

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title STUDENT CODE AND GRIEVANCE PROCEDURES	Number D-22.1
Division of Responsibility Student Affairs	Approval Date Page 1/21/2021 1 of 2
Approval Vice President _____ President _____	Supersedes Procedure No. D-22.1 Date 8/25/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. Williamsburg Technical College (WTC) guarantees to each student the privilege of exercising the rights of citizenship under the Constitution of the United States and The Student Grievance Procedure for the South Carolina Technical College System, hereinafter referred to as The Student Grievance Procedure. Students at Williamsburg Technical College are considered to be responsible and are expected to act in a manner that is a credit to themselves and the College. Misconduct makes the student subject to the rules of The Student Grievance Procedure and may result in suspension or dismissal from Williamsburg Technical College. Students are referred to The Student Grievance Procedure for instructions; copies are available in the WTC catalog, WTC website, office of the Associate Vice President for Student Affairs, or may be reviewed in the library.
- II. The College recognizes due process of the law. All disciplinary actions will be carried out in accord with provisions of The Student Grievance Procedure for the South Carolina Technical College System as outlined in The Student Code.
- III. The Student Code contains a listing of the general rights of students, prescribed conduct, and a statement on academic dishonesty. Students are also advised of disciplinary procedures and sanctions as well as the process for conducting a hearing. A grievance procedure is provided for students who have a complaint against the College.
- IV. **DUE PROCESS PROCEDURES**
 - A. The student must request, in writing, a grievance hearing (after consultation with the Associate Vice President for Student Affairs to attempt to resolve the complaint).
 - B. The student and employee(s) named in the complaint will be notified by certified mail of the date, time, and location of the hearing. A written statement of procedural rights will be included.
 - C. The committee shall be composed of two faculty members, three students, one Student Affairs staff member, one administrator other than the Chief Student Affairs Officer, and the Chief Student Affairs Officer or designee who serves as an ex officio, non-voting member of the committee.

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

- E. The student will have the right to representation and the right to present witnesses who have information relating to the complaint.

- F. The committee will hear information presented by both sides then convene privately to discuss the possible sanctions and to vote.

- G. The student and employee(s) will be notified, in writing, of the committee’s decision, including a rationale for the committee’s decision.

- H. If either party is not satisfied with the Student Grievance Committee’s decision, a written appeal to the President may be submitted within ten instructional weekdays of the committee’s decision. After review of the information and/or additional inquiries, the President will render a final decision in writing to the student.