

ABBEVILLE | EDGEFIELD | GREENWOOD | LAURENS | MCCORMICK | NEWBERRY | SALUDA

2013-2014

STUDENT

CALENDAR

HANDBOOK

PIEDMONT
Technical College

Your goals. Our mission.

Piedmont Technical College Services

Area	Contact	Location	Phone Number
Academic Probation	Tamatha Sells	Student Records, 140-A	(864) 941-8363
Academic Advisement	Staff or Your Faculty Advisor	Student Success Center, 101-A	(864) 941-8614
Accidents	Staff	Public Safety	(864) 941-8000
Books/Supplies	Staff	Campus Shop, 106-F	(864) 941-8683
Career Decision-Making, Career Information, Personal Issues & Questions About Your Major	Staff	Career Planning & Counseling Center, 149-A	(864) 941-8356
College Transfer	Lynn Mack Evelyn Beck	107-G 139-K	(864) 941-8449 (864) 941-8450
County Campuses	Jennifer Wilbanks	Dean of County Campuses Abbeville County Campus Edgefield County Campus Laurens County Campus McCormick County Campus Newberry County Campus Saluda County Campus Center for Advanced Manufacturing	(864) 323-7674 (864) 446-8324 (803) 637-5388 (864) 938-1505 (864) 852-3191 (803) 276-9000 (864) 445-3144 (864) 682-3702
Emergencies	Staff	Public Safety	(864) 941-8000
Financial Aid	Staff	Financial Aid Office, 140-B	(864) 941-8365
Graduation Information	Staff	Student Records, 139-A	(864) 941-8361
Health Science Resources & Program Readiness Information	Staff	Student Success Center, 101-A	(864) 941-8614
Job Search Assistance, Interviewing Tips, & Resume Writing	Staff Staff	SC Works, 101-A Student Success Center, 101-A	(864) 941-8395 (864) 941-8614
Learning or Physical Disabilities	Brenda Dailey	Career Planning & Counseling Center, 145-AB	(864) 941-8378
Lost & Found Items	Staff	Public Safety	(864) 941-8000
Online Course Assistance	Instructional Development Office	108-G	(864) 941-8449 (864) 941-8682
SC Works	Staff	101-A	(864) 941-8395
Parking Sticker	Staff	Library	(864) 941-8441
Payment Plan	Staff	Business Office, 150-A	(864) 941-8322
Program Changes, Class Changes & Withdrawals	Staff	Student Records, 139-A	(864) 941-8361
Refunds & Billing Questions	Staff	Business Office, 150-A	(864) 941-8322
Residency	Crystal Pittman	Business Office, 178-A	(864) 941-8328
Safety Escort	Staff	Public Safety	(864) 941-8000
Scholarships	Staff	Student Success Center, 101-A	(864) 941-8614
Student ID	Staff	Library	(864) 941-8441
Student Life, Clubs & Organizations	Staff	Student Success Center, 101-A	(864) 941-8614
Student Support Services Program	Staff	Student Success Center, 101-A	(864) 941-8385
Transcript Request	Staff	Student Records, 139-A	(864) 941-8361
Transfer Credit	Staff	Student Records, 139-A	(864) 941-8361
Tutoring	Audrey Hearst	Tutoring Center, 178-K	(864) 941-8435
Veterans Educational Benefits	Staff	Financial Aid Office, 140-B	(864) 941-8365

Academic Calendar

FALL 2013

<i>Administrative Days</i>	August 12-16, 2013
<i>Inservice Days</i>	August 19-20
<i>Classes Begin (Full Term, A Term)</i>	August 21
<i>End Add/Drop Period (A Term)</i>	August 23
<i>End Add/Drop Period (Full Term)</i>	August 27
<i>Labor Day (College Closed)</i>	September 2
<i>Classes Begin (L Term)</i>	September 26
<i>End Add/Drop Period (L Term)</i>	September 30
<i>Classes End (A Term)</i>	October 14
<i>Classes Begin (B Term)</i>	October 15
<i>End Add/Drop Period (B Term)</i>	October 17
<i>Thanksgiving Break (College Closed)</i>	November 27-29
<i>Classes End (Full Term, B Term, L Term)</i>	December 9
<i>Final Grades Due</i>	December 11
<i>Graduation</i>	December 12
<i>Administrative Days</i>	December 10-13, 16-18
<i>Faculty Break</i>	December 19-20
<i>Winter Break (College Closed)</i>	December 23-31

SPRING 2014

<i>New Year's Day Observed (College Closed)</i>	January 1, 2014
<i>Administrative Days</i>	January 2-3
<i>Inservice Days</i>	January 6-10, 13-14
<i>Classes Begin (Full Term, A Term)</i>	January 15
<i>End Add/Drop Period (A Term)</i>	January 17
<i>Martin Luther King, Jr. Day (College Closed)</i>	January 20
<i>End Add/Drop Period (Full Term)</i>	January 22
<i>Classes Begin (L Term)</i>	February 17
<i>End Add/Drop Period (L Term)</i>	February 19
<i>Classes End (A Term)</i>	March 7
<i>Classes Begin (B Term)</i>	March 10
<i>End Add/Drop Period (B Term)</i>	March 12
<i>Spring Break (No Classes)</i>	April 21-25
<i>Classes End (Full Term, B Term, L Term)</i>	May 5
<i>Final Grades Due</i>	May 7
<i>Administrative Days</i>	May 6-9
<i>Graduation</i>	May 8

SUMMER 2014

<i>Administrative Day</i>	May 12
<i>Classes Begin (Full Term, A Term)</i>	May 19
<i>End Add/Drop Period (A Term)</i>	May 20
<i>End Add/Drop Period (Full Term)</i>	May 21
<i>Memorial Day (College Closed)</i>	May 26
<i>Classes Begin (L Term)</i>	June 4
<i>End Add/Drop Period (L Term)</i>	June 6
<i>Classes End (A Term)</i>	June 23
<i>Classes Begin (B Term)</i>	June 24
<i>End Add/Drop Period (B Term)</i>	June 25
<i>Administrative Day</i>	June 30
<i>Independence Day (College Closed)</i>	July 4
<i>Faculty Break (No Classes)</i>	July 1-3
<i>Classes End (Full Term, B Term, L Term)</i>	August 1
<i>Final Grades Due</i>	August 5
<i>Administrative Days</i>	August 4-6, 8
<i>Graduation</i>	August 7

August 2013

Full Term (August 21-December 9) • A Term (August 21-October 14)


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
4	<ul style="list-style-type: none"> • SUMMER CLASSES END (Full, Late & B Terms) • \$50 Late Fee Begins (Full & A Terms) 	5	<ul style="list-style-type: none"> • Bookstore Charges Open (Full, A, Late & B Terms) • Potential Drop Notification (Full & A Terms)
6	7	<ul style="list-style-type: none"> • LAST DAY TO APPLY FOR ADMISSION (Full & A Terms) • FINANCIAL AID COMPLETION DEADLINE • Final Grades Due (Full, B & Late Terms) • Student Records Office Closed 	
11	12	<ul style="list-style-type: none"> • Potential Drop Notification (Full & A Terms) 	13
14			14
18	<ul style="list-style-type: none"> • DROP FOR NON-PAYMENT (Full & A Terms) 	19	<ul style="list-style-type: none"> • CLASSES BEGIN (Full & A Terms) • Last Day to Enroll in the Fall Payment Plan with 33% Down Payment
20	21	20	21
25	<ul style="list-style-type: none"> • 0% Refund (A Term) 	26	<ul style="list-style-type: none"> • Add/Drop Ends (Full Term) • Academic Success Workshop
27	28	27	 <ul style="list-style-type: none"> • FINANCIAL AID FREEZE DATE • DROP FOR NON-PAYMENT (Full & A Terms) • 0% Refund (Full Term)
28			28

THURSDAY	FRIDAY	SATURDAY	
<ul style="list-style-type: none"> Last Day to Enroll in the Fall Payment Plan with 0% Down Payment <p style="text-align: right;">1</p>	 <ul style="list-style-type: none"> FALL TUITION & FEES DUE (Full & A Terms) Payment Plan - 33% Down Payment <p style="text-align: right;">2</p>	<p style="text-align: right;">3</p>	Notes
<p style="text-align: center;">Graduation</p> <ul style="list-style-type: none"> Student Records Office Closed <p style="text-align: right;">8</p>	<p style="text-align: right;">9</p>	<p style="text-align: right;">10</p>	
<ul style="list-style-type: none"> Fall SAP Appeals Due New Student Orientation <p style="text-align: right;">15</p>	<ul style="list-style-type: none"> New Student Orientation <p style="text-align: right;">16</p>	<p style="text-align: right;">17</p>	
<ul style="list-style-type: none"> Payment Plan - 50% Down Payment <p style="text-align: right;">22</p>	<ul style="list-style-type: none"> Add/Drop Ends (A Term) <p style="text-align: right;">23</p>	<p style="text-align: right;">24</p>	
<ul style="list-style-type: none"> Degree Pickup for Summer Graduates <p style="text-align: right;">29</p>	<p style="text-align: center;">No Classes</p> <p style="text-align: right;">30</p>	<p style="text-align: right;">31</p>	

**Dates are subject to change. Please refer to the Events page on the college website for current information: www.ptc.edu/calendar*

September 2013

Full Term (August 21-December 9) • A Term (August 21-October 14)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<ul style="list-style-type: none"> • Spring Merit & Program-Ready Applications Available Online <p style="text-align: right;">1</p>	<p style="text-align: center;">College Closed</p> <ul style="list-style-type: none"> • Labor Day <p style="text-align: right;">2</p>	<ul style="list-style-type: none"> • Scholarship Applications Available Online <p style="text-align: right;">3</p>	<ul style="list-style-type: none"> • Deadline to Report NA (Full & A Terms) • ECD Club Meeting <p style="text-align: right;">4</p>
<p style="text-align: right;">8</p>	<p style="text-align: right;">9</p>	<p style="text-align: right;">10</p>	<ul style="list-style-type: none"> • Bookstore Charges End (Full & A Terms) <p style="text-align: right;">11</p>
<p style="text-align: right;">15</p>	<ul style="list-style-type: none"> • Potential Drop Notification (Late Term) • Spring Merit & Program-Ready Applications Deadline <p style="text-align: right;">16</p>	<ul style="list-style-type: none"> • Constitution Day • Scholarship Applications Deadline • Academic Success Workshop <p style="text-align: right;">17</p>	<p style="text-align: center;">Fall Kick-Off & Club Fair</p> <p style="text-align: right;">18</p>
<p style="text-align: right;">22</p>	<ul style="list-style-type: none"> • Direct Deposits Available, Financial Aid Disbursement Checks Mailed (Full Term Grants and 1/2 Loan, A Term Grants and Loans) • Bookstore Charges Reopen (Full Term) • Last Day to Enroll in the Fall Payment Plan • 60% of Term (A Term) <p style="text-align: right;">23</p>	<ul style="list-style-type: none"> • DROP FOR NON-PAYMENT (Late Term) • Academic Success Workshop <p style="text-align: right;">24</p>	<p style="text-align: right;">25</p>
<p style="text-align: right;">29</p>	<ul style="list-style-type: none"> • Add/Drop Ends (Late Term) <p style="text-align: right;">30</p>		

THURSDAY	FRIDAY	SATURDAY	Notes
5	6	7	
 <ul style="list-style-type: none"> • FALL TUITION & FEES DUE (Late Term) 12	<ul style="list-style-type: none"> • \$50 Late Fee Begins (Late Term) 13	14	
<ul style="list-style-type: none"> • LAST DAY TO APPLY FOR ADMISSION (Late Term) 19	20	21	
<ul style="list-style-type: none"> • CLASSES BEGIN (Late Term) 26	27	28	
			

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October 2013

Full Term (August 21-December 9) • A Term (August 21-October 14)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		 <ul style="list-style-type: none"> • FALL TUITION & FEES DUE (B Term) • DROP FOR NON-PAYMENT (Late Term) • FINANCIAL AID FREEZE DATE (Late Term) • 0% Refund (Late Term) • ICC Meeting 	<ul style="list-style-type: none"> • \$50 Late Fee Begins (B Term) • ECD Club Meeting
6	<ul style="list-style-type: none"> • Deadline to Report Never Attends (Late Term) 	<ul style="list-style-type: none"> • Academic Success Workshop 	<ul style="list-style-type: none"> • Bookstore Charges End (Full & Late Terms)
13	<ul style="list-style-type: none"> • CLASSES END (A Term) 	<ul style="list-style-type: none"> • CLASSES BEGIN (B Term) • MIDTERM • ICC Meeting 	16
20	<ul style="list-style-type: none"> • Deadline to Report Never Attends (B Term) • Direct Deposits Available and Financial Aid Disbursement Checks Mailed (Late Term and 2nd Half of Full Term Loan) 	<ul style="list-style-type: none"> • Academic Success Workshop 	23
27	<ul style="list-style-type: none"> • 60% of Term (Full Term) 	29	30



THURSDAY	FRIDAY	SATURDAY	
<ul style="list-style-type: none"> • Potential Drop Notification (B Term) <p style="text-align: right;">3</p>	<ul style="list-style-type: none"> • Last Day to Apply for Fall Graduation • Last Day to Apply for Fall Student Loan • Summer "I" Grades Convert to "F" • Spring "CF" Grades Convert to "F" <p style="text-align: right;">4</p>	<p style="text-align: right;">5</p>	Notes
<ul style="list-style-type: none"> • Drop for Non-Payment (B Term) <p style="text-align: right;">10</p>	<p style="text-align: right;">11</p>	<p style="text-align: right;">12</p>	
<ul style="list-style-type: none"> • Add/Drop Ends (B Term) <p style="text-align: right;">17</p>	<ul style="list-style-type: none"> • DROP FOR NON-PAYMENT (B Term) • FINANCIAL AID FREEZE DATE (B Term) • Midterm Grades Due (Full Term) • Final Grades Due (A Term) • 0% Refund (B Term) <p style="text-align: right;">18</p>	<p style="text-align: right;">19</p>	
<ul style="list-style-type: none"> • Bookstore Charges End (Full, Late, A & B Terms) <p style="text-align: right;">24</p>	<p style="text-align: right;">25</p>	<p style="text-align: right;">26</p>	
<p style="text-align: right;">31</p>			

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November 2013

Full Term (August 21-December 9) • A Term (August 21-October 14)


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
3	<ul style="list-style-type: none"> • Direct Deposits Available and Financial Aid Disbursement Checks Mailed (B Term) 	<ul style="list-style-type: none"> • Academic Success Workshop • ICC Meeting 	4 5 6
10	<ul style="list-style-type: none"> • 60% of Term (Late Term) 	11 12	<ul style="list-style-type: none"> • ECD Club Meeting
17	<ul style="list-style-type: none"> • 60% of Term (B Term) 	<ul style="list-style-type: none"> • Academic Success Workshop • ICC Meeting 	18 19 20
24	<ul style="list-style-type: none"> • LAST DAY TO WITHDRAW 	 <ul style="list-style-type: none"> • SPRING VIP REGISTRATION ENDS 	College Closed <ul style="list-style-type: none"> • Hanukkah Begins

THURSDAY	FRIDAY	SATURDAY	
	 <ul style="list-style-type: none"> • SPRING 2014 VIP REGISTRATION BEGINS • Payment Plan for Spring Begins - 0% Down Payment • FAFSA Priority Date (Spring Term) 		Notes
7	1 8	2 9	
14	15	16	
21	22	23	
College Closed • Thanksgiving Day 28	College Closed 29	30	

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December 2013

Full Term (August 21-December 9) • A Term (August 21-October 14)


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	<ul style="list-style-type: none"> • Spring Open Registration Begins (\$25 Registration Fee) 2	<ul style="list-style-type: none"> • ICC Meeting 3	<ul style="list-style-type: none"> • ECD Club Meeting 4
8	<ul style="list-style-type: none"> • FALL CLASSES END (Full, Late & B Terms) 9	10	<ul style="list-style-type: none"> • Student Records Office Closed • Final Grades Due by 7:00 pm (Full, Late & B Terms) 11
15	16	17	18
22	23	College Closed <ul style="list-style-type: none"> • Christmas Eve 24	25 <ul style="list-style-type: none"> • Christmas Day
29	College Closed 30	College Closed <ul style="list-style-type: none"> • New Year's Eve 31	




THURSDAY	FRIDAY	SATURDAY	Notes
<ul style="list-style-type: none"> • Hanukkah Ends <p style="text-align: right;">5</p>	<ul style="list-style-type: none"> • Last Day to Enroll in the Spring Payment Plan with 0% Down Payment <p style="text-align: right;">6</p>	<ul style="list-style-type: none"> • Payment Plan - 33% Down Payment <p style="text-align: right;">7</p>	
<p style="text-align: center;">Graduation</p> <ul style="list-style-type: none"> • Student Records Office Closed <p style="text-align: right;">12</p>	<p style="text-align: right;">13</p>	<p style="text-align: right;">14</p>	
<ul style="list-style-type: none"> • Faculty Break <p style="text-align: right;">19</p>	<ul style="list-style-type: none"> • Winter Begins • Faculty Break <p style="text-align: right;">20</p>	<p style="text-align: right;">21</p>	
	→		
<p style="text-align: right;">26</p>	<p style="text-align: right;">27</p>	<p style="text-align: right;">28</p>	
			

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January 2014

Full Term (January 15-May 5) • A Term (January 15-March 7)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			College Closed • New Year's Day 1
			• LAST DAY TO APPLY FOR ADMISSION (Full & A Terms) • FINANCIAL AID COMPLETION DEADLINE • Bookstore Charges Open (Full, A, Late & B Terms) • Last Day to Enroll in the Spring Payment Plan - 33% Down Payment • \$50 Late Fee Begins (Full & A Terms) 5
12	• DROP FOR NON-PAYMENT (Full & A Terms) 13	14	• SPRING CLASSES BEGIN (Full & A Terms) • Scholarship Applications Available Online 15
19	College Closed • MLK, Jr. Day 20	• 0% Refund (A Term) 21	• Add/Drop Ends (Full Term) • ECD Club Meeting 22
26	27	• Academic Success Workshop 28	• Deadline to Report Never Attends (Full & A Terms) • Scholarship Applications Deadline 29

THURSDAY	FRIDAY	SATURDAY	Notes
<p>College Reopens</p> <p>2</p>	<p></p> <p>• SPRING TUITION & FEES DUE (Full & A Terms)</p> <p>3</p>	<p>4</p>	
<p>• New Student Orientation</p> <p>9</p>	<p>• Spring SAP Appeals Due</p> <p>• New Student Orientation</p> <p>10</p>	<p>11</p>	
<p>16</p>	<p>• Add/Drop Ends (A Term)</p> <p>17</p>	<p>18</p>	
<p></p> <p>• FINANCIAL AID FREEZE DATE (Full & A Terms)</p> <p>• DROP FOR NON-PAYMENT (Full & A Terms)</p> <p>• 0% Refund (Full Term)</p> <p>23</p>	<p>24</p>	<p>25</p>	
<p>• Degree Pickup for Fall Graduates</p> <p>30</p>	<p>• DROP FOR NON-PAYMENT (Full & A Terms)</p> <p>31</p>		

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February 2014

Full Term (January 15-May 5) • A Term (January 15-March 7)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY			
						
2	 • SPRING TUITION & FEES DUE (Late Term)	3	<ul style="list-style-type: none"> • \$50 Late Fee Begins (Late Term) • Academic Success Workshop • ICC Meeting 	4	5	<ul style="list-style-type: none"> • Bookstore Charges End (Full & A Terms) • Last Day to Enroll in the Spring Payment Plan • ECD Club Meeting
9	<ul style="list-style-type: none"> • LAST DAY TO APPLY FOR ADMISSION (Late Term) 	10	11	12		
16	<ul style="list-style-type: none"> • CLASSES BEGIN (Late Term) • 60% of Term (A Term) 	17	<ul style="list-style-type: none"> • Academic Success Workshop • ICC Meeting 	18	19	<ul style="list-style-type: none"> • Add/Drop Ends (Late Term)
23	<ul style="list-style-type: none"> • Spring Tuition Due (B Term) 	24	<ul style="list-style-type: none"> • \$50 Late Fee Begins (B Term) 	25	26	<ul style="list-style-type: none"> • Deadline to Report Never Attends (Late Term) • Potential Drop Notification (B Term)

THURSDAY	FRIDAY	SATURDAY		
		1	Notes	
6	<ul style="list-style-type: none"> • Potential Drop Notification (Late Term) 	7		8
<ul style="list-style-type: none"> • Drop for Non-Payment (Late Term) 	<ul style="list-style-type: none"> • Bookstore Charges Reopen (Full Term) • Direct Deposits Available and Financial Aid Checks Mailed (Full Term Grants and 1/2 Loan, A Term Grants and Loans) 	14		15
 <ul style="list-style-type: none"> • DROP FOR NON-PAYMENT (Late Term) • FINANCIAL AID FREEZE DATE (Late Term) • 0% Refund (Late Term) 	No Classes	21		22
27	<ul style="list-style-type: none"> • Last Day to Apply for Spring Graduation • Last Day to Apply for Spring Student Loan • Fall "I" Grades Convert to "F" • Summer "CF" Grades Convert to "F" 			

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March 2014

Full Term (January 15-May 5) • A Term (January 15-March 7)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3	• ICC Meeting 4	• Bookstore Charges End (Full & Late Terms) • ECD Club Meeting 5
9	• CLASSES BEGIN (B Term) • MIDTERM 10	11	• Add/Drop Ends (B Term) 12
16	• Deadline to Report Never Attends (B Term) 17	• Academic Success Workshop • ICC Meeting 18	• Bookstore Charges End (Full, Late, A & B Terms) 19
23	24	• Academic Success Workshop 25	26
30	• Direct Deposits Available and Financial Aid Disbursement Checks Mailed (B Term) 31		

THURSDAY	FRIDAY	SATURDAY	Notes
<ul style="list-style-type: none"> • DROP FOR NON-PAYMENT (B Term) <p style="text-align: right;">6</p>	<ul style="list-style-type: none"> • CLASSES END (A Term) <p style="text-align: right;">7</p>	<p style="text-align: center;">1</p> <p style="text-align: right;">8</p>	
<ul style="list-style-type: none"> • DROP FOR NON-PAYMENT (B Term) • FINANCIAL AID FREEZE DATE (B Term) • 0% Refund (B Term) <p style="text-align: right;">13</p>	<ul style="list-style-type: none"> • Midterm Grades Due (Full Term) • Final Grades Due (A Term) • Direct Deposits Available and Financial Aid Disbursement Checks Mailed (Late Term and 2nd Half of Loan) • 60% of Term (Full Term) <p style="text-align: right;">14</p>	15	
<p>Employers Day</p> <p style="text-align: right;">20</p>	<p>21</p>	<p>22</p>	
<p style="text-align: center;">Scholarship Luncheon</p> <ul style="list-style-type: none"> • 60% of Term (Late Term) <p style="text-align: right;">27</p>	<p>28</p>	<p>29</p>	
			

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April 2014

Full Term (January 15-May 5) • A Term (January 15-March 7)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		 <ul style="list-style-type: none"> • SUMMER 2014 VIP REGISTRATION BEGINS • FALL 2014 VIP REGISTRATION BEGINS (for Current Students) • Payment Plan for Summer Begins - 0% Down Payment • ICC Meeting <p style="text-align: right;">1</p>	<ul style="list-style-type: none"> • FAFSA Priority Date (Summer Term) • ECD Club Meeting <p style="text-align: right;">2</p>
6	7	<ul style="list-style-type: none"> • Academic Success Workshop <p style="text-align: right;">8</p>	<p>Student Awards and Recognition Program</p> <p style="text-align: right;">9</p>
13	14	<ul style="list-style-type: none"> • ICC Meeting <p style="text-align: right;">15</p>	16
<ul style="list-style-type: none"> • Easter <p style="text-align: center;">20</p>	21	22	23
27	28	29	 <ul style="list-style-type: none"> • SUMMER VIP REGISTRATION ENDS <p style="text-align: right;">30</p>

← **Spring Break** (Faculty Break) →

THURSDAY	FRIDAY	SATURDAY	Notes
3	•60% of Term (B Term) 4	5	
10	11	12	
Spring Activities Day 17	•LAST DAY TO WITHDRAW 18	19	
24	25	26	
			

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May 2014

Full Term (May19-August 1) • A Term (May 19-June 23)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
	<ul style="list-style-type: none"> • CLASSES END (Full, Late & B Terms) • FALL VIP REGISTRATION BEGINS (for New Students) • Summer Open Registration Begins (\$25 Registration Fee) 	<ul style="list-style-type: none"> • Summer Tuition Due (Full & A Terms) • Last Day to Enroll in the Summer Payment Plan with 0% Down Payment 	<ul style="list-style-type: none"> • \$50 Late Fee Applies (Full & A Terms) • Grades Due by 7:00 pm (Full, Late & B Terms) • Payment Plan - 50% Down Payment • Student Records Office Closed
11	12	13	14
	<ul style="list-style-type: none"> • LAST DAY TO APPLY FOR ADMISSION (Full & A Terms) • FINANCIAL AID FILE COMPLETION DEADLINE FOR SUMMER TERM • Bookstore Charges Open (Full, A, Late & B Terms) 		
18	19	20	21
	<ul style="list-style-type: none"> • SUMMER CLASSES BEGIN (Full & A Terms) 	<ul style="list-style-type: none"> • Add/Drop Ends (A Term) 	<ul style="list-style-type: none"> • SUMMER TUITION & FEES DUE (Late Term) • ADD/DROP ENDS (Full Term) • 0% Refund (A Term)
25	26	27	28
	<p style="font-size: 1.2em; font-weight: bold; margin: 0;">College Closed</p> <ul style="list-style-type: none"> • Memorial Day 		<ul style="list-style-type: none"> • LAST DAY TO APPLY FOR ADMISSION (Late Term) • Deadline to Report Never Attends (Full & A Terms) • Bookstore Charges End (Full & A Terms)

THURSDAY	FRIDAY	SATURDAY	
<ul style="list-style-type: none"> Fall Merit & Program-Ready Applications Available Online <p style="text-align: right;">1</p>	<p style="text-align: center;">2</p>	<p style="text-align: center;">3</p>	Notes
<p style="text-align: center;">Graduation</p> <ul style="list-style-type: none"> Student Records Office Closed Potential Drop Notification (Full & A Terms) <p style="text-align: right;">8</p>	<p style="text-align: center;">9</p>	<p style="text-align: center;">10</p>	
<ul style="list-style-type: none"> DROP FOR NON-PAYMENT (Full & A Terms) Scholarship Applications Available Online New Student Orientation <p style="text-align: right;">15</p>	<ul style="list-style-type: none"> Fall Merit & Program-Ready Applications Deadline Summer SAP Appeals Due New Student Orientation <p style="text-align: right;">16</p>	<p style="text-align: center;">17</p>	
<p style="text-align: center;"></p> <ul style="list-style-type: none"> FINANCIAL AID FREEZE DATE (Full & A Terms) DROP FOR NON-PAYMENT (Full & A Terms) 0% Refund (Full Term) \$50 Late Fee Begins (Late Term) <p style="text-align: right;">22</p>	<ul style="list-style-type: none"> Potential Drop Notification (Late Term) <p style="text-align: center;">23</p>	<p style="text-align: center;">24</p>	
<ul style="list-style-type: none"> Scholarship Applications Deadline <p style="text-align: right;">29</p>	<ul style="list-style-type: none"> DROP FOR NON-PAYMENT (Late Term) Last Day to Apply for Summer Student Loan <p style="text-align: center;">30</p>	<p style="text-align: center;">31</p>	

*Dates are subject to change. Please refer to the Events page on the college website for current information: www.ptc.edu/calendar

June 2014

Full Term (May 19-August 1) • A Term (May 19-June 23)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	<ul style="list-style-type: none"> • FAFSA Priority Date (Fall Term) 2	3	<ul style="list-style-type: none"> • CLASSES BEGIN (Late Term) 4
8	 <ul style="list-style-type: none"> • FINANCIAL AID FREEZE DATE (Late Term) • DROP FOR NON-PAYMENT (Late Term) • Direct Deposits Available and Financial Aid Disbursement Checks Mailed (Full & A Terms) • 0% Refund (Late Term) 9	<ul style="list-style-type: none"> • Summer Tuition Due (B Term) • 60% of Term (A Term) 10	<ul style="list-style-type: none"> • \$50 Late Fee Begins (B Term) • Bookstore Charges End (Late Term) 11
15	16	17	18
22	<ul style="list-style-type: none"> • CLASSES END (A Term) 23	<ul style="list-style-type: none"> • CLASSES BEGIN (B Term) 24	<ul style="list-style-type: none"> • Add/Drop Ends (B Term) 25
29	<p>No Classes</p> <ul style="list-style-type: none"> • VIP REGISTRATION ENDS AT 12:00 PM • Deadline to Report Never Attends (B Term) 30		

THURSDAY	FRIDAY	SATURDAY	Notes
5	<ul style="list-style-type: none"> • Last Day to Enroll in the Summer Payment Plan • Add/Drop Ends (Late Term) 6	7	
12	<ul style="list-style-type: none"> • Potential Drop Notification (B Term) • Last Day to Apply for Summer Graduation 13	14	
<ul style="list-style-type: none"> • Degree Pickup for Spring Graduates 19	<ul style="list-style-type: none"> • DROP FOR NON-PAYMENT (B Term) • Direct Deposits Available and Financial Aid Disbursement Checks Mailed (Late Term) 20	21	
<ul style="list-style-type: none"> • FINANCIAL AID FREEZE DATE (B Term) • DROP FOR NON-PAYMENT (B Term) • 0% Refund (B Term) 26	<ul style="list-style-type: none"> • Final Grades Due (A Term) 27	28	
			

*Dates are subject to change. Please refer to the Events page on the college website for current information: www.ptc.edu/calendar

July 2014

Full Term (May19-August 1) • A Term (May 19-June 23)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		No Classes & Faculty Break 1	No Classes & Faculty Break • Payment Plan for Fall Begins: 0% Down Payment 2
6	• Spring "I" Grades Convert to "F" • Fall "CF" Grades Convert to "F" 7	8	9
13	• Direct Deposits Available and Financial Aid Disbursement Checks Mailed (B Term) 14	15	16
20	21	22	23
27	28	29	30


THURSDAY	FRIDAY	SATURDAY	
<p>No Classes & Faculty Break</p> <ul style="list-style-type: none"> • Bookstore Charges End (Full, A, Late & B Terms) • 60% of Term (Full Term) <p style="text-align: right;">3</p>	<p>College Closed</p> <p style="text-align: center;">Independence Day</p> <p style="text-align: right;">4</p>	<p style="text-align: right;">5</p>	Notes
<p style="text-align: right;">10</p>	<ul style="list-style-type: none"> • 60% of Term (Late Term) <p style="text-align: right;">11</p>	<p style="text-align: right;">12</p>	
<ul style="list-style-type: none"> • 60% of Term (B Term) <p style="text-align: right;">17</p>	<p>• LAST DAY TO WITHDRAW</p> <p style="text-align: right;">18</p>	<p style="text-align: right;">19</p>	
<p style="text-align: right;">24</p>	<p style="text-align: right;">25</p>	<p style="text-align: right;">26</p>	
<p style="text-align: right;">31</p>			

*Dates are subject to change. Please refer to the Events page on the college website for current information: www.ptc.edu/calendar

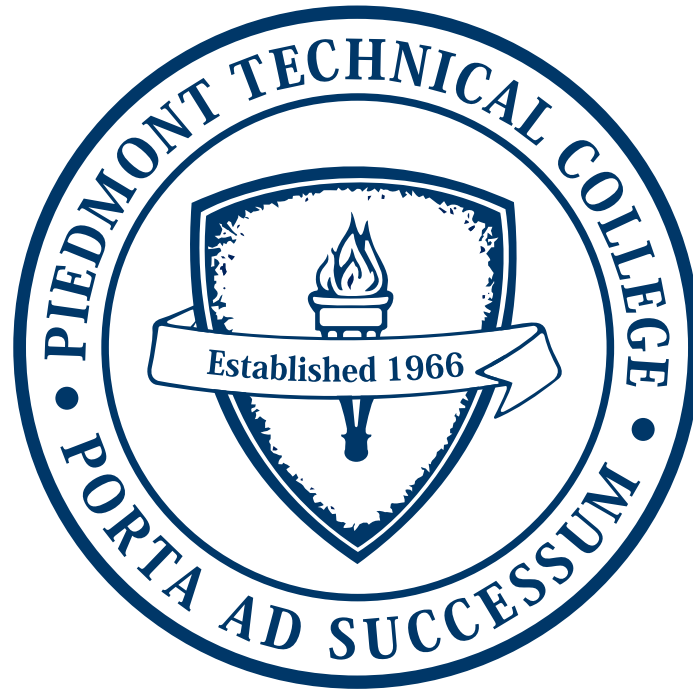
August 2014

Full Term (May 19-August 1) • A Term (May 19-June 23)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
3	4	5 • Grades Due by 7:00 pm (Full, Late & B Terms)	6 • Student Records Office Closed
10	11	12	13
17	18	19	20
24	25	26	27
31			

THURSDAY	FRIDAY	SATURDAY	
	<p>• SUMMER CLASSES END (Full, Late & B Terms)</p> <p>1</p>	<p>2</p>	<p>Notes</p>
<p>Graduation</p> <p>• Student Records Office Closed</p> <p>7</p>	<p>8</p>	<p>9</p>	
<p>14</p>	<p>15</p>	<p>16</p>	
<p>21</p>	<p>22</p>	<p>23</p>	
<p>28</p>	<p>29</p>	<p>30</p>	

*Dates are subject to change. Please refer to the Events page on the college website for current information: www.ptc.edu/calendar



2013-2014
STUDENT HANDBOOK

Visit www.ptc.edu for most current information.
This handbook is effective Fall 2013.

Piedmont Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in its admissions policies, programs, activities or employment practices.

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Important Dates

TERM DATES

Fall 2013

<i>Full Term</i>	August 21-December 9, 2013
<i>A Term</i>	August 21-October 14, 2013
<i>L Term</i>	September 26-December 9, 2013
<i>B Term</i>	October 15-December 9, 2013

Spring 2014

<i>Full Term</i>	January 15-May 5, 2014
<i>A Term</i>	January 15-March 7, 2014
<i>L Term</i>	February 17-May 5, 2014
<i>B Term</i>	March 10-May 5, 2014

Summer 2014

<i>Full Term</i>	May 19-August 1, 2014
<i>A Term</i>	May 19-June 23, 2014
<i>L Term</i>	June 4-August 1, 2014
<i>B Term</i>	June 24-August 1, 2014

VIP REGISTRATION DATES

Spring 2014 November 1-30, 2013

Summer 2014 April 1-30, 2014

Fall 2014

<i>Current Students</i>	April 1-June 30, 2014
<i>New Students</i>	May 5-June 30, 2014

APPLICATION DEADLINES

Fall 2013

<i>Full, A and B Terms</i>	August 7, 2013
<i>L Term</i>	September 19, 2013

Spring 2014

<i>Full, A and B Terms</i>	January 6, 2014
<i>L Term</i>	February 10, 2014

Summer 2014

<i>Full, A and B Terms</i>	May 12, 2014
<i>L Term</i>	May 28, 2014

TUITION DEADLINES

Fall 2013

<i>Full and A Terms</i>	August 2, 2013
<i>L Term</i>	September 12, 2013
<i>B Term</i>	October 1, 2013

Spring 2014

<i>Full and A Terms</i>	January 3, 2014
<i>L Term</i>	February 3, 2014
<i>B Term</i>	February 24, 2014

Summer 2014

<i>Full and A Terms</i>	May 6, 2014
<i>L Term</i>	May 21, 2014
<i>B Term</i>	June 10, 2014

FINANCIAL AID DATES

FAFSA DEADLINES

Spring 2014 FAFSA Priority Date November 1, 2013

Summer 2014 FAFSA Priority Date April 2, 2014

Fall 2014 FAFSA Priority Date June 2, 2014

FA FILE COMPLETION DEADLINES

Fall 2013 August 7, 2013

Spring 2014 January 6, 2014

Summer 2014 May 12, 2014

FINANCIAL AID STUDENTS CAN PURCHASE BOOKS

Fall 2013

<i>Full, A, L and B Terms Charges Open</i>	August 6, 2013
<i>Full and A Terms Charges End</i>	September 11, 2013
<i>Full Term Charges Open Again</i>	September 23, 2013
<i>Full and L Terms Charges End</i>	October 9, 2013
<i>All Bookstore Charges End</i>	October 24, 2013

Spring 2014

<i>Full, A, L and B Terms Charges Open</i>	January 6, 2014
<i>Full and A Terms Charges End</i>	February 5, 2014
<i>Full Term Charges Open Again</i>	February 14, 2014
<i>Full and L Terms Charges End</i>	March 5, 2014
<i>All Bookstore Charges End</i>	March 19, 2014

Summer 2014

<i>Full, A, L and B Terms Charges Open</i>	May 12, 2014
<i>Full and A Terms Charges End</i>	May 28, 2014
<i>L Term Charges End</i>	June 11, 2014
<i>All Bookstore Charges End</i>	July 3, 2014

FINANCIAL AID ENROLLMENT FREEZE DATES

Fall 2013

<i>Full and A Terms</i>	August 28, 2013
<i>L Term</i>	October 1, 2013
<i>B Term</i>	October 18, 2013

Spring 2014

<i>Full and A Terms</i>	January 23, 2014
<i>L Term</i>	February 20, 2014
<i>B Term</i>	March 13, 2014

Summer 2014

<i>Full and A Terms</i>	May 22, 2014
<i>L Term</i>	June 9, 2014
<i>B Term</i>	June 26, 2014

PAYMENT PLAN DATES

Fall 2013 Payment Plan Opens	July 3, 2013
<i>Last day to enroll with no down payment</i>	August 2, 2013
<i>Last day to enroll in payment plan</i>	September 23, 2013
Spring 2014 Payment Plan Opens	November 1, 2013
<i>Last day to enroll with no down payment</i>	December 6, 2013
<i>Last day to enroll in payment plan</i>	February 5, 2014
Summer 2014 Payment Plan opens	April 1, 2014
<i>Last day to enroll with no down payment</i>	May 6, 2014
<i>Last day to enroll in payment plan</i>	June 6, 2014

FINANCIAL AID 60% OF TERM DATES

Fall 2013

<i>Full Term</i>	October 28, 2013
<i>A Term</i>	September 23, 2013
<i>L Term</i>	November 11, 2013
<i>B Term</i>	November 18, 2013

Spring 2014

<i>Full Term</i>	March 14, 2014
<i>A Term</i>	February 17, 2014
<i>L Term</i>	March 27, 2014
<i>B Term</i>	April 4, 2014

Summer 2014

<i>Full Term</i>	July 3, 2014
<i>A Term</i>	June 10, 2014
<i>B Term</i>	July 17, 2014
<i>L Term</i>	TBD

DROPS FOR NON-PAYMENT

Fall 2013

<i>Full and A Terms</i>	August 19 and 28, 2013
<i>L Term</i>	September 24 and October 1, 2013
<i>B Term</i>	October 10 and 18, 2013

Spring 2014

<i>Full and A Terms</i>	January 13 and 23, 2014
<i>L Term</i>	February 13 and 20, 2014
<i>B Term</i>	March 6 and 13, 2014

Summer 2014

<i>Full and A Terms</i>	May 15 and 22, 2014
<i>L Term</i>	May 30 and June 9, 2014
<i>B Term</i>	June 20 and 26, 2014

LAST DAY TO WITHDRAW FROM A CLASS

Fall 2013	November 25, 2013
Spring 2014	April 18, 2014
Summer 2014	July 18, 2014

GRADUATION DATES

APPLICATION DEADLINES

December 2013 Graduates	October 4, 2013
May 2014 Graduates	February 28, 2014
August 2014 Graduates	June 13, 2014

GRADUATION CEREMONY DATES

Summer 2013	August 8, 2013
Fall 2013	December 12, 2013
Spring 2014	May 8, 2014
Summer 2014	August 7, 2014

FINANCIAL AID DISBURSEMENT DATES

(Checks Mailed/Direct Deposits Available)

Fall 2013

<i>Full Term Grants and 1st half of loan;</i>	September 23, 2013
<i>A Term Grants and Loan;</i>	
<i>Late Term and 2nd half of loan;</i>	October 21, 2013
<i>B Term</i>	November 4, 2013

Spring 2014

<i>Full Term Grants and 1st half of loan;</i>	February 14, 2014
<i>A Term Grants and Loan;</i>	
<i>Late Term and 2nd half of loan;</i>	March 14, 2014
<i>B Term</i>	March 31, 2014

Summer 2014

<i>Full and A Terms</i>	June 9, 2014
<i>Late Term</i>	June 20, 2014
<i>B Term</i>	July 14, 2014

PTC Pathway: A User's Guide

>>What is PTC Pathway?

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

>>How do I log into PTC Pathway?

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

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

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

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

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

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

>>How do I navigate PTC Pathway?

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

- The Home tab contains important announcements and quick access to e-mail.
- The Student tab links you to DegreeWorks, D2L, registration resources, advising information, student records, academic resources, my grades, bookstore, library resources, personal information and Academic Services.
- The Financial Aid and Tuition tab links you to financial aid requirements, financial aid awards, financial aid dates, credit/debit card payment and business office.

! Accessing the Academic Services menu:

- From the Student tab, scroll down to the Academic Services area. This link gives you access to view personal information, student and financial aid.

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

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

If you forget your PIN, you must:

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

>>How do I change my PIN?

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

1. From the **Students** tab, click on the link to **Academic Services**.
2. Under **Personal Information**, click **Change PIN**.
3. Key in your old PIN, enter and re-enter new PIN.
4. Click **Change PIN**. Remember this PIN!

>>How do I print my schedule?

Return to the **Student** tab:

1. Just below the link for D2L, click on **View Your Class Schedule**.
2. Select the term and click **Run Report**.
3. This brings up your schedule/account summary that can be used to purchase books at the bookstore.
4. Click **File** and **Print** in your browser window.

>>How do I check my Financial Aid Status?

From the **Financial Aid and Tuition** tab, you can check financial aid requirements and Financial Aid Awards. To check these items, choose an award year and click **GO**.

>>How do I check my Tuition Balance?

From the **Financial Aid and Tuition** tab; select account statement and schedule in the Business office box.

>>How do I access my D2L courses?

From the **Student** tab:

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

>>How do I access my e-mail?

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

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

>>What is my e-mail address?

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

>>How do I e-mail my instructor?

From the **Student** tab:

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

Advising Tips

You are urged to establish a close relationship with your academic advisor. Your academic advisor is a faculty member assigned to help you set and reach your academic and career goals.

Why should I meet with an academic advisor?

Your advisor can:

- Interpret college and career requirements.
- Provide information about opportunities in your major and intended career.
- Acquaint you with campus resources and services.
- Discuss academic problems or concerns.
- Help you understand consequences of your academic decisions.
- Clarify academic policies and procedures.
- Monitor your progress toward graduation.

What are my responsibilities in the advising partnership?

- Make appointments by phone, e-mail, or office sign-up sheets.
- Seek help in decision making rather than expecting your advisor to make decisions.
- Show up on time for appointments, and if you are unable to keep an appointment, reschedule it.
- Be open to your advisors suggestions.
- Follow through when your advisor refers you to another resource or office.
- Know about college policies, procedures and requirements.
- Recognize that you are ultimately responsible for knowing and fulfilling program requirements and for meeting deadlines and financial obligations.

How do I prepare for my advising appointment?

Advising conferences may be held in person, by telephone or even through e-mail. Being prepared will help your session go more smoothly.

- Determine the courses you need to take to complete your program in DegreeWorks in Pathway.
- Be prepared with questions you want to ask about your progress toward completing your program.

Who is my advisor?

Your assigned Academic Advisor is listed in DegreeWorks. To view a list of all academic advisors by major, visit the Advising Web page at www.ptc.edu/academics/advising.

>>How do I check my grades?

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

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

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

>>How do I view my unofficial transcript?

View your unofficial transcript in PTC Pathway. From the **Student** tab:

1. In the **Academic Services** box, click the **Academic Services** link.
2. Click **Student**.
3. Click **Student Records**.
4. Click **Academic Transcript**.
5. Now, click **Submit** to view your unofficial Web transcript.

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

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

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

From the **Student** tab:

1. In the **Advising Information** box, click on **DegreeWorks**.
2. This opens your degree evaluation worksheet.
3. Scroll down to see the requirements for your program, including courses you have completed and those that you still need to complete for your major.
4. To view another major, click on **What If** to the left of the worksheet.
5. Select the new major with the drop-down menu.
6. Click **Process What-If**.

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

Enrollment Tips

Checklist for New Students

After meeting with your enrollment advisor, be sure to:

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

Checklist for Returning Students

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

Student Programs and Services

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

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

CAREER PLANNING AND COUNSELING CENTER

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

Career Planning

Choosing a particular career path can be a difficult decision. Students should evaluate their own interests, abilities and goals before investing time and money in a particular program of study. They should also be fully informed as to job opportunities, starting salaries and training required. To learn about the different PTC curricula and take interest inventories that may lead to the appropriate career direction, visit the Career Planning and Counseling Center. The career planning process may include using occupational outlook information, career planning workshops and individual counseling sessions free of charge. Call (864) 941-8356 for more information or to make an appointment.

Counseling Services

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

Journey

This program is designed to assist new students in the Engineering Technology and AS Transfer majors in reaching their goals and graduating from PTC. Students take additional assessments upfront to learn about their strengths and weaknesses to help them be more successful in their classes. Students also work with second year student mentors if extra help is needed. Next year the program will focus on new students preparing for certain Health Science associate degree programs.

Student Disability Services

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

Confidentiality of a student's disability is maintained in accordance with the Family Educational Rights and Privacy Act, which restricts the college's release of certain records without the written consent of the student. Also in accordance with federal laws and regulations, ramps, reserved parking spaces, curb-cuts, public restrooms and elevators are available for easy accessibility to students who are disabled.

WHO IS ELIGIBLE FOR SERVICES?

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

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

WHAT DO YOU NEED TO DO?

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

DOCUMENTATION

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

WHAT NEXT?

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

ACCOMMODATIONS

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

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

CLASSROOM ACCOMMODATIONS

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

OUTREACH

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

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

FORMS

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

STUDENT SUCCESS CENTER

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

Academic Advising

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

Project Genesis

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

Student Employment Services

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

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

Please call (864) 941-8614 to schedule an appointment to discuss any of the

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

SC Works

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

Student Support Services Program

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

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

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

Scholarships

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

Student Life

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

ACTIVITIES

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

INTER-CLUB COUNCIL

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

PRESIDENTIAL AMBASSADORS

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

CAMPUS CONNECTION

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

STUDENT CENTER

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

Student Organizations

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

ALPHA CHI EPSILON

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

AMERICAN CHEMICAL SOCIETY

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

BCT-4-LIFE

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

CHRISTIAN STUDENT UNION

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

COLLEGE PREP CLUB

The College Prep Club offers college preparatory and transitional studies students opportunities to take on leadership responsibilities and be involved in campus life through club meetings, social events and community service.

COLLEGIATE FFA

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

COMPUTER CLUB

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

EBONY CLUB

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

ECD CLUB

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

FULL THROTTLE

To promote leadership among students in the automotive technology program, this club provides members networking opportunities within the automotive industry.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

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

KAPPA KAPPA SIGMA SOCIETY OF CARDIOVASCULAR STUDENTS

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

LAMBDA BETA SOCIETY

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

LAMBDA CHI NU

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

MASSAGE THERAPY CLUB

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

MEDICAL ASSISTING CLUB

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

PATIENT CARE TECHNOLOGY CLUB

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

PHI BETA LAMBDA

Phi Beta Lambda is the two-year college division of Future Business Leaders of America. PBL has over 11,000 student members nationwide preparing for careers in business and business-related fields such as Accounting, Computer Technology, Economics, Entrepreneurship, Management, Marketing and Human Resources.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

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

PSI BETA HONOR SOCIETY

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

PSYCHOLOGY CLUB

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

PTC PHOTO/ART CLUB

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

RAD TECH CLUB

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

RESPIRATORY CARE CLUB

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

RX TECHS

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

STUDENT NURSES ASSOCIATION

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

SURGICAL TECHNOLOGY CLUB

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

TAU ALPHA PI

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

TAU UPSILON ALPHA

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

VETERINARY TECHNOLOGY CLUB

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

Library Resources

Piedmont Technical College's library resources are available to you 24 hours a day, 7 days a week, from any location. The starting point for accessing all library resources is: www.ptc.edu/library. If you're off campus, you can log in with your PTC P number as your user name and your 6-digit date of birth as your password. Our librarians are available to assist. If you need help, please call the library at (864) 941-8441 or send an e-mail to librarian@ptc.edu. If you'd like personal assistance, you can also visit the PTC Library or any of the Learning Resource Centers at the Laurens, Newberry, Saluda or McCormick campuses.

PUBLIC SAFETY

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

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

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

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

STUDENT RESPONSIBILITIES AND COLLEGE POLICIES

Bulletin Boards

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

Campus Safety and Security Policy

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

DEFINITIONS

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

Sexual assault is any physical contact of a sexual nature up to and including rape, which occurs against a person's will and/or without a person's consent. Sexual assault is classified as a forcible or non-forcible sex offense under the Uniform Crime Reporting System of the Federal Bureau of Investigation.

Stalking consists of a pattern of works (written or electronic) or conduct that causes fear in a targeted person.

SEXUAL ASSAULT REPORTING PROCEDURES

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

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

If a student is facing dating violence, domestic violence or stalking, it should be reported to the Office of Public Safety for appropriate follow-up and reporting, maintaining the confidentiality of the victim at all times.

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

VICTIM ASSISTANCE

Campus Security will advise victims of sexual assault, domestic violence, dating violence or stalking of their option to file criminal charges with local law enforcement authorities. They will also assist victims with transportation to the nearest designated treatment center. The college will provide victims with counseling and information about victim support services, such as the Sexual Trauma and Counseling Center.

The college will grant victims' requests for reasonable and appropriate alternative accommodations to allay their security and safety concerns. Possible accommodations may include alternative classes, campus relocation, work reassignments and/or schedule changes.

The victim may choose to exercise the option to file formal disciplinary actions against the alleged assailant under the Student Code and the Student Grievance Procedure.

DISCIPLINARY PROCEDURES

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

Both the complainant and the accused have the right to counsel, but solely for offering advice. Both parties will be notified of the resolution of any disciplinary proceedings and both parties have the right to appeal. All procedures are found in the Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment on pages 50-52 of this Student Handbook.

EDUCATIONAL PROGRAMS

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

NOTIFICATION TO STUDENTS

At the beginning of each term the Vice President for Student Development will send an e-mail to every student with links to information on available counseling, health and legal services for students as well as options that are available for academic accommodations, if appropriate.

Children on Campus

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

Copyright Policy and Infringement

Piedmont Technical College expects all students and employees to adhere to federal copyright laws. Copyright infringement is the reproduction, distribution, performance, public display or derivation of a copyrighted work without the explicit authorization of the copyright owner. Infringement is a serious offense that violates one or more of the exclusive rights granted to copyright holders. More information on copyright law and infringement is available at www.ptc.edu/college-resources/library/library-help/copyright-center.

Dress and Personal Appearance

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

Student ID

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

Policy for the Use of Alcohol and Other Drugs

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

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful, for these purposes, means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or on approved educational sites off campus.

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

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

- Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, the risk of injury, poor health or death. Information on health risks and effects of controlled substances and alcohol will be provided to students and employees.
- Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting the agency and the college mission as well as seriously affecting educational and career goals of the student.
- Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to the Human Resources Office within five days.
- It is a condition of employment and admission that all employees

and students must abide by the policy on alcohol and other drug use as well as related procedures, statements, laws and guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion, respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.

- Use of employee assistance programs, student assistance programs or drug/alcohol rehabilitation is encouraged.

Policy Regarding Students Called to Military Duty

TUITION REFUND

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

TEXTBOOKS

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

GRADING

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

Severe Weather Policy

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

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

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

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

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

Tobacco Use Policy

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

Tuition Payment Policy

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

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

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

HOW TO PAY USING FINANCIAL AID

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

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

Refund Policy

Students or appropriate parties may receive refunds of tuition upon withdrawal or reduction of course loads for the portion of the reduction that is below 12 credit hours.

To receive refunds, students must submit Change of Class Schedule forms (during the Drop/Add Period) or the Withdrawal from Class form (after Drop/Add period). The date the form is submitted to college personnel is the date on which the refund is based. Students are considered to be enrolled unless a Change of Class Schedule form is submitted noting which classes are being dropped. Please see the PTC Student Calendar & Handbook or contact the Business Office for refund schedules.

This refund policy applies to all students. Students receiving financial assistance should consult the Financial Aid Office before withdrawing to determine the impact of withdrawals on current term financial aid awards and eligibility in receiving future financial aid.

If you have any questions concerning this policy, please contact the Business Office at (864) 941-8322.

Use of Cell Phones and Other Electronic Devices

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

Use of Computers

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

COLLEGE CODE OF CONDUCT

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

Respect

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

Responsibility

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

Honesty

Being truthful, respecting others' property and demonstrating integrity.

Self-Discipline

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

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

The Student Code for the South Carolina Technical College System

Procedure 3-2-106.1

GENERAL PROVISIONS

I. Purpose

The Student Code for South Carolina Technical Colleges 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, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2. 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. Principles

Technical/community 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 a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

III. Solutions of Problems

The college will first seek to solve problems through internal review procedures. 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 two 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.

IV. Definitions

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

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief 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), credit or non-credit, 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 the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
- 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. "Instructional Weekday" means any day except Saturday, Sunday or any other day on which the college is closed.

STUDENT CODE

I. Students Rights

A. FREEDOM FROM DISCRIMINATION

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 developed and approved by the college.

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to

interfere with the freedom of instructors to teach or the rights of other students to learn.

C. FREEDOM OF THE PRESS

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

D. FREEDOM FROM 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. RIGHT TO PARTICIPATE IN COLLEGE GOVERNANCE

Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.

F. RIGHT TO KNOW ACADEMIC AND GRADING STANDARDS

Instructors will develop, distribute, explain, and follow the standards that will 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 conduct.

G. RIGHT TO 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.

H. RIGHT TO CONFIDENTIALITY OF STUDENT RECORDS

All official 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. In addition, disciplinary records are maintained by the Chief Student Services Officer.

Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

I. RIGHT TO 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); 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.

II. 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.

III. Student Conduct Regulations

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

A. ACADEMIC MISCONDUCT

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information may call for disciplinary action.

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

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 in violation of any federal, state, or local law will be turned over to the appropriate authorities.

C. FALSIFICATION OF INFORMATION AND OTHER ACTS INTENDED TO DECEIVE

Falsification of information and other acts intended to deceive include, but are not limited to the following:

1. Forging, altering, or misusing college documents, records or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service

D. ACTIONS WHICH ENDANGER STUDENTS AND THE COLLEGE COMMUNITY

Actions which endanger students and the college community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or well being of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetrated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

E. INFRINGEMENT OF RIGHTS OF OTHERS

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

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions 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. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2.

3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or 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.
4. 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. 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.
5. 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.

F. OTHER ACTS WHICH CALL FOR DISCIPLINE

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off-campus when participating in a college sponsored event or activity.

IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

A. INTERIM SUSPENSION

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process follows:

1. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first class day following the decision to impose the interim suspension.

2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's last known address within two instructional weekdays of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two instructional weekdays of receiving the information from the President, or designee.

This 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 discuss the matter with the student. 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. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five instructional weekdays of the meeting with the student, 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 weekdays of the date of the Chief Academic Officer's letter.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student's last known address. This letter must contain the following information:
 - a. A restatement of the charge(s);
 - b. The time, place and location of the appeal;
 - c. A list of witnesses that may be called; and
 - d. A list of the student's basic procedural rights.

These rights follow:

1. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. 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 present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
 4. The right to know the identity of the person(s) bringing the charge(s).
 5. The right to hear witnesses on behalf of the person bringing the charges.
 6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 7. The right to appeal the decision to the President.
- 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.

Within two instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five instructional weekdays of the receipt of the Chief Academic Officer's decision.

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:

- 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 Hearing Committee to be re-heard.

The President's decision is final and cannot be appealed further.

C. STUDENT MISCONDUCT

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than 10 instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

1. Preliminary Hearing

Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- 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. Restitution: Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c. 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.
- d. 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.
- e. Loss of Privileges: Suspension or termination of particular student privileges.
- f. 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 has been granted.
- g. Expulsion from the college: Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h. Any combination of the above.

Within five (5) instructional weekdays of the preliminary hearing, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two instructional weekdays after receiving the decision letter unless a request is made and

approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee

- a. The Hearing Committee shall be composed of the following:
 1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
 2. Three student members appointed by the appropriate student governing body and approved by the President.
 3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
 4. The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.
- b. The Hearing Committee shall perform the following functions:
 1. Hear cases of alleged violations of the Code of Student Conduct.
 2. Insure that the student's procedural rights are met.
 3. Make decisions based only on evidence and information presented at the hearing.
 4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - a. Academic Misconduct (cases sent to the Hearing Committee by the President)
 1. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 2. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 3. Assign a failing grade for the course.
 4. Require the student to withdraw from the course.
 - b. Student Misconduct
 1. 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.
 2. 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.
 3. Restitution: Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
 4. 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.
 5. Loss of Privileges: Suspension or termination of particular student privileges.
 6. 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 has been granted.

7. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
8. Any combination of the above.

c. Hearing Committee Procedures

1. The Chief Student Services Officer, 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 hearing.
2. At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address. 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. A list of all witnesses who might be called to testify.
 - f. A statement of the student'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 a fair and impartial decision.
 10. The right to appeal the Hearing Committee's decision.
3. On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.

4. The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

d. Hearing Committee Meetings

1. The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.
3. The committee may identify someone to take written notes and the committee will 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 Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer 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 begin its deliberations. Using the standard "clear and convincing," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) 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 student's last known address within two instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

3. Appeals

If the student disagrees with either the decision or 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 made its decision. 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's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable.

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

The Student Grievance Procedure for the South Carolina Technical College System

Procedure 3-2-106.3

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college 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.

II. Definitions

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

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief 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 regulations, 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 the college.
- 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 ten

instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the ten day period.

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

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

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 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 will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, 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 South Carolina Technical College System's Vice President for Academic Affairs, 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 College's President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents to hear the student's complaint.

C. STUDENT GRIEVANCE HEARING

1. Requesting a Hearing

- a. The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response 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 copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.
- 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 of receiving the request for a hearing, 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 System 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 governing body of the student body.
 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. Ad hoc Committee of Presidents: The President of the South Carolina Technical College System 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 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 consul. This person serving as consul 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 (10) 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 standard in making this 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 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 is not satisfied with the System Office's ad hoc Committee of System President's decision, that person may submit a written appeal to the President of the South Carolina Technical College System 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.

The Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment

Procedure 3-2-106.2

The Student Code for South Carolina Technical Colleges 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 or complaints alleging acts of sexual violence or sexual harassment 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.

The procedures described in SBTCE 3-2-106.2 will be followed to adjudicate alleged acts of sexual violence and sexual harassment.

Sexual harassment is a form of discrimination prohibited by law as well as by the Student Code for the South Carolina Technical College System. In general, sexual harassment includes any advances, requests for sexual favors, sexual violence, and other verbal or physical conduct of a sexual nature that interferes with a student's ability to participate in or benefit from the college's programs or services. It may include such conduct as offensive jokes, slurs, name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put downs, and/or offensive objects or pictures.

Sexual assault is an extreme form of sexual harassment. It can be defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his/ her free will, or without his/ her consent. Sexual assault may include, but is not limited to, sexual violence, date or acquaintance rape, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way (i.e., due to drugs or alcohol).

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. The designated coordinator will work with the complaining student to mitigate any injury during the pendency of the investigation and proceedings. Colleges, through their designated coordinators, will change a victim's academic and living situations after an alleged sex offense and discuss the options for those changes, if those changes are requested by the victim and are reasonably available. The Title IX coordinator's office location and phone number are printed in the college's catalog and appear on the college's website.

Reports may also be filed by any other member of the college community. The student may also file a criminal report regarding the alleged conduct.

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

If the alleged harasser or violator of named in the report is an employee or third party, the case may be adjudicated through the South Carolina State Board for Technical and Comprehensive Education's (SBTCE)

Student Grievance Procedure (SBTCE Procedure 3-2-106.2) and/or its Anti-Harassment Procedure (SBTCE 8-5-101.1).

If the alleged harasser or violator of this policy is a student, the case may be adjudicated through the process that follows.

1. PRELIMINARY HEARING

Within 5 instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator and, if needed, the victim. After discussing the alleged infraction with the accused student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- 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. Restitution: Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinical settings.
- c. 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.
- d. 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.
- e. Loss of Privileges: Suspension or termination of particular student privileges.
- f. 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 has been granted.
- g. Expulsion from the college: Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.

An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

h. Any combination of the above.

Within 5 instructional weekdays of the preliminary hearing, the Chief Student Services Officer will send a certified letter to the student charged with violating the Student Code and to the victim. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student charged with the violation or the victim 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 Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance pending the outcome of the Hearing Committee's meeting.

2. HEARING COMMITTEE

a. The Hearing Committee shall be composed of the following:

1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
2. Three student members appointed by the appropriate student governing body and approved by the President.
3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
4. The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.

b. The Hearing Committee shall perform the following functions:

1. Hear cases of alleged violations of the Code of Student Conduct.
2. Insure that the student's procedural rights are met.
3. Make decisions based only on evidence and information presented at the hearing.
4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - 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. Restitution: Compensation for loss or damage to college property or the property of others while on the campus or loss or damage to property at a college event or activity, including but not limited to field trips, internships, and clinical settings.
 - d. 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.

e. Loss of Privileges: Suspension or termination of particular student privileges.

f. 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 has been granted.

g. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

h. Any combination of the above.

c. Hearing Committee Procedures

1. The Chief Student Services Officer 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 hearing.
2. At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the charged student's last known address and to the victim's last known address. 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. A list of all witnesses who might be called to testify.
 - f. 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 a fair and impartial decision.
 10. The right to appeal the Hearing Committee's decision.
3. On written request of the charged student or the victim, the hearing may be held prior to the expiration of the seven day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.
 4. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.
 - a. Hearing Committee Meetings
 1. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
 2. 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, 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 will 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 Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer 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 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 student's and to the victim's last known address 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 victim 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 victim will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the victim (e.g., the harasser has been directed to stay away from the victim while on the college's campus).

3. 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 made its decision. 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 inquiries 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 student's last known address.

Student Instructional Complaint Process

COMPLAINT PROCESS

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

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

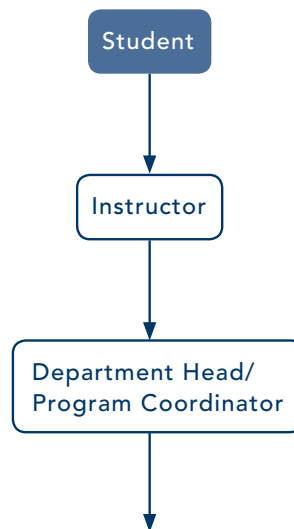
Following each complaint, an instructor's supervisor will make a binding decision.

APPEAL PROCESS

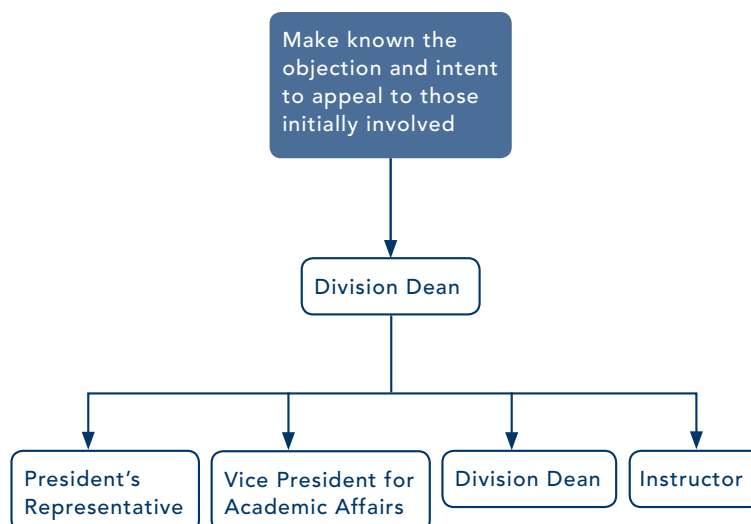
Following the decision, either the student or the instructor may use the appeal process to challenge the decision reached during the complaint process. The appeal process must begin within one week following the decision; implementation of the prior decision will, if possible, be postponed pending the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

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

COMPLAINT PROCESS:



APPEAL PROCESS:



Instructional Complaint/Appeal Form

STUDENT NAME: _____ P#: _____

STUDENT ADDRESS: _____

PHONE #: _____ CELL #: _____ EMAIL: _____

INSTRUCTOR: _____ SEMESTER: _____ DATE: _____

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

COMPLAINT/APEAL BROUGHT BY: _____

NATURE OF COMPLAINT/APEAL: _____

SUPPORTING INFORMATION (USE OTHER SHEETS AS NEEDED): _____

ACTION REQUESTED: _____

DECISION AND REASONS

REVIEWED BY INSTRUCTOR: _____ DATE: _____

REVIEWED BY INSTRUCTOR SUPERVISOR: _____ DATE: _____

REVIEWED BY DIVISION DEAN: _____ DATE: _____

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

FINAL DISPOSITION: _____

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

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

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

Academic Programs by Division

ARTS AND SCIENCES

Evelyn Beck, Dean | (864) 941-8450

Lisa Toland, Associate Dean of Arts and Sciences, Off Campus | (803) 768-8157

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

Program	Contact	Phone Number
Associate in Arts and Sciences	Evelyn Beck	(864) 941-8450
Biology/Chemistry	Dale Smoak	(864) 941-8453
College Transfer Programs	Evelyn Beck	(864) 941-8450
English	Interim, Dee Sumerel	(864) 941-8455
Humanities	Dee Sumerel	(864) 941-8455
Mathematics	Kimberly Neal	(864) 941-8672
Social Studies	Lisa Toland	(803) 768-8157
Transient	Admissions	(864) 941-8369
Undecided	Career Planning and Counseling Center	(864) 941-8356

BUSINESS/PUBLIC SERVICE

Sissy Copeland, Dean | (864) 941-8501

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

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

COLLEGE PREPARATORY AND TRANSITIONAL STUDIES

Lisa Martin, Dean | (864) 941-8393

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

Program	Contact	Phone Number
English	Claudia Edwards	(864) 941-8448
Math	Rick Judy	(864) 941-8772
Reading/College Skills	Joyce Brown	(864) 941-8727

ENGINEERING/INDUSTRIAL TECHNOLOGY

Rusty Denning, Interim Dean | (864) 941-8687

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

Program	Contact	Phone Number
Agriculture	Hugh Bland	(864) 445-3144, ext. 3104
Automotive Technology	Brad Emery	(864) 941-8468
Building Construction Technology	Bobby Roche	(864) 941-8465
Engineering Graphics Technology	Sandy Warner	(864) 941-8466
Electronic Engineering Technology	Farhad Mohajer	(864) 941-8478
Gunsmithing	Bob Koster	(864) 941-8471
Horticulture Technology	Josh Murdock	(864) 941-8671
HVAC Technology	David Kibler	(864) 941-8475
Industrial Electronics Technology	Kevin Boiter	(864) 941-8467
Machine Tool Technology	Bob Koster	(864) 941-8471
Mechanical Engineering Technology	Sung Kim	(864) 941-8477
Mechatronics Technology	Kevin Boiter	(864) 941-8467
Welding	Jim Fleming	(864) 941-8470

HEALTH SCIENCE

Jerry Alewine, Dean | (864) 941-8536

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

Program	Contact	Phone Number
Cardiovascular Technology	Bruce Rutherford	(864) 941-8717
Dental Hygiene	Lenette Thompson	(864) 941-8516
Funeral Service	David Martin	(864) 941-8506
Health Information Management	Lenette Thompson	(864) 941-8516
Human Services	Beverly Burton	(864) 941-8503
Massage Therapy	Michelle Liggett	(864) 941-8617
Medical Assisting	Deborah McCallum	(864) 941-8464
Medical Laboratory Technology	Lenette Thompson	(864) 941-8516
Patient Care Technology	Kaye Chrisco	(803) 768-8152
Pharmacy Technician	Clayton Sprouse	(864) 941-8527
Phlebotomy Technician	Deborah McCallum	(864) 941-8464
Physical/Occupational Therapy Assistant	Lenette Thompson	(864) 941-8516
Radiologic Technology	Lee Balentine	(864) 941-8523
Respiratory Care	Ann Allen	(864) 941-8533
Surgical Technology	Susan Kinney	(864) 941-8535
Veterinary Technology	Sylvia MacFarlane	(803) 768-8161

NURSING

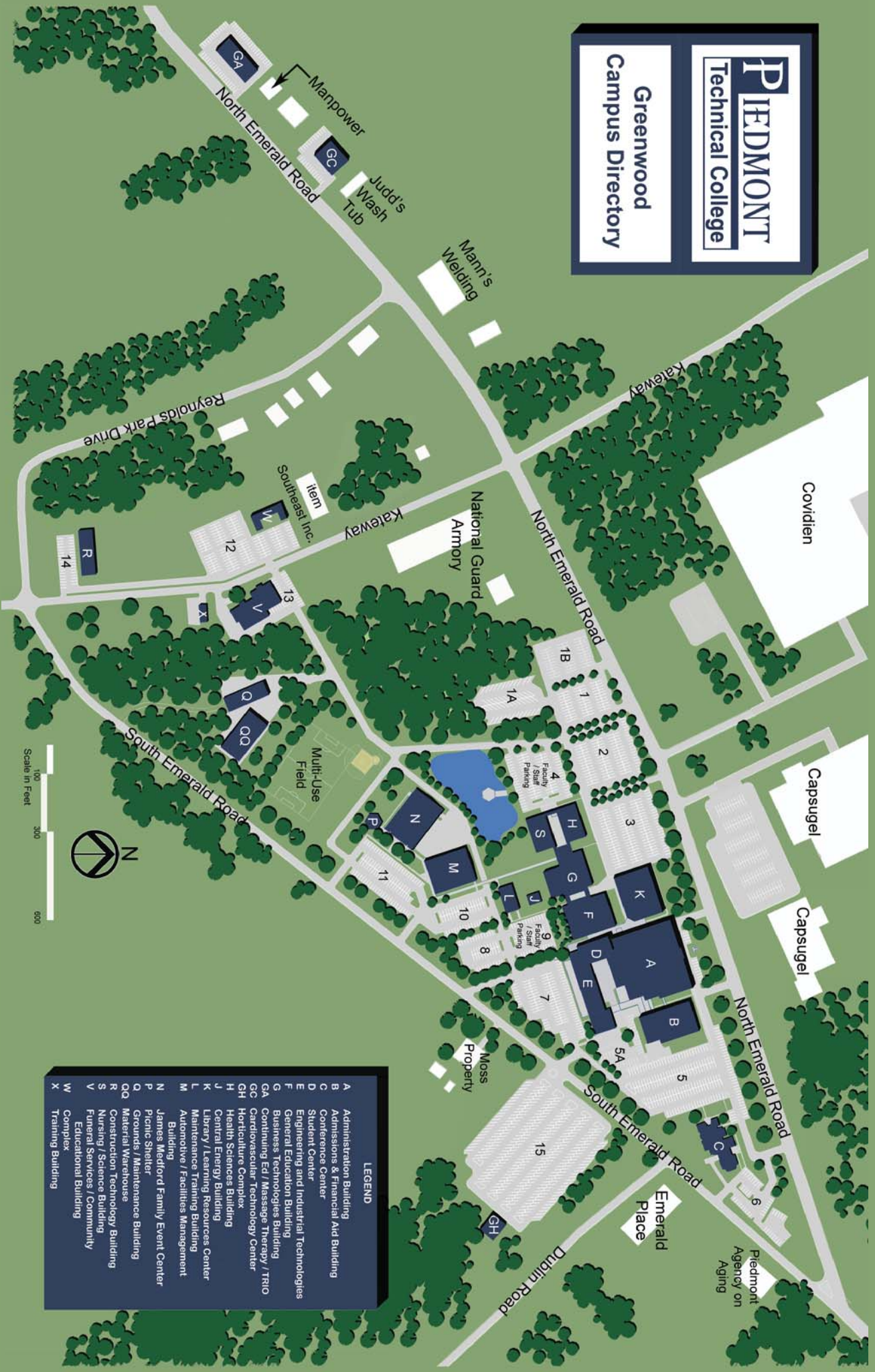
Tara Harris, Dean | (864) 941-8525

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

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

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

PIEDMONT
Technical College
 Greenwood
 Campus Directory



LEGEND

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