



Student Information





Admission Policy

In accordance with the College's goal of minimizing barriers to educational opportunity, an individual is admitted to Williamsburg Technical College without regard to race, color, religion, sex, age, disability, or national origin in compliance with Title VI of the Civil Rights Act of 1964. Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to the Dean of Student Services, Williamsburg Technical College, 601 Martin Luther King Jr. Ave., Kingstree, South Carolina 29556-4103, or by calling (843) 355-4170 or (800) 768-2021.

Students must be 16 years of age or older to be considered for admission into a curriculum program and courses offered by the College. Qualified high school students who desire to enroll in college courses concurrent with their high school classes may do so with the approval of their parents and high school principal.

Admission to the College does not constitute admission into a program with specified admission requirements. Placement into a program is a different process than admission to the College. The College uses placement screening (testing and advisement) to ensure that students are adequately prepared for college-level work. For students who require additional preparation, specifically, improving their basic skills in English, mathematics and reading, the College offers a comprehensive developmental studies department.

During the admission process, the College provides career, personal, financial and academic counseling to applicants to assist them in evaluating their individual potential for success in specific programs. Personalized attention to students is an important characteristic of all phases of academic and campus life at Williamsburg Technical College, and this personal touch is evident throughout all phases of the admission process. Student contact with the faculty and staff is an integral part of the process. Williamsburg Technical College participates in the Servicemembers Opportunity Colleges (SOC) and the Concurrent Admissions Program (ConAP).

Admission Procedure

To be accepted as a student at Williamsburg Technical College, an applicant must:

1. Complete an application form obtained from Student Services.
2. Pay a \$10 nonrefundable application fee. Applications will remain on file one year from the date submitted.
3. Request high school and/or other institutions to forward transcripts of all academic work attempted.
4. Take the COMPASS, an assessment instrument designed to aid counselors and advisors in determining the best course of study for each student; present an SAT score of 977 (verbal - 470; writing - 47; math - 460) or an equivalent ACT score of 19; or be currently enrolled in good standing at another institution.
5. Register for classes during registration.
6. Meet the established admission criteria for each curriculum. The student should apprise himself/herself of these criteria.
7. Be accepted into a curriculum by the Director of Enrollment and Record Services. Former students of Williamsburg Technical College should contact the Office of Admissions to determine what steps must be taken to reactivate their records.

All students must update their admission data anytime there is a change in information. Students who are not enrolled for one semester or more must verify admission data before enrolling. New applications will be completed when appropriate.

Practical Nursing Program Information

Acceptance Requirements

Placement into the practical nursing program is a different process than admission to



the College since this is a limited access program which accepts applicants through a first-qualified, first-accepted process. Applicants are encouraged to apply early and seek additional information by contacting the admissions office. Admission to the practical nursing program is a responsibility of the director of admission at the College.

Acceptance to the practical nursing program is a two-part process based on a first-qualified, first admitted basis. Requirements for preliminary acceptance to the program are as follows:

Part One: Pre-Nursing Students

1. Meet admission criteria to Williamsburg Technical College.
2. Have minimum placement test score from one of the following tests: SAT, ACT, or COMPASS (college placement test). If minimum placement tests scores are not achieved as outlined by WTC, a developmental studies course sequence will be required.
3. Score a composite of 78% or higher on the NLN pre-admission examination for PN programs (PAX-PN). The examination fee is the student's responsibility. Go to www.wiltech.edu for PAX dates and times. A student may take this examination up to three times. If two or more students have identical PAX-PN composite scores, then the students with the highest science score will be offered admission. A student will not be able to take the PAX until successful completion is realized of any developmental courses as indicated in number 2 above.
4. Be at least 17 years of age by August 1 of the year of acceptance.
5. General education courses may be taken with, or prior to entering nursing courses. BIO 210 and BIO 211 must be completed within five years of entering the first nursing course.
6. Once the above criteria have been met, the student is placed on the qualified waiting list. The student will receive a letter from the admissions office with a projected future practical nursing program start date. To reserve a seat, a \$50 non-refundable deposit must be paid which will be applied toward the practical nursing program tuition and fees.

Part Two: Practical Nursing Program Matriculation

1. Attend a mandatory orientation.
2. Submit a physical examination form certifying acceptable physical and mental fitness to enter the program.
3. Submit copy of current CPR certificate of completion (healthcare providers, infant, child and adult or professional rescuer).
4. Submit criminal background check application. Participating health care facilities will determine if a student is eligible for entry into their respective facility. If a student is determined to be ineligible for clinical placement at any one facility, then that student is dismissed from the practical nursing program.

Additional acceptance/technical standards include students who are able to independently engage in educational activities and clinical training activities in a manner that will not endanger clients/patients, other students, staff members, themselves, or the public (see practical nursing program student handbook).

Academic Progression in the Nursing Program

In order to progress in the nursing program, the student must:

1. earn a minimum grade of C in all general education and nursing courses;
2. receive satisfactory ratings in clinical evaluations;
3. submit evidence of current certification in cardiopulmonary resuscitation (CPR): American Heart Association: Professional Rescuer or American Red Cross Healthcare Provider;
4. be covered by professional liability insurance (included in tuition/fees);
5. submit a completed Physical Examination form at program matriculation, including documentation of required immunizations;
6. meet all program and course requirements according to the student handbook.



A student earning less than a “C” in a nursing or general education course will not be allowed to advance to the next sequential course and is required to withdraw from the practical nursing program with eligibility for readmission. A student earning less than a “C” in a second nursing or general education course will be dismissed from the program with eligibility of admission after a five-year period.

Transfer from Another Practical Nursing Program

1. Meet all admission criteria to the practical nursing program.
2. Submit a letter from the previous school stating good standing and eligible for continuation/readmission.
3. Provide the department head with each nursing course syllabus, including objectives and clinical evaluation tool. Courses that are granted transfer credit must meet objectives of comparable WTC practical nursing courses.
4. Be admitted to WTC and submit official transcript from transferring institution.
5. The last two semesters of nursing clinical courses must be completed at WTC with grades of C or better.
6. The department of nursing admissions committee will review individual requests for transfer credit and will make recommendation for official action to the registrar. Admission by transfer is on a space available basis.

Classification of Students

Students are classified according to the following applicable terms:

Full-time: A student enrolled for 12 or more semester hours.

Part-time: A student enrolled for less than 12 semester hours.

Freshman: A student who has completed less than one-half of the semester hours required for graduation.

Sophomore: A student who has completed half or more of the semester hours required for graduation.

New Students

An applicant who has never attended a college or university must request that his/her high school forward an official transcript to the Office of Admissions at Williamsburg Technical College. Proof of satisfactory completion of the GED (General Educational Development program) is required for applicants having a high school equivalency certificate. All documents submitted to the College become the permanent property of the College.

Applicants to associate degree programs must be high school graduates or possess a high school equivalency certificate (GED).

Applicants to the cosmetology diploma program must present proof of at least 10th grade completion before being accepted.

All curriculum students are required to take the College’s assessment for placement. The College uses the COMPASS (Computer-Adaptive Placement Assessment and Support System) as its assessment. The main emphasis of the Williamsburg Technical College placement assessment focuses on appropriately placing students in entry-level classes in order to promote student success and retention. Students whose assessment scores do not meet program requirements will be required to satisfactorily complete the respective Developmental Studies course(s) before enrolling in related courses in their programs of study.

Exceptions may be granted if one of the following criteria is met:

1. The applicant has earned an associate or higher degree from another institution; or



has an SAT score of 977 (verbal - 470; writing - 47; math - 460) or an equivalent ACT score of 19.

2. The applicant has earned a grade of "C" or better in an appropriate transferrable freshman math and English course from another institution.

3. The applicant has taken the Williamsburg Technical College assessment within the past two years and has appropriate program entry scores.

Transfer Students

Students who intend to transfer credits from Williamsburg Technical College to other colleges or universities should have, in advance, the written approval of their academic advisors or deans from the receiving institution before registering for any course intended to be transferred. Students are responsible for requesting transcripts to be sent to other colleges or universities.

Students who are transferring credits from another college or university to Williamsburg Technical College will be admitted with advanced standing, subject to the acceptance of transfer credits from other institutions.

Credit may also be received for the College-Level Examination Program (CLEP) or through the Williamsburg County School District articulation agreement, or for experiential learning.

Students should request an official transcript from all colleges and universities previously attended. All documents submitted to the College become the permanent property of the College.

Undeclared Major Students

An applicant who does not intend to enter a curriculum program may enter as an "undeclared major" student and take up to, but no more than, 15 semester hours in selected courses.

Undeclared major students who plan to take transfer courses must meet all criteria before registering for these courses.

It is generally recommended that undeclared major students take no more than seven semester hours in any given semester. It is required that all prerequisites be met and that the student declare a major upon completion of 15 semester hours.

An undeclared major student is often one who enrolls in a specific course to improve job performance or to acquire a necessary background to support a career change. Tuition for this category of career development student is often paid by his or her employer. Career development students are not eligible for financial aid.

Senior Citizen Students

Legal residents of South Carolina who are at least 60 years of age may enroll on a space-available basis without paying tuition, provided that the students are not employed full-time. Such persons enrolling for credit must meet all admission criteria.

Audit Students

An audit student is expected to attend classes regularly, but may choose not to take the examination and will not receive college credit. Each student must declare status upon registering for an audit course. Change of status is permitted within the scheduled add/drop period. A grade of "AU" will be awarded for all classes audited. To earn credit for an audited course, the student must meet all admission criteria and repeat the course or take an exemption exam.



Readmission Students

If a student is dismissed from the College for academic, improper conduct or other adverse reasons, readmission is subject to review in accordance with the Student Code.

1. Students who have attended the College previously and withdrawn in good standing, have graduated, or are changing programs must file a readmission application.
2. Readmittance of students who have been dismissed for any reason or who have withdrawn without authority will be at the discretion of the Dean of Student Services.
3. Students who interrupt their education at Williamsburg Technical College for more than two terms and return must reapply and will reenter under the catalog in effect at the time of reentry. Transcripts will be evaluated to determine applicable credits.
4. Placement testing is required for readmission if previous test results are over two years old and English and math credits have not been earned.

Procedure for Readmission

A student is only considered a readmit if he/she sits out of college more than one semester. A student does not have to readmit after skipping only one semester if the student is not changing majors, on academic probation or suspension, or on financial aid probation or suspension. A student must be readmitted after skipping one semester or more if he/she has graduated or is a continuing education student.

New Student Orientation Seminars

The Admission and Recruitment offices conduct orientation seminars for new students. Students are strongly urged to participate. Many questions about the College, its programs and its services can be answered during these seminars, and students have an opportunity to meet key personnel at the College who may be of help to them during their college career.

Academic Year

The College publishes registration dates in an academic calendar, in semester course schedules, and on the Website. Williamsburg Technical College operates on the semester system, with fall, spring and summer semesters structured to fit the time needed for selected courses. Each student should contact his or her advisor for appropriate course selection prior to each registration.

Americans with Disabilities Act (ADA) Student Policy

Williamsburg Technical College is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with the Americans with Disabilities Act (ADA). The College endeavors to provide students, employees, and the community any opportunity for success with as few deterrents as possible. The College also strives to create a welcoming environment and will work in good faith to meet the needs of all populations.

The following procedures are in place at the College to assist anyone with needs for accommodations and/or with general concerns covered by the ADA.

ADA Accommodations

An appointment with the Student Development Counselor or the Dean of Student Services/Financial Aid, located in the Office of Student Services, is strongly recommended for students with disabilities. Adherence to the following procedures insures the best possible service the institution can provide.

New Applicants

1. Students are responsible for providing the appropriate documentation of their disabilities to the Student Development Counselor or Dean of Student Services/Financial Aid.
2. Students should schedule an appointment to take the COMPASS placement test so



that classes at the appropriate level may be assigned. If accommodations need to be made for the placement test, students should notify the Student Development Counselor at least one week prior to the testing date. Documentation should be brought to this meeting, if it has not been submitted previously. Documentation must be on file and the necessary paperwork completed before accommodations can be made.

3. New applicants should note the date(s) for early registration or call the Student Development Counselor to obtain this information. Upon enrolling in courses, each instructor will be notified and be required to sign an Accommodations Compliance form.

Returning Students

1. Students should note the date(s) for early registration or call the Office of Student Services to obtain this information.
2. Students should schedule an appointment with the Student Development Counselor or Dean of Student Services/Financial Aid each semester to complete an Accommodation Request form before Accommodations Compliance forms are forwarded to instructors.

Student Rights

You have the right to ask the College:

1. The name(s) of its accrediting or licensing organization(s).
2. About its programs; its instructional, laboratory and other physical facilities; and its faculty.
3. The cost of attending and the College's policy on refunds to students who drop out.
4. What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs.
5. What the procedures and deadlines are for submitting applications for each available financial aid program.
6. What criteria it uses to select financial aid recipients.
7. How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal miscellaneous expenses are considered in your cost of education. It also includes how resources (such as parental contribution, other financial aid, assets, etc.) are considered in calculating your need.
8. How much of your financial need, as determined by the institution, has been met.
9. How and when financial aid will be disbursed.
10. To explain each type and amount of assistance in your financial aid package.
11. If you are offered a Federal Work-Study job, what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you will be paid.
12. To reconsider your aid package if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
13. How the institution determines if you are making satisfactory progress, and what happens if you are not.
14. What special facilities and services are available to students with disabilities.

Student Responsibilities

It is your responsibility to observe the following criteria and guidelines as established by the administrative staff and the Area Commission of Williamsburg Technical College:

1. Review and consider all information about the College's programs before you enroll.
2. Pay special attention to your application for student financial aid, complete it accurately and submit it on time to the right place. Errors can delay or prevent your receiving aid.
3. Meet all deadlines for applying or reapplying for aid.
4. Provide all additional documentation, verification, corrections and/or new information



requested by either the financial aid office or by the agency to which you submitted your application.

5. Read, understand and keep copies of all forms you are asked to sign.
6. Comply with the provisions of any promissory note and all other agreements you sign.
7. Notify the school of any change in your name, address or attendance status (half-time, three-quarter time, or full-time). If you have a loan you must also notify your lender of these changes.
8. Satisfactorily perform the work agreed upon in a Federal Work-Study job.
9. Understand your institution's refund policy.

Name and Address Changes

The Records Office in Student Services makes an official change to the name or address on a student's records only through a student's written request to the Records Office. Address accuracy is essential for a student to receive information from the College. This office also handles requests for residency changes for tuition purposes. Email addresses are also necessary for many types of correspondence and for all financial aid applications.

Bookstore

The campus bookstore is operated by the Business Office. The bookstore provides textbooks, workbooks, and supplies to the student. Hours of operation are posted. Refunds or exchanges are only allowed in the following two cases:

1. The course has been cancelled by the College, or
2. The student drops the course during drop/add week and brings a copy of the signed drop/add form.

Students should not write in textbooks and should keep their receipts. All books returned for refund or exchange must be in mint condition and be accompanied by a receipt. All other sales are final.

Campus Bulletin Boards

Williamsburg Technical College provides bulletin boards for the posting of the following:

1. Posters required by applicable laws and regulations.
2. Approved notices concerning Williamsburg Technical College's programs and other matters of student/employee interest.

Only approved items may be posted on the College's bulletin boards. Approval to post items to a bulletin board or other area of campus may be made by the Director of Development and Public Relations. Items which have not received approval will be removed. All appeals concerning items not approved for posting are to be made to the President of Williamsburg Technical College.

Cancellation of Classes

In the event of hazardous or inclement weather or other emergencies, the President of Williamsburg Technical College will announce whether classes will be cancelled, delayed or shortened. The decision will be made available to area radio and TV stations. There will also be a recorded message available by calling (843) 355-4110 and delays or closings will be posted on the Website (www.wiltech.edu) if conditions allow.

Students enrolled in evening classes should listen for information regarding their classes which may be conducted even though day classes may be interrupted for some reason. By the same token, students in daytime classes may have classes even though evening classes may be interrupted.

The following radio stations will be notified of class cancellations and campus closings: WWKT (99.3 FM), WDKD (1310 AM), WEGL (92.9 FM), WHLZ (100.5 FM), WMXT (102.1



FM), and WWFN (100 FM). The following TV stations will also be notified: WBTW, WPDE, WIS, WCBT, WCSC, WXLTV, and SCETV.

Counseling Services

Counseling is available in Student Services. The primary objective of counseling is to assist in the development of the total person, including social and personal growth. This counseling is available during the admission process and throughout the student's stay at the college. Evening hours as well as day hours are available to students who wish to utilize the counseling services. Appointments with counselors are not necessary but may be made for the student's convenience.

Career Planning and Placement

Job placement assistance is available for graduates, employers and students. The purpose of the job placement service is to facilitate the employment of graduates into jobs that match their career goals.

To receive placement services, a student should complete a placement application in the Student Services division of the College. Students should register with the Student Services division one semester prior to graduation. Job listings are posted on a designated bulletin board in the Administration Building (Building A). A counselor is available during regular college hours, and additional hours are available by appointment.

A variety of resources are available for student use. Workshops are held periodically to provide training in the areas of job search strategy, resumé composition, interviewing skills and job attitude development. There is no charge for the services provided.

Special Programs

Upward Bound Program

The Upward Bound program targets students in grades 9-12 from the Williamsburg County School District. The program's focus is to provide support to participants in preparation for college entrance. These participants are given the opportunity to succeed in their pre-college performance and their higher education pursuits. Upward Bound serves high school students from low-income families in which neither parent holds a Bachelor's degree. Two-thirds of the students must have a 2.5 GPA or below during a given school year. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from postsecondary institutions. The program provides academic instruction in laboratory science, mathematics, composition, literature and foreign languages. Tutoring, counseling, mentoring, cultural enrichment, and work-study programs are also supported.

Educational Talent Search (ETS)

The Educational Talent Search program identifies disadvantaged young people who have the potential for postsecondary education. Through the program, such students are encouraged to continue and graduate from secondary schools and to enroll in programs of postsecondary education. High school dropouts are encouraged to return to school.

Participants must have completed the fifth grade. Two-thirds of the participants must be considered low-income and must also be prospective first-generation college students.

Working in close cooperation with junior high school and high school guidance counselors and with sixth through 12th grade teachers, ETS staff helps students with the academic and financial planning necessary for successfully pursuing education



beyond high school.

Student Support Services (SSS)

Student Support Services is one of three TRIO programs at Williamsburg Technical College. After receiving funding notification from the United States Department of Education in July 2001, the current SSS program began operating in September 2001. This grant was funded for approximately \$800,000 for a four-year grant cycle. SSS is a federally-funded program that is authorized under the Higher Education Act of 1965, Sec. 402D [20 USC 1070a-14]. Funding is based on the submission of a grant proposal every four years. SSS operates under the supervision of the Dean of Student Services and is located in Building B, Room 120.

The purpose of SSS is to increase the retention, graduation, and transfer rates of its program participants from two- to four-year colleges, and to foster a climate that is supportive of the success of low-income and first generation college students and individuals with disabilities.

SSS offers its participants:

- academic counseling
- personal counseling
- academic advising
- tutoring services (English, math, science, computer skills, research techniques, study skills, accounting, and Spanish.)
- career exploration (SCOIS, Myers-Briggs Kuder)
- cultural enrichment activities (visits to educational and historical sites)
- visits to in-state and out-of state four-year colleges and universities
- loan programs for laptops, books, and calculators (TI-83 adaptors)

Students may participate in SSS if:

- they represent the first-generation to pursue a four-year degree
- they are from a family with a gross income falling within a certain level as prescribed by the Department of Education
- they have a physical or academic disability
- they have an academic need for tutoring in subjects for which they are underprepared.

Student Government Association

The Williamsburg Technical College Student Government Association (SGA) is the official organization for coordinating student activities on campus. The president of the SGA serves as the student representative to the College. The association is composed of all students enrolled in diploma, degree, career development, and certificate programs at WTC. Its function is to ensure that open communications are maintained between students and the administration. Executive officers, program representatives, and alternates are elected to the SGA council. Students are encouraged to participate in the elections and activities of the Student Government Association. Throughout the year, the Student Government Association sponsors programs of general interest and encourages student participation in them.

Clubs and Organizations

Students desiring to form clubs or organizations on campus may follow these steps:

1. Obtain a minimum of 10 prospective members.
2. Obtain a faculty or staff advisor.
3. Submit a request to organize, signed by the members, and the agreement of the faculty/staff advisor to the Dean of Student Services.
4. Receive written approval of the request from the SGA executive council and the College administration. After approval of the organization, a constitution and membership list must be submitted within three weeks.



According to policies of the State Board for Technical and Comprehensive Education, organizations whose objectives are strictly social in nature cannot be approved.

All student activities must be approved by the Student Services division. This approval is necessary before an organization may put an item on the master calendar, reserve facilities for a meeting, or have an announcement placed on the bulletin board.

All student fundraising projects must be first approved by the Dean of Student Services. Complete plans, including planned use of money, should be submitted in writing to the Dean of Student Services. On-campus fundraising projects will not be approved unless they are for the purpose of raising money for necessary club expenses or for a project benefiting students. Off-campus fundraising projects must be also approved by the Director of Development and Public Relations to ensure that Foundation fundraising efforts are not jeopardized by other endeavors. A list of all businesses to be solicited, the amounts to be requested and the purpose for which the money will be used must be submitted to the Director of Development and Public Relations before any solicitation can occur.

Invitation to special speakers, entertainers, etc., must be approved by the Dean of Student Services prior to issuing an invitation to such groups or persons. The use of campus facilities by students must be cleared with the Student Services division.

Only clubs and organizations chartered by the Student Government Association and approved by the Dean of Student Services and the President will be permitted to function on campus. All organizations and clubs must have a faculty advisor approved by the Dean of Student Services.

College Athletic Activities

Williamsburg Technical College policy prohibits an institutional athletic program. The College does not have an organized intramural program. If the need for an organized intramural program appears warranted, the matter will be brought to the College Area Commission board. If approved, the College President will notify the President of the State Technical College System and comply with the policy set by the State Board.

College Rings

A representative of an approved company will come to the campus regularly to size and order rings. Dates will be announced on the bulletin boards and all inquiries should be directed to the Student Services division. The cost and payment of rings is the responsibility of the student. A minimum deposit is required before the ring is ordered. A student must have completed 75% of the requirements for graduation with 2.0 GPA to be eligible for a ring.

Emergencies

Campus emergencies of a general nature will be announced by the administration. Students are expected to follow instructions from the faculty or administration. Medical emergencies should be reported immediately to the closest faculty or staff member. Only minor injuries should be treated. In case of serious illness or injury, call the Student Services division or the administrator on duty and request that an ambulance be called. Attempts will be made to notify the student's physician and family. Insurance claims for injuries will be processed through the Student Services division.

Fire drills are held periodically without advance notice. When the fire alarm is sounded, all persons should leave the building at once through the nearest exit, move approximately 100 feet from the building, and await further directions.



Food Services

Food and beverages are available in vending machines located in the student lounge. The Williamsburg Regional Hospital has an agreement with the College to offer discounted hot meals to students, faculty and staff with a College identification card.

Health Services and First Aid

Williamsburg Technical College is a commuter institution; therefore, infirmary facilities are not provided. Basic first aid for minor injuries is available, and first aid kits are located in various departments of the College. Major illness or injury will be treated by health professionals. The campus is located adjacent to Williamsburg Regional Hospital.

Each student is covered by accident insurance at no additional cost. This group insurance covers the student while on campus and during college-sponsored group travel. Injuries must be reported to the Dean of Student Services within 48 hours from the time of the accident. Insurance claim forms are available in the Student Services division.

Housing

WTC does not provide housing. However, there are a number of real estate and rental agencies available to assist students.

Identification Cards

Identification (ID) cards are made when a student is first enrolled, and the cards are validated every semester. Students must display ID cards at all times while on campus. A fee of \$5 will be charged to replace a lost or stolen ID card. Payment must be made to the Business Office and receipt must be presented at the Library to get replacement ID card.

Library Services

The library offers a variety of services to students. Books, DVDs, CDs, and computers may be used in the facilities provided. There is an area for reading, studying and browsing. Newspapers and magazines are available and study tables are provided for patrons wishing to study. The library staff also provides assistance in research and resource searching. Identification is required to check out materials.

Lost and Found

Articles found on the campus should be turned in to the Student Services division. Articles may be claimed with appropriate identification.

Parking and Vehicle Regulations

All privately owned or operated vehicles driven on campus by students must be registered prior to the close of registration of the first semester in which they are enrolled. Vehicle registration for students is coordinated by the Student Services division and is accomplished by completing a registration card and receiving a vehicle registration decal. There is no charge for the decal. The decal must be displayed on the left rear window and is valid for the date specified on the sticker. The Business Office coordinates registration of faculty and staff vehicles.

Persons who drive an unregistered vehicle to the campus because of unusual circumstances may obtain a special parking permit from the Student Services division. This permit must be displayed in the left front window.

The person registering the vehicle is responsible for all violations assessed against that vehicle. Students must notify the Student Services division of any changes in ownership of the vehicle, license number, address of the owner, etc.



Traffic and parking regulations are to be obeyed at all times. The speed limit on campus is 15 mph. Drivers must not operate their vehicles in a reckless manner. Pedestrians have right-of-way on campus, but they should exercise caution and courtesies so as not to impede the orderly flow of traffic. Violators will be ticketed.

All vehicles must be parked in designated parking spaces and areas. Vehicles must be parked so that the entire vehicle is within the lines designating a parking space. Student parking spaces are indicated with white lines in the rear parking lot east of the brick signs. Faculty/staff parking spaces are indicated with yellow lines in the rear parking lot to the west of the brick signs. Some spaces/lots are restricted, as marked, for use by faculty/staff and the handicapped. No parking is permitted on any access road. The parking area in front of the administration building is reserved for official visitors, assigned vehicles, and emergency vehicles.

The College has parking spaces designated for handicapped faculty, staff, students, and visitors. The spaces are reserved exclusively for handicapped use, and any unauthorized vehicles will be ticketed. Unmarked vehicles transporting persons with special needs should apply to the Student Services division for special parking permits. The Dean of Student Services will assign parking space for handicapped and special needs students as necessary.

Persons violating traffic regulations will be assessed a fine. Persons who feel that their citations for violation of a traffic regulation are unwarranted should confer with the Chief Business Officer. This action must be taken within five class days after receipt of the citation.

Fines are paid to the Business Office, and violations must be cleared within five class days after the receipt of a citation or an additional penalty will be assessed. All fines are considered debts to the College and must be paid in full before grades or requests for transcripts will be released, or before awarding diplomas/certificates/degrees. Registration cannot be completed without removing all indebtedness to the College.

Parking regulations for visitor and handicapped spaces will be enforced continually. Parking for the faculty/staff/student area will be enforced until 6:30 p.m. After 6:30 p.m. persons may park in other spaces, except handicapped, within that area.

Protective Equipment and Clothing

Students in certain programs will be required to wear appropriate uniforms. Safety glasses and other equipment will be required in certain technical and industrial programs to protect the student. Purchase of these items is the responsibility of the student.

Referral Services

Staff of the Student Services division will provide student referrals to other agencies as deemed necessary. The College maintains a working relationship with area human services agencies which permits the students to receive prompt and accurate information. For more information about the scope of services of other area agencies, see a member Student Services staff or a counselor.

Release of Academic and Personal Records

Williamsburg Technical College considers the following to be "Directory Information" and will give this information to inquirers unless notification, in writing, is given to the Dean of Student Services before the end of the add/drop period of the semester in which the student is enrolled. "Directory Information" may include but is not limited to: name, mailing address, telephone number, date and place of birth, curriculum in which



enrolled, full-time or part-time student, periods of enrollment at Williamsburg Technical College, graduate of any program and/or honors and hometown, for honor recognition.

Williamsburg Technical College, in the execution of its responsibilities to students, must maintain accurate and confidential student records. The College recognizes the rights of students to have access to their academic and personal records in accordance with current College policy and the Family Education Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment).

Policy regarding the release of and access to student information will be made available annually to students, faculty and staff. This information will be available on request and will specify the procedures for release of student information, student access to records, a description of all student records being maintained by the College, and the procedures for students to initiate a hearing to challenge accuracy of educational records. Transcripts and other information are released only with written permission of the student. If information other than the transcript is released from the student's official record (student records), this release is noted on a cumulative basis.

Respect for Property

All students are expected to cooperate in keeping the campus clean and are expected to make use of trash containers. Food and beverages are prohibited in classrooms and in certain other College areas such as the auditorium and the library. Tobacco use of any kind is prohibited on campus except in the breezeway of Building B (halfway down the walkway) or in the parking lots. Persons utilizing tobacco products are asked to use personal or provided containers for their tobacco-related byproducts and trash. Students entrusted with College property who negligently damage, lose, destroy, sell, or dispose of it will be subject to the code for student discipline.

Solicitation and Distribution

Recognizing that Williamsburg Technical College is legally responsible for promoting the efficiency of public services performed through the College, the following rules are promulgated to uphold that legal responsibility:

1. Solicitation or distribution is prohibited by persons in areas not deemed public by the institution.
2. Solicitation or distribution by College employees and students for any purpose other than official College business is prohibited.
3. Any person desiring to solicit for any purpose or distribute any material must submit a request to the President stating the purpose and method of solicitation or distribution. The President will either deny or approve the request, based on established local guidelines for solicitation and distribution. If approved, the requesting party will be given the areas and manner in which he may conduct the solicitation or distribution. Failure to follow these directives will immediately revoke the approval.

Telephones

Cell phones shall be turned off in classrooms, the library, and computer labs. Telephones for student use are available in the student canteen. All telephones in campus offices are considered business telephones and are not available for personal calls. Students should notify their friends and families that they may not receive phone calls except in the case of an emergency. Emergencies are considered circumstances or conditions in which property or human life is in jeopardy.

Vocational Education Articulation

In mutual recognition of the value of training offered at each institution, Williamsburg Technical College and the Williamsburg County School District have established an articulation agreement. The agreement establishes those parameters which are necessary for the coordination of educational programs and which will facilitate the



orderly progression of students from one to the other without unnecessary duplication of course content.

Williamsburg Technical College will award appropriate semester-hour credit for articulated occupational program course work satisfactorily completed in the Williamsburg County School District. Williamsburg Technical College will make every attempt to place advanced students into the appropriate level of instruction.

High School Dual Enrollment Opportunities

Williamsburg Technical College may provide academic courses on-site at high schools and also on the WTC campus for selected juniors and seniors. Each student must be approved by the high school principal to be eligible to take college courses. This program has been developed to provide students the opportunity to begin their college education while still in high school. The student may be eligible to receive both college and high school credit for each course satisfactorily completed. Each 3-credit-hour course must be taught for a total of 45 instructional hours plus an exam. Students have the same privileges as any regular student on our campus. Each student will complete an application for admission to Williamsburg Technical College and be accepted as a General College Studies major. All high school students are required to pay tuition and fees. Any student under the age of 18 is required to have his high school principal's approval and parental consent before enrolling in the College.

Disclaimer: It is understood that Williamsburg Technical College does not guarantee the transfer of courses to any other school, college or university, except where articulation agreements have been developed. Furman University will not accept college courses taught on a high school campus. If a student is planning to attend a public or private college in South Carolina or a college outside of South Carolina, please contact that institution regarding transfer courses.



THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION STUDENT CODE AND GRIEVANCE PROCEDURE

It is the policy of the State Board for Technical and Comprehensive Education that the State Student Code and Grievance Procedure shall govern conduct and guarantee due process for students at the technical colleges.

THE STUDENT CODE FOR THE SC 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 2 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.
- J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Suspension" means a temporary separation of the college and student under specified conditions.
- M. "Expulsion" means permanent separation of the college and student.

STUDENT CODE

I. General Rights of Students

- A. Nondiscrimination— There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. Freedom of Speech and Assembly— Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner. Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later



- than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.
- 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.

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

I. Records

1. General

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

2. Confidentiality of Records

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

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

3. Disciplinary Records

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

4. Treatment of Records after Student Graduation or Withdrawal

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

II. Student Government and Student Organizations

A. Student Government Associations

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

B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has



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

III. Proscribed Conduct

A. General

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

B. Abuse of Privilege of Freedom of Speech or Assembly

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

In the event of illegal or disruptive activity on a college campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

C. Academic Misconduct

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

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

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

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

3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.

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

D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:

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

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

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

F. Other unlawful acts which call for discipline include, but are not limited to:

1. Destruction, theft, damages, or misuse of college property occurring on or off campus.
2. Unauthorized entry upon the property of the college after closing hours.
3. Unauthorized presence in any college facility after hours.
4. Unauthorized possession or use of a key to any college facility or other property.



5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
 6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
 7. Possession, use, or distribution on campus of any beverage containing alcohol.
 8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
 9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
 10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.
- IV. Rules of Student Disciplinary Procedure and Sanctions
The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.
- A. Administrative Suspension
1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
 2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.
- B. Academic Misconduct
1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
 2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.
 3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief 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 procedural rights are presented in the Student Code and Grievance Policy, 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 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
- 2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
 - a. Drop the charges.
 - b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
 - c. Refer the student to a college office or community agency for services.
- 3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instruction governing the appeal process.
- 4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

D. The Student Appeals Committee

- Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.
- 1. Membership of the Committee shall be composed of the following:
 - a. Three faculty members appointed by the chief instructional officer and approved by the President.
 - b. Three student members appointed by the appropriate student governing body and approved by the President.
 - c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
 - d. The Chief Student Services Officer serves as an ex officio nonvoting member of the Committee.
 - e. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
 - 2. Functions of the Committee are described as follows:
 - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
 - b. To hand down a decision based only on evidence introduced at the hearing.
 - c. To provide the student defendant with a statement of the committee's decision including findings of fact and, if applicable, to impose one or more of the following sanctions:
 - 1) Academic Misconduct
 - a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - c) Assign a failing grade for the course.
 - d) Require the student to withdraw from the course.
 - 2) Student Misconduct
 - a) A written reprimand.
 - b) An obligation to make restitution or reimbursement.
 - c) A suspension or termination of particular student privileges.



- d) Disciplinary probation.
 - e) Suspension from the college.
 - f) Expulsion from the college.
 - g) Any combination of the above.
- V. Procedures for Hearings before the Student Appeals Committee
- A. Procedural Duties of the Chief Student Services Officer
1. At least 7 working days prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
 - 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 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
 - 4) The right to present evidence. The Committee may determine as to what evidence is admissible.
 - 5) The right to know the identity of the person(s) bringing the charge(s).
 - 6) The right to hear witnesses on behalf of the person bringing the charges.
 - 7) The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 8) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
 2. On written request of the student, the hearing may be held prior to the expiration of the 7-day advance notification period, if the Chief Student Services Officer concurs with this change.
- B. The Conduct of the Committee Hearings
1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. The student and the person who initiated the charges; however the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
 - b. Counsels for the student and the college.
 - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
 - d. Witnesses who shall:
 - 1) Give testimony singularly and in the absence of other witnesses.
 - 2) Leave the committee meeting room immediately upon completion of the testimony.
 2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
 3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
 4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
 5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
 6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
 7. Decisions of the Committee shall be made by majority vote.
 8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.
- C. Appeal to the President
- When the student appeals to the President, the President, whose decision is final, shall have the authority to:



1. Receive from the student an appeal of the Committee's decision.
2. Review the findings of the proceedings of the Committee.
3. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

THE STUDENT GRIEVANCE PROCEDURE FOR THE SC 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

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

B. Second Step

If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The Chief Student Services Officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student. The completed grievance form must be presented to the Chief Student Services Officer, or designee, within ten instructional weekdays after satisfying the first step in the grievance process. The Chief Student Services Officer, or designee, shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two instructional weekdays after receipt of the student's grievance form. The Chief Student Services Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and Chief Administrative Officer of the division or component concerned.

C. Third Step

If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Student Services 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.

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

5. The student shall bear the burden of proof.

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

7. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the college within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision.