

Academic Information



Programs of Study

Williamsburg Technical College offers academic and occupational programs which are diversified and comprehensive. Programs of study include associate degree programs which prepare students for employment or for transfer to senior institutions. Diploma programs provide for specialized training for occupational preparation. Certificate programs are designed for students who prefer a highly focused and specialized area of study.

Each of the College's instructional programs is reviewed on a periodic basis to ensure that content is relevant to current conditions. New programs may be developed based upon a comprehensive needs analysis.

Degree Programs

Associate in Arts

Associate in Science

Associate in Applied Science with a Major in Administrative Office Technology

Associate in Applied Science with a Major in Early Care and Education

Associate in Applied Science with a Major in General Business

Associate in Applied Science with a Major in General Technology

Diploma Programs

Diploma in Applied Science with a Major in Administrative Support

Diploma in Applied Science with a Major in Cosmetology

Diploma in Applied Science with a Major in Practical Nursing

Certificate Programs

Automotive Repair

Basic Automotive Repair

Construction Trades

Drafting and Design Technology

Early Childhood Development

General College Studies

Heating, Ventilation, Air Conditioning & Refrigeration Technology

Machine Tool Technology

Basic Machine Tool Technology

Medical Office Clerical Assistant

Microcomputer Business Applications

Prenursing

Small Business Management

Welding

Basic Welding

Word Processing

Academic Advising

Each student in a degree, diploma or certificate program plans a program of study with the assistance of a faculty advisor. Each student is assigned to a faculty advisor at the student's first registration and is encouraged to consult the advisor for assistance and approval. The academic advisor must approve all schedules and changes. Students taking Developmental Studies (DVS) courses will be advised by the DVS department head until they exit the DVS program.

<u>Type</u>	<u>Program Name</u>	<u>Program Advisor(s)</u>
Arts and Sciences Department (University Transfer)		
Degree	Associate in Arts	} Louise Brown/Willie Bryant/ Margaret Chandler/ Ernie Lair/Tim Triana
Degree	Associate in Science	
Certificate	General College Studies	

General Business, Computer Technology and Public Service Department

Business:

Degree	Administrative Office Technology	Alecia Lawrence
Degree	General Business	Becky McIntosh
Diploma	Administrative Support	Alecia Lawrence
Certificate	Medical Office Clerical Asst.	Alecia Lawrence
Certificate	Small Business Management	Becky McIntosh
Certificate	Word Processing	Alecia Lawrence

Computer Technology:

Certificate	Microcomputer Business Applications	Becky McIntosh
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Public Service:

Degree	Early Care and Education	Earlene Walker-Kelly
Certificate	Early Childhood Development	Earlene Walker-Kelly

Nursing Department

Diploma	Practical Nursing	} Sheila Forester/ Deniel Dickson
Certificate	Prenursing	

Industrial-Vocational Technology Department

Degree	General Technology	Brandon Haselden
Diploma	Cosmetology	Charmaine Green
Certificate	Automotive Repair	Joe Altman
Certificate	Basic Auto Repair Technology	Joe Altman
Certificate	Construction Trades	Mike Cumbie
Certificate	Drafting and Design Technology	Brandon Haselden
Certificate	HVAC/Refrigeration Technology	Willie Morant
Certificate	Machine Tool	Brandon Haselden
Certificate	Basic Machine Tool Technology	Mike Cumbie
Certificate	Welding	Jeff Ball
Certificate	Basic Welding Technology	Jason Kinder

Tech Online	Online courses	Linda Harvin
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Developmental Studies

	Career Development (DVS)	Sylvia Cumbie
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Developmental Studies (DVS) is designed for students who need refresher or upgrade courses in English, math, or reading based on COMPASS placement before taking college-level courses. DVS offers the serious student the necessary assistance to be successful in his or her educational future. While a student is enrolled in DVS, his or her faculty advisor will be Sylvia B. Cumbie, the DVS department head. For additional information about the program and its requirements, contact Ms. Cumbie at (843) 355-4122 or email cumbies@wiltech.edu.

Associate Degree: Typically an associate degree includes 60-80 credit hours requiring two years for completion. Some programs are designed for university transfer, and some are designed for immediate employment in the field. See your advisor for details.

Diploma: Often 40-60 credit hours are required, and programs can generally be completed in one to two years. All are a focused program of study with many leading to eligibility for special licenses or certifications which are required in certain fields.

Certificate: A highly focused academic preparation in a single career field designed for immediate employment. Programs typically consist of 12-39 credit hours and are completed in less than a year.

Placement Tests

Placement at Williamsburg Technical College includes helping students to identify, through assessment, their present levels of education and to move them toward their goals as efficiently as possible.

Applicants are placed into specific courses based on successful previous college course work, SAT scores, ACT scores or Williamsburg Technical College Placement Test. Other admission tests and criteria may be required for admission to specific academic programs. These special requirements are outlined in the Curriculum Information section of the catalog. Applicants for curriculum programs must be tested for course placement unless exempted. WorkKeys® is an acceptable placement instrument for industrial programs. Exemptions may be granted if an applicant meets one or more of the following criteria:

1. The applicant has earned a grade of "C" or better in appropriate college-level English and college-level algebra courses taken at another college or university. An official transcript must be received prior to registration.
2. The applicant has earned advanced placement credit for English and/or mathematics on CLEP and/or AP exams recognized by the College.
3. The applicant has taken the Williamsburg Technical College Placement Test (COMPASS).
4. The applicant has earned an associate's degree or higher.
5. The applicant is not pursuing an academic award and desires to be admitted to take a specific course or courses as a Career Development student. The applicant must meet course prerequisites or have acquired an associate's degree or higher. Students taking the placement test in the Testing Center located in the Student Services office must present a photo ID.

Academic Load

Students who are enrolled for at least 12 semester hours are considered full-time students. Students enrolled for less than 12 semester hours are considered part-time students.

Any student wishing to enroll in more than 18 semester hours must have the approval of the Dean of Instruction. No student may enroll in more than 21 hours. The course load for students who have been placed on academic probation may be limited in order to encourage students to concentrate their efforts to avoid suspension.

Academic Evaluation

Academic evaluation of student performance will be made on the basis of published criteria. At the beginning of each course, students will be informed of the standards to be used in evaluation. If not provided, students should request this information from the instructor.

Add Period

Students may add additional courses during the approved drop/add period (typically the first week of class) by contacting their academic advisor, who will initiate the proper forms. Classes cannot be added after the drop/add period.

Academic Discipline

The basis for grading will always be the result of the student's achievement. Dishonesty in the preparation or presentation of work for a course will not be tolerated. Details on academic dishonesty are included in the Student Code and Grievance Procedure found in this catalog.

Academic Honors

Students who have made outstanding academic progress will be recognized through the College's President's, Dean's, and Merit Lists. Those students who have developmental courses in a given semester will be excluded from these listings.

President's List

The President's List will be published each term to recognize full-time students who have earned a semester GPA of 4.0. These students will receive a letter of acknowledgment from the College president.

Dean's List

The Dean's List will be published each term naming students who are attending full-time and have earned a term GPA of 3.5 or better.

Merit List

The Merit List will be published each term to recognize students who are attending part-time and have earned a term GPA of 3.5 or better.

National Dean's List

Students who have qualified for the Dean's List and who have continued, uninterrupted enrollment at the College are eligible to be nominated to the National Dean's List.

Who's Who Among Students in American Junior Colleges

Williamsburg Technical College participates in the annual selection of students who appear in *Who's Who Among Students in American Junior Colleges*. The selection committee accepts nominations from faculty and staff, which meet the criteria for selection. Guidelines for selection include: scholarship (at least a 3.0 GPA), participation and leadership in academic and extracurricular activities, citizenship, and promise of future success. Students are notified of acceptance by the national headquarters.

Advanced Placement

The College allows advanced standing to place a student beyond the basic course work in a curriculum and allows college credit for properly documented competencies from previous academic study and/or examination.

Williamsburg Technical College will also recognize life or work experience for credit provided that the student meets demonstrated criteria. Details of how a student may establish credit for life or work experience are as follows:

Credit for Work or Public Service

- A. In order to consider awarding credit for work or public service, the student is responsible for demonstrating that the work or public service is comprehensive and allows the applicant to demonstrate proficiencies comparable to academic proficiencies and skill levels in the college-level course for which course credit is requested.
- B. The student may be awarded a maximum of 10 percent of the credits required for program completion.
- C. The student who requests consideration for credit work or public service must meet the following guidelines:
 1. The student must be at least 25 years of age;
 2. The student must not have been enrolled in a higher education institution for the previous five years;
 3. The student must have a minimum of five years of work or public service experience before the credit is awarded;
 4. The student must present placement information (SAT, ACT, or COMPASS) to indicate that no remediation is required.
- D. Requests for credit for extra-institutional learning shall be submitted, in writing, to the Admissions Office of the College. The Dean of Instruction and/or appropriate faculty shall coordinate review of the credit. The American Council on Education Guides will be used to determine credit awards. Learning to be evaluated must be

in subject areas in which faculty expertise is available or in which expertise can be arranged.

E. In the event of external evaluators being required, the student shall be charged the hourly rate of the evaluator times the number of hours required to complete the evaluation. If credit is awarded, a grade of "E" for exemption is assigned.

Credit by Examination

1. College Entrance Examination Board:

Credit is given to students who score a 3, 4, or 5 on an Advanced Placement Examination of the College Entrance Examination Board (CEEB). A grade of "E" is assigned. Official transcripts or records of such examination scores must be on file at the college before credit will be accepted. Students should be aware that acceptance of these credits by Williamsburg Technical College does not guarantee that a subsequently-attended institution will also accept these credits.

2. College Level Examination Program:

Credit for the College Level Examination Program (CLEP) will be accepted. A score in the fiftieth percentile or higher is necessary for credit to be awarded. A grade of "E" is assigned.

3. Challenge Exam:

Normally students attend class to acquire the requisite knowledge for a college course; however, there may be cases in which students have acquired knowledge or experience equivalent to the course content. In these cases, students may request credit by examination. Students must apply by completing the Request for Credit by Examination form from the Dean of Instruction before the end of the change of schedule (add/drop) period.

- a. To make a request for credit by examination, the student must be registered in the course.
- b. The request must be endorsed and approved by the Dean of Instruction.
- c. The request must, either by content or reference, present clear evidence that the applicant has previous training or course work to indicate probable success on a comprehensive examination on the subject matter of the course.
- d. The student will attend class until notified of successful completion of the examination.

The instructor must administer the exam during the first five class days of the semester in which application is approved. The instructor will evaluate the exam as either pass or fail. If the examination is passed successfully, the instructor administering the examination will complete the form showing:

- a. The student's name and Datatel ID number,
- b. The course title and number,
- c. Record as pass or fail,
- d. Credit hours, and
- e. A copy of the examination and the date the examination was administered. The completed form will be submitted to the Dean of Instruction and will be forwarded to the Registrar upon approval. If the exam is recorded as pass, a grade of "E" is assigned. If the examination is not passed, the student will be treated as a student who did not make application for credit by examination. A request for credit by examination will not be approved for any course taken during the prior semester. Due to the content and methods of instruction, certain courses may not be applicable for credit by examination.

Advanced Placement for Secondary School Work

Williamsburg Technical College has advanced placement agreements with several area high schools to grant college credit for courses in which equivalent course work

was satisfactorily completed at an area high school or vocational school. Advanced placement may be requested through Williamsburg Technical College/Williamsburg County School District agreements in many subject areas. A grade of "E" is assigned. Information may be obtained through counselors at the college, local high schools or vocational schools.

Transferring Credit to Williamsburg Technical College

1. Williamsburg Technical College will recognize course work from other postsecondary institutions. Courses accepted for transfer must closely parallel the courses offered by Williamsburg Technical College. If credit for transfer is from an institution which is not regionally accredited, the student may be required to provide a course syllabus for each course demonstrating appropriate level, content, comparability, and program relevance.
2. The College will accept in transfer only a course for which a grade of C or better has been earned.
3. To receive acceptance of credits, applicants for transfer must submit an official transcript of prior course work from each institution attended.
 - a. To be eligible for transfer credit, applicants must meet all admission criteria of the College.
 - b. Credits must appear on an official transcript from the granting institution; a copy of the transcript(s) must be filed in the records office at the College.
4. Transfer students who wish to earn an associate degree at Williamsburg Technical College must successfully complete 25 percent of required hours of the degree program at Williamsburg Technical College.
 - a. If the credit hours for a parallel course are less than those granted by the College, the course will not be accepted for transfer.
 - b. If the credit hours for the course are more than those granted by the College, the credits will be accepted at the same level as those of Williamsburg Technical College.
5. All credit hours for transferred courses must be converted to semester hours.
6. The grades for credits obtained at other schools are not computed in the GPA.
 - a. Credit hours will apply toward the total required for graduation. Only hours earned at Williamsburg Technical College will apply toward the 2.0 GPA graduation requirement.
 - b. The transfer student's transcript will reflect the number of credits as a TR in the grade column.
 - c. The transcript evaluation form will be maintained as part of the student's records.
 - d. The transcript evaluator will notify the student of the credits accepted for transfer within 30 days of receipt of the official transcript. The notification will be in the form of a letter and a copy of the transcript evaluation form. The student may appeal the decision of acceptability in writing to the transcript evaluator or the Dean of Instruction in accordance with the Family Education Rights Privacy Act.

Statewide Agreement of Transfer and Articulation (See Appendix A) Articulation Agreement with Francis Marion University (See Appendix C)

Attendance Requirements

There are no excused absences; therefore, students are urged to avoid absences except in the case of an emergency. When illness or other emergencies cause a student to be absent, it is the student's responsibility to make up the work that has been missed.

Attendance

Punctual and regular attendance in all classes, laboratories, field trips and other class-assigned activities is the obligation of each student. Absences are a serious deterrent to the learning process; an absence in no way lessens the responsibility of the student for meeting course completion requirements.

1. All students must attend a minimum of 80 percent of the hours that the class is scheduled to meet. If the student misses more than 20 percent of the scheduled class hours, the instructor will automatically drop the student from the course.
2. Individual instructors may set higher required attendance standards. In these cases, the instructor must include this attendance requirement in the course syllabus, which must be distributed at the first class meeting.
3. Instructors, at their discretion, may allow make-up work for classes missed.

Tardiness

Tardy students will be admitted to class at the discretion of the instructor. Instructors should notify students during the first class meeting of their regulations on tardiness. A student is considered tardy if not in the classroom at the time the class is scheduled to begin (unless otherwise designated by the instructor). Unless notified otherwise, students may leave class if the instructor fails to appear 15 minutes after the scheduled class time. A class roll should be signed and taken to the Office of the Dean of Instruction.

Auditing a Course

A student who wishes to participate in a course without receiving credit for the course may register as an audit student. An audit student must meet all admission criteria and is expected to attend classes regularly. Any student who wishes to audit a course at Williamsburg Technical College must inform his or her faculty advisor who will make note on the WTC advisement form and in the Datatel system that the course taken is by audit. The advisor will also inform the student that no grade or credit will be granted. The student will not be required to take examinations but has the option of taking tests; however, college credit will not be received.

Audit students may not change to credit status after the end of the add/drop period. Credit students may not change to audit status after the add/drop period. Audit students will not be eligible for VA or other financial aid benefits. Where enrollment is limited, credit students will take priority over audit students.

WebAdvisor

Williamsburg Technical College's website has a link to WebAdvisor, a program which allows students to search for classes; check grades; view program evaluation, class schedules, and entrance test scores; and see the status of financial aid. To sign in to WebAdvisor, follow the information provided after clicking on the WebAdvisor link at www.wiltech.edu. For further assistance, call 843.355.4185 or 843.355.4169.

Student records are not available to anyone but the student and College personnel who are working with the information for the purposes of assisting the student in the educational process. For further information on WebAdvisor, go to www.wiltech.edu and click the WebAdvisor link. *Note:* On-line application for admission or registration for classes, once it becomes an available option, is not complete until all fees are paid in the WTC Business Office.

Change of Schedule

At the beginning of each semester, there is a drop/add period during which time students may initiate schedule changes without academic penalty. Students who wish to make a change in their schedules during this period must contact their academic advisor for assistance and approval. The drop/add period is typically the first week of class.

Conduct of Classes

Discussion and expression of all views relevant to the subject matter are recognized

as necessary to the educational process, but students have no right to infringe on the freedom of instructors to teach or the right of students to learn. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may temporarily dismiss the student from class and refer the matter to the Dean of Student Services.

Course Outline

Students have the right and the responsibility to be informed of the subject matter and materials to be covered in a course. The instructor will distribute a syllabus (course outline) at the first class meeting and will post it to his or her Website. This syllabus will include, as a minimum, information on materials, prerequisites, course objectives and schedule, evaluations, grading and attendance regulations. The student should request a syllabus for each course.

Course Prerequisites

Courses that have prerequisites are those requiring satisfactory completion of another course prior to scheduling a particular course. For example, ACC 102 may be scheduled only after satisfactory completion of ACC 101. Any waiver of prerequisites must be recommended by the instructor or academic advisor and approved by the Dean of Instruction. All prerequisite courses require a grade of "C" or better.

Course Substitutions

Academic advisors have the authority, subject to approval of the Dean of Instruction, to permit students to substitute courses for those prescribed in standard program requirements when, in their judgment, such a substitution will assist students in meeting their educational objectives.

Curriculum Changes

A Williamsburg Technical College student who wishes to change his/her instructional program should request a Change of Program form from the Office of Student Services.

The institution may drop or change courses and/or hours in accordance with institutional capability and as demands change or according to student interest or community or industrial needs. Conflicts arising from such changes will be resolved in the best interest of the individual student.

Dropping a Course

Courses dropped during the first five class days will not appear on the student's official record. A course dropped after the fifth class day will result in a grade of "WP" if the student was passing the course at the time of the drop, or a "WF," which counts as an "F" in calculating grade point ratio. If the student drops or is dropped after 70% of the semester is complete, only a "WF" may be given. The instructor, however, may recommend a "WP" to the Dean of Instruction if extenuating nonacademic circumstances arise which call for the student to drop the course.

Grade Point Average (GPA)

The Grade Point Average (GPA) is calculated by multiplying semester hours earned by the respective numerical values for the course grade (A=4, B=3, C=2, D=1, F=0); totaling the product; and then dividing this total by the number of semester hours attempted. Transfer credit (TR) is not calculated and does not affect the GPA.

A grade point average of at least a 2.0 is required for graduation.

Students may repeat courses with only the highest grade being calculated in the GPA. All grades will appear on the student's transcript.

Example:

Course	Title	Grade	Cr. Hr.	Qlty.Points
BUS 101	Intro. to Business	B	3	9 (3 x 3)
AOT 105	Keyboarding	A	3	12 (4 x 3)
AOT 141	Office Procedures I	C	3	6 (2 x 3)
PSY 201	General Psychology	C	3	6 (2 x 3)
ENG 101	English Composition I	A	3	12 (4 x 3)
			15	45

Quality points (45) divided by credit hours attempted (15) equals the grade point average (3.0).

Grading System

The College operates on the semester hour system, and the following symbols are used in grading:

A = Excellent, (4 grade points).

B = Above Average, (3 grade points).

C = Average, (2 grade points).

D = Passing, (1 grade point).

F = Failure (no grade points). The minimum course requirements were not met. Credits attempted will be used in GPA calculation.

I = Incomplete (no grade points). The student has not met course objectives and must remove the I grade by the 10th class day of the semester immediately following; otherwise the incomplete will be changed to an F.

W = Withdrawal prior to the fifth class of the semester.

WP = Withdrawal while passing. This will not appear as credit attempted.

WF = Withdrawal while failing computes as an F and will appear as credit attempted.

AU = Audit; not computed in the GPA.

TR = Credit transferred from another postsecondary institution (grades below C will not be accepted). These grades will not be used in the calculation of the GPA.

E = Exemption (no grade points). The student was granted advanced placement through CLEP, AP exam, challenge exam, secondary school curriculum or experiential learning.

U = Unsatisfactory. U does not affect GPA calculations, earn institutional credit hours or CEU's, and generates no grade points.

S = Satisfactory. S does earn institutional credit hours or CEUs, but does not affect GPA calculations and generates no grade points.

(Effective Fall 2008 the grades S, U, and SC will no longer be used in Developmental Studies but may still be used in Continuing Education.)

The College uses a grade system to measure academic progress. Each grade received is assigned a grade point value (**A=4, B=3, C=2, D=1, F=0**).

This grade point value is multiplied by the credit hours of the course to determine the

grade point earned for that course. The grade points earned in each course are added together, and that total is divided by the total credit hours attempted. This determines the grade point average (GPA), which is the measure of the progress a student is making towards successful completion of a degree, diploma, or certificate program.

A grade of A in a three-hour course (4 credits x 3 hours) will equal 12 earned quality points. The semester GPA and cumulative GPA are computed by totaling the number of hours attempted. Grades will be available for viewing at www.wiltech.edu and clicking on the WebAdvisor link.

Developmental Studies (DVS) Grading System

Grades with an asterisk (*) earn institutional credit hours but do not affect GPA calculations and generate no grade points. Developmental Studies grades are as follows:

- A* = Excellent
- B* = Above Average
- C* = Average
- D* = Below Average
- F* = Failure

Grade Appeals

Final grades may not be appealed except in cases where the student feels a calculation error may have occurred. Appeals must be made first to the instructor within 10 calendar days of the semester following the grade in question. If not resolved with the instructor, see the Dean of Instruction. After the 10-day period, no administrative remedy exists.

Graduation

The College will sponsor a graduation ceremony once a year, normally after spring semester ends in May. Students who are eligible for graduation must file a graduation application with the Office of Student Services during the semester they expect to complete their course of study.

All candidates for degrees, diplomas, and certificates are encouraged to be present at the graduation exercise.

Graduation Requirements

Requirements in course work for graduation vary with the program of study. The student is responsible for fulfilling the following requirements set forth by the College:

1. achieve at least a 2.0 GPA in all work applicable to the program;
2. complete the course work and the required number of credits;
3. fulfill all financial obligations to the College;
4. file a graduation application with Student Services before the semester the student expects to complete his/her course of study;
5. successfully complete at least 25 percent of the overall course work from Williamsburg Technical College to earn a certificate, diploma, or degree from Williamsburg Technical College.

Records–Transcripts

Official College records consist of Applications for Admission, Curriculum Assessments, transcripts of current and previous academic work, add/drop forms, Change of Major requests and requests to withdraw from the College.

Student records are confidential and, therefore, are released only when the student signs a written request to the Student Services office. Students may release their transcripts to any individual or institution they choose. They may also secure copies for their own use.

High school transcripts and other college transcripts must be maintained in the student's file and cannot be released by the student's request. The student must request copies from the institution where the credit was earned.

Repeating Courses

Students may repeat any course. The highest grade earned will be computed in a student's GPA. However, the student's complete academic record will be reflected on the transcript.

Proof of Registration

Students will be required to present proof of registration and payment of fees upon entering each class. This includes classes that have been added during the add/drop period.

Registration

Early registration is held prior to the end of each semester. Currently-enrolled students are encouraged to register at this time to ensure enrollment in desired classes. All fees must be paid to complete registration. Regular registration is held prior to the beginning of each semester. Students registering after the close of regular registration will be charged a late fee.

Dates of all registration periods are advertised, announced, and noted on the Website. The academic calendar reflects these dates.

Residency Requirements

Students who wish to earn a certificate, diploma, or degree from Williamsburg Technical College must successfully complete at least 25 percent of the overall course work from Williamsburg Technical College..

Semester System

The academic year at the College is divided into two 15-week semesters and one 10-week summer session. The calendar year at the College is two semesters and a summer session.

Transfer to Senior Institutions

Students of Williamsburg Technical College who wish to transfer to senior institutions should consult their academic advisors or the Dean of Instruction for information on transfer of credits, applicability of courses to certain majors, and application procedures. The Dean of Instruction is the transfer officer for Williamsburg Technical College, and all questions regarding the transferability of credit should be directed to the WTC Office of Instruction (843.355.4136) or by visiting www.sctrac.org. Please see Appendix A of this catalog for additional information regarding the statewide transfer policy and Appendix B for a list of transferable courses applicable to this policy.

Withdrawals

A student wishing to withdraw from the College should first consult a counselor and/or advisor to review the action. The student should go to the Student Services office to complete a withdrawal form. Any student who ceases to attend a class without following the proper withdrawal procedures will be dropped from the class for excessive absences. It is the student's responsibility to follow this procedure in order to be considered eligible for a refund. A student dropping one or more courses but not withdrawing from the College should follow the same procedures.

Probation and Suspension

Academic Probation

A student pursuing an associate degree, diploma or certificate program is considered

to be in serious academic difficulty if the student fails to pass at least one half of the credit hours attempted and if the student's GPA falls below the following levels:

<i>Percentage of Hours Attempted</i>	<i>Minimum GPA</i>
25	1.50
50	1.80
100	2.00

Students receiving financial aid must meet minimum GPA requirements as stated in the Financial Aid Satisfactory Progress policy.

Academic Suspension

Any student who is in the status of academic probation as defined above for two consecutive semesters will be placed on academic suspension and will not be allowed to enroll in any courses the following semester.

Nonacademic Suspension

A student suspended from the College for nonacademic reasons will be notified in writing of the length of suspension. For violation of conduct (see Student Code), the instructor will temporarily dismiss the student from class and refer the matter to the Dean of Student Services. The Dean of Student Services will initiate nonacademic suspension.

Readmission after Suspension

See readmission policy in the Student Information section of the catalog.

Academic Freedom and Professional Security

To ensure a program of instruction marked by excellence, the South Carolina Technical College system supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subject matter, but they shall be careful not to introduce teaching matters which have no relation to their field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

The Technical College System also recognizes that commitment to every freedom carries with it attendant responsibilities. The faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. When they speak or write as citizens, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their performance. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking on behalf of the College.

At no time shall principles of academic freedom prevent the College from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution. Where there are conflicts or inconsistencies between this procedure and the Ethics Act of 1991, the provisions of the Ethics Act will take precedence.

Information taken from the South Carolina State Board for Technical and Comprehensive Education Policy 8-0-101.

Policy for Ownership of Student Work

It is the policy of Williamsburg Technical College that intellectual property created by students in the course of study or research at WTC remains the joint property of the student(s) and the college. To that end, both students and the College will maintain ownership, broadcast rights, property rights, patents, and copyrights for all materials developed using college property and materials and/or in conjunction with student coursework and/or student organization activities including, but not limited to, video, audio, print, and computer-based products.