="list-style-type: none"> • ECD Club Meeting 5
9	<ul style="list-style-type: none"> • FALL CLASSES END (Full, Late & B Terms) • Payment Plan - 33% Down Payment 10	11	<ul style="list-style-type: none"> • Final Grades Due by 7pm (Full, Late & B Terms) • Student Records Office Closed 12
<ul style="list-style-type: none"> • Hanukkah Ends 16	17	<ul style="list-style-type: none"> • FWS Pay Day • FWS Time Sheets Due 18	<ul style="list-style-type: none"> • Faculty Break 19
23	<div>←</div> <ul style="list-style-type: none"> • Christmas Eve 24	<div>←</div> College Closed <ul style="list-style-type: none"> • Christmas Day 25	26
30	College Closed <ul style="list-style-type: none"> • New Year's Eve 31		

THURSDAY	FRIDAY	SATURDAY	Notes
6	7 <ul style="list-style-type: none">• Last Day to Enroll Online for Spring Payment Plan with No Down Payment	1 / 8 <ul style="list-style-type: none">• Hanukkah Begins	
Graduation <ul style="list-style-type: none">• Student Records Office Closed 13	14 <ul style="list-style-type: none">• Grades Available on Pathway	15	
20 <ul style="list-style-type: none">• Faculty Break	21 <ul style="list-style-type: none">• Winter Begins• Faculty Break	22	
27	28	29	
			

January 2013

Full Term (January 16-May 6) • A Term (January 16-March 8)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		College Closed 1	College Reopens 2
6	• Last Day to enroll online for Spring Payment Plan with 33% Down Payment • Financial Aid Students can Charge Books 7	• Potential Drop for Non-Payment (Full & A Terms) • Payment Plan - 50% Down Payment 8	• LAST DAY TO APPLY FOR ADMISSION TO FULL & A TERMS • FA FILE COMPLETION DEADLINE FOR SPRING TERM 9
13	• Non-Paid Dropped (Full & A Terms) 14	15	• SPRING CLASSES BEGIN (Full & A Terms) • Scholarship Applications Available Online • Add/Drop Day 16
20	College Closed • MLK, Jr. Day 21	• Section Changes Only • A Term: 60% Refund 22	• Section Changes Only • Full Term: 60% Refund • Full Term Add/Drop Ends 23
27	28	• Tuesday Topic 29	• Deadline to Report NA (Full & A Terms) • Full Term: 40% Refund • A Term: 0% Refund • Scholarship Applications Deadline 30

THURSDAY	FRIDAY	SATURDAY	Notes
<ul style="list-style-type: none">• Tuition & Fees Due (Full & A Terms)• Financial Aid Office Closed <div>3</div>	<ul style="list-style-type: none">• Spring SAP Appeal Forms Due• Financial Aid Office Closed <div>4</div>	<div>5</div>	
<ul style="list-style-type: none">• Full & A Terms Late Registration Fee (\$50 Late Fee)• Financial Aid Office Closed• New Student Orientation <div>10</div>	<ul style="list-style-type: none">• Last Day to Register for Full Term• New Student Orientation <div>11</div>	<ul style="list-style-type: none">• Web Registration Off (Full & A Terms) <div>12</div>	
<ul style="list-style-type: none">• Add/Drop Day <div>17</div>	<ul style="list-style-type: none">• Full Term Add/Drop• A Term Add/Drop Ends• FWS Pay Day <div>18</div>	<div>19</div>	
<ul style="list-style-type: none">• Fall Graduates Degree Pick-up• PTK Meeting <div>24</div>	<ul style="list-style-type: none">• Non-Paid Dropped (Full & A Terms)• A Term: 40% Refund <div>25</div>	<div>26</div>	
<ul style="list-style-type: none">• Non-Paid Dropped (Full & A Terms)• FWS Time Sheets Due <div>31</div>			

February 2013


Full Term (January 16-May 6) • A Term (January 16-March 8)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
3	<ul style="list-style-type: none"> Financial Aid Freeze Date (Full & A Terms) 4	<ul style="list-style-type: none"> Tuition & Fees Due (Late Term) Last Day to Enroll Online for Spring Payment Plan ICC Meeting 5	<ul style="list-style-type: none"> Last Day for Financial Aid Students to Charge Books (Full & A Terms) T Term: 0% Refund EDC Club Meeting 6
10	<ul style="list-style-type: none"> Late Term Late Registration (\$50 Late Fee) 11	<ul style="list-style-type: none"> Tuesday Topic Computer Club Meeting 12	13
17	18	<ul style="list-style-type: none"> CLASSES BEGIN (Late Term) ICC Meeting 19	<ul style="list-style-type: none"> FWS Pay Day 20
24	<ul style="list-style-type: none"> Late Term: 60% Refund Last Day to Turn in Spring/Summer Loan Applications 25	<ul style="list-style-type: none"> Non-Paid Dropped (Late Term) Deadline to Report Late Term NA Tuesday Topic 26	<ul style="list-style-type: none"> Financial Aid Freeze Date (Late Term) 27

THURSDAY	FRIDAY	SATURDAY	Notes
	1	2	
7	<ul style="list-style-type: none">Potential Drop for Non-Payment (Late Term) 8	9	
<ul style="list-style-type: none">Web Registration Off (Late Term)Non-Paid Dropped (Late Term)PTK Meeting 14	<ul style="list-style-type: none">Financial Aid Disbursement Checks Mailed (Full & A Terms) 15	16	
<ul style="list-style-type: none">Late Term Add/Drop Ends 21	22	23	
<ul style="list-style-type: none">Tuition & Fees Due (B Term)FWS Time Sheets DuePTK Meeting 28			

March 2013

Full Term (January 16-May 6) ▪ A Term (January 16-March 8)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
3	<ul style="list-style-type: none"> • Potential Drop for Non-Payment (B Term) • B Term Late Registration (\$50 Late Fee) 4	<ul style="list-style-type: none"> • ICC Meeting 5	<ul style="list-style-type: none"> • ECD Club Meeting 6
10	<ul style="list-style-type: none"> • CLASSES BEGIN (B Term) • Midterm 11	College Fair <ul style="list-style-type: none"> • Tuesday Topic • Computer Club Meeting 12	<ul style="list-style-type: none"> • B Term Add/Drop Ends 13
17	<ul style="list-style-type: none"> • Financial Aid Disbursement Checks Mailed (Full Term) • Grades Available on Pathway (A Term & Midterm) 18	<ul style="list-style-type: none"> • B Term: 40% Refund • ICC Meeting 19	<ul style="list-style-type: none"> • Last Day for Financial Aid Students to Charge Books (Late & B Terms) • Financial Aid Freeze Date (B Term) • FWS Pay Day 20
24 31	25	<ul style="list-style-type: none"> • Tuesday Topic 26	27

Late Term (February 19-May 6) ▪ B Term (March 11-May 6) ▪ NA: Never Attends ▪ LDA: Last Date of Attendance

THURSDAY	FRIDAY	SATURDAY	Notes
	<ul style="list-style-type: none"> • L Term: 40% Refund • Last Day to Apply for May Graduation • Fall "I" grades convert to "F"; Summer "CF" grades convert to "F" 		
	1	2	
<ul style="list-style-type: none"> • Late Term: 0% Refund 	<ul style="list-style-type: none"> • CLASSES END (A Term) • Non-Paid Dropped (B Term) 		
7	8	9	
<ul style="list-style-type: none"> • Grades Due (A Term & Midterm) • PTK Meeting 	<ul style="list-style-type: none"> • B Term: 60% Refund • Non-Paid Dropped (B Term) • Deadline to Report B Term NA 		
14	15	16	
Employers Day			
21	<ul style="list-style-type: none"> • B Term: 0% Refund 	23	
22			
<ul style="list-style-type: none"> • PTK Meeting 	<ul style="list-style-type: none"> • FWS Time Sheets Due 		
28	29	30	

April 2013


Full Term (January 16-May 6) • A Term (January 16-March 8)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	<ul style="list-style-type: none"> • FAFSA Priority Date for Summer Term 		
	<ul style="list-style-type: none"> • Financial Aid Disbursement Checks Mailed (Late & B Terms) 1	2	Spring Break (Faculty Break) 3
7	<ul style="list-style-type: none"> • Summer VIP Registration Begins • Fall VIP Registration Begins for Current Students • Payment Plan Opens for Summer Term 8	<ul style="list-style-type: none"> • Computer Club Meeting 9	10
14	15	<ul style="list-style-type: none"> • Tuesday Topic • ICC Meeting 16	17
21	<ul style="list-style-type: none"> • Last Day to Withdraw from a Class 22	23	24
28	29	<ul style="list-style-type: none"> • Tuesday Topic • FWS Time Sheets Due 30	

THURSDAY	FRIDAY	SATURDAY	Notes
4	5	6	
• PTK Meeting 11	• Graduation Fee Due 12	13	
Spring Activities Day 18	• FWS Pay Day 19	20	
Student Awards and Recognition Program • PTK Meeting 25	26	27	
			

May 2013

Full Term (May 20-August 5) ▪ A Term (May 20-June 24)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			<ul style="list-style-type: none"> • FAFSA Priority Date for Summer Term • Scholarship Applications Available Online • Fall Merit & Program-Ready Applications Available Online • ECD Club Meeting 1
5	<ul style="list-style-type: none"> • SPRING CLASSES END (Full, Late & B Terms) • Summer Open Registration Begins (\$25 Registration Fee) • Fall VIP Registration Begins for New Students • Tuition & Fees Due (Full & A Terms) • Last Day to Enroll Online for Summer Payment Plan with No Down Payment 6	<ul style="list-style-type: none"> • Payment Plan: 50% Down Payment 7	<ul style="list-style-type: none"> • Potential Drop for Non-Payment (Full & A Terms) • Final Grades Due (Full, Late & B Terms) • Financial Aid Office Closed • Student Records Office Closed 8
12	<ul style="list-style-type: none"> • Financial Aid Students Can Charge Books • Full & A Terms Late Registration (\$50 Late Fee) • Summer Term SAP Appeal Forms Due 13	<ul style="list-style-type: none"> • Last Day to Register for Full Term 14	<ul style="list-style-type: none"> • Scholarship Applications Deadline • Web Registration Off (Full & A Terms) • Financial Aid Office Closed 15
19	<ul style="list-style-type: none"> • SUMMER CLASSES BEGIN (Full & A Terms) • FWS Pay Day 20	<ul style="list-style-type: none"> • A Term Add/Drop Ends • Tuition & Fees Due (Late Term) 21	<ul style="list-style-type: none"> • Full Term Add/Drop Ends 22
26	<p>College Closed</p> <ul style="list-style-type: none"> • Memorial Day 27	<ul style="list-style-type: none"> • Full Term: 60% Refund • A Term: 40% Refund • Late Term Late Registration (\$50 Late Fee) 28	<ul style="list-style-type: none"> • Last Day for Financial Aid Students to Charge Books (A Term) • Non-Paid Dropped (Full & A Terms) • Deadline to Report NA (Full & A Terms) 29

THURSDAY	FRIDAY	SATURDAY	Notes
2	<ul style="list-style-type: none"> • Summer VIP Registration Ends 3	4	
Graduation <ul style="list-style-type: none"> • Financial Aid Office Closed • Student Records Office Closed 9	<ul style="list-style-type: none"> • LAST DAY TO APPLY FOR ADMISSION TO FULL & A TERMS • FA FILE COMPLETION DEADLINE FOR SUMMER TERM 10	11	
<ul style="list-style-type: none"> • Non-Paid Dropped (Full & A Terms) • New Student Orientation 16	<ul style="list-style-type: none"> • Fall Merit & Program-Ready Applications Deadline • New Student Orientation 17	18	
<ul style="list-style-type: none"> • A Term: 60% Refund 23	<ul style="list-style-type: none"> • Potential Drop for Non-Payment (Late Term) 24	25	
<ul style="list-style-type: none"> • Non-Paid Dropped (Late Term) 30	<ul style="list-style-type: none"> • Last Day to Turn in Summer Loan Applications • A Term: 0% Refund • FWS Time Sheets Due 31		

June 2013

Full Term (May 20-August 5) • A Term (May 20-June 24)


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	<ul style="list-style-type: none"> • Full Term: 40% Refund • Financial Aid Freeze Date (Full & A Terms) • FAFSA Priority Date for Fall Term 3	<ul style="list-style-type: none"> • CLASSES BEGIN (Late Term) 4	5
9	<ul style="list-style-type: none"> • Financial Aid Disbursement Checks Mailed (A Term) 10	<ul style="list-style-type: none"> • Tuition & Fees Due (B Term) • Full Term: 0% Refund 11	<ul style="list-style-type: none"> • Late Term: 40% Refund • Financial Aid Freeze Date (Late Term) • Deadline for Late Term NA 12
16	17	<ul style="list-style-type: none"> • B Term Late Registration Fee (\$50 Late Fee) 18	19
23	<ul style="list-style-type: none"> • CLASSES END (A Term) 24	<ul style="list-style-type: none"> • CLASSES BEGIN (B Term) 25	<ul style="list-style-type: none"> • Last Day for Financial Aid Students to Charge Books (Full & Late Terms) • B Term Add/Drop Ends 26
30			

THURSDAY	FRIDAY	SATURDAY	Notes
<ul style="list-style-type: none"> Last Day to Enroll Online for the Summer 2012 Payment Plan Late Term Add/Drop Ends 6	<ul style="list-style-type: none"> Last Day to Apply for August Graduation Late Term: 60% Refund Non-Paid Dropped (Late Term) 7	<div>1</div> <div>8</div>	
<ul style="list-style-type: none"> Potential Drop for Non-Payment (B Term) Spring Graduates Degree Pick-up 13	<ul style="list-style-type: none"> Late Term: 0% Refund 14	15	
<ul style="list-style-type: none"> FWS Pay Day 20	<ul style="list-style-type: none"> Non-Paid Dropped (B Term) 21	22	
27	<ul style="list-style-type: none"> Non-Paid Dropped (B Term) Fall VIP Registration Ends B Term: 60% Refund Final A Term Grades Due FWS Time Sheets Due 28	29	
			

July 2013

Full Term (May 20-August 5) ▪ A Term (May 20-June 24)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	<ul style="list-style-type: none"> • Deadline to Report B Term NA 	<ul style="list-style-type: none"> • B Term: 40% Refund • Financial Aid Freeze Date (B Term) • Grades Available on Pathway (A Term) • Faculty Break - No Classes 	<ul style="list-style-type: none"> • Last Day for Students to Charge Books (B Term) • Faculty Break - No Classes
7	1	2	3
7	8	9	10
14	15	16	17
21	<ul style="list-style-type: none"> • Last Day to Withdraw from a Class 22	23	24
28	29	30	<ul style="list-style-type: none"> • FWS Time Sheets Due 31

THURSDAY	FRIDAY	SATURDAY	Notes
<div>College Closed</div> <div>• Independence Day</div> <div>4</div>	<div>• Financial Aid Disbursement Checks Mailed (Full & Late Terms) • B Term: 0% Refund • Faculty Break - No Classes</div> <div>5</div>	<div></div> <div>6</div>	
<div></div> <div>11</div>	<div>• Financial Aid Disbursement Checks Mailed (B Term) • Graduation Fee Due</div> <div>12</div>	<div></div> <div>13</div>	
<div></div> <div>18</div>	<div>• FWS Pay Day</div> <div>19</div>	<div></div> <div>20</div>	
<div></div> <div>25</div>	<div></div> <div>26</div>	<div></div> <div>27</div>	
			

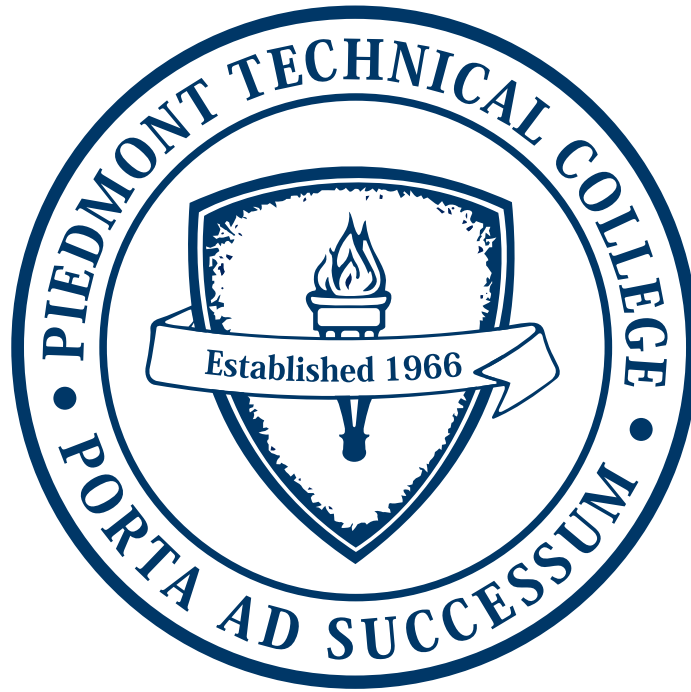
August 2013

Full Term (May 20-August 5) • A Term (May 20-June 24)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
4	• SUMMER CLASSES END (Full, Late & B Terms) 5	6	• Final Grades Due (Full, Late & B Terms) • Student Records Office Closed 7
11	• New Academic Year Begins 12	13	14
18	• Last Day to Register for Full Term 19	• FWS Pay Day 20	21
25	26	27	28

Late Term (June 4-August 5) ▪ B Term (June 25-August 5) ▪ NA: Never Attends ▪ LDA: Last Date of Attendance

THURSDAY	FRIDAY	SATURDAY	Notes
1	2	3	
Graduation • Student Records Office Closed 8	• LAST DAY TO APPLY FOR ADMISSION TO FULL TERM • FA FILE COMPLETION DEADLINE FOR FALL TERM • Grades Available on Pathway 9	10	
15	16	17	
22	23	24	
• Summer Graduates Degree Pick-up 29	• FWS Time Sheets Due 30	31	



2012-2013
STUDENT HANDBOOK

Visit www.ptc.edu for most current information.
This handbook is effective Fall 2012.

Table of Contents

Piedmont Technical College Services	Inside Front Cover
Academic Calendar	1
Important Dates	30-31
PTC Pathway: User's Guide.....	32-33
Advising Tips for Students	33
Student Programs & Services	34
Career Planning and Counseling Center	34
Student Success Center	35
Public Safety	37
Student Responsibilities and College Policies	38
<i>Bulletin Boards.....</i>	<i>38</i>
<i>Children on Campus.....</i>	<i>38</i>
<i>Dress & Personal Appearance.....</i>	<i>38</i>
<i>Harassment & Sexual Assault Policy</i>	<i>38</i>
<i>Student ID.....</i>	<i>38</i>
<i>Policy for the Use of Alcohol, etc.....</i>	<i>39</i>
<i>Military Duty</i>	<i>39</i>
<i>Severe Weather Policy.....</i>	<i>39</i>
<i>Tobacco Use Policy.....</i>	<i>40</i>
<i>Tuition Payment Policy.....</i>	<i>40</i>
<i>Use of Cell Phones and Other Electronic Devices.....</i>	<i>40</i>
<i>Use of Computers</i>	<i>40</i>
College Code of Conduct	40
Student Code for the South Carolina Technical College System	41
Student Grievance Procedure	47
Student Grievance Form	49
Instructional Complaint Process	50
Instructional Complaint/Appeal Form	51
Academic Program Contact Information	52
Greenwood Campus Map	Back Cover

Important Dates

TERM DATES

Fall 2012

<i>Full Term</i>	August 23-December 10, 2012
<i>A Term</i>	August 23-October 12, 2012
<i>Late Term</i>	September 26-December 10, 2012
<i>B Term</i>	October 15-December 10, 2012

Spring 2013

<i>Full Term</i>	January 16-May 6, 2013
<i>A Term</i>	January 16-March 8, 2013
<i>Late Term</i>	February 19-May 6, 2013
<i>B Term</i>	March 11-May 6, 2013

Summer 2013

<i>Full Term</i>	May 20-August 5, 2013
<i>A Term</i>	May 20-June 24, 2013
<i>Late Term</i>	June 4-August 5, 2013
<i>B Term</i>	June 25-August 5, 2013

VIP REGISTRATION DATES

Spring 2013 November 1-30, 2012

Summer 2013 April 8-May 3, 2013

TUITION DEADLINES

Fall 2012

<i>Full & A Terms</i>	August 3, 2012
<i>Late Term</i>	September 12, 2012
<i>B Term</i>	October 4, 2012

Spring 2013

<i>Full & A Terms</i>	January 3, 2013
<i>Late Term</i>	February 5, 2013
<i>B Term</i>	February 28, 2013

Summer 2013

<i>Full & A Terms</i>	May 6, 2013
<i>Late Term</i>	May 21, 2013
<i>B Term</i>	June 11, 2013

PAYMENT PLAN DATES

Fall 2012 Payment Plan Opens	July 5, 2012
<i>Last day to enroll with no down payment</i>	August 2, 2012
<i>Last day to enroll in payment plan</i>	September 24, 2012
Spring 2013 Payment Plan Opens	November 1, 2012
<i>Last day to enroll with no down payment</i>	December 7, 2012
<i>Last day to enroll in payment plan</i>	February 5, 2013
Summer 2013 Payment Plan Opens	April 8, 2013
<i>Last day to enroll with no down payment</i>	May 6, 2013
<i>Last day to enroll in payment plan</i>	June 6, 2013

FINANCIAL AID DATES

FAFSA DEADLINES

Spring 2013 FAFSA Priority Date November 1, 2012

Summer 2013 FAFSA Priority Date April 1, 2013

Fall 2013 FAFSA Priority Date June 3, 2013

FA FILE COMPLETION DEADLINES

Spring 2013 January 9, 2013

Summer 2013 May 10, 2013

Fall 2013 August 9, 2013

FINANCIAL AID STUDENTS CAN PURCHASE BOOKS

Fall 2012

<i>Full & A Terms</i>	August 7-September 12, 2012
<i>Late & B Terms</i>	August 7-October 24, 2012

Spring 2013

<i>Full & A Terms</i>	January 7-February 6, 2013
<i>Late & B Terms</i>	January 7-March 20, 2013

Summer 2013

<i>A Term</i>	May 13-May 29, 2013
<i>Full & Late Terms</i>	May 13-June 26, 2013
<i>B Term</i>	May 13-July 3, 2013

FINANCIAL AID ENROLLMENT FREEZE DATES

Fall 2012

<i>Full & A Terms</i>	September 6, 2012
<i>Late Term</i>	October 4, 2012
<i>B Term</i>	October 23, 2012

Spring 2013

<i>Full & A Terms</i>	February 4, 2013
<i>Late Term</i>	February 27, 2013
<i>B Term</i>	March 20, 2013

Summer 2013

<i>Full & A Terms</i>	June 3, 2013
<i>Late Term</i>	June 12, 2013
<i>B Term</i>	July 2, 2013

FINANCIAL AID 60% OF TERM DATES

Fall 2012

<i>Full Term</i>	October 29, 2012
<i>A Term</i>	September 29, 2012
<i>B Term</i>	November 19, 2012
<i>Late Term</i>	November 12, 2012

Spring 2013

<i>Full Term</i>	March 21, 2013
<i>A Term</i>	February 17, 2013
<i>B Term</i>	April 17, 2013
<i>Late Term</i>	April 3, 2013

Summer 2013

<i>Full Term</i>	July 8, 2013
<i>A Term</i>	June 11, 2013
<i>B Term</i>	July 17, 2013
<i>Late Term</i>	July 9, 2013

DROPS FOR NON-PAYMENT

Fall 2012

<i>Full & A Terms</i>	August 13, 22, 31, 2012
<i>Late Term</i>	September 24 and October 3, 2012
<i>B Term</i>	October 12 and 19, 2012

Spring 2013

<i>Full & A Terms</i>	January 14, 25 and 31, 2013
<i>Late Term</i>	February 14 and 26, 2013
<i>B Term</i>	March 8 and 15, 2013

Summer 2013

<i>Full & A Terms</i>	May 16 and 29, 2013
<i>Late Term</i>	May 30 and June 7, 2013
<i>B Term</i>	June 21 and 28, 2013

LAST DAY TO WITHDRAW FROM A CLASS

Fall 2012	November 28, 2012
Spring 2013	April 22, 2013
Summer 2013	July 22, 2013

GRADUATION DATES

APPLICATION DEADLINES

December 2012 Graduates	October 5, 2012
May 2013 Graduates	March 1, 2013
August 2013 Graduates	June 7, 2013

GRADUATION CEREMONY DATES

Summer 2012	August 2, 2012
Fall 2012	December 13, 2012
Spring 2013	May 9, 2013
Summer 2013	August 8, 2013

PTC Pathway: A User's Guide

>>What is PTC Pathway?

PTC Pathway is your gateway to online college services. A fully-accessible Intranet, Pathway allows you to access a number of college services and information.

>>How do I log into PTC Pathway?

You can find a link to PTC Pathway on the college homepage at www.ptc.edu or visit pathway.ptc.edu. Enter your PTC ID and PIN number.

>>What is my PTC ID? Why do I need it?

You should have received a PTC ID when you met with your advisor. The letter P followed by eight numerical digits, your PTC ID replaces your social security number for all PTC services.

Your PTC ID will also be used in the Campus Shop and Library. Memorize your PTC ID. Don't forget it; write it down!

! If you don't know your PTC ID, you can look it up online:

1. Go to pathway.ptc.edu
2. Click on **What is my PTC ID?**
3. Follow the onscreen instructions.

>>How do I navigate PTC Pathway?

After logging in, you'll find that getting around PTC Pathway is a snap!

- The **Home** tab contains important announcements and quick access to e-mail.
- The **Course Info** tab links you to the Academic Service (Banner Self Service) Menu & D2L.
- **Account Info** tab links you to your tuition balance and other information.
- Other tabs, such as **Library** and **Student Info**, link you to other great online tools.

! Accessing the Academic Services menu:

- From the **Home** or **Student Info** tab, click **Click Here for Banner Self Service (Academic Services)**.

>>What is my PIN? How do I get it?

Your PIN is a six-digit number. For first-time users, this PIN is your birthdate in the following format: MMDDYY. If you forget your PIN, follow the steps below to have it reset. It will be reset to your birthdate in MMDDYY format.

!

If you forget your PIN, you must:

1. Call the **Help Desk** at (864) 941-8627 to have it reset.
— or —
1. From the Pathway login screen, click on **Need Help? Click Here**.
2. Submit a ticket to have your PIN reset.

>>How do I change my PIN?

From the **Home** tab (see gray box):

1. Under **Personal Information**, click **Change PIN**.
2. Key in your old PIN, enter and re-enter new PIN.
3. Click **Change PIN**. Remember this PIN!

>>How do I print my schedule?

Return to the **Student Info** tab, under Academic Services:

1. Click **Click Here for Banner Self Service (Academic Services)**.
2. Click **Student**.
3. Click **Registration**.
4. Click **Student Detail Schedule**. Be sure to select the correct term and submit. You may also click **Week at a Glance** to view your schedule.
5. Click **File** and **Print** in your browser window.

>>How do I check my Financial Aid Status?

From the **Account Info** tab in the Financial Aid Requirements Box, you can check **Required Documentation**, **Financial Aid Awards**, and your **Financial Aid Status**. To check these items, choose an award year and click **GO**.

>>How do I check my Tuition Balance?

From the **Account Info** tab: In the **My Statement** Access box, click **Statement and Payment History**.

>>How do I access my D2L courses?

From the **Course Info** tab:

1. Select the **Click here to Access your D2L link** in the **My Courses box**.
2. D2L opens in a new window taking you to your D2L homepage.
3. You must enter your username (PTC ID) and password.

>>How do I access my e-mail?

Before you access your e-mail, you must set up your e-mail account. To do this, you must:

1. Log into PTC Pathway. From the **Home** tab, you should see the **live@EDU Student E-mail Access box**. Click on the image to access your e-mail.
2. If you're a first-time user, you'll need to enter your PTC ID and date of birth to set up your account. Follow the instructions available through the **Click here to view step-by-step instructions** link.
3. Storage space is limited; check your e-mail frequently and delete unwanted messages.

>>What is my e-mail address?

Your e-mail address will be your PTC ID number, for example: **P00026628@live.ptc.edu**.

>>How do I e-mail my instructor?

From the **Course Info** tab:

1. Select the **Click here to access your D2L courses** link in the **My Courses Access box**. The D2L homepage will appear. Enter your username (PTC ID) and password.
2. Click the **E-mail** tab at the top of the page.
3. Click **Compose**. Your instructor's name and e-mail address are listed in the **Address Book**.

Advising Tips

>>How do I check my grades?

Once posted each semester, you may view your grades on Pathway. From the **Course Info** tab:

1. Select the term you want to view and click **Go** in the **Student Grades Access box**.
2. You can view both Midterm Grades and Final Grades.

Check the academic calendar to determine when grades will be posted each semester.

>>How do I view my unofficial transcript?

You are able to view your unofficial transcript in PTC Pathway. From the **Student Info** tab:

1. In the **Banner Self Service access box**, choose **Click Here for Banner Self Service**.
2. Click **Student**.
3. Click **Student Records**.
4. Click **Academic Transcript**.
5. Now, click **Submit** to view your unofficial Web transcript.

For an official copy of your transcript, you must contact Student Records at (864) 941-8361.

>>How do I find out what courses I need to complete my major?

You are able to complete a **Degree Evaluation** in **Degree Works** via your PTC Pathway account.

From the **Student Resources** tab:

1. In the Banner Self Service access box, click on **Click Here for Banner Self-Service (Academic Services)**.
2. In the Main Menu, click on **Student** (view your registration, tuition & fees).
3. Click on **Degree Works** in the Student menu.
4. Click on **Degree Works** again.
5. This opens your **Degree Evaluation worksheet**.
6. Scroll down to see the requirements for your program, including courses you have completed and those that you still need to complete for your major.
7. To view another major, click on **What If** to the left of the worksheet.
8. Select the new major with the drop-down menu.
9. Click **Process What-If**.

For additional information on how to use **Degree Works**, please contact your academic advisor.

Checklist for New Students

After meeting with your enrollment advisor, be sure to:

- ☐ Make a student ID
- ☐ Request a parking sticker
- ☐ Sign up for New Student Orientation
- ☐ Order your textbooks
- ☐ Make sure tuition and fees are paid prior to drop dates

Checklist for Returning Students

- ☐ Make an appointment with your academic advisor
- ☐ Review courses needed to complete your academic program by referring to your Degree Works checklist in Pathway or the College catalog
- ☐ Review course offerings in Pathway
- ☐ Renew your financial aid if needed
- ☐ Identify and use college resources as needed
- ☐ Order your textbooks
- ☐ Make sure tuition and fees are paid prior to drop dates

Student Programs & Services

The mission of the Student Development Division is to design and implement support systems that will foster the growth and development of the whole student and enable the college to become a more effective learning community. In collaboration with faculty, staff and administration, the division is responsible for providing valuable programs and services to complement the educational process and assist all students in reaching their goals.

In keeping with the college's commitment to excellence, the Student Development Division strives to offer quality services to all students. With this goal in mind, the division routinely assesses students' experiences as well as their impressions of the college through surveys and questionnaires. This information is used to improve services on a continuing basis.

CAREER PLANNING AND COUNSELING CENTER

The Career Planning and Counseling Center, located in Room 149-A, is committed to providing career, educational and personal development opportunities to its students on the Greenwood Campus, as well as at all county campuses, in an effective and time-efficient manner. This is accomplished through a variety of support services that facilitate successful outcomes. For more information, please call (864) 941-8356 or check the college Web site.

Career Planning

Choosing a particular career path can be a difficult decision. Students should evaluate their own interests, abilities and goals before investing time and money in a particular program of study. They should also be fully informed as to job opportunities, starting salaries and training required. An hour-long session, Career Conquest, helps prospective students learn about the different PTC curricula and allows students to take interest inventories that may lead to the appropriate career direction. The process may include using occupational outlook information, interest and personality inventories, career planning workshops and individual counseling sessions. Call (864) 941-8356 for more information and to register.

Counseling Services

Academic, personal and career counseling services are offered on an ongoing basis. Professional counselors are available to assist students with attendance problems, academic probation counseling, personal concerns and to provide tips on study skills, time management and a variety of topics. Referrals to other agencies are sometimes made for additional information to assist students.

Student Disability Services

Appropriate and reasonable accommodations are available to assist any student who has a documented disability while attending Piedmont Technical College. Identification of such disabilities may be made by the individual student to the designated counselor. The college is committed to providing equal access and opportunity to all students so that each might realize his or her full potential.

Confidentiality of a student's disability is maintained in accordance with the Family Educational Rights and Privacy Act, which restricts the college's release of certain records without the written consent of the

student. Also in accordance with federal laws and regulations, ramps, reserved parking spaces, curb-cuts, public restrooms and elevators are available for easy accessibility to students who are disabled.

WHO IS ELIGIBLE FOR SERVICES?

Anyone with a documented disability may register with Student Disability Services. The disability may be physical, psychiatric, psychological or emotional in nature. Assistance may be provided, but is not limited, to people with:

- Mobility impairments
- Hearing impairments
- Visual impairments
- Learning disabilities
- Chronic physical conditions
- Speech impairments
- Attention deficit hyper-activity

WHAT DO YOU NEED TO DO?

Make an appointment with Brenda Dailey, Counselor, Student Disability Services, at (864) 941-8378 or dailey.b@ptc.edu.

DOCUMENTATION

Any student requesting services based on a disability must submit recent and appropriate documentation from school, physician, psychological or psychiatric sources. See the coordinator for more information or to review your documentation.

WHAT NEXT?

After reviewing your documentation, your counselor will help you determine what reasonable accommodations you need to reach your academic goals.

ACCOMMODATIONS

A minimum of two weeks notice is required after appropriate documentation has been evaluated to arrange accommodations.

Individual arrangements can be made during the application process including placement testing, orientation and admissions advising.

CLASSROOM ACCOMMODATIONS

Based on your individual needs and supporting documentation, accommodations may be provided in the classroom. Referral to outside agencies and other resources are also available.

OUTREACH

Consultation and in-service training concerning reasonable accommodations, rights of people with disabilities, sensitivity and awareness, and federal and state laws such as the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 are provided if needed.

Financial aid advising, transfer information, career development, tutoring services, counseling and guidance services are also available to individuals with disabilities.

FORMS

Visit www.ptc.edu/college-resources/academic-assistance to download the necessary documentation forms.

STUDENT SUCCESS CENTER

Located in 101-A, the Student Success Center provides a variety of services including:

Academic Advising

The purpose of the academic advisement process is to help students move smoothly through their college career. While responsibilities for both advisors and students are listed on page 33, it is also helpful to contrast between Enrollment Advisors and Academic Advisors. New students to the college or those returning after a year or more absence meet with an Enrollment Advisor who will assist the student in course selection for the first semester and provide orientation information. A student's Academic Advisor assists in planning the academic career and is typically a faculty member within the student's major of study. For more information, please visit www.ptc.edu/academics/advising.

Health Science & Nursing Clinical Program Entry

Health science and nursing programs at PTC are limited-enrollment programs and require a special application process. Once a student meets the eligibility for their program of choice – that is, completes all program ready coursework with the required GPA and any required testing such as HOBET or WorkKeys, the student would submit a Program Ready or Merit Application. Information about this process and application dates, as well as information about required testing, a workshop for Anatomy & Physiology students and other resources for pre-health and pre-nursing students are available on the Health Science and Nursing Resources page of the college Web site.

Project Genesis

Project Genesis aligns with PTC's mission to transform lives and strengthen communities by providing college outreach services to promote enrollment growth, retention, graduation and academic and social support for African American males. Genesis focuses on easing the transition into college and implementing a case management approach to providing assistance to each participant. Programs such as peer mentoring, workshops in success skills, financial literacy, contextual learning, tutoring, health/wellness education and leadership training will further support participants' access and success. Project Genesis serves African American students in Heating Ventilation & Air Conditioning, Computer Technology, Industrial Electronics, Mechatronics, Associate in Arts and Criminal Justice programs.

Student Employment Services

Assistance with finding employment is available to all current and former students. Priority is given to recent graduates of the college and those students nearing completion. Services include:

- Notification of job openings via the "Jobs At A Glance" webpage.
- Coordination of campus recruiting by business and industry representatives, including an annual Employers Day which is held during the Spring term. This event informs students of various types of career opportunities and allows faculty and students to interact with company representatives.
- Assistance with job search strategies, resume preparation and interviewing skills.

Please call (864) 941-8614 to schedule an appointment to discuss any of the above services. Although the Student Success Center cannot guarantee anyone a job, all efforts are made to assist students as much as possible. Students should remember that employers are looking for well-rounded individuals who will be dependable, effective and responsible employees. Faculty recommendations, grade point average and college involvement are also very important.

SC Works

SC Works offers free services to all students who are seeking work. Workforce Investment Act (WIA) services include scholarship opportunities, on-the-job training, assistance with resumes, and interview preparation. For more information about the WIA program, please attend one of the weekly information sessions held in local SC Works Centers. See www.upperscworks.com for a schedule of the information sessions. Individuals can check job listings, type and fax resumes, access the Internet and explore the career library in a self-service environment. Please call (864) 941-8395 for assistance.

Student Support Services Program

The Student Support Services program, a TRIO federal grant program, is designed to increase college retention and graduation rates; to increase the transfer rates from a two-year to a four-year institution; and to foster an institutional climate supportive of the success of low income and first generation college students and individuals with disabilities. The program provides a variety of free support services to enrolled students, including:

- Tutorial services
- Academic counseling
- Exposure to cultural events/activities
- Career counseling
- Activities to assist in securing admission and financial assistance for enrollment in a four-year college or university
- College tours
- Financial literacy

More than 160 students are served annually by this program. Information can be obtained in the Student Success Center (101-A), or by telephone at (864) 941-8385.

Scholarships

Many scholarships are available to current students after they have completed 12 credit hours in their major and have earned at least a 2.5 grade point average (GPA). A few scholarships are available to high school seniors. Most scholarships are based on academic achievement and financial need. Applications for current students are available online and are offered during specified dates.

Student Life

Many opportunities for student interaction and involvement outside of the classroom are offered and designed to complement the academic programs, including:

ACTIVITIES

Annual activities are sponsored by the Student Success Center including Fall Kickoff and Spring Activities Day. Special educational and cultural events, such as activities related to Black History Month, may also be offered throughout the year.

INTER-CLUB COUNCIL

Students have a voice in campus affairs through the Inter-Club Council. The ICC is a Piedmont Technical College organization composed of one representative of each active and approved student club and organization. The purpose of ICC is threefold: to provide input to the administration and give students a voice in the governance of the college; to help plan events and activities for students; and to provide leadership opportunities for members and other students.

PRESIDENTIAL AMBASSADORS

Second-year students selected to represent Piedmont Technical College are chosen on the basis of their leadership ability, academic achievement, college involvement and their desire to assist other students. Presidential Ambassadors represent the college at various functions on and off campus each year, speak to visiting groups about their college experience, lead campus tours and serve as new student orientation leaders. If you are interested in becoming an Ambassador, visit the Student Success Center or visit the Web site at www.ptc.edu/pa.

CAMPUS CONNECTION

The Campus Connection is an online newsletter that includes information on upcoming campus and community activities, events, scholarships and campus news. It is available on the Clubs & Organizations web page. Information is also displayed on television monitors placed across the Greenwood Campus as well as at the Laurens County Campus.

STUDENT CENTER

The college's Student Center is available to all students to meet and relax on campus. It offers free wifi, laptop stations, comfortable furniture and an eating area.

Student Organizations

Clubs and organizations play an important role in student life. They can help you to develop leadership skills, promote interaction with professionals in the field, provide educational programs for the campus community and provide a social network for members. Current clubs and organizations include:

ALPHA CHI EPSILON

This club is open to all students majoring in Criminal Justice. It is a chapter of Lambda Alpha Epsilon, the American Criminal Justice Association.

ALUMNI ASSOCIATION

All curriculum graduates of Piedmont Technical College are eligible for membership in the Alumni Association. This organization's goals are to aid the college in recruitment, to promote continued contacts and fellowship among the alumni and to provide the college with helpful follow-up information. For details, call Fran Wiley at (864) 941-8351.

AMERICAN CHEMICAL SOCIETY

This club is open to all students interested in Chemistry. The Student Affiliates of the American Chemical Society Chapter are strongly committed to the celebration and promotion of chemistry education on campus and in the community.

BCT-4-LIFE

Open to building construction students and graduates, this club provides a vehicle for campus involvement and professional development of members.

CHRISTIAN STUDENT UNION

Open to all students, faculty and staff, the club provides a ministry to individuals in the campus community and encourages Christian growth and outreach. Past activities have included a "See You at the Pole" event, donation drives for local charities and regular fellowship meetings.

COLLEGIATE FFA

Collegiate FFA is a form of membership within the National FFA Organization. Collegiate FFA has been around since 1931 and has continued to be an influential part of agriculture education on the postsecondary and secondary level of education. Members continue to make a difference on their campuses and in communities through leadership and service.

COMPUTER CLUB

Open to all students interested in the computer technology field. Club members help users of the college and the community with computer problems and questions. The club strives to educate on current technologies and frequently has guest speakers and offers computer assistance to students in need.

EBONY CLUB

Open to all students. The Ebony Club's mission is to provide activities that are cultural and educational. Members strive to promote diversity and leadership. Activities sponsored by the club have included the street festival, Pre-Kwanzaa Celebration, Martin Luther King, Jr. Celebration and the Black History Month activities.

ECD CLUB

The ECD Club is open to any student in the Early Care and Education program. All club members must maintain a 2.0 GPA each semester in order to remain in the club.

FUNERAL SERVICE CLUB

Open to all students interested in pursuing careers in funeral service. Club members have the opportunity to attend regional and national conferences, meet other professionals in the funeral service field, and visit funeral homes and other funeral service schools.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

Open to anyone interested in the administrative professional field. The primary purposes of the club are to assist career-oriented business students in developing a better understanding of office professions and the business world, to stimulate interest in lifetime careers and advancement opportunities as administrative support personnel and to interact among students, educators and business professionals.

KAPPA KAPPA SIGMA SOCIETY OF CARDIOVASCULAR STUDENTS

Open to students in CVT and other health care professions who are interested in cardiovascular care and who maintain a minimum overall GPA of 2.75. This club promotes cardiovascular care and heart disease awareness in our community.

LAMBDA BETA SOCIETY

A national honor society for the respiratory care profession whose purpose is to promote, recognize and honor scholastic achievement and character of students, graduates and faculty members of the respiratory care profession. Members must be in the top 25 percent of the class.

LAMBDA CHI NU

Open to ADN students and graduates who meet certain criteria. The honor society recognizes academic and clinical excellence in nursing and all members must be recommended by the faculty.

MASSAGE THERAPY CLUB

Open to all students in the massage therapy program. The primary purpose of this club is to market and recruit, team build within the club, and raise money for the massage therapy program.

MEDICAL ASSISTING CLUB

Open to all medical assisting students, the goals of the club are to promote fellowship, provide service and to enhance knowledge of the profession.

PATIENT CARE TECHNOLOGY CLUB

Open to all patient care technology students. The club promotes the profession and provides an excellent opportunity for networking and community service.

PHI THETA KAPPA

INTERNATIONAL HONOR SOCIETY

Open to students in associate degree programs, the award winning society's four hallmarks are scholarship, leadership, fellowship and service. Activities have included assistance with community events, attendance at international and regional conventions, and participation in activities relating to the international honors topic.

PSI BETA HONOR SOCIETY

A national honor society for students in the field of psychology. The campus chapter provides opportunities for community service involvement, leadership development and educational enrichment.

PSYCHOLOGY CLUB

The Psychology Club is open to all students with an interest in the field of psychology.

PTC PHOTO/ART CLUB

Open to ARV, CPT and other students with an interest in photography or art. Club members promote involvement on campus and in the community through art, lectures and community services.

RAD TECH CLUB

Open to all radiologic technology and pre-rad students. The club is involved with promoting the rad tech profession and activities such as appreciation programs at local hospitals, attendance at regional conventions and visits by rad tech alumni to speak about the profession.

RESPIRATORY CARE CLUB

Open to respiratory care and pre-respiratory care students, this club promotes the profession and gives members the opportunity to connect with working professionals.

RX TECHS

A club for pharmacy technician students. The club's mission is networking, personal and professional growth and service to the community.

STUDENT NURSES ASSOCIATION

As a national organization, open to nursing and pre-nursing students, this association's purpose is to help in the professional development of the nursing student.

SURGICAL TECHNOLOGY CLUB

Open to all surgical technology and pre-surgical technology students, this club promotes the surgical technology profession through group interaction.

TAU ALPHA PI

An honor society open both to engineering technology students and graduates who achieve high academic standards. Members are involved in campus and community activities and are working to build a network of local business professionals.

TAU UPSILON ALPHA

Open to students who have declared a major in human services, who have completed at least 12 hours in courses toward an associate degree and who have an overall GPA of 3.25 and rank in the top 35% of their class. Alpha Theta honors academic excellence and promotes excellence in service to humanity.

VETERINARY TECHNOLOGY CLUB

A student chapter of NAVTA (National Association of Veterinary Technicians in America). Open to students enrolled in the veterinary technology program, the primary purpose of the club is to promote the professional and educational advancement of veterinary technology students, through community service, educational advancement and leadership development.

Upward Bound

Also funded by a TRIO federal grant, the Upward Bound program at Piedmont Technical College encourages and assists selected youth in completing high school and entering the colleges of their choice. Services include supplementary instruction, academic advisement, cultural enrichment and counseling services to 60 high school students in Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda County Schools. Staff members work closely with public school counselors and teachers to identify participants and to arrange for the delivery of services.

For more information, students should call (864) 941-8383 or visit the Upward Bound Office in the Admissions & Financial Aid building.

PUBLIC SAFETY

Located on the 1st floor of the F building, the Public Safety team works hard to maintain a safe and secure campus for students, employees and guests of the college. They provide services such as:

- First Aid needs
- Safety Escorts
- Investigation of crimes
- Emergency phone response
- Emergency alert notification

For immediate assistance from a Public Safety Officer, please call (864) 941-8000. Additional information about the services above are available at www.ptc.edu/college-resources/public-safety.

Students are responsible for their personal equipment and property, as Piedmont Technical College does not assume responsibility for stolen articles. Equipment and vehicles should be kept locked at all times. To report missing items, please contact the Public Safety office. The courtesy phones on campus are for the convenience of all students. Calls by students on office phones are not authorized. Students who withdraw from all classes will not be allowed continued access to the college unless they have legitimate business on the premises.

STUDENT RESPONSIBILITIES & COLLEGE POLICIES

Bulletin Boards

All student club notices and other publicity such as posters and fliers must be approved through the Student Success Center. Posters or other materials shall not be posted on glass, vinyl, wood or painted surfaces of the buildings.

Children on Campus

At this time, Piedmont Technical College is not able to offer child care services to students with children. As a result, students must make arrangements for child care while they are attending classes or working in labs. The presence of children in classes or labs is disruptive for the instructor and fellow classmates, and we want everyone to gain as much as possible from the educational experience at PTC.

Dress and Personal Appearance

Students are encouraged to use their own discretion and judgment in selection of clothing to be worn and personal appearance at the college. If, however, extreme styles of dress interfere with the educational process, or are found to be offensive by another student, appropriate attire will be suggested to the student. Each department head has the prerogative to require dress appropriate to the career field for which the student is preparing.

Harassment & Sexual Assault Policy

Piedmont Technical College is committed to maintaining a safe and supportive campus for all faculty, staff and students. The college affirms the principle that individuals have the right to be free from any form of harassment or discrimination. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's sex, color, race, religion, national origin, age, disability or other protected status. Piedmont Technical College will not tolerate harassing conduct that interferes unreasonably with a student's educational process; an individual's work performance; or that creates an intimidating, hostile or offensive campus environment.

DEFINITIONS

Sexual Harassment includes unwelcome sexual advances; requests for sexual favors; and other physical, verbal or visual conduct based on sex. Sexual Harassment is indicated when: (1) submission to the conduct is an explicit or implicit term or condition of learning or employment; (2) submission to or rejection of the conduct is used as the basis for evaluating learning or for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's learning or performance or creating an intimidating, hostile or offensive campus environment.

Sexual Assault is any physical contact of a sexual nature up to and including rape, which occurs against a person's will and/or without a person's consent.

SEXUAL HARASSMENT REPORTING PROCEDURES

If a student is sexually assaulted while at Piedmont Technical College, he/she should not change clothes or bathe before seeking medical attention or reporting the crime.

Immediately contact Public Safety at (864) 941-8000, who will complete an incident report and refer the victim to the emergency room. They will also refer the student to the local County Sheriff's Department if the student wishes to press charges. The student will also be referred to the Sexual Trauma and Counseling Center. The Vice President for Student Development will investigate all allegations involving students for appropriate disciplinary follow-up. The Director of Human Resources will investigate all allegations involving faculty, staff or administration.

If a student at Piedmont Technical College is facing sexual harassment, he/she should contact the Vice President for Student Development in 239-A. A conference will be held with the student to determine the appropriate action that is required. Students can review the Student Grievance Procedure in this Student Handbook, pages 47-48.

VICTIM ASSISTANCE

Campus Security will advise a sexual assault victim 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 Sexual Trauma and Counseling Center.

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 and the Student Grievance Procedure.

DISCIPLINARY PROCEDURES

Disciplinary actions imposed for sexual assault and sexual harassment offenses vary according to the severity of the conduct and may include expulsion of a student or termination of employment for a faculty or staff member. Due process under established college disciplinary procedures will be accorded all parties.

Both the complainant and the accused have the right to counsel, but solely for offering advice. Both parties will be notified of the resolution of any disciplinary proceedings regarding sexual assault and both parties have the right to appeal. All procedures are found in the South Carolina Student Code found on pages 41-46 of this Student Handbook.

EDUCATIONAL PROGRAMS

Piedmont Technical College provides programming to enhance the awareness and prevention of harassment, including sexual assault and sexual harassment. Designated staff members and community experts give presentations and provide resources on request.

Student ID

College policy requires that persons on campus be enrolled as students, employed by the institution or have other legitimate business on the premises. To ensure enforcement of this policy, public safety staff members are empowered by the administration to make periodic identity checks.

Policy for the Use of Alcohol and Other Drugs

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

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, 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, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or on approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment. The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that 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, the risk of injury, poor health or death. Information on health risks and effects of controlled substances and alcohol will be provided to students and employees.
- Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting the agency and the college mission as well as seriously affecting educational and career goals of the student.
- Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to the Human Resources Office within five days.
- It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures, statements, laws and guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion, respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
- Use of employee assistance programs, student assistance programs or drug/alcohol rehabilitation is encouraged.

Policy Regarding Students Called to Military Duty

TUITION REFUND

Students who are members of the National Guard or Reserves and have been ordered to active military duty will be provided a full refund of tuition and fees or will be provided a credit to be used against future terms. The adjustment of tuition will be made on an individual student basis, taking into consideration the date of withdrawal and the source of the student's funding. All students who have to withdraw due to military call-up should be referred to the Business Office to ensure that all adjustments can be made to the appropriate program and through the appropriate college offices. If you have questions regarding the refund policy, please contact the Business Office at (864) 941-8322.

TEXTBOOKS

Students or their families will need to coordinate any return of books through the Campus Shop manager. Book refunds will be based on the condition of the books returned.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The term in which the student is withdrawing will not count against the maximum allowable terms for that program. The student's file will be noted with the term affected by the military call-up. This term of withdrawal will be waived in monitoring the Title IV Standards of Satisfactory Academic Progress.

GRADING

Students called to military service in the middle of a term will be awarded the non-punitive grade of W. If the call to duty is near the end of the term, and the student has completed most of the course objectives, it is the instructor's discretion to award a grade of A, B, C or D rather than a W.

Severe Weather Policy

The college is committed to providing a safe and secure campus for students, employees and visitors. To that end, college personnel will take appropriate actions to prevent conditions that could result in the harm of lives and/or property.

WATCH means that conditions are present for severe weather to develop, e.g. thunderstorm or tornado.

WARNING means that severe weather is imminent and that a tornado or funnel cloud, for example, has been sighted. When a warning is issued, students will be directed to the many SAFE zones throughout campus. SAFE zones are interior classrooms, offices or hallways that do not have windows or outside doorways. Students should NOT attempt to leave campus during this period.

When weather conditions return to normal, students, faculty and staff will be directed to return to their classrooms and offices.

In the case of severe weather conditions during the night, such as snow and ice, students should monitor local radio or TV stations to determine whether the college will be open, closed or on a late start schedule. This information is also posted on the homepage of the Piedmont Technical College Web site at www.ptc.edu.

Tobacco Use Policy

It is the policy of Piedmont Technical College that the use of tobacco is prohibited.

Tuition Payment Policy

Before the tuition and fee due dates for each term, full payment of fees is required or an approved payment plan agreement must be signed. Registration on accounts not paid in full or approved for the payment plan, by the tuition deadline will be deleted. For your convenience, the college accepts cash, personal checks, MasterCard, Visa and Discover for payment of tuition and fees.

Students are responsible for the management of their financial accounts. If a student decides not to attend a class before the semester begins, it is the student's responsibility to drop the class. Students who do not initiate the drop or withdrawal process may still owe the tuition and fees to the college. If financial obligations to the college are not met by the student and the account is turned over to a collection agency or the S.C. Department of Revenue, the student will be responsible for paying all collection fees involved. Also, future registrations will be blocked and all grades will be withheld for any debt to the college.

Students who are applying for financial aid have the responsibility of ensuring that the entire financial aid process is completed prior to the tuition deadline. Students who have missing information or have been selected for verification must submit all of the required paperwork by the tuition deadline. **Failure to supply the necessary paperwork will result in students being dropped from their classes.**

HOW TO PAY USING FINANCIAL AID

If you receive a grant, loan or scholarship, your award will be posted directly into your student account to offset tuition and fees. If the aid posted is not enough to cover tuition and fees, it is your responsibility to pay the remaining balance before the term begins to avoid being charged a late fee or dropped for non-payment.

For additional financial aid information on programs and policies, refer to our Web page at www.ptc.edu/fininfo/Quick_Facts.htm.

Use of Cell Phones and Other Electronic Devices

It is inappropriate for students to use cell phones, iPods, MP3 Players, pagers or other electronic devices during any class, clinical or laboratory activity, in the college library, or in any college office. Students should advise their families and friends that they will be called out of class for a telephone call only in case of emergency.

Use of Computers

It is the policy of Piedmont Technical College to allow students to use the computer resources for educational purposes or for conducting college business, such as registration or processing financial aid applications. Students who use the computer resources for any other activity deemed to be inappropriate will be asked to suspend such activity. Continued inappropriate use may lead to disciplinary action according to the South Carolina Student Code of Conduct.

COLLEGE CODE OF CONDUCT

It is a common goal of the faculty, staff, students and administration of Piedmont Technical College to foster a campus environment that is conducive to teaching, learning and personal development. All students and employees of PTC are expected to exhibit both in the classroom and throughout the campus values, attitudes and behaviors that nurture character and ethical behavior. These core values are respect, responsibility, honesty and self-discipline.

Respect

Showing regard, consideration and courtesy of the rights and feelings of students AND employees and conducting oneself in a mature, dignified manner.

Responsibility

Distinguishing between right and wrong and being held accountable for one's actions.

Honesty

Being truthful, respecting others' property and demonstrating integrity.

Self-Discipline

Controlling one's actions and attitudes so as not to inflict emotional and physical harm on others.

Piedmont Technical College students are expected to conduct themselves in a mature, dignified and honorable manner both inside and outside the college. Activities that are considered detrimental to the aims and objectives of the college may be cause for disciplinary action. All instructors, as well as administrators, have express authority for general supervision of student conduct. The Vice President for Student Development and the Associate Dean of Student Services will recommend methods of handling cases of alleged misconduct, according to the Student Code for the South Carolina Technical College System.

The Student Code for the South Carolina Technical College System

GENERAL PROVISIONS

I. Principles

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

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

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

II. Solutions of Problems

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

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

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

III. Definitions

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

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction or Business Manager.

- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Student" means a person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "SGA" means Student Government Association of the college. "Campus" means any place where the college conducts or sponsors educational, public service or research activities.
- J. "Violation of Law" means a violation of the 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.
- K. "Suspension" means a temporary separation of the college and student under specified conditions.
- L. "Expulsion" means permanent separation of the college and student.

STUDENT CODE

I. General Rights of Students

A. NONDISCRIMINATION

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

B. FREEDOM OF SPEECH AND ASSEMBLY

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable and nondiscriminatory rules and regulations regarding time, place and manner.

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

C. FREEDOM OF THE PRESS

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

D. PROTECTION AGAINST UNREASONABLE SEARCHES AND SEIZURES

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

E. STUDENT REPRESENTATION IN COLLEGE GOVERNANCE

Students should be represented on campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

F. CLASSROOM BEHAVIOR

Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

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

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

G. EVALUATION AND GRADING

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

H. PRIVACY

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

I. RECORDS

1. General

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

2. Confidentiality of Records

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

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

3. Disciplinary Records

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

4. Treatment of Records after Student Graduation or Withdrawal

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

II. Student Government and Student Organizations

A. STUDENT GOVERNMENT ASSOCIATIONS

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

B. STUDENT ORGANIZATIONS

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

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

III. Proscribed Conduct

A. GENERAL

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

B. ABUSE OF PRIVILEGE OF FREEDOM OF SPEECH OR ASSEMBLY

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities. In the event of illegal or disruptive activity on a college campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

C. ACADEMIC MISCONDUCT

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

1. "Cheating on tests" is defined to include the following:
 - a. Copying from another student's test or answer sheet.
 - b. Using materials or equipment during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of a test prior to its administration.
 - e. Bribing or coercing any other person to obtain tests or information about tests.
 - f. Substituting for another student or permitting any other person to substitute for oneself.
 - g. Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results and citations to the sources of information.

D. FALSIFICATION OF INFORMATION, AND OTHER UNLAWFUL ACTS WITH INTENT TO DECEIVE IS DEFINED AS:

1. Forgery, alteration or misuse of college documents, records or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. INFRINGEMENT OF RIGHTS OF OTHERS IS DEFINED TO INCLUDE, BUT NOT LIMITED TO, THE FOLLOWING:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassment created a hostile environment. Therefore, unwelcome sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or benefit from the education program or to create a hostile or abusive educational environment.
5. Stalking is defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has in fact, placed an individual in such fear.

F. OTHER UNLAWFUL ACTS WHICH CALL FOR DISCIPLINE INCLUDE, BUT ARE NOT LIMITED TO:

1. Destruction, theft, damages or misuse of college property occurring on or off campus.
2. Unauthorized entry upon the property of the college after closing hours.
3. Unauthorized presence in any college facility after hours.
4. Unauthorized possession or use of a key to any college facility or other property.
5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
6. Possession, use or distribution on campus of any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
7. Possession, use or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
9. Violation of South Carolina and/or federal laws while on or off campus when participating in a college sponsored activity.
10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others or adversely interferes with other normal functions and services.

IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

A. ADMINISTRATIVE SUSPENSION

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

B. ACADEMIC MISCONDUCT

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
 - c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.
4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Instructional Officer within seven working days of the date of the Chief Instructional Officer's letter.

5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Office, or designee, will hear the appeal, this letter must also contain the following information:

- a. A restatement of the charges.
- b. The time, place and location of the meeting.
- c. A list of witnesses that may be called.
- d. A list of the student's procedural rights. These rights are presented in the Student Code and Grievance Procedure, Section V.A.1.e.

6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following decisions:

- a. Accept the decision and the sanction imposed by the instructor.
- b. Accept the instructor's decision but impose a less severe sanction.
- c. Overturn the instructor's decision.

7. The Chief Instructional Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.

8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further:

- a. Accept the decision and the sanction imposed.
- b. Accept the decision but impose a less severe sanction.
- c. Overturn the decision.
- d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV.D and section V.

C. STUDENT MISCONDUCT

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within five working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
2. Within five working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
 - a. Drop the charges.
 - b. Impose a sanction consistent with those in Section IV.D.2.c, Student Appeals Committee.
 - c. Refer the student to a college office or community agency for services.

3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within five working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's or designee's decisions, and instructions governing the appeal process.

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

D. THE STUDENT APPEALS COMMITTEE

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

1. Membership of the Committee shall be composed of the following:

- a. Three faculty members appointed by the Chief Instructional Officer and approved by the President.
- b. Three student members appointed by the appropriate student governing body and approved by the President.
- c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
- d. The Chief Student Services Officer serves as an ex-officio non-voting member of the Committee.
- e. The chair shall be appointed by the President from among the membership of the Committee. Ex-officio members of the committee may not serve as the chair of the committee.

2. Functions of the Committee are described as follows:

- a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
- b. To hand down a decision based only on evidence introduced at the hearing.
- c. To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:

1. Academic Misconduct

- a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- b. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
- c. Assign a failing grade for the course.
- d. Require the student to withdraw from the course.

2. Student Misconduct

- a. A written reprimand.
- b. An obligation to make restitution or reimbursement.
- c. A suspension or termination of particular student privileges.
- d. Disciplinary probation.
- e. Suspension from the college.
- f. Expulsion from the college.
- g. Any combination of the above.

V. Procedures for Hearings before the Student Appeals Committee

A. PROCEDURAL DUTIES OF THE CHIEF STUDENT SERVICES OFFICER

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

- a. A restatement of the charge or charges.
- b. The time and place of the hearing.
- c. A list of all witnesses who might be called to testify.
- d. The names of Committee members.
- e. A statement of the student's basic procedural rights.

These rights follow:

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
2. The right to produce witnesses on one's behalf.
3. The right to request, in writing, that the President disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least two working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
4. The right to present evidence. The Committee may determine as to what evidence is admissible.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to hear witnesses on behalf of the person bringing the charges.
7. The right to testify or to refuse to testify without such refusal being detrimental to the student.
8. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within seven working days after receipt of the decision.

2. On written request of the student, the hearing may be held prior to the expiration of the seven-day advance notification period, if the Chief Student Services Officer concurs with this change.

B. THE CONDUCT OF THE COMMITTEE HEARINGS

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

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

b. Counsels for the student and the college.

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

d. Witnesses who shall:

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

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

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

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

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

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

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

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

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

C. APPEAL TO THE PRESIDENT

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

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

2. Review the findings of the proceedings of the Committee.

3. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.

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

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

The Student Grievance Procedure for the South Carolina Technical College System

I. Purpose

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

- A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status, excluding sexual harassment complaints. Because of the sensitive nature of this type of complaint, a conference with the Chief Student Services Officer may replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.
- B. Alleged sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
- C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

II. Definitions

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

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

III. Procedures

A. FIRST STEP: FILING A COMPLAINT

This procedure must be initiated by the student within sixty instructional days of the decision, action or event giving rise to the

grievance. This time limit may be extended by the college official having jurisdiction over the grievance, if the student requests an extension within the sixty day period.

Before initiating the Student Grievance process, a student could go to the college employee who originated the alleged problem and attempt to resolve the matter informally. If the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action and the college employee(s) involved in the decision or action.

Written complaints about alleged discrimination on the basis of age, gender, race, disability or veteran's status and written complaints about alleged sexual harassment shall be submitted to the employee designated in the college's Statement of Nondiscrimination to coordinate Section 504 Title II, and Title IX compliance.

Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status or sexual harassment shall be submitted to the college's Chief Student Services Officer.

B. SECOND STEP: PRE-HEARING

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional days after receiving the written complaint. The written complaint will also be forwarded to the immediate supervisor of the employee named in the complaint no later than two instructional days after it has been received. As a part of the effort to resolve the matter, the supervisor will consult, as needed, with the employee named in the complaint, the student filing the complaint, and the Chief Administrative Officer of the division or component concerned.

The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed, the steps that shall be taken to resolve the complaint. If the supervisor's written response does not resolve the matter, the student may request to have the complaint heard by the Student Grievance Committee.

C. THIRD STEP: THE STUDENT GRIEVANCE HEARING

The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response. The request must include a copy of the student's original written complaint and a statement describing why the supervisor's response was unsatisfactory, and a copy of the supervisor's response.

The Chief Student Services Office shall immediately notify the President who shall ensure that the Committee is organized in a manner consistent with Section IV. A of this procedure. The Chief Student Services Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting.

D. FOURTH STEP

If either party is not satisfied with the Committee's decision, that person may submit an appeal to the President of the college within ten instructional weekdays of the Committee's decision.

The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final.

IV. The Student Grievance Committee

A. THE STUDENT GRIEVANCE COMMITTEE SHALL BE COMPOSED OF THE FOLLOWING:

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the Chief Instructional Officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the committee.

The President must approve all recommended members.

B. PURPOSE AND FUNCTION OF GRIEVANCE COMMITTEE

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

C. RIGHTS OF THE PARTIES INVOLVED IN A GRIEVANCE

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

1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
 - a. A brief description of the complaint, including the name of the person filing the complaint;
 - b. the date, time, and location of the meeting; and
 - c. the name of any person who might be called as a witness.
2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her designee.

3. Appear in person, present information on his or her behalf, and present additional evidence to the committee, subject to the Committee's judgment that the evidence is relevant to the appeal.

4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.

5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D. HEARING PROCEDURES

1. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.

2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The Committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.

3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal. In addition, the Committee may gather any other documentation and information it considers necessary to render a fair decision.

4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.

5. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing.

6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.

7. The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and the employee(s) that they have a right to appeal the Committee's decision.

Grievance Form

P#:

FILE DATE:

I. NAME OF GRIEVANT:

PHONE #:

ADDRESS:

II. NAME OF PERSON AGAINST WHOM GRIEVANCE IS BEING FILED:

III. NATURE OF GRIEVANCE:

IV. DESIRED SOLUTIONS:

V. ACTION TAKEN BY GRIEVANT TO DATE (ATTACH ALL PERTINENT WRITTEN DOCUMENTATION AND FORWARD TO APPROPRIATE SUPERVISOR.):

SIGNATURE

DATE

Student Instructional Complaint Process

COMPLAINT PROCESS

This process provides a system by which a student can make a complaint concerning (1) instruction during a course, (2) instructors or (3) the terminal grade. The routing process for complaints for each involved party is illustrated in the chart below.

To initiate an instructional complaint, begin by filling out the form on the following page and submit the form to the appropriate person as outlined in the charts below.

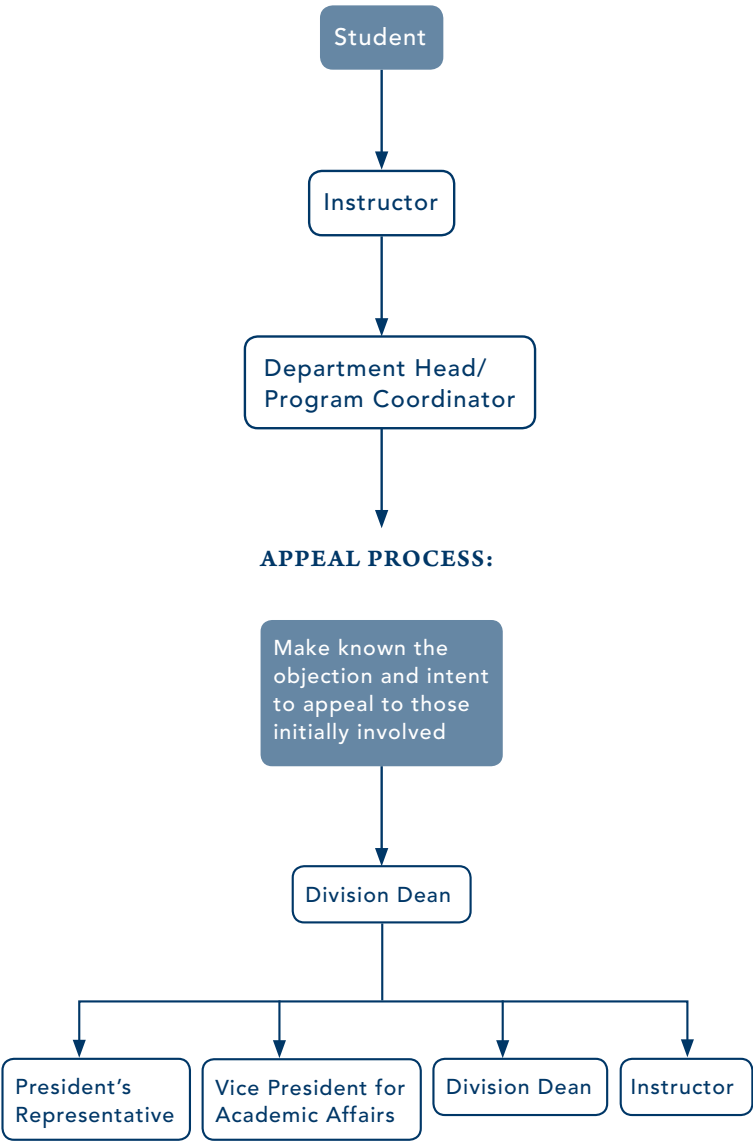
Following each complaint, an instructor's supervisor will make a binding decision.

APPEAL PROCESS

Following the decision, either the student or the instructor may use the appeal process to challenge the decision reached during the complaint process. The appeal process must begin within one week following the decision; implementation of the prior decision will, if possible, be postponed pending the results of such an appeal. The appealing party should follow the steps illustrated in the chart below.

At each step of the process, the complaining party must obtain date and signature of each individual hearing the complaint.

COMPLAINT PROCESS:



Instructional Complaint/Appeal Form

STUDENT NAME: _____ P#: _____

STUDENT ADDRESS: _____

PHONE #: _____ CELL #: _____ EMAIL: _____

INSTRUCTOR: _____ SEMESTER: _____ DATE: _____

COURSE NAME/SECTION: _____ FORMAT (CIRCLE ONE): TRADITIONAL | PEN | ONLINE

COMPLAINT/APEAL BROUGHT BY: _____

NATURE OF COMPLAINT/APEAL: _____

SUPPORTING INFORMATION (USE OTHER SHEETS AS NEEDED): _____

ACTION REQUESTED: _____

DECISION AND REASONS

REVIEWED BY INSTRUCTOR: _____ DATE: _____

REVIEWED BY INSTRUCTOR SUPERVISOR: _____ DATE: _____

REVIEWED BY DIVISION DEAN: _____ DATE: _____

REVIEWED BY VP FOR ACADEMIC AFFAIRS, PRESIDENT'S REPRESENTATIVE: _____

FINAL DISPOSITION: _____

Any student wishing to initiate a complaint about instruction, instructor or grades should complete this form and bring it to either the instructor or to the instructor's supervisor (department chair or dean).

Upon final disposition, copies of the completed form will be distributed to the student initiating the complaint, the instructor, the instructor's supervisor and the curriculum dean. An official copy will be on permanent file in the office of the Vice President for Academic Affairs.

- ☐ Student Copy
- ☐ Instructor Copy
- ☐ Supervisor Copy
- ☐ Dean Copy
- ☐ Permanent File in Office of Vice President of Academic Affairs

Academic Programs by Division

ARTS AND SCIENCES

Evelyn Beck, Interim Dean | (864) 941-8450

Lisa Toland, Associate Dean of Arts and Sciences, Off Campus | (803) 276-9000, ext. 220

Lavetta Seymore, Administrative Specialist | (864) 941-8447

Program	Contact	Phone Number
Associate in Arts and Sciences	Evelyn Beck	(864) 941-8450
College Transfer Programs	Evelyn Beck	(864) 941-8450
Transient	Admissions	(864) 941-8369
Undecided	Career Planning and Counseling Center	(864) 941-8356

BUSINESS/PUBLIC SERVICE

Sissy Copeland, Dean | (864) 941-8501

Maryanne Goff, Administrative Specialist | (864) 941-8729

Program	Contact	Phone Number
Administrative Office Technology	Angel Alexander	(864) 941-8515
Business	Steve Fennell	(864) 941-8645
Commercial Art	Kendall Adams	(864) 941-8474
Computer Technology	Lesley Price	(864) 941-8746
Criminal Justice	Josh Lindsay	(864) 941-8681
Early Care and Education	Ashley Hollingsworth	(864) 941-8787
Funeral Service	David Martin	(864) 941-8506
Human Services	Beverly Burton	(864) 941-8503
Pottery	Kendall Adams	(864) 941-8474

COLLEGE PREPARATORY AND TRANSITIONAL STUDIES

Lisa Martin, Associate Dean | (864) 941-8393

Lavetta Seymore, Administrative Specialist | (864) 941-8447

ENGINEERING/INDUSTRIAL TECHNOLOGY

Keith Lasure, Dean | (864) 941-8687

Maggie Slimmer, Administrative Specialist | (864) 941-8486

Program	Contact	Phone Number
Agriculture	Hugh Bland	(864) 445-3144, ext. 3104
Automotive Technology	Brad Emery	(864) 941-8486
Building Construction Technology	Bobby Roche	(864) 941-8465
Engineering Graphics Technology	Sandy Warner	(864) 941-8466
Electronic Engineering Technology	Farhad Mohajer	(864) 941-8478
Horticulture Technology	Aaron Wood	(864) 941-8671
HVAC Technology	David Kibler	(864) 941-8475
Industrial Electronics Technology	Kevin Boiter	(864) 941-8467
Machine Tool Technology	Bob Koster	(864) 941-8471
Mechanical Engineering Technology	Sung Kim	(864) 941-8477
Mechatronics Technology	Kevin Boiter	(864) 941-8467
Welding	Jim Fleming	(864) 941-8470

HEALTH SCIENCE

Jerry Alewine, Dean | (864) 941-8536

Kim M. Phillips, Administrative Specialist | (864) 941-8504

Program	Contact	Phone Number
Cardiovascular Technology	Bruce Rutherford	(864) 941-8717
Dental Hygiene	Lenette Thompson	(864) 941-8516
Health Information Management	Lenette Thompson	(864) 941-8516
Massage Therapy	Michelle Liggett	(864) 941-8617
Medical Assisting	Deborah McCallum	(864) 941-8464
Medical Laboratory Technology	Lenette Thompson	(864) 941-8516
Patient Care Technology	Vacant	(864) 941-8571
Pharmacy Technician	Clayton Sprouse	(864) 941-8527
Phlebotomy Technician	Kaye Chrisco	(864) 941-8326
Physical/Occupational Therapy Assistant	Lenette Thompson	(864) 941-8516
Radiologic Technology	Lee Balentine	(864) 941-8523
Respiratory Care	Ann Allen	(864) 941-8533
Surgical Technology	Susan Kinney	(864) 941-8535
Veterinary Technology	Sylvia MacFarlane	(803) 276-9000, ext. 324

NURSING

Tara Harris, Dean | (864) 941-8525

Deidre Stidom, Administrative Specialist | (864) 941-8724

Janean Reish, Nursing Support Counselor | (864) 941-8720

Program	Contact	Phone Number
Nursing	Tara Harris	(864) 941-8525
Advanced Placement Nursing	Janean Reish	(864) 941-8720

Greenwood Campus Directory



- | LEGEND | |
|--------|---|
| A | Administration Building |
| B | Admissions & Financial Aid Building |
| C | Conference Center |
| D | Student Center |
| E | Engineering and Industrial Technologies |
| F | General Education Building |
| G | Business, Technologies Building |
| GA | Continuing Ed / Massage Therapy / TRIO |
| GC | Cardiovascular Technology Center |
| GH | Horticulture Complex |
| H | Health Sciences Building |
| J | Central Energy Building |
| K | Library / Learning Resources Center |
| L | Maintenance / Training Building |
| M | Automotive / Facilities Management Building |
| N | Multi Purpose Building |
| P | Picnic Shelter |
| Q | Grounds / Maintenance Building |
| QQ | Material Warehouse |
| R | Construction Technology Building |
| S | Nursing / Science Building |
| V | Furnish Services / Community |
| W | Educational Building |
| X | Complex Training Building |