

# Table of Contents

<b>Academic Calendar</b> .....	2	<b>Financial Aid</b>	
<b>General Information</b>		How to Apply for Financial Aid .....	10
A Quick Look Around Campus .....	3	Satisfactory Academic Progress .....	11
Accessing Your D2L Account .....	4	Return Federal Financial Aid .....	14
Accessing Your CONNECT Account .....	4	Types of Aid .....	16
New Student Advising .....	5	<b>Academic Information</b>	
Communication with the College .....	5	Assessment Policy .....	20
Register Your Mobile Phone		Repeating a Course .....	20
on D2L .....	6	Course Changes .....	20
Change of Name or Address .....	6	Add/Drop .....	20
Student Success Center .....	6	Withdrawal Policy .....	21
Career Services .....	6	Refund Policy .....	22
Career Development .....	6	Grade Point Average .....	22
Services for Students with Disabilities .....	7	Grade Changes .....	22
Safety .....	7	Satisfactory Academic Progress .....	22
Student Insurance .....	7	Attendance .....	24
Library Services .....	8	Academic Honors .....	25
Student ID's .....	8	Graduation .....	26
Student Advisory Board .....	8	Academic Records .....	26
Campus Organizations .....	8	Student Right-to-Know Disclosure .....	29
Vehicle Registration .....	9	Distance Learning Services .....	30
Inclement Weather Policy .....	9		
Academic Student Conduct .....	9	<b>THE STUDENT CODE FOR THE</b>	
Alcohol/Drugs .....	9	<b>SOUTH CAROLINA TECHNICAL COLLEGE</b>	
Tobacco Policy .....	9	<b>SYSTEM</b> .....	31
Firearms .....	10	Academic Honesty/Dishonesty .....	59
Computer Security .....	10		

This handbook is published to introduce you to student services, organizations, campus regulations and college policies at Orangeburg-Calhoun Technical College. Although the College makes every effort to keep changes to a minimum, information contained in this handbook may be subject to revisions during the academic year. OCtech reserves the right to revise information in this handbook as necessary and appropriate. OCtech maintains its official publications electronically on the college website. The electronic version of this publication is considered the College's official edition. More specific academic information may be found in the College's catalog at [www.octech.edu](http://www.octech.edu).

**Accreditation:**

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

For all other inquiries about Orangeburg-Calhoun Technical College, please contact the College at: Orangeburg-Calhoun Technical College, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 803.536.0311, 800.813.6519 (within SC), [www.octech.edu](http://www.octech.edu).

**Non-Discrimination Policy:**

Orangeburg-Calhoun Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in its admissions policies, programs, activities or employment practices. Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the College's Affirmative Action/Equal Opportunity Officer, the Director of Human Resources, Marie Howell, 3250 St. Matthews Road, Orangeburg, SC 29118, 803.535.1207, who serves as the College's Section 504, Title II, and Title IX Coordinator.

# ACADEMIC CALENDAR

## 2020 Fall Semester

- August 17 – Classes Begin
- September 7 – Labor Day/College closed
- September 14 - Mini Session begins
- October 12 & 13 – Fall Break
- October 14 – October Mini Session II begins
- October 19 – Registration for SPRING 2021 classes begins
- November 2 – November Mini Session begins
- November 3 – General Election Day/No classes
- November 25 - 27 – THANKSGIVING HOLIDAYS
- December 7 – deadline for students to register & pay spring tuition in full to avoid schedule cancellation & late fee
- December 8 – Late Registration Begins & Late Fees Apply for Spring 2021
- December 9, 10, 14 & 15 - Exams
- Week of December 14 – 18 -Graduation Ceremonies

## 2020 SPRING SEMESTER

- January 8 - Deadline for Spring semester students to register & pay tuition in full.
- January 8 – Orientation & Program Exploration
- January 13 – 17 Late Registration & Schedule Changes
- January 13 – Classes Begin
- February 5 – February Mini Session classes begin
- March 9 – 12 – Spring Break
- March 13 – Graduation Applications Due
- March 16 – Registration for Summer/Fall 2020 classes begins for new & current students.
- March 16 – March Mini Sessions begins
- May 5 – Late Registration & Late Fees Apply
- April 30, May 6 - Exams
- May 12 - Graduation 7:00 p.m.
- May 13 - Deadline for Summer students to register & pay tuition in full.

# GENERAL INFORMATION

## The Orangeburg-Calhoun Technical College Commitment

Welcome to Orangeburg-Calhoun Technical College! As you embark on this new journey of academic and social endeavor, it is our hope that you follow this pursuit of excellence with enthusiasm and integrity. The administration, faculty and staff are dedicated to helping you make the time you spend with us at OCtech one of profound growth and personal development. We urge you to reach for every opportunity, pursue every venue and take advantage of the educational excellence you will find here.

## A QUICK LOOK AROUND CAMPUS:

**The Admissions Office** is located in building S, the Student and Community Life Center behind the information desk. The Office of Admissions will assist you with your enrollment needs. Email: askme@octech.edu Phone: 803.535.1234

**The Financial Aid Office** is located in the Student Services area of the S Building. The Financial Aid Office will assist you with financing your education. Email: finaid@octech.edu. Phone: 803.535.1224

**The OCtech Library** is located on the second floor of the Gressette Learning Resource Center (Building B). Students and faculty have access to books, periodicals, newspapers, audiovisual resources, the Internet, and a variety of online databases as well as an extensive collection of electronic books.

HOURS: Monday - Thursday 7:30 a.m. - 7:00 pm.  
Friday 7:30 a.m. - 1:30 p.m.

**The Bookstore** is located on the first floor of the Gressette Learning Resource Center (Building B) and carries a complete line of textbooks, supplies and general merchandise. Day and evening hours of operation are posted on the student bulletin boards and on the door of the bookstore.

HOURS: Monday - Thursday 8:00 a.m. - 6:00 p.m.  
Phone: 803.535.1252

**Student Services** is located on the first floor of the Student and Community Life Center (Building S). Financial Aid, Student Records, and Advising services are available here. Email: askme@octech.edu Phone: 803.535.1224

# GENERAL INFORMATION

## ACCESSING YOUR DESIRE2LEARN

### (D2L) ACCOUNT:



- go to [www.octech.edu](http://www.octech.edu)
- click on **Student Resources** and then click **"Connect to My Accounts"**
- click on the **D2L logo**
- type in your **username and password**

Your username (in most cases) is your last name, first initial of your first name and middle initial -- all lowercase letters with no spaces. If you have logged into Connect, then your username is the same as your Connect username. Your password will be your date of birth (mmddyy), followed by an uppercase first, lowercase middle and lowercase last initial. After logging on with this password, you will be prompted to change it.

**Example Username: doeja (Jane A. Doe)**

**Example Password: 062480Jad**

You will have immediate access to your new D2L email, and your courses will be available the first day of the new semester. You will click on the right-hand side under "My Courses" or on the top light blue bar item called "Select a Course."

Please explore the Campus Announcements and view the student email tutorial and other D2L tutorial videos.

The Student Success Center will be open to students who need help logging in for the first two weeks of the semester.

For login help, please contact Student Services at 803.535.1224 or send an email to [askme@octech.edu](mailto:askme@octech.edu).

## ACCESSING YOUR CONNECT ACCOUNT:



1. Go to [www.octech.edu](http://www.octech.edu)
2. Step 1 – Go to "Student Resources" and click on "Connect to My Accounts."  
Step 2 – Click on the "CONNECT" logo.  
Step 3 – Click on "I'm new to Connect: Set up my password" and follow the instructions on the screen.

CONNECT is designed for you (as a student) to have access to register for classes, print class schedule, manage your financial aid and review/print your educational plan, etc.

# GENERAL INFORMATION

## NEW STUDENT ADVISING

The purpose of academic advising is to assist the student in planning his/her program of study so that all degree, diploma or certificate requirements can be completed.

1. New students will meet with a New Student Academic Advisor in Student Services prior to their first semester and through the initial add/drop period. If a new student wishes to change his/her schedule, drop a course, add a course, inquire about remaining courses in his/her program, or make any changes in that program, he/she must see the Advising Center Advisor first.
2. The New Student Academic Advisor will engage in life/career exploration to make sure that the student is in the correct program.
3. The New Student Academic Advisor will discuss program/degree requirements (or multiple measures), placement based on SAT/ACT/Transfer credit/placement test results, and create a first semester educational plan, and offer additional test preparation options.
4. The New Student Academic Advisor will explain the advising process.
5. The New Student Academic Advisor will discuss next steps, including Orientation and OCtech Connect and Desire2Learn (D2L) and registration.
6. A New Student Academic Advisor will usually be able to assist with a variety of academic problems or concerns. Professional counselors are available Monday – Thursday 8:00am-6:00pm and Friday 8:00am-1:30pm. Students are urged to make an appointment with a New Student Academic Advisor to explore career options and discuss academic choices. Confidentiality is assured at all times.

Students will be assigned a faculty advisor who then will be available each semester to help plan a program of courses and will generally be the major source of contact. Some courses are offered only once a year. Faculty advisors can inform students of these, if applicable.

## COMMUNICATION WITH THE COLLEGE - 3 VERY IMPORTANT THINGS:

1. Be sure that Student Services has your current email address. If not, please contact us at [askme@octech.edu](mailto:askme@octech.edu) so we may update your contact information.
2. The college has issued you a D2L Account which includes your student email account. Access your account immediately and follow log in instructions to view email and other important notifications. Get to your account by selecting Student Resources on the OCtech web page at [www.octech.edu](http://www.octech.edu).
3. Check your D2L email account daily for important information from OCtech.

If any of your contact information changes (email, phone, or address) it is IMPORTANT that you notify the Student Services office immediately so communications from the college will reach you. Don't miss admissions offers, interviews and course openings/cancellation notices due to failure to check email! Please email us at [askme@octech.edu](mailto:askme@octech.edu) if you have questions about access to your account or other enrollment matters.

# GENERAL INFORMATION

## **Register Your Mobile Phone on D2L**

You can register your mobile phone on to receive emergency messages by text message. Messages include weather closing and on campus emergencies. To register your phone, look for the option on D2L and follow the instructions.

## **Change of Name, Mailing or Email Address**

It is the obligation of every student to notify the Student Records Office in the Student Services Center of any change in name or address. A picture I.D. with current information is required in order to make such a change. Failure to make this required change may cause serious complications in the handling of student records, tuition, refund payments and communication with the College in general.

It is also vital for students to ensure that the College has his or her email address on file in order to aid in the prompt delivery of important notices or opportunities.

## **Student Success Center**

The Student Success Center provides resources and services that support academic excellence and workforce readiness.

Services provided through the center include tutoring, peer assisted study sessions, and workshops. A learning styles assessment is available for students that would like to improve studying techniques. All services provided through the center are free for students and can be accessed both online and in person.

Drop-in hours for the center are Monday-Thursday 8:00am-5:00pm and Friday 8:00am-1:30pm. Tutoring times may vary from drop-in hours, based on current course offerings. The tutoring schedule is posted on the Student Success Center's website and in the center. Appointments can be made by contacting the center. The Student Success Center is located in the Library on the second floor of building B. For more information or to schedule an appointment please call 803.535.1376 or e-mail [success@octech.edu](mailto:success@octech.edu).

No fees are charged for these services.

## **Career Services**

Career Services are available to current OCTech students and alumni of OCTech who have graduated within the past three years. This is a free service and includes resume, cover letter and interviewing assistance. Students may visit Career Services in the Student Services. Students may also inquire about Career Services by calling 803.535.1224 or sending an email through the Career Services page on the website. Current job listings for students may be found on the College's website under Student Resources.

## **Career Development**

If a student does not wish to enroll in a specific program or seek a degree, diploma or certificate, he/she may enroll as a Career Development student. A placement test is not required unless the applicant wishes to enroll in University Transfer English and mathematics courses offered within the Arts/Humanities and Mathematics/Natural Sciences groups. A student may accumulate up to 18 hours of credit as a Career Development student. If the student later decides to enter a specific program, a placement test may be required at that time.

# GENERAL INFORMATION

## Services for Students with Disabilities

Orangeburg-Calhoun Technical College complies fully with section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disability Act. Moreover, the College is committed to making all program services and College activities accessible to all students. Students with physical disabilities who require special assistance for registration, class attendance, or parking, should contact the Coordinator for Students with Disabilities in the Student Services Office.

Students who have a documented learning disability or a documented disability that interferes with cognitive performance and who require special accommodations should also contact the Coordinator for Students with Disabilities. Students must reveal their documented disability and the need for special accommodations.

## Safety

Safety should be a part of a student's education at OCtech. Instructors and students in all programs should constantly stress safety. In the event of an accident, students should inform the instructor immediately so that a complete report may be made to Campus Police 803.682.3335, the Student Services Division 803.535.1224 and the Office of the Chief Business Officer 803.535.1205.

The following procedure is to be followed in case of an accident causing injury:

1. Notify instructor immediately.
2. If there is a serious accident, dial 911 and make a report without delay.
3. Do not move the victim unless absolutely necessary, and then only with extreme care.
4. Remain with the victim until he/she is under care of the instructor, medical personnel or other responsible person.
5. Students are not to be given any internal medication. First aid is to be limited to providing comfort while awaiting medical personnel.
6. Take steps to prevent any reoccurrence of accidents.
7. GOOD SAFETY PRACTICES CALL FOR PREVENTION, NOT TREATMENT OF ACCIDENT VICTIMS.

## Other Emergency Situations

In case of fire: Call 911 or 803.682.3335.

## Student Insurance

Every precaution possible is taken to ensure the safety of students throughout the College; however, all curriculum students are provided with a limited amount of accident insurance coverage. Students receive coverage through the College, as the premium cost is included in the student's tuition and fees. This insurance covers the student while he/she is on school property attending regularly scheduled classes, or while on a College-sponsored trip. Absence from the College premises during the day, such as during the lunch hour, is not covered.

A student injured while on campus or a College-related activity should instruct the physician or emergency room staff that he/she is covered under student insurance and to send itemized statements of all charges to the Office of Business Affairs, 3250 St. Matthews Road, Orangeburg, SC 29118. The student is required to go by the Business Affairs Office in Building A to sign an insurance form in order for the claim to be submitted.

# GENERAL INFORMATION

## Library Services

The OCtech Library's goal is to provide resources, services, and information in support of the personal, academic, and professional goals of students, faculty, and staff at OCtech. Library's resources are accessible both on and off campus, through OCtech's website and D2L. This includes electronic databases, print and electronic books, DVDs, access to books outside of OCtech, magazines, journals and newspapers, workshops, study space, computers and streamable content. Printing, copying and scanning services are also available.

The library is located on the second floor of The Gressette Learning Resource Center, Building B.

## Student ID's

Every registered student at OCtech must have a valid student ID and is required to have it on their person at all times while on the College's campus. There is no fee for the first student ID. ID's must be used to conduct campus related business.

1. **NEW ID:** To obtain an ID, students should bring a driver's license or other picture ID to Student Services.
2. **Replacement ID's:** The cost to replace a lost ID is \$15.00. Students pay at the Cashier's Desk in Building S and bring the receipt to Student Services to get a replacement ID.
3. **Replacement ID without cost:** IDs are replaced at no cost under the following conditions:
  - Name change
  - Broken ID (pieces must be brought to Student Services)
  - Student has not attended OCtech for 3 consecutive semesters or 1 academic school year

## Student Advisory Board

The Student Advisory Board (SAB) consists of representatives from active student organizations and the student body at large. The SAB officers will be chosen from among the representatives. The SAB is an organization committed to providing services and activities for students that promote and enhance the total growth and development of students.

## Campus Organizations

These active organizations are recognized by the Student Services Division:

- Student Advisory Board
- Society of Future Radiologic Technologists
- Associate Degree Nursing Student Nursing Association
- Phi Theta Kappa
- Future Practical Nursing Club
- Educator Rising
- Gaming Club
- Student Chapter of Association of Computing Machinery Chapter
- National Society of Black Engineers
- Student Veteran's Association
- Entrepreneurship Club

# GENERAL INFORMATION

## **Vehicle Registration**

Student vehicles on College property must be registered. Vehicles should be registered at the time of class registration. Registration during the semester may be processed at the Information Desk in the Patrick Student Service building.

## **Inclement Weather Policy**

If ice, snow or other inclement weather conditions force the closing of the College, public announcements will be made on the OCtech website and over local radio and television stations. An appropriate message will also be recorded, in lieu of the usual greeting on the College's main telephone number. If a closing announcement is not made, then the College is open.

## **Academic Student Conduct**

OCtech students are considered to be mature individuals, whose conduct is expected to be dignified and honorable. It is the student's responsibility to remember that his or her actions directly affect the reputation of the College. Common courtesy and cooperation should be part of the student's daily living habits.

Student conduct, both at the College and off campus, must reflect that of a good citizen. Dishonesty is considered a serious offense. Dishonesty in any form will result in severe disciplinary action. Any activities that may be considered detrimental to the mission of the College may be cause for dismissal, subject to the discretion of the Vice President for Academic Affairs or the Vice President for Student Services.

OCtech reserves the right, in the interest of its students, to decline admission, suspend or require the withdrawal of a student for any reason deemed to be in the interest of OCtech.

## **Alcohol/Drugs**

The sale, possession or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants, marijuana and/or any illegal substances is specifically prohibited. Violations will be reported to the proper law enforcement officials for prosecution. Those prosecuted will be subject to the courts of the State of South Carolina. No one under the influence of alcohol or other drugs will be allowed to attend class or to remain on the campus.

No alcoholic beverages are to be served or consumed at any student function on or off campus. This includes club, departmental and class activities such as meetings, field trips, picnics, parties, and similar activities.

Individuals who experience alcohol/drug dependency are encouraged to seek assistance through the Student Services counseling staff or other community counseling agencies.

## **Smoking/Tobacco Policy**

It is the policy of Orangeburg-Calhoun Technical College to provide a healthy working and learning environment for students, faculty, staff and visitors. For the purposes of this policy, "tobacco" refers to any and all tobacco products, whether inhaled or ingested, as well as electronic cigarettes.

# GENERAL INFORMATION

The use of tobacco products shall be prohibited on all College owned, operated, occupied, controlled or leased property. College property includes, but is not limited to, buildings, parking lots, sidewalks, and other outdoor passageways, green spaces and common areas, as well as College vehicles and personal vehicles while on College property. The policy applies to everyone on campus including students, staff, faculty, contractors, vendors and visitors.

## Firearms

Firearms are prohibited on any portion of the campus. The only exception applies to law enforcement personnel. Possession of a firearm on the College grounds is a felony punishable by a fine of up to \$5000 and/or five years' imprisonment and possible expulsion from the College.

## Computer Security

The computer resources at Orangeburg-Calhoun Technical College are primarily to be used to support and further the academic pursuits of its students. Any use of the computing resources for personal gain or to conduct a private or personal business is strictly prohibited, except for scholarly pursuits such as faculty publishing activities or students applying for financial aid. See College Catalog for complete policy.

# FINANCIAL AID

## HOW TO APPLY FOR FINANCIAL AID

1. Complete an application for admission to OCtech.
2. Complete the Free Application for Federal Student Aid (FAFSA). This form is required for all financial aid programs: scholarships, grants, work study, Lottery Tuition Assistance (LTA), LIFE Scholarship, SC Need-based Grant and loans at OCtech. Under certain situations, the FAFSA may be waived for LTA and LIFE. Complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov).
3. If OCtech's school code (006815) is listed on the FAFSA, the Financial Aid Office will receive a copy of the student aid report electronically. The Financial Aid Office will use the student aid report to determine eligibility for the Pell Grant, student loans, and all campus-based aid.
4. If eligible for financial aid, an email informing the student to review the financial aid award offer via their Connect account. Please contact the Financial Aid Office with any questions.

## Financial Aid Office Hours:

Monday, Tuesday, Wednesday and Thursday: 8:00am - 6:00pm

Friday: 8:00am - 1:30pm

## Financial Aid Priority Deadlines

Term	Deadline:
Fall	July 15
Spring	November 15
Summer	April 15

# FINANCIAL AID

\*To be considered for campus-based aid, the student aid report must be in the Financial Aid Office before May 1, each year.

Financial aid applications may be processed after the posted deadlines; however, students should make arrangements to cover the cost of tuition and books for the first semester of enrollment or until they are officially notified of eligibility status for financial aid.

## COMMUNICATION BETWEEN STUDENTS AND FINANCIAL AID OFFICE

The Financial Aid Office uses the student OCtech email account as the primary means of communication. Students must review their email and announcements regularly through D2L to ensure they have the latest information about their financial aid status.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Students receiving financial assistance through a federal program or South Carolina Need Based Grant must be making satisfactory progress toward a degree, diploma or certificate at Orangeburg-Calhoun Technical College. The financial aid office monitors the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Student progression towards the completion of their certificate, diploma, or degree is measured in three different ways:

- Qualitative Standard – Monitored to ensure that students are completing courses with a GPA high enough to graduate at the end of their course requirements.
- Quantitative Standard - Monitored to ensure that students are completing the required number of credit hours each semester to complete their certificate, diploma, or degree in 150% of the published time frame (measured in credit hours) of their current program.
- Maximum Time Frame – Monitored to ensure that students who have transferred in or have changed programs will be able to complete their certificate, diploma, or degree in 150% of the published time frame (measured in credit hours) of their current program.

## Qualitative and Quantitative Standards

Standards are measured by both Cumulative Grade Point Average (Qualitative Measure) and Cumulative Credit Hours (Quantitative Measure):

- A student must maintain a cumulative grade point average (GPA) of 2.00 (C average) or better AND must successfully pass 67% (percentage of courses passed vs courses attempted) of all course credit hours attempted each term to remain eligible to receive financial aid at OCtech.
- Students will receive credit for grades A, B, C, or D. Course grades of F, W, WF, WP and I are not considered completed courses and negatively impact satisfactory academic progress standards. All courses must be completed during the normal grading period. However, it is the student's responsibility to notify the Office of Financial Aid of any grade changes for reevaluation, if their status is Warning, Danger or Suspension. Repeat courses are included

# FINANCIAL AID

in the calculation of attempted credit hours. Students will not receive credit for a course that they register for that has previously been taken if the grade is lower than the initial grade reported.

## **Standards for Students Enrolled in Diploma and Certificate Programs (Academic programs of one year or less)**

Students, who are in one year certificate and diploma programs, will have Qualitative and Quantitative standards measured at the end of each semester. If the cumulative GPA is less than a 2.00 and/or the term completion rate is less than 67%, the student will be placed on Financial Aid Warning. Financial aid will be continued during the Warning term. Students on a Warning status must meet the overall SAP standards, which include the cumulative 2.0 GPA and term completion rate of 67% or meet ALL three of the following requirements: 1. enroll at least 6 credit hours, 2. complete 100% of all attempted credit hours, and 3. earn at least a 2.0 term GPA. Students who fail to maintain standards at the end of the Warning term will be placed on Financial Aid Suspension.

## **Standards for Students Enrolled in Associate Degree Programs (Academic programs of more than one year)**

Students who are in degree programs will have the Qualitative and Quantitative Standards OFFICIALLY measured at the end of the academic year (at the end of the summer semester). Even though the official review will occur at the end of the academic year, the financial aid office will monitor a student's course completion rate at the end of each term and will notify students who are in "Danger" of being placed on Financial Aid Suspension at the end of the academic year. At the end of each term, if the student's cumulative GPA is less than a 2.00, and/or the term completion rate is less than 67%, the student will be placed on Financial Aid Danger1. Financial aid will be continued during the Danger1 term. Students on a Danger status must meet the overall SAP standards, which include the cumulative 2.0 GPA and term completion rate of 67% or meet ALL three of the following requirements:

1. Enroll in at least 6 credit hours
2. Complete 100% of all attempted hours
3. Earn at least a 2.0 term GPA

Students who fail to maintain standards at the end of the Danger1 term will be placed on Financial Aid Danger2 Status. Failure to maintain ALL of the above standards at the end of Danger2 will result in Financial Aid Suspension.

## **Maximum Time Frame**

- A student may only receive financial aid for a limited time. Eligibility for financial aid is terminated after a student has attempted 150% of his/her program credit hours length. A student may receive financial aid for up to 1.5 times the published length of the program of study.
- For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted ( $60 \times 1.5 = 90$ ).
- Transfer hours from other colleges that apply towards program completion at OCtech are added to the total hours attempted at OCtech to determine the 150% credit hour limit towards degree completion.

# FINANCIAL AID

- A student may repeat a course but repetitions will count toward the time frame/length of eligibility.
- The attempted hours will consider all course work taken (including DVS, and transfer credits accepted by the college).
- All periods of enrollment count when evaluating SAP, even periods in which the student did not receive Federal Student Aid funds.
- The maximum time frame is program specific based on required credit hours for graduation.
- Once the maximum number of hours is attempted, the student is placed on financial aid suspension.
- Max Time Frame will be checked prior to packaging a student each academic year and at the end of each semester.

## Student Notifications

- If a student has been placed on a Financial Aid Warning, Danger, or Suspension status because of failure to meet the Quantitative Standards and/or the Qualitative Standards they will be notified of their status via their OCtech email. If a student has been placed on Financial Aid Suspension, the notification will provide instructions on how to appeal their Financial Aid Suspension and the deadline for submitting their appeal.
- If a student has been placed on Financial Aid Suspension for Maximum Time Frame, the student will be notified of their status via their OCtech email. The email notification will provide instructions on how to appeal their Financial Aid Suspension and the deadline for submitting their appeal.

## Reinstatement after Financial Aid Suspension

To re-establish financial aid eligibility, the student must submit and have an approved appeal or the student must satisfy the following requirements:

1. Complete a term at OCtech
2. During the term of attendance, the student must enroll in at least 6 credit hours
3. Complete 100% of all attempted courses during the term
4. Earn at least a 2.0 term GPA

It is the responsibility of the student to determine when an appeal for reinstatement of financial aid eligibility is appropriate. The cumulative transcript will provide the student with the number of hours completed each term and the grade point average attained. Once the criteria has been met for reinstatement of financial aid, the student must submit a request for reinstatement of eligibility. The request should be brought to the attention of the Office of Financial Aid (Building S), Orangeburg-Calhoun Technical College, 3250 St. Matthews Road NE, Orangeburg, SC 29118.

## Appeals/Exceptions

Exceptions to this policy will be reviewed based on an appeals process under the umbrella of Professional Judgment. Students with legitimate appeals may be given exceptions on a case-by-case basis. A typed written appeal must be submitted and approved for reinstatement.

- A student on financial aid suspension may appeal by submitting a typed written letter to the Office of Financial Aid, which explains the reason why

# FINANCIAL AID

the student failed to make satisfactory academic progress and what has changed now that will allow the student to meet SAP at the end of the next payment period. The student must also provide documentation to support the appeal. Acceptable reasons for an appeal include: serious illness, death or substantial documented change in working hours. Incomplete appeal documents will not be processed.

- All decisions made by the Financial Aid Appeals Committee are final. Students whose appeals are denied must regain eligibility prior to receiving additional financial assistance or submit a new appeal for a subsequent semester.
- If the appeal is approved, the student will be placed on financial aid probation with or without an academic plan. Financial aid probation without an academic plan: if it is determined that the student should be able to meet the SAP standards by the end of the next payment period, then the student is placed on financial aid probation for one term.
- Financial aid probation with an academic plan: if it is determined that the student will require more than one payment period to meet the SAP standards, then the student is placed on financial aid probation with an academic plan.

## Summary

It is the student's responsibility to regularly monitor his/her status for Satisfactory Academic Progress via their Connect Financial Aid Self-Service account. The Financial Aid Office will review the GPA and earned credit hours, and notify students who are failing to meet standards as quickly as possible via their OCtech email account. Undelivered messages or failure to check email messages does not exempt a student from his/her responsibility to maintain financial aid satisfactory academic progress or to know his/her current SAP status. Students on suspension will be ineligible for all Title IV aid, (i.e. Pell Grant, FSEOG, FWS, and Federal Student and Parent Loans) and most state aid.

## Return of Federal Financial Aid and Military Tuition Assistance (TA)

A student's withdrawal date is defined as the last date of attendance (LDA) in class. In circumstances where the LDA cannot be determined, the official withdrawal date will be the date the student began the official withdrawal process or provided official notification to the institution of his or her intent to withdraw.

A Federal Financial Aid recipient who does not officially withdraw from the College and no official LDA can be determined will be considered as having completed 50% of the semester for calculating the amount of aid to be returned to the Federal Government and will not be eligible for a refund based on the College's refund policy.

A return of federal financial aid calculation will also be processed for students who receive all or any combination of Fs, WFs, WPs, or Ws as a result of non-attendance.

A student's Federal Financial Aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a semester as determined by the withdrawal date. Federal Financial Aid includes

# FINANCIAL AID

Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Iraq and Afghanistan Service Grant, Federal Direct Loans (subsidized and unsubsidized), and Federal Direct Plus Loans.

For students enrolled in modules (courses that do not span the entire length of the period of enrollment), a student will be considered as withdrawn for Title IV purposes if the student ceases attendance from all courses at any point prior to completing the period of enrollment, unless the student provides written confirmation at the time of withdrawal that he or she will attend a module that begins later in the same period of enrollment.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

Percent of earned aid:

- Number of days attended in the semester
- Total number of days in the semester (less any scheduled breaks of 5 days or more)

If a student does not receive all of the funds that have been earned, per the Return of Title IV calculation, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the student and/or parent will be notified via mail (within 30 days of the date it was determined that the student withdrew) to get permission before the loan funds can be disbursed to the student. The student and/or parent may choose to decline some or all of the loan funds so that the student/parent doesn't incur additional debt. The College may automatically use all or a portion of the student's Post-withdrawal disbursement of grant funds for tuition and fees. The College needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow the College to keep the funds to reduce the student's debt at the College.

Federal Financial Aid must be returned to the Federal Government and Military Tuition Assistance must be returned to the U.S. Department of Defense (DOD) based on the percent of unearned aid using the following formula:

$$\text{Aid to be Returned} = (100\% - \text{percent of earned aid}) \times \text{the amount of Federal Financial Aid disbursed}$$

For example, if a student completes 20% of the semester, the student will earn 20% of the aid he/she was originally scheduled to receive. This means that 80% of the aid is unearned and must be returned to the U.S. Department of Education.

Unearned funds must be returned no later than 45 days from the determination of a student's withdrawal date and will be returned in following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct Plus Loans
- Federal Pell Grants

# FINANCIAL AID

- Federal SEOG
- Iraq and Afghanistan Service Grant

Unearned military tuition assistance funds are returned on a proportional basis through at least the 60% portion of the term regardless of the reason for the withdrawal (service-related or otherwise). Any unearned TA funds will be returned directly to the Department of Defense, not to the service member. The return of the unearned aid applies to the TA portion only and is calculated subsequently to calculating the return of federal financial aid to the U.S. Department of Education.

For example: if a student received \$250 TA and earned 10% (\$25) of the TA funds that was scheduled to be disbursed, the unearned funds 90% (\$225) would be returned to the Department of Defense.

Once a student has attended at least 60% of the period for which Federal Financial Aid and/or TA funds were approved, the student is considered to have earned 100% of the funds.

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his/her behalf less any refund that the student is eligible for under the Tuition Refund Policy. Therefore, a student who does not complete at least 60% of a semester may owe a repayment to the College and/or the Federal Government for the amount of unearned Federal Financial Aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. The debt from a financial aid Return to Title IV calculation must be paid in full before the student is allowed to register for future semesters or seek other resources from the College. If this debt is not paid to the College within 45 days from the date of the notification to the student, the College will report it to the Department of Education's national database. This will prohibit the student from receiving federal or state Financial Aid at any other college or university in the United States until the full balance is paid to OCtech. The student must then submit a copy of the receipt showing the balance paid in full to the OCtech Financial Aid office for the debt to be removed from the national database. The College will place a hold on the student's records until the payment is received.

## **TYPES OF AID**

### **Federal Pell Grant**

A Federal Pell Grant is a need-based grant for individuals not holding a bachelor's degree. This program is sponsored by the federal government. A student can only receive the Pell Grant for up to 12 full-time semesters. Students can track their remaining Pell Grant eligibility on NSLDS at [www.nsls.ed.gov](http://www.nsls.ed.gov) or on the Student Aid Report.

# FINANCIAL AID

## **Federal Supplemental Educational Opportunity Grant (FSEOG)**

FSEOG is a need-based grant for individuals who have not earned a bachelor's degree. Priority is given to students with exceptional need who receive Pell Grants. FSEOG is a gift assistance that does not have to be repaid. Students must be enrolled in at least 6 credit hours.

## **South Carolina Need-Based Grant (SCNBG)**

The SCNBG is an award given to South Carolina's neediest students who have not received a bachelor's degree already, have at least a 2.0 GPA at the beginning of the academic year (fall, spring, summer), are enrolled for in at least 6 credit hours and are residents of South Carolina. The maximum award is \$2,500 for a full-time student.

For continued eligibility for the next academic year, students enrolled full-time during the fall and spring semesters must earn a minimum of 24 credit hours during the academic year. Students enrolled part-time during the fall and spring semesters must earn a minimum of 12 credit hours during the academic year. Students enrolled in a combination of full-time and part-time during the fall and spring semesters must earn a minimum of 18 credit hours during the academic year. Students must also meet the financial aid office's satisfactory academic progress policy and maintain a minimum cumulative GPA of 2.0. Students must complete the Free Application for Federal Student Aid (FAFSA), their financial aid file and earn the required credit hours each year while SCNBG funds are still available.

Youth in the custody of the Department of Social Services (DSS) are entitled to the maximum Need-based Grant of \$2,500 if the student self-identifies by June 1st. Students who have aged out of the DSS system and are living independently may qualify. In addition, youth are eligible for additional funding of up to \$2,000 above the \$2,500 maximum.

To be eligible to receive the maximum award and additional funding, foster youth must self-identify their foster care status to either the Financial Aid Office, the Commission on Higher Education, or the Department of Social Services and must complete a Foster Care Waiver Form. The form must be submitted to the Financial Aid Office, the Commission on Higher Education, and to the Department of Social Services. The form can be downloaded from the Commission on Higher Education's website at [www.che.sc.gov](http://www.che.sc.gov).

## **Federal College Work-Study**

Federal College Work-Study is an earnings program for college students. The amount of the award is the amount the student is permitted while enrolled at the College. Part-time job opportunities on campus are provided to eligible students. The pay rate is usually the minimum wage. Students must be enrolled in at least 6 credit hours and may work no more than 20 hours per week. Apply for Work-Study online at [www.octech.edu](http://www.octech.edu) under financial aid.

# FINANCIAL AID

## LOANS

### Federal Direct Loan

The Federal Direct Student Loan is a low, interest loan made to students by the U.S. Department of Education. All students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine eligibility for the Federal Direct Subsidized and Unsubsidized loans. Once the FAFSA has been processed, students who are attending OCtech on at least a half-time basis (6 credit hours per semester) would complete a Financial Aid Loan Request Form, a Master Promissory Note (MPN) and Entrance Loan Counseling session.

After a student graduates, leaves school, or drops below half-time enrollment status, there is a six-month grace period before repayment begins. Upon graduation or ceasing to be enrolled at least half-time, the student must complete an Exit Loan Counseling session at [www.studentaid.gov](http://www.studentaid.gov).

### Deadlines for applying for student loans:

- November 15 Fall term
- April 15 Spring term
- July 15 Summer term

## SCHOLARSHIPS

### LIFE Scholarship

The Legislative Incentives for Future Excellence (LIFE) Scholarship is funded by the State of South Carolina and awards (up to \$2500) for students who meet the following criteria and attend the College on a full-time (12 credit hours of non-developmental coursework):

1. Must be a resident of South Carolina.
2. Must possess a 3.0 cumulative grade point average (GPA) on the Uniform Grading 4.0 scale at the time of high school graduation for entering freshmen.
3. Must have no felony, alcohol or drug convictions.
4. Must owe no refund or be in default on State or Federal Aid.
5. Must be a full-time student in an approved curriculum of study.
6. Must earn a cumulative GPA of 3.0 and 30 earned credit at the end of the first academic year
7. Must be a graduate of a South Carolina high school or be a dependent of a SC resident at the time of high school graduation.

Students who are enrolled in a one-year program of study may only receive the LIFE Scholarship for two semesters. Students who are enrolled in a two-year program of study may only receive the scholarship for four consecutive semesters. This time-frame begins at the initial term of enrollment in any college after high school graduation. For additional information, contact OCtech's Admissions or Financial Aid Office.

### South Carolina Education Lottery Scholarship

South Carolina Lottery Tuition Assistance is funded by the State of South Carolina and is available to students attending OCtech as long as they meet all eligibility requirements. Students who desire to apply for lottery tuition assistance benefits must

# FINANCIAL AID

apply for all federal and state grants first by filling out the Free Application for Federal Student Aid (FAFSA). Students must also be accepted in a certificate, diploma, or degree program; must be registered for at least six (6) credit hours; and must be legal residents of the state of South Carolina.

According to state law, federal grants and need-based grants will be applied towards technical college tuition before lottery-funded tuition assistance will be applied. For example, if a student receives \$400 in federal grants and \$200 in need-based grants, \$600 will be applied against the student's tuition before lottery-funded tuition assistance will be applied. The law also states that students may only apply lottery tuition assistance towards one certificate, diploma or associate degree program every five years, unless the additional certificate, diploma or associate degree is necessary for progress in a field of study, and constitutes progress in the same field.

**IMPORTANT:** Students receiving the LIFE Scholarship are not eligible for lottery-funded tuition assistance during the same academic year.

The amount students can use toward tuition and fee charges is based on the amount of tuition charges remaining on the account after grants, scholarships or waivers have been transmitted to their account. If a student receives the LIFE Scholarship or a tuition waiver, he or she will not receive the LTAP award. Lottery Tuition Assistance cannot be used for books or supplies or be disbursed to the student by check.

After attempting twenty-four (24) credit hours, students must earn a 2.0 cumulative GPA at the end of each academic year (fall, spring, summer).

## **South Carolina Workforce & Industrial Needs Scholarship (SC WINS)**

South Carolina WINS is a statewide technical college scholarship program designed to address workforce shortages in South Carolina. The scholarship supplements Lottery Tuition Assistance to help cover any tuition and mandatory fees left after applying all other scholarships or grants. Students who desire to apply for SC WINS must apply for all federal and state grants first by filling out the Free Application for Federal Student Aid (FAFSA). Students must also be accepted in a certificate, diploma, or degree program; must be registered for at least six (6) credit hours per semester and must be legal residents of the state of South Carolina. In addition, students must be receiving a Lottery Tuition Assistance (LTA) Scholarship for the current academic year and majoring in a critical workforce area or receiving LTA for the current academic year and meet the USDA income eligibility guidelines for free and reduced-price meals.

Recipients may receive up to \$100 per credit hour up to \$2,500 per year total after applying all other scholarships or grants. The scholarship may cover the cost of tuition and mandatory fees. There is also a book allowance of up to \$300 per year.

## **Orangeburg-Calhoun Technical College Foundation Scholarships**

Specific guidelines for OCtech Foundation scholarships are available in the Financial Aid Office. These scholarships are awarded according to funding available for the current year. Foundation Scholarships are listed on the OCtech website and in the college catalog.

# ACADEMIC INFORMATION

## **ASSESSMENT RETEST FOR APPLICANTS SCORING BELOW CURRICULUM ENTRANCE LEVELS**

Applicants who do not achieve the minimum score for curriculum entrance may request to schedule a retest. The retest may be scheduled any time during the designated testing times. Applicants, who retake the assessment test and remain ineligible for placement into their curriculum course, may have to start with developmental courses first and then, once completed, begin their curriculum courses. Those who desire a retest will be assessed a testing fee for each retest.

Students are encouraged to make preparations for the Accuplacer prior to retesting. The Student Success Center can assist with available test preparation options.

## **REPEATING A COURSE**

A student may repeat any course; however, there are limitations for students who pay for courses with federal student aid funds. Students receiving federal financial aid are allowed to repeat a course that they have already received credit for only one additional time in order to improve their grade.

The complete academic record, including all grades, is reflected on the transcript, but only the highest grade earned in a course taken more than once is calculated in the GPA.

The Veterans' Administration will not pay educational benefits for repeating a course for which the student previously received credit.

## **COURSE CHANGES**

OCtech reserves the right to add, change or drop courses as the demand changes, both from student interest and the needs of industry. Conflicts arising from such changes will be resolved individually in the best interest of the student. The sequence of courses within a curriculum is also subject to change when deemed necessary.

## **ADD/DROP**

There is a period of five calendar days (5 days for full-term or 2 days for mini-term), beginning with the first day of class each term, during which courses may be added to a student's schedule, provided the course is not closed, has not met and the student meets course pre-requisite requirements. During the same period, courses may be dropped without a penalty. All schedule changes require a completed Add/Drop form with appropriate signatures and compliance with College Add/Drop procedures.

If a student drops a class after the first five calendar days, and before the end of the first thirty days of a term, a grade of "W" will be shown on the transcript. The grade of "W" will not be tabulated in the student's GPA. Courses dropped after the end of the first thirty calendar days of the semester will receive a grade of "WP" if the student is currently passing the course at the time of withdrawal and a "WF" if the student is failing the course at the time of withdrawal. The "WF" is the only grade that will be calculated into the student's grade point average. The "WF" carries the same punitive grade as that of "F." The instructor may issue a grade of "W" in lieu of the "WP" or "WF" at the time of withdrawal. The withdrawal period will be pro-rated for terms of varying length (i.e. summer session and mini-term).

# ACADEMIC INFORMATION

## WITHDRAWAL POLICY

Students may withdraw from the College and all classes during the first five calendar days of the term without penalty. Withdrawn courses will not appear on the student's transcript. Withdrawal of courses after the first five calendar days, but before the end of the first 30 calendar days of the term, will be reflected on the student's transcript. A student's official withdrawal date will be based on the student's last date of attendance.

Withdrawn courses will receive a grade of "W." Although this grade appears on the transcript, it is not calculated into the student's grade point average. Withdrawals from courses after the end of the first 30 calendar days of the term will receive a grade of "WP" (Withdrawn Passing) if the student was passing the course at the time of withdrawal and a grade of "WF" (Withdrawn Failing) if the student was failing the course at the time of withdrawal.

The instructor may issue a grade of "W" in lieu of the "WP" or "WF" at the time of withdrawal. The "WF" is a punitive grade which carries the same calculation in the grade point average as that of an "F."

Prompt and regular class attendance is expected of all students. A decision to stop attending classes at OCtech does not constitute an official course withdrawal. It is the student's responsibility to initiate the proper paperwork to withdraw from classes. Failure to complete and submit the proper paperwork to withdraw from classes after the published add/drop period will result in a failing grade for the course(s). Students receiving Title IV Federal Aid and Veteran's Benefits should consult with a member of the Financial Aid staff prior to course withdrawal to determine financial implications.

### **Add/Drop and Withdrawal Procedure:**

- Step 1: Obtain an Add/Drop form from the Student Records Office located in the Patrick Student Services building.
- Step 2: Complete the top portion of the Add/Drop form (name, curriculum, social security number, student status, and date).
- Step 3: Complete each section that applies to you.
- Step 4: Obtain signatures from the instructors who teach each class that you are dropping or adding.
- Step 5: Obtain the signature of your advisor or member of the student services counseling staff.
- Step 6: Return the completed Add/Drop form to the Student Records Office. You have not completed the Add/Drop procedures until you return your Add/Drop form to the Student Records Office.

The Add/Drop form will then be processed, with the exception of those students on financial aid whose forms will go to the Financial Aid Office where it will be determined if additional tuition is required.

# ACADEMIC INFORMATION

## Refund Policy

Students who withdraw or have a net reduction of credit hours below full-time status will be eligible for a refund of tuition as follows:

100% Before the first date in term that classes are offered (start of term)

100% First day of class through add/drop period

0% After end of add/drop period

**Important:** Students who remain in class after the end of the add/drop period will be responsible for paying 100% of tuition.

## GRADES

### Grade Point Average

The grading system reflects a 4-point scale: A = 4; B = 3; C = 2; D = 1; F = 0. In computing grade point averages, the total number of grade points is divided by the total number of credit hours attempted. Grade reports show a semester GPA and a cumulative GPA. The example below reflects a GPA of 2.60.

Example:

Course	Grade	Hours		Grade		Points
				Attempted		
ENG 101	C	(2)	X	3.0	=	6.0
ECO 253	B	(3)	X	3.0	=	9.0
MAT 111	D	(1)	X	3.0	=	3.0
BIO 101	A	(4)	X	3.0	=	12.0
HIS 102	B	(3)	X	<u>3.0</u>	=	<u>9.0</u>
				15.0		39.0

Grade Point Average = Total grade points (39) divided by semester credit hours attempted (15.0) = 2.60

### Grade Changes

Any discrepancies or questions concerning grades, credits, grade points, etc. must be brought to the attention of the Registrar within 30 days of the end of the semester or session. After that time period, the student's record is considered official and correct. It is the student's responsibility to review his/her academic records for accuracy.

## SATISFACTORY ACADEMIC PROGRESS

Students who fail to achieve the grade point average (GPA) listed in corresponding Policy 3.004 will be considered on academic probation.

### Probation I Status (First Time Probation)

1. A student who has been placed on Probation I must review their Student Educational Plan with their assigned faculty advisor.
2. The student should be advised to register for no more than 12-14 semester credit hours for the Probation I Semester.
3. A student on Academic Probation I may not pre-register for classes until he/she meets with his/her assigned faculty advisor. If the student fails to meet with the assigned faculty advisor the student may not register until grades are posted for the current term.

# ACADEMIC INFORMATION

## **Probation II Status (Second Time Probation)**

1. A student who is placed on Probation II should be advised to register for no more than 12-14 semester credit hours for the next semester.
2. A student who is placed on Probation II may not pre-register for the upcoming semester, but will be permitted to register once grades are posted for the current term. The student must seek advisement with his/her assigned faculty academic advisor. A restriction will be placed on the student record until the student is advised by the assigned faculty advisor.

The Advisor will remove the restriction so the student may register once required advisement has been verified.

## **Academic Suspension I**

Academic Suspension I will occur when students on Academic Probation II do not meet the standards of academic progress. Students who are placed on Academic Suspension I will not be allowed to register for classes during the semester following Suspension I status.

An Academic Suspension list is provided to appropriate college faculty, advisors, and staff members. A letter of notification of suspension will be sent to the student by the Vice President for Student Services. The student must meet with the appropriate Academic Dean before re-admission to the College.

After re-admission, the returning student will remain on academic probation until his/her GPA meets the standards of progress. If the standards of progress are not met, the student will be placed on Probation III.

## **Probation III Status (Third Probation) after Suspension I**

A student who is placed on Probation III may not pre-register for the next term but will be permitted to register after grades are posted for the current term. The student must seek course advisement with his/her Academic Program Coordinator. A restriction will be placed on the student record until lifted by the Program Coordinator.

## **Probation IV Status (Fourth Probation) after Suspension I**

A student who is placed on Probation IV may not pre-register for the next term but will be permitted to register after grades are posted for the current term. The student must seek course advisement with his/her Academic Program Coordinator. A restriction will be placed on the student record until lifted by the Program Coordinator.

## **Suspension II Status (after four terms of probation and one term suspended)**

Students who do not maintain a 2.0 cumulative grade point average after Probation IV status will be immediately placed on Suspension II. Students will not be permitted to continue enrollment at the College. Students in this status may petition a Re-Admissions committee in writing. If it is approved, the student may re-enroll with guidelines established by the committee. If the petition is denied, the student may appeal to the College President. The President's decision is final. The Re-Admissions

# ACADEMIC INFORMATION

Committee will consist of the past and possible future applicable Academic Program Coordinator(s), the Academic Dean (s) for the past and possible future applicable programs.

After the second suspension, the student may not enroll at the College for a period of 5 years. If the student desires to return after this time, he/she must petition to the Re-Admissions Committee to return to the College.

## **ATTENDANCE**

### **On Campus Course Attendance Policy**

Students are expected to attend all class meetings. Record keeping for attendance purposes will begin with the first day the class meets. If a student must be absent, it is that student's responsibility to notify the instructor as quickly as possible of the absence. Students are responsible for making up all work missed as a result of the absence, including examinations. Some departments whose programs are certified by outside agencies may have more strict attendance requirements. The attendance policy for the summer session or for courses for other than semester length may vary. The attendance requirements for each course will be described in the course syllabus.

Each individual instructor will establish a class attendance policy within departmental guidelines. This policy will be outlined on the course syllabus made available to students on the first day of class and is available online.

Three tardies shall be considered an absence. If a student is more than ten (10) minutes tardy, he or she may be considered absent. If a student leaves more than ten (10) minutes prior to class dismissal, he or she may be considered absent.

If excessive absences are taken, the student maybe administratively withdrawn. Extenuating circumstances or the student's performance in class may be taken into consideration by the instructor.

Students who feel that they have been treated improperly regarding this policy may exercise the right to appeal through The Student Code and Grievance Procedure for South Carolina Technical Colleges.

### **Online Course Attendance Policy**

All Internet (Online) courses will have the following attendance statement in their course syllabus/outline:

Students are expected to engage in the online course at least one to two times per week. "Engagement" is defined as both signing in and completing assigned work. If a student signs into the course but does not complete any assigned work, the student will be in danger of being removed from the course. Record-keeping for attendance purposes will begin on the first day the class meets. Attendance for online courses is taken using Course Access in the Desire to Learn (D2L) Class Progress tool and by the student completing required work.

# ACADEMIC INFORMATION

If a student must be out of the online course for a week or longer, it is the student's responsibility to notify the instructor as quickly as possible of the absence. Students are responsible for making up all work missed as a result of the absence, including examinations. If excessive absences are taken, the student may be administratively withdrawn with a grade of "W", "WP", or "WF" depending on the student's last date of attendance. Extenuating circumstances may be taken into consideration by the instructor.

## **Student Appeal Procedure**

Students who feel that they have been treated improperly regarding these policies may exercise the right to appeal through The Student Code and Grievance Procedure for South Carolina Technical Colleges.

## **ACADEMIC HONORS**

**Dean's List** - Each semester, full-time students who meet specified criteria are placed on the Dean's List. Criteria for the Dean's List include:

1. minimum of 12 credit hours attempted and earned;
2. earn 100% of regular curriculum credit hours attempted;
3. meet or exceed a minimum grade point average of 3.5.

**Part-Time Dean's List** - Criteria for the Part-time Dean's List include:

1. the student must possess a minimum of 12 cumulative credit hours;
2. the student must complete 6-11.5 credit hours for the term;
3. the student must complete 100% of credit hours attempted;
4. the student must meet or exceed a term grade point average of 3.5.

\*Part-time students must meet all four of the prescribed criteria to qualify for recognition on the Part-time Honors List.

**President's List**- Same as Dean's List except:

The student must obtain a grade point average of 4.0.

**Part-Time President's List** Same as Part-time Dean's List except:

The student must meet a term grade point average of 4.0.

**Academic Program Awards at Graduation** - Students with the highest cumulative GPA in each academic group will be recognized and awarded a plaque at the May graduation ceremony. December, May and August graduates will be recognized. To be eligible for this award, the student must possess a minimum cumulative GPA of 3.5, which is the same requirement for honor graduate status. The minimum cumulative GPA requirement may preclude some academic programs from recognizing the student with the highest GPA at graduation; however, the student must possess honor graduate criteria to qualify for the academic group awards.

**Phi Theta Kappa** - The Phi Theta Kappa Society, with over 1200 chapters in the United States and abroad, is the only internationally-acclaimed honor society serving two-year colleges offering associate degree programs. Its purpose is to recognize and encourage scholarship among two-year college students. Membership is by invitation only and is extended to students who have completed 12 semester credit

# ACADEMIC INFORMATION

hours that may be applied to an associate degree; have maintained a cumulative grade point average equivalent to, but not less than 3.25; have established academic excellence as judged by the faculty; and possess recognized qualities of citizenship. Part-time students are eligible for membership.

**Who's Who Among Students In American Junior Colleges** - This national Who's Who program recognizes those second-year students whose academic standing, participation in extracurricular activities, and college service are decidedly above average.

## GRADUATION

Graduation exercises are held each year in May. Students expecting to graduate must file their graduation applications and pay applicable fees with the Student Services Office according to dates specified on the student calendar. Failure to meet the stated deadline will result in a \$10.00 late filing fee and could create a delay in the receipt of the appropriate associate degree, diploma or certificate. All fees and financial obligations owed to the College must be paid before a student can graduate.

A minimum program grade point average of 2.0 is required for graduation from a degree, diploma or certificate program. Additional curriculum or divisional requirements, if any, are noted in the individual curriculums elsewhere in the catalog.

It is the responsibility of each student to meet all graduation requirements of the College in his/her particular program of study and to maintain the minimum required grade average. Student Services counselors and faculty will guide the student, but the final responsibility belongs to the individual student.

All students must complete a minimum of 25% coursework at OCtech. Students may appeal the completion of remaining course requirements to the Vice President for Academic Affairs if required courses are not offered at the College within the last term(s) of enrollment.

The College assumes no obligation in the case of special adjustment if the student fails to file for graduation by the appointed date. If a student fails to receive his/her degree at the time indicated, a new application must be filed. Failure to graduate during the designated commencement requires that an application for graduation be resubmitted and an additional graduation fee be paid. Arrangements for caps, gowns and invitations will be made through the College's bookstore..

## ACADEMIC RECORDS

### Confidential Treatment of Student Academic Records

The privacy and confidentiality of all official student records shall be preserved at OCtech in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Each student has the right to inspect and challenge the accuracy of his/her records.

# ACADEMIC INFORMATION

## Student Review of Academic Records

Students may inspect and review their educational records upon written request to the Vice President of Student Services at Orangeburg-Calhoun Technical College. The request should identify, as precisely as possible, the record(s) he/she desires to inspect. The Vice President for Student Services will notify the Registrar who will make the necessary arrangements for access as promptly as possible. The student must be given access to inspect and review educational records within 45 days of the day the College received the request for access. The Vice President for Student Services will notify the student of the time and location where the records may be inspected.

OCtech reserves the right to refuse student inspection and review of the following records:

1. The financial statement of the student's parent(s).
2. Confidential letters and recommendations placed in the files prior to January 1, 1975, or letters and statements of recommendations placed after January 1, 1975, in which the student has waived his or her right to inspect and review statements that are related to the student's admission, application for employment, job placement, or receipt of honors.
3. Educational records that contain information about more than one student; however, the College will permit access to the portion of the record which only pertains to the inquiring student.
4. Disciplinary records.

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, a student who wishes to inspect their educational records and finds a discrepancy, may challenge the contents of their educational records. However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student.

FERPA provides students with the right to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

Students may challenge the contents of their education records that they consider inaccurate, misleading or otherwise in violation of their privacy or other rights

- The student must submit a written challenge to the College Registrar. The Registrar will review and determine within 5-7 working days whether to take corrective action consistent with the student's request.
- The Registrar will notify the student in writing within 2 working days of the decision(s).
- If the decision reached is in accordance with the student's request, the Registrar will correct, amend, or delete the appropriate records.
- When a student disagrees with the Registrar's decision, the student has the right to appeal to the Vice President for Student Services, whose decision is final. Student appeals must be submitted to the Vice President for Student Services

# ACADEMIC INFORMATION

within 2 weeks of notification of the Registrar's decision.

- The Vice President for Student Services will review, determine and notify the student of the final decision within 10 working days of receipt of the appeal.
- When the final decision is unsatisfactory to the student, the student has the opportunity to place a statement about the information in the education record.
- The Registrar's office is responsible for maintaining the statement as part of the student's education record for as long as OCtech retains the student's records.

OCtech retains the right to deny a student a copy of his/her academic records in the following instances:

1. The student has an unpaid financial obligation to the College.
2. There is an unresolved disciplinary action against the student.

## **Disclosure of Student Academic Records**

OCtech will disclose information from a student's academic record only with the written consent of the student. Exceptions to disclosure without student consent include the following:

1. To College officials who have a legitimate educational interest in the records. College officials include any person employed in an administrative, supervisory, support staff or faculty position; an Area Commission member; a person employed under contract to Orangeburg-Calhoun Technical College to perform a special task such as an auditor or attorney. A College official has a legitimate educational interest if the official is: performing a task that is specified in his or her position description or contract agreement, performing a task related to a student's education, performing a task related to the discipline of a student, or providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial.
2. To agents acting on behalf of the institution (e.g., clearinghouses, degree/enrollment verifiers).
3. To certain officials of the U. S. Department of Education, the Comptroller General and state and local education authorities in connection with various state or federally supported education programs.
4. In connection with a student's request for financial aid as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of Orangeburg-Calhoun Technical College.
6. To accrediting organizations to carry out their functions.
7. To the parents of an eligible student who claim the student as a dependent for income tax purposes.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. Directory information such as name, address, telephone number and enrollment status.
11. The results of any disciplinary proceeding conducted by Orangeburg-Calhoun Technical College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

# ACADEMIC INFORMATION

12. To anyone if a health or safety emergency exists and the information will assist in resolving the emergency.
13. To an alleged victim of a crime of violence of the results of a disciplinary hearing regarding the alleged perpetrator of that crime with respect to that crime.
14. To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense (Foley Amendment).
15. To the Immigration and Naturalization Service for purposes of the Coordinated Interagency Partnership Regulating International Students.
16. To military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment). Recruiting information includes name, address, telephone listing, age or year of birth, level of education and major.
17. The Internal Revenue Service for the purposes of complying with the Taxpayer Relief Act of 1997.
18. To authorized representatives of the Department of Veterans Affairs for students receiving educational assistance from the agency.

## Directory Information

Directory information such as name, address, telephone number, major, participation in recognized activities, attendance dates, degrees/awards received, and most recent school attended is not released to any commercial concerns. However, the College may disclose any of those items without prior written consent to those organizations the College deems responsible for promoting achievements of the student and organizations charged with verifying information provided by the student for employment reasons unless notified in writing by the student to the contrary by the end of the second week of class each term (or first meeting of Continuing Education courses). Requests should be directed to the College Registrar.

## Student Right-to-Know Disclosure

Under the Student Right-to-Know and Campus Security Act of 1990, prospective students, applicants and current OCtech students have the right to know the graduation and transfer-out rates of students enrolled at the College. These rates indicate the percentage of students who begin college as a first-time, full-time student during the fall semester and graduate or transfer within prescribed timelines as outlined in the Department of Education Guidelines. This information may be obtained from the Vice President for Student Services or Admissions Office at Orangeburg-Calhoun Technical College, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 or by calling 803.536.0311 or 1.800.813.6519 (within SC). Information and statistics concerning campus crime, safety and security policies and procedures are also available and may be obtained from the OCtech Security Office, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 or by calling 803.535.1393 or 1.800.813.6519 ext. 1393 (within SC).

# ACADEMIC INFORMATION

## **DISTANCE LEARNING SERVICES**

OCtech offers distance learning courses to individuals who desire alternative instructional delivery. All student support services, including but not limited to, counseling, advising, assessment, career planning, and financial aid are available and accessible to students enrolled in Internet courses at the College. OCtech provides distance education in four ways:

1. OCtech credit internet courses.
2. Continuing Education courses offered via the internet.
3. SCETV digital satellite system: OCtech serves as a receiver site for undergraduate and graduate courses originating from the University of South Carolina. Students interested in this option should contact the University of South Carolina Distance Education Department to arrange for this service. OCtech also serves as a viewing site for training provided by the Criminal Justice Academy, the SC Bar Association and other state agencies.
4. Two-way video conferencing between the sixteen colleges in the South Carolina Technical College System.

Student support services are available to students who are enrolled in a variety of distance education courses. Students may find the following services beneficial or necessary to their success in these and other courses at the College. Students are encouraged to utilize information on the College's website at [www.octech.edu](http://www.octech.edu) to access detailed information about services available.

### **Distance Learning Academic Advising, Scheduling and Registration**

OCtech employs qualified staff and faculty to assist distance education students with course selections and class scheduling to address student needs. Advising and scheduling are typically conducted on campus with faculty advisors or Student Services counselors by appointment or on a walk-in basis. Students are also permitted to schedule classes by telephone, providing all admissions requirements have been satisfied. Students may pay required tuition and fees to the College's Business Office by mail, in person, by telephone or online through Connect.

# STUDENT CODE

## THE STUDENT CODE FOR THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM

### GENERAL PROVISIONS

#### I. Principles

Orangeburg-Calhoun 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 of Conduct for Orangeburg-Calhoun Technical College sets forth the rights and responsibilities of the individual student. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

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

#### II. 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/Community 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/Community 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.

# STUDENT CODE

## III. Definitions

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

- A. "College" means Orangeburg-Calhoun Technical College or any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer at Orangeburg-Calhoun Technical College.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Vice President for Student Services, Vice President for Academic Affairs, Vice President for Business Affairs.
- 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 Academic 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 or Student Advisory Board 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.
- N. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed.

## 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, students are entitled to the

# STUDENT CODE

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 IV 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 develop, distribute, explain, and follow the standards to be used in evaluating student assignments and determining student grades.

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

- H. Privacy-- Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- I. Due Process-- At a minimum, any student charged with misconduct under this code is guaranteed the following:
  - 1) the right to receive adequate notice of the charge(s);

# STUDENT CODE

2) the right to see and/or hear information and evidence relating to the charge(s), and

3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

## J. 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/community college, their records shall continue to be subject to the provisions of this code.

## II. Student Government and Student Organizations

### A. Student Government, Student Advisory Boards and Student Organizations

The college Student Government/Advisory 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.

# STUDENT CODE

## III. Student Responsibilities

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

## IV. 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 V.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).

# STUDENT CODE

## 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 V.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 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. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service.
4. 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. Cases of alleged on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02) Cases based on

# STUDENT CODE

sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non Discrimination and Anti-Harassment Sexual Harassment ( Procedure number 8.004.01)

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. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.
  6. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
- 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.

## V. Rules of Student Disciplinary Procedure and Sanctions

The sanctions that follow are designed to channel faculty, staff or student complaints against students for all matters excluding sexual violence or sexual harassment . For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)

# STUDENT CODE

For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non Discrimination and Anti-Harassment Sexual Harassment ( Procedure number 8.004.01)

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 instructional weekdays of receiving the information from the President or his/her designee. The letter must include the following information:
  - a) the reason(s) for the interim suspension;
  - b) notice that the interim suspension does not replace the regular hearing process;
  - c) information about requesting a hearing before the Hearing Committee; and
  - d) notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

## **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. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
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) Completion of an educational activity relating to the nature of the offense.
  - b) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.

# STUDENT CODE

- c) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
  - d) Assign a failing grade for the course.
  - e) Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five instructional weekdays of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic 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 Academic Officer within seven instructional week days of the date of the Chief Academic Officer's letter
5. If the student requests an appeal, the Chief Academic Officer, or designee, will schedule a time for the meeting. The Chief Academic Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Academic Officer, 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 of the Student Code and Grievance Procedure, Section VI. A. 1.e.f.
  - e) A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
6. On the basis of the information presented at the appeal, the Chief Academic 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 Academic Officer, or designee, will send the student a letter within two instructional weekdays 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 instructional weekdays.
8. After receiving the student's request, the President will review all written materials, non-written materials, and evidence 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 V. D and section VI.

# STUDENT CODE

## C. STUDENT MISCONDUCT

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer as soon as possible but no later than 10 instructional weekdays after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
2. Within 5 instructional weekdays 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 V.D.2., Student Misconduct.
  - 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 instructional weekdays 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 instructions governing the appeal process.
4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 instructional weekdays 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 Academic 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.

# STUDENT CODE

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 insure that the student's procedural rights are met.
  - c) To hand down a decision based only on evidence introduced at the hearing.
  - d) 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) Special condition such as a formal apology, essay or paper.
      - (c) An obligation to make restitution or reimbursement.
      - (d) A suspension or termination of particular student privileges.
      - (e) Disciplinary probation.
      - (f) Suspension from the college.
      - (g) Expulsion from the college.
      - (h) Any combination of the above.

## **VI. Procedures for Hearings before the Student Appeals Committee**

### **A. Procedural Duties of the Chief Student Services Officer**

1. At least 7 instructional weekdays 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) A brief description of the incident that led to the charge (s).
  - c) The name of the person(s) submitting the incident report.
  - d) The date, time and place of the hearing.
  - e) A list of all witnesses who might be called to testify.
  - f) 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 or participate in any of the questioning. The student will be responsible for paying any fees charged by his/her counsel.
    - (2) The right to present witnesses on one's behalf.
    - (3) The right to know the names of any witnesses who may be called to testify at the hearing.

# STUDENT CODE

- (4) The right to review all available evidence, documents, exhibits, etc.,
  - (5) The right to present evidence. The Committee may determine as to what evidence is admissible.
  - (6) The right to know the identity of the person(s) bringing the charge(s).
  - (7) The right to hear witnesses on behalf of the person bringing the charges.
  - (8) The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - (9) The right to a fair and impartial decision.
  - (10) The right to appeal the 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. The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

## **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. The Committee may identify someone to take written notes and the committee will have the hearing tape recorded, except for the Committee's deliberations. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. 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.

# STUDENT CODE

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 instructional weekday 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, date of the decision and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

## 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. Conduct additional inquiries as deemed necessary.
3. Review the findings of the proceedings of the Committee.
4. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
5. Approve, modify, or overturn the decision of the Committee.
6. Void the process and reconvene another Committee.
7. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

The President's decision regarding disciplinary actions under the Student Code of Conduct 4.049.02 are not grievable.

## The Student Grievance Procedure

### I. PURPOSE

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against an OCtech employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances:

- 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college;
- 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status; or on the basis of alleged sexual harassment; or
- 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

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

For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts

# STUDENT CODE

of Sexual Violence and Sexual Harassment” (Procedure number 4.049.02)

For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non-Discrimination, Anti-Harassment and Sexual Misconduct ( Procedure number 8.004.01).

## II. DEFINITIONS

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

- A. “College” means Orangeburg-Calhoun Technical College (OCtech)
- B. “President” means the chief executive officer of Orangeburg-Calhoun Technical 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 Academic Officer” means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. “Grievable Act or Decision” means a misapplication of a college’s policies, procedures or a violation of a state or federal law.
- G. “Days” means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.
- H. “Student” means a person taking any course(s) offered by OCtech.
- I. “Instructor” means any person employed by the college to conduct classes.
- J. “Staff” means any person employed by the college for reasons other than conducting classes.
- K. “Campus” means any place where the college conducts or sponsors educational, public service, or research activities.

## III. GRIEVANCE PROCESS

### A. Filing a Complaint

This procedure must be initiated by the student within sixty days of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the OCtech official having jurisdiction over the grievance, if the student requests an extension within the sixty day period.

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

1. Written complaints about alleged discrimination on the basis of age, gender, race, disability or veteran’s status and written complaints about alleged

# STUDENT CODE

- sexual harassment shall be submitted to the OCtech Office of Human Resources Director who is the designated Section 504, Title II, and Title IX compliance Officer.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
  3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College system. (SCTCS)
  4. For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)
  5. For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to Non Discrimination and Anti-Harassment Sexual Harassment(Procedure number 8.004.01)

## B. Pre-Hearing

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

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

As a part of the effort to resolve the matter, the supervisor or the SCTCS VPAA, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor or the SCTCS VPAA shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

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

## C. Student Grievance Hearing

1. Requesting a Hearing
  - a) The student must submit a written request for a Grievance Hearing to the

# STUDENT CODE

Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a statement describing why the supervisor's response was unsatisfactory, and a copy of the supervisor's response.

- b) If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
  - c) Within two instructional days, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of Systems Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.
2. Grievance Committees
- a) Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
    - 1) Three students recommended by the OCtech Student Advisory Board.
    - 2) Two faculty members recommended by the Chief Academic 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, nonvoting member of the committee
  - b) Grievance Against the President - The President of the SCTCS will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
  - c) The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
  - d) The Student Grievance Committee's meeting(s) shall be conducted within twenty-one 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. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.
3. Hearing Procedures
- A) The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:
    - 1) a brief description of the complaint, including the name of the

# STUDENT CODE

- person filing the complaint;
- 2) the date, time, and location of the meeting;
  - 3) the name of any person who might be called as a witness.
  - 4) a list of the student's procedural rights. These rights follow:
    - a) The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee..
    - b) The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
    - c) The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
    - d) The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
- B) At least ten instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- C) Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her 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.
- D) Hearings are informal and a tape recording of the testimony presented during the 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, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.

- E) The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- F) Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
- G) The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The committee will use a preponderance of the evidence standards in making this

# STUDENT CODE

determination.

- H) The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
- I) The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

## **D. Appeal Process**

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

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

## **Student Code Procedure for Addressing Alleged Acts of Sexual Violence and Sexual Harassment**

Orangeburg-Calhoun Technical College does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. Any questions regarding Title IX may be referred to the college's Title IX Coordinator or to the Office of Civil Rights.

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

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual assault may file a report with the college's Chief Student Services Officer, campus security office, or with the college's Title IX coordinator or designee. The Title IX coordinator's office location and phone number are available on the college's website. Reports may also be filed by any

# STUDENT CODE

Responsible Employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator or designee.

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

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

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

If the alleged harasser or violator of named in the report is an employee, the case will be adjudicated through the Orangeburg-Calhoun Technical College Non Discrimination, Anti-Harassment and Sexual Misconduct Procedure number 8.004.01.

If the alleged harasser or violator of this policy is a student at Orangeburg-Calhoun Technical College, the case will be adjudicated through the process that follows.

## I. Definitions

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

- A. A Complainant is an individual alleging conduct prohibited under this regulation.
- B. Conduct is considered "Unwelcome Conduct" if it is unrequested, uninvited, undesirable and/or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Participation

# STUDENT CODE

in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

- C. Consent is explicit approval and permission to engage in sexual activity demonstrated by clear action, words, or writings. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to engage in sexual activity with another person does not imply ongoing future consent with that person or consent to engage in that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.
- D. A Hostile Environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the college's programs or activities. A hostile environment can be created by anyone involved in a college's program or activity (e.g., administrators, faculty members, students, and campus visitors).
- E. Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
- F. Preponderance of Evidence is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.
- G. A Respondent is an individual accused of a violation under this regulation.
- H. A Responsible Employee is any employee who has the authority to take action to redress sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or who a student could reasonably believe has this authority or duty.
- I. Retaliation is action taken by an accused individual or an action taken by a third party against any person that has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

# STUDENT CODE

- J. Sex-Based Harassment includes sexual harassment and gender-based harassment.
- K. Sexual Assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
- L. Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include: Prostituting another person; recording images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
- M. Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual violence, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may be may also be forms of sexual harassment.
- N. Sexual Violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.
- O. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death to the targeted person or a member of their family.

# STUDENT CODE

## II. Sanctions

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

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

## III. Formal Resolution Process

### A. Preliminary Investigation

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

# STUDENT CODE

Coordinator, or designee, will base the decision upon the available information.

B. Sanctioning

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

C. Notification of Resolution

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

D. Hearing

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

# STUDENT CODE

Technical College community. In cases involving sexual harassment, the Title IX Coordinator, or designee, will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator, or designee, will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

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

# STUDENT CODE

3. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

## E. Appeal

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

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

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

## IV. Informal Resolution/Mediation Process

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

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

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

# STUDENT CODE

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

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

During the mediation, the Mediator will attempt to facilitate the parties' resolution of the complaint. If the mediation results in a resolution between the parties and the Title IX Coordinator, or designee, finds the resolution to be appropriate under the circumstances (giving consideration to the extent to which the resolution will protect the safety of the Complainant and entire college community), the informal disciplinary procedure will be concluded, and the complaint will be closed. If such a resolution is reached, the terms of the resolution shall be committed to writing and signed by all parties. If

# STUDENT CODE

the parties are unable to reach a resolution, the formal resolution process outlined above will promptly commence.

## 4. Revocation

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

- F. Privacy and Disclosure - In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the general public. Accordingly, documents prepared in anticipation of the mediation and other information introduced at the mediation may not be disclosed outside of the mediation, except as may be required or authorized by law.
- G. Documentation. The college will retain any documentation of the mediation for at least seven (7) years.

## V. Hearing Committee

The Hearing Committee shall be composed of the following:

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

The Hearing Committee shall perform the following functions:

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

### Hearing Committee Meetings

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

# STUDENT CODE

mutually agreed upon by the Committee and the student(s), to serve as the recorder.

- 3) The Committee may identify someone to take written notes and the committee may have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Title IX Coordinator, or designee. The student may review the notes and listen to the recording under the supervision of the Title IX Coordinator or designee.
- 4) Witnesses shall be called in one at a time to make a statement and to respond to questions.
- 5) After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation occurred as alleged, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
- 6) The Chair of the Hearing Committee will send a certified letter to the Respondent's and to the Complainant's addresses of record within two instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
  - a) When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the Complainant will also include the sanction imposed by the Hearing Committee.
  - b) When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the Complainant will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the victim (e.g., the violator has been directed to stay away from the victim while on the college's campus).

## VI. Confidentiality and Privacy

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

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

## VII. Amnesty for Drug and Alcohol Possession and Consumption Violations

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

### **Academic Honesty/Dishonesty**

No form of dishonesty (copying another's work, using "crib sheets," plagiarism, etc.) will be tolerated. Students who are dishonest will be subject to disciplinary action by the instructor and the College.

Students are reminded when preparing written assignments to always identify direct quotations from another's work by quotation marks and a footnote. If summarizing or rephrasing, students should include the footnote, without quotation marks. All sources consulted in preparation of the assignment should be listed in the bibliography.