



## 2023-2024 Student Handbook

Welcome to Trident Technical College.

The Student Services and Student Engagement and Success divisions plays an important role in your experience at TTC. We are here to assist you in achieving your educational goals. This Student Handbook is designed to support these goals.

The Student Handbook provides information about many of the resources available at TTC. I hope you will use it to learn about the College's academic support programs, computer resources, student life, financial aid, enrollment services, and other programs and services. The Student Code of Conduct and Academic Issues sections in this handbook outline the College's expectations for student rights and behavior.

By using this Student Handbook, you can also keep track of important dates and campus events. I strongly encourage you to use this publication as a reference throughout the year.

I hope you enjoy your experience here at TTC. Your **Student Success** is our goal!  
Sincerely,

Patrice B. Davis, Ed.D.  
Vice President for Student Services

Karen C. Wrighten, D.M.  
Vice President for Student Engagement & Success

## **Notice of Nondiscrimination**

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veterans status, sexual orientation, gender identity or pregnancy. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, as amended, Trident Technical College offers access and equal opportunity in its admission policies, academic programs and services, and employment to individuals with disabilities. No otherwise qualified person will be denied access or opportunity on the basis of a disability.

Evan Reich is the college's Title IX Coordinator for employees and students, and his office is located on Trident Technical College's Thornley Campus, Bldg. 410/Rm. 226C. He can be contacted by phone at 843-574-6368 and by email at [evan.reich@tridenttech.edu](mailto:evan.reich@tridenttech.edu).

If you are a student and feel you have been discriminated against, contact Frank Morea at Trident Technical College, Bldg. 410, Ste. 210D, or 843-574-6134 or TTY 843-574-6351. Mr. Morea is the student coordinator for the college's ADA, Section 504 (Rehabilitation Act), and Titles VI and VII (Civil Rights Act). Please contact him if you have questions or need information concerning the ADA, Section 504, Titles VI and VII, alternate communication methods, and services for students with disabilities.

### **Trident Technical College**

7000 Rivers Avenue P.O. Box 118067  
North Charleston, SC 29423-8067

[www.tridenttech.edu](http://www.tridenttech.edu)

843.574.6111

## **Publisher's Note**

Although the editor and publisher of this Handbook have made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or errors occasioned by mistakes. The editor and publisher have attempted to present information that, at the time of preparation for printing, most accurately described academic calendar information; academic and administrative policies, procedures, regulations, and requirements; and the support services of the College. Information on program graduation rates is available on TTC's website. This Handbook does not constitute a contract between TTC and its students or applicants for admission or with any other person. TTC reserves the right to change, without notice, any statement in this publication, including but not limited to statements concerning tuition, fees, charges, academic regulations and requirements, course cancellations, class size, instructors, curricula, calendars, credits, or any other College activity or program. Changes will become effective whenever the appropriate TTC authorities so determine.

## **Mission**

Educate the individual. Accelerate the economy. Inspire the future.

## **Values**

- Integrity
- Respect
- Student achievement
- Academic excellence
- Academic freedom
- Excellence in customer service
- Diversity, equity, and inclusion
- Accessibility
- Affordability
- Innovation
- Collaboration
- Community Engagement

## **Role and Scope**

Trident Technical College is a public, two-year, multi-campus community college that provides quality education and promotes economic development in Berkeley, Charleston, and Dorchester counties. An open-door institution of higher education, and one of the largest institutions in the state, Trident Technical College welcomes and serves students from the rich variety of backgrounds in its service area. To help students meet their goals, the college offers applied technical associate degrees, diplomas, certificates, and university transfer associate degrees. The curriculum includes programs in arts and sciences; business; culinary and hospitality; education; engineering and manufacturing; health, human and personal services; information technology; law and criminal justice; maintenance and technical trades; and media and visual arts. Additionally, the college offers high school dual enrollment partnerships, apprenticeship programs, customized workforce training, and personal enrichment opportunities. To foster student success, the college provides multiple course delivery methods and comprehensive academic and student support services.

Approved by TTC Area Commission March 28, 2023

Approved by South Carolina Commission on Higher Education May 22, 2023



## **Emergency Alert System**

Trident Technical College's Emergency Alert System (EAS) is used to communicate vital information to academic credit students and employees as quickly as possible before, during and after a campus emergency.

The Emergency Alert System (EAS) includes the following notification components:

**EAS Mobile:** Text and/or voice messages sent to cell/home phones and mobile devices. (Students/employees must register to receive messages. See directions below.)

**EAS Email:** Email alerts sent to email accounts. (Students/employees must register to have emails sent to their personal email accounts. See directions below. TTC emails addresses are automatically registered.)

**EAS Campus:** Audible and/or text alerts sent to campus telephones and computer screens located in classrooms, hallways, and offices.

**EAS Web:** Alerts posted on [TTC's website](#), [TTC's Facebook page](#), [TTC's Twitter account](#) and on [TTC's portal page](#).

**EAS InfoLine:** Recorded message alerts accessed by calling 843.574.6262, ext. 9091 (students) or 9092 (employees). A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.

**EAS Media:** Alerts sent to local media outlets (radio, television, newspaper).

### **Important Emergency Alert Registration Information**

You must register with the TTC Emergency Alert System to receive timely notification of campus emergencies. The quickest notification method is a text message, so you are strongly encouraged to provide a number for a text (SMS) capable device. You can update your contact information and change notification methods at any time.

- Navigate to the [Emergency Alert System login page](#)
- NOTE: The first time you access the EAS, you must reset your password by using the "Forgot your password?" link.
- Log in to the EAS using your username (TTC email address) and your password.
- Review or update your contact information.

There is no charge to subscribe to the Emergency Alert System, but your cell phone provider may charge a fee for delivery of text messages based on your calling/data plan. This is an optional service that will only be used to advise you of potential, developing, or existing critical emergencies. Read the Frequently Asked Questions on the TTC website at [www.tridenttech.edu](http://www.tridenttech.edu) for more information about this service.

<b>Quick Reference TTC Public Safety</b>	<b>Emergencies:</b> 843.574.6911  (6911 from a campus extension)
	<b>Non-Emergencies:</b> 843.574.6053
	<b>Website:</b> www.tridenttech.edu/about/departments /public.htm

## **Confidentiality of Student Records**

### ***Annual notice to students***

Trident Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act provides ways to protect the privacy of education records, and to establish the right of students to inspect and to review their education records. Parents or guardians of dependent students may access their dependent student's records by completing a request form and providing appropriate documentation to verify the dependent status of the student to the office of the Vice President for Student Services. The act provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office.

Under the act, Trident Technical College is allowed to publish the following designated student directory information relating to individual students: the student's name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The College periodically updates student addresses for future contact purposes. Students wishing to restrict publication of their student directory information or opt out of address updates must notify the Registrar's office in writing.

Procedures for compliance with the provision of the act are in the Registrar's office and the Vice President for Student Services' office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's office and the Vice President for Student Services' office. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5920.

## **Student Intellectual Property**

Students retain ownership of projects produced for coursework completed at the College, to the extent that these projects are the result of student effort. However, projects that are initiated and/or funded by the College remain the property of the College. In all cases, the College reserves the right to use student-produced projects for instructional, promotional, and/or other academic purposes. (TTC Procedure 13-6-1)

## **Student Handbook Notice**

*THE TRIDENT TECHNICAL COLLEGE **STUDENT HANDBOOK**, UPDATES AND ADDENDUMS ARE AVAILABLE AT:*

***WWW.TRIDENTTECH.EDU > STUDENT RESOURCES>STUDENT LIFE > STUDENT HANDBOOK.***

*THE STUDENT HANDBOOK DOES NOT CONSTITUTE A CONTRACT BETWEEN TRIDENT TECHNICAL COLLEGE AND ITS STUDENTS, APPLICANTS FOR ADMISSION OR ANY OTHER PERSON. TTC RESERVES THE RIGHT TO CHANGE, WITHOUT NOTICE, ANY STATEMENT IN THE HANDBOOK. CHANGES SUPERSEDE PREVIOUS POLICIES ON THE SAME TOPIC.*

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## **TTC Creed and Code of Conduct**

*TTC expects students to act in an adult manner, to take responsibility for their actions and to treat all students and employees with respect, even if they do not agree with other people's opinions and actions.*

*Trident Technical College is committed to the achievement of student success in an environment defined by civility and dignity. To that end, the College created a TTC Student Creed that clearly identifies expected behavior of all members of the College community. This creed is as follows:*

*As a Trident scholar, I PLEDGE TO*

- *Accept responsibility for my actions, language, and attitudes.*
- *Practice good manners and courteous behavior toward all that I encounter.*
- *Respect the rights and property of others.*
- *Demonstrate integrity in my academic pursuits.*
- *Honor the nobility of learning and scholarship.*
- *Recognize the value of diversity.*
- *Promote good citizenship, common decency, and universal harmony.*

## **On-Line Honor Code Pledge**

- *I will not give my username and/or password to anyone.*
- *I will submit only my original work.*
- *I will not plagiarize.*
- *I am honor bound to complete all the assigned work and will honestly report my progress.*
- *I will not discuss the contents of any exam with anyone until after the scores have been released.*
- *I will not copy or print all, or part, of any exam. "Copy" encompasses any form of reproduction including, but not limited to, transcribing, printing, photocopying, photographing, and using the print screen tool.*
- *I understand that I can be held accountable for failure to comply with all aspects of this honor pledge and Student Code as outlined in the TTC Student Handbook.*



## **On-Line Resources**

The my.tridenttech.edu portal provides access to all the College's online resources to support you in your learning process.

Students have one username and one password to log into all TTC online systems in the my.tridenttech.edu portal. You do not have to jump between multiple online systems to read College emails, complete enrollment processes or coursework requirements! The my.tridenttech.edu portal provides you with a unified entry to all online systems for TTC students.



## **Communication**

The my.tridenttech.edu portal provides you with an email account that is the official communication method with students from administrative offices at the College. It is critical that you check your my.tridenttech.edu email often for important information about your enrollment, financial aid and more.

In addition, you will find notifications about your enrollment status, emergency alert, registration, payment deadlines and other announcements about critical student processes in your my.tridenttech.edu account.

## **Your Student Information**

All student information is available through the my.tridenttech.edu portal home page. Access Navigate through the student portal to register for classes or view your class schedule. Access the student Self-Service link to check your financial aid status; pay tuition and fees; check your grades and more!

Navigate -You can access Navigate through the my.tridenttech.edu student portal. Use Navigate to:

- Register for classes
- View your class schedule
- Track your To-Do List
- Schedule appointments
- Plan and register for courses
- Access college resources
- Complete Orientation
- View placement test results
- Find your Navigator or Academic Advisor

Self Service - Use Self-Service in the student portal to:

- Apply for graduation
- Access financial aid data, forms, etc.
- View your grades by term
- View your latest statement and make a payment online

## Navigate

Your Navigate software puts your support services, academic planning/registration, appointment setting, and reminders within easy reach. Use Navigate to:

- Register, drop or add classes
- Search for classes
- Print your class schedule
- Check your "To Do's" for any outstanding tasks.
- Complete a Major Explorer to explore different areas of interest.
- Schedule appointments with your Navigator, or advisor.
- Join Study Buddies to connect with other TTC students in scheduled classes
- Download the Navigate App from either Google Play or the Apple App store

The Navigate Student App complements the desktop web version of Navigate. The app provides access to many of the desktop version's features such as My Major, Class Schedule, To-Do's, and appointment scheduling. Please note: Planning and Registration tasks cannot be completed on the app.

Using the Google Chrome browser on a computer or tablet will provide the best viewing experience when using Navigate.

Find the app in your mobile app store. Search "Navigate Student", install then open the app. Once the app opens, search for Trident Technical College. Use your username and password to log in. For additional information on the mobile app, contact The Hub.

## Coursework in D2L

D2L is the online learning management system for TTC courses. After logging into my.tridenttech.edu, students can access D2L for course assignments and other course-related activities, including an email system specifically for academic coursework communication between students and faculty. Your instructors communicate to you through D2L email but administrative offices at TTC communicate to you through your my.tridenttech.edu email account.

- \* Note: REMEMBER! You have two email systems to check!
- ADMINISTRATIVE COLLEGE EMAIL is in MY.TRIDENTTECH.EDU email
- INSTRUCTIONAL EMAIL is in your D2L email

## Events & News

Announcements for students about 'What's Important Right Now', TTC News and Events and other information you need to know are in the my.tridenttech.edu portal.

**For log in/online assistance to my.tridenttech.edu call 574.6801.** Due to the Family Educational Rights and Privacy Act (FERPA), only a student can request a student password reset. Parents, guardians, or others may not request a password reset on behalf of the student.

\*Note: The e-Services Help Line number is 843.574.6999

## **Computer Labs**

TTC has a variety of computer labs on its campuses. Many labs are open to all TTC students, faculty, and staff. Some labs, while open to all students, give priority to a particular academic program. Others are reserved for specific classes. Academic printing in the open labs is available on a pay- to-print basis.

For a complete listing of lab names, hours, rules, and locations go to the TTC Portal, [my.tridenttech.edu](http://my.tridenttech.edu), select the Campus Life tab on the left navigation bar, and then select Computer.

## **College Resources**

### **Student ID Card**

TTC's student identification card allows you to use library facilities, not just at TTC, but at other area colleges as well, including Charleston Southern University, The Citadel, the College of Charleston, and the Medical University of South Carolina. Student identification cards are available for currently enrolled credit students through the Student Life office at Thornley Campus, the Admissions office at Palmer Campus, the Student Success Center at Berkeley Campus, the front lobby at Dorchester Campus and at the Mount Pleasant Campus.

Students can obtain student ID cards during the registration process or during the routine operating hours of the Thornley Campus Student Life office, Monday through Thursday. Students should re-validate their ID cards each semester. Proof of registration and a picture ID are required to receive a validation sticker.

## **Learning Assistance**

Tutoring and other learning assistance resources are available to help you keep up, catch up or get ahead. On Thornley campus, you can visit The Math Center in Room 211 in Bldg. 920. Math tutors in The Math Center can assist you with reviewing prerequisite material and tutor for the course you are currently taking.

Writing tutors in The Writing Center (Building 510, Room 137, Thornley Campus) can assist you with writing assignments and research papers, and they can help with specific topics, such as using MLA and APA documentation, addressing a writing task, and recognizing errors in grammar and punctuation.

There is limited tutoring services available on Palmer, Berkeley, and the Mount Pleasant campuses.

To schedule appointments or inquire about workshops at the Thornley Campus, or learn about Learning Assistance at Palmer, Berkeley, and the Mount Pleasant Campuses, go to the Math and Writing Centers on the Thornley Campus. You can also call the Math Center (843.574.6015) or the Writing Center (843.574.6623) for information.

## **Learning Resources (Libraries)**

Learning Resources Centers (LRCs), or libraries, provide resources and services, both electronically and in print format, to assist with users' informational needs. Physical libraries are located on Thornley, Palmer and Berkeley Campuses. Library staff also support all TTC sites, including High Schools (Dual Credit), through visits and remote services. The library website is the gateway to library resources and services, making them accessible on or off campus. Through the home page you can access the online library catalog, electronic databases, tutorials, course-related resources, reserve items, research tips and assistance. Computers are available at each campus library with the Acceptable Use Policy displayed on each workstation.

TTC's library collection supports all programs of study as well as the information needs of the College community. All campus libraries share the collection, which includes books, periodicals, e-books, electronic resources, videos, and DVDs. The library is a teaching library with bibliographic instruction, reference, and research assistance readily available.

TTC's library participates in several partnership agreements that increase the number of resources available to faculty, staff, and students.

The Charleston Area Library Consortium (CALC) includes TTC and other area academic libraries. Through this consortium, TTC students, faculty and staff have physical access, and students have certain checkout privileges, to the academic libraries of area Colleges by presenting a current TTC identification card.

The Partnership among South Carolina Academic Libraries (PASCAL) includes South Carolina's academic libraries together with their parent institutions and state agency partners. PASCAL fosters cooperation on a broad range of issues including shared licensing of electronic resources, universal borrowing, and Interlibrary Loan Services (ILS) hosting. Through this partnership, the LRC participates in PASCAL Delivers. PASCAL Delivers is a rapid, book-delivery service that allows faculty, staff, and students to request books from any participating College library across South Carolina. Book requests can be made through the library's online catalog on campus or remotely from any computer with Internet access. Faculty, staff, and students can select which TTC campus the requested book should be sent.

The TTC library also has an agreement with the Charleston County Library System, a large library system with a main library and 15 regional and branch locations. This agreement allows current TTC students who live outside of Charleston County to obtain a free county library card while they are students. All libraries have circulation policies and charge fines for material returned after the due date. ID cards for students, faculty and staff are available through Student Activities. Smoking and eating are prohibited in any TTC library location. Students may bring drinks into the library in a covered container. Students using TTC's campus libraries are expected to conduct themselves appropriately.

Children may not be taken into any TTC Library while the parent/guardian is studying or using library resources. Children are not to be left unattended in any TTC library while parents are in class or involved in other activities.

For more information call Thornley Campus LRC 843.574.6095, Berkeley Campus LRC 843.899.8055, and Palmer Campus LRC 843.722.5540.

## **Student Resource Center**

The Student Resource Center, located in Room 130 in Bldg. 500 on Thornley Campus, helps students navigate academic processes and procedures related to a Hub process.

- Instructional technology, such as D2L, the my.tridenttech.edu student portal and Student Self Service screens.
- Understanding how the transfer process works and staying on track to graduation...
- Academic advising processes, such as connecting to the right advisor, preparing for the advising appointment, and understanding when to take advantage of other resources, like tutoring or counseling and career development.

## **TTC Bookstores**

Bookstores at all campuses offer **extended hours** at the beginning of each semester. The TTC Bookstore is where to purchase textbooks, supplies, graduation supplies, art supplies and a few other specialty items.

**Financial aid and VA (Chapter 31 only) book charges** are available to eligible students for a limited time at the beginning of each term/semester. The dates of the Financial Aid and VA (Chapter 31 only) book charge period appear on campus bulletin boards and on the Financial Aid and Bookstore web sites each semester. At the end of each semester, the Bookstore conducts a book buy back at Thornley, Berkeley and Palmer campuses. Generally, the book-buyback is in the last few days of the semester. Check the TTC Bookstore web site and campus bulletin boards and read the College's publications for exact dates. The Bookstore has a published **policy regarding the sale and return of textbooks**. The policy is on the Bookstore website.

### **Telephone Locations**

**Outside emergency phones** - TTC has automatic dial emergency phones located in the parking lots of Thornley, Berkeley and Palmer Campuses. These phones provide direct connection to the College's Public Safety office.

**Inside campus wall phones** - Campus phones located inside the halls and lobby areas of buildings can be used to call Public Safety. Students may use campus phones to contact faculty and staff on all three campuses.

**TTY phone services** - TTY phone services for the deaf and hearing impaired are located at the Thornley Campus in Counseling and Public Safety; Palmer Campus in Public Safety.

## **Billing and Payment Plan**

### **Fees**

As a state-supported institution, TTC bases its tuition and fees on appropriations granted by the South Carolina General Assembly. The tuition and fees charged by the College are directly affected by the action of the legislature and are, therefore, subject to change without notice.

A schedule of tuition and fees is available at the Admissions office on each of TTC's campuses or by calling 843.574.6111. You also may obtain the current tuition rate by visiting the College's website.

TTC does not mail bills to students. Students should review outstanding balances in their student Self Service account and pay any balance due before the published payment deadline.

Tuition and fees are payable by cash, check, MasterCard, VISA, American Express or Discover.

### **Classification of Students: Student Status**

**Full Time:** A student enrolled for a minimum of 12 semester credit hours

**Part Time:** A student enrolled for 11.5 or fewer credit hours.

The normal credit load per semester is 15-18 semester credit hours. If you plan to enroll in more than 18 semester credit hours, you must receive approval from your academic dean.

To obtain an official enrollment verification, contact the Registrar's office two business days after the end of the Drop period.

#### **Student Classification**

Full time: 12+ semester credit hours

3/4 time: 9-11 semester credit hours

1/2 time: 6-8 semester credit hours

Less than 1/2-time 1-5 semester credit hours

### **Residency**

Tuition is based on residency. TTC determines in-county, out-of-county and out-of-state residency based on South Carolina law and [South Carolina Commission on Higher Education](#) regulations. Documents may be required for proof of residency. To apply for consideration of SC residency status, enrolled or accepted students may complete and submit the [South Carolina Residency Application](#) to the

Admissions office by the last business day before your first term of enrollment begins. You are encouraged to review the [Frequently Asked Questions](#) about determining SC residency on the TTC website.

## **Residency Requirements for Public Colleges in South Carolina**

Tuition is based on residency. TTC determines in-county, out-of-county and out-of-state residency based on South Carolina law and [South Carolina Commission on Higher Education](#) (SCCHE) regulations. The monitors the residency laws and regulations for tuition and fees at all public colleges and universities in the state of South Carolina. You may review laws, regulations, 'sister-state' agreements, approved VISA classifications, and other topics of interest related to residency.

### **Senior Citizens**

Legal residents of South Carolina age 60 are eligible to enroll in courses the last business day prior to the first day of classes on a space- available basis without paying tuition. Senior citizens must contact the Business Office prior to registration.

### **Student Insurance**

The college provides student accident insurance for all curriculum students. Current information on coverage and claims processing is available through Public Safety. All students in Health Sciences and Nursing programs are required to carry professional liability and major medical insurance.

### **Fee Changes**

Fees are subject to change without notice by the TTC Area Commission.

### **Refund Policy**

Trident Technical College issues full refunds according to the refund periods published for each term on College calendars.

Use Navigate to officially withdraw from classes during the advertised withdrawal period. The last day to withdraw from a class is the last day of class.

Withdrawing from classes before the allowable period that makes you eligible for all your financial aid funds may result in you having to repay a portion of the financial aid awards you received during the term/semester.

Refunds take approximately 3-4 weeks to process. Refunds adhere to the institutional refund schedule below. **Cancelled Courses**

- 100% Before 1st day of term or full semester classes
- 100% Drop for each term or full semester
- After Drop for each term or semester 0%

Refunds for summer full semester or other sessions that vary in length from fall or spring full term will be in proportion to the full semester refund schedule. Any balance due you owe the College will deduct from your refund.

**There are no refunds for course withdrawals after the published Drop period each term.**

## **Repayment of Federal Financial Aid**

If you are receiving financial aid from Title IV federal funds (Pell Grant, FSEOG, Federal Direct Loans) and for any reason withdraw from all classes or stop attending without officially withdrawing prior to attending 60 percent of the classes, TTC will determine if you are required to repay Title IV funds based on Title IV regulations. If repayment is required, TTC will return funds to the federal government according to the federal guidelines.

The U.S. Department of Education instituted this repayment policy in the 2000-01 academic year for students receiving Title IV assistance (financial aid).

A portion of financial aid funds will be returned to the appropriate federal program upon a recipient's total withdrawal from the College. The amount returned is based on the percentage of enrollment completed for that term or semester and the percentage of financial aid funds you are eligible to receive.

### **Return of Title IV Calculation**

1. The number of calendar days in the enrollment period (term or semester) is divided into the number of calendar days the student completed for that semester/term.
2. The amount of financial aid earned is equal to the percentage of the term or semester/term that was completed (up to the 60 percent point). If the student withdraws after the 60 percent point of the term or semester, term the student will have earned 100 percent of financial aid funds received for that semester.



### **Veterans Tuition Payments**

All students receiving Veterans' educational benefits, except for the Post- 9/11 (Chapter 33) Vocational Rehabilitation and Employment (Chapter 31) and state free tuition recipients, are required to pay their tuition and fees by the deadline date. These payments are due without regard to your receiving benefits checks from the Department of Veterans Affairs. Contact the TTC Veterans Assistance Center on the Thornley Campus in Bldg. 410 or call 843.574.6105 for additional information.

### **Veterans and Overpayments**

TTC certifies educational benefits for those veterans, spouses, and children of deceased or 100 percent disabled veterans who are eligible according to the provisions established by the Department of Veterans Affairs and the SC Department of Veterans Affairs. Students receiving VA benefits that are processed through TTC's Veterans Assistance office must keep the TTC VA office informed about initial registration in classes each semester and immediately report any changes in enrollment status during the semester to avoid either underpayment or overpayment situations. If a Post 9/11 (Chapter 33) student's enrollment status changes, and the change results in an overpayment status with the Department of Veterans Affairs, TTC must refund the overpayment amount to the Department of Veterans Affairs. The student will then owe TTC the overpayment amount if the student received a refund of tuition. This refund is owed back to TTC and returned to the Department of Veterans Affairs. The overpayment will appear on the student's TTC account as a balance due. It is the student's responsibility to contact the Department of Veterans Affairs to appeal an overpayment status.

### **Payment Policy**

After you register, you then pay the balance due on your account by the published payment due date.

### **Payment Plan**

Take advantage of the **College's payment plan** option in Student Self Service (NBS Tuition Payment Plan Information).

**Failure to pay the balance due by the published payment due date will result in your removal from all courses.**

### **New Payment Schedule with Compressed Schedule**

It is important that you understand the new payment deadlines for compressed schedule registration. Check the [TTC website calendar](#) and the [my.tridenttech.edu student portal calendar](http://my.tridenttech.edu/student-portal-calendar).

## Account Balances

Your bill statement is available through the student Self Service.

**You are responsible for checking your my.tridenttech.edu account to determine what you may owe.**

Log into [www.tridenttech.edu](http://www.tridenttech.edu) and go to the Student Self Service link to view your financial aid awards **by term** and any balance that you owe.

### **Financial Aid Awards**

If you are eligible for financial aid, the balance due shown on the Student Account Activity screen is what you owe after all financial aid awards that you are eligible to receive have been credited to your account.

### **Additional Fees and Charges**

The fees listed below are not necessarily all-inclusive and are subject to change without notice.

#### **Fees**

**Application Fee:** Free

**Credit by Exam Fee:** \$45

**Student Official Transcript Fee:** \$10 per transcript

#### **Returned Checks**

A service fee is assessed in accordance with current law on all checks received in payment of books, fees, etc. that are returned by the bank for insufficient funds or closed accounts.

## Student Responsibilities

### **General Responsibility**

As a student, you are responsible for being informed of all policies and procedures required to attend TTC, most of which are found in the TTC Catalog and the TTC Student Handbook. To review all TTC's policies and procedures, go to either the Registrar, Student Activities, Vice President for Student Services, or Counseling and Career Development Services. College regulations will not be waived because a student pleads ignorance of established policies and procedures. If you are unsure of any procedure, you should seek help or clarification from the Registrar's office or an academic advisor.

### **Academic Policies and Procedures**

Academic policies and procedures are subject to change. If changes occur, they will be published in the next Catalog, Student Handbook or Policies and Procedures manual, available on TTC's Web site.

## **Student Responsibilities**

Essential consumer information about TTC is available at [www.tridenttech.edu](http://www.tridenttech.edu) > Get Started> What To Expect> Essential Consumer Information, in accordance with the Higher Education Reauthorization Act of 2008.

## **Placement Testing Changes**

Entry-level placement test score requirements are subject to change.

## **Student Documents**

You are responsible for making sure that you send all required documents to the College by the appropriate deadlines. All documents submitted to the College become the permanent property of TTC. Therefore, documents will not be copied for or distributed to students by the College.

## **Returned Checks**

If your check is returned to the college for insufficient funds, a service charge in accordance with current law will be charged to your account. You have 10 days to pay the fees and penalty fee. If the check and service are not paid within 10 days, TTC may take legal action to collect the fees in addition to charging court costs. The South Carolina Code of Laws allows for a fine of not less than \$50 or a term of imprisonment for dishonored checks.

## **Student Debts**

The S.C. Tax Commission supports TTC by collecting any delinquent accounts or debts owed by former or current students from students' tax refunds. The Setoff Debt Collection Act of 1988 allows the S.C. Tax Commission to assist any state agency in the collection of any delinquent account or debt.

For more information, call 843.574.6565.

## **Disabilities-Related Needs**

The College complies with relevant provisions of SEC 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act. Appropriate, reasonable accommodations based on current medical and/or psychological documentation can be provided. If you need and qualify for these services, contact Services for Students with Disabilities at 843.574.6131 or TTY hearing-impaired phone 843.574.6351 for more information and assistance.

## **College Communication to Students**

Students are responsible for checking their [my.tridenttech.edu](mailto:my.tridenttech.edu) e-mail in the student portal on a regular basis for important college information about financial aid, payment deadlines, registration, college events and announcements. The College corresponds with students through its official student e-mail [@my/tridenttech.edu](mailto:@my.tridenttech.edu) to ensure protection of student identity and to maintain the privacy and security of student records.

## **D2L Reminder!**

D2L is a learning management system where you access all your courses, assignments, grades, etc.

*Your D2L messenger is specifically for communication between instructors and students. The TTC administrative offices communicate to you through your my.tridenttech.edu email account in the portal.*

## **Student Types**

**NEW STUDENT** – Never attended college before enrolling at TTC.

1. [Apply](#) for admission to TTC, meet admission requirements by providing requested documents and transcripts, and receive acceptance correspondence.
2. Attend orientation.
3. New students are assigned a personal Navigator upon acceptance to the college. An academic advisor or a Navigator is assigned to all degree seeking students. View your Success Team (Advisor or Navigator) in Navigate.
4. Register early for the best schedule.

Note: In Navigate, review Degree Audit under Planner for a list of courses in current major.

**RETURNING STUDENT** - Previously attended TTC but not in the last three semesters.

1. A [returning student](#) is defined as any student who previously applied to and/or attended TTC, but have not been enrolled at TTC in the past three terms. Returning students will need to complete an [application](#) to update their information prior to being eligible to register.

**TRANSFER STUDENT** - Attended another college and transferring to TTC.

**TRANSIENT STUDENT** - A transient student is a student who is enrolled in one college or university (their home institution) and takes courses temporarily in another college or university (their host institution) with the intention of transferring the course credit back to their home institution.

**DUAL CREDIT STUDENT** - High school student with approval from the high school

who is taking college coursework to earn both college and high school credit at the same time.

**EARLY ADMIT STUDENT** – High school junior or senior with approval from the

high school who is taking college coursework to earn college credit that does not affect the student's high school records.

**INTERNATIONAL STUDENT** – Attending TTC under a student visa from a country

outside the United States.

**AUDIT STUDENT** - Enrolling in credit class without earning any credit hours.

**SENIOR CITIZEN STUDENT** - Enrolling as a legal SC resident who is over 60 years

of age for tuition waiver. If your academic advisor or Navigator handles registration, please schedule an appointment through Navigate to get registered. If you are unable to reach your advisor, contact the Hub for assistance.

## Learning Types

**CLASSROOM** - Student attends the class in-person on one of TTC's campuses or site- locations.

**ONLINE** – Student's access course materials that are online through the D2L learning management system using a secure username and password.

**HYBRID** – Students attend traditional in-person classroom learning and accesses online instruction and/or other forms of web-based instruction/media.

## International Students

TTC international students come from over 100 countries and enjoy participation in an active international student organization at the College. The admissions coordinator for international students is located at the Thornley Campus and is the College's designated school officer (DSO) with the Department of Homeland Security.

### **F-1 STUDENTS**

F-1 students are registered in SEVIS, the Department of Homeland Security international student software tracking system, immediately upon arrival at TTC. The college listed on the I-20 form and on the F-1 visa is the only college the student is authorized to attend. F-1 students are required to pursue a full course of study (at least 12 semester hours) during spring and fall semesters.

Students starting TTC in summer semester must be full time. F-1 students are required to make normal progress and maintain academic good standing toward completing their course of study and must complete studies before the program completion date on the I-20 form. F-1 students are required to keep a valid I-20 form by following proper procedures for changes in educational level or program of study or requesting extensions, transfers, or exceptions to full-time status. F-1 students may remain in the United States longer than the 60-day grace period after completing a full course of study ONLY if granted approval prior to completion for practical training, transfer or changing educational levels. F-1 students are NOT allowed to work off campus without specific authorization. F-1 deposits may not be used for tuition or fees and are not refunded until completion of the second semester.

### **INTERNATIONAL STUDENT REQUIREMENTS**

All international students must abide by rules requiring disclosure of information and prohibition of criminal activity, and by any special requirement such as Special Registration. All visa and permanent resident students must provide a current street address and must report any change in address to the Department of Homeland Security and to TTC's DSO in Admissions within ten business days. F-1 address changes are updated in the SEVIS software. For more information, see [www.uscis.gov](http://www.uscis.gov).

# Orientation

Orientation is an important step where students learn how to use the different technology platforms, access important resources, and prepare to register for classes.

Students begin their orientation experience after submitting a Trident Technical College Admission application. Shortly after applying, students receive an email with their my.tridenttech.edu student portal login information.

Orientation can be completed in person at The Hub on Thornley Campus or at any of our other Student Success Centers located on satellite campuses or on-line at <https://bit.ly/StartatHub>

The Hub staff assists with general help, orientation, assigning a Navigator or academic advisor, and making referrals as needed. A Navigator is an initial advisor who can answer questions regarding all areas of the college. Meeting with an academic advisor or Navigator allows students to discuss course selections and to plan their academic path from beginning to end.

## **ORIENTATION SERVICES FOR ALL NEW STUDENTS**

- Explore TTC's Web site and portal
- Talk with a Navigator or academic advisor
- Verify major – change major, if necessary
- Log into Navigate and explore
- Receive Placement Test-retest pass, if appropriate

## **Placement in Courses**

TTC determines your academic preparedness for initial placement in courses through several means. Any one of the following options can be used to register for classes:

1. Valid, qualifying SAT/ACT test scores:
  - a. SAT: 530 Evidenced-based Reading & Writing, 600 Math,
  - b. ACT: 19 English, 22 Math.
2. ACCUPLACER Placement Test (FREE in the TTC Testing Center).
3. Weighted high school GPA of 3.0 or higher (final, official transcript required).
4. High school diploma or GED plus D2L math placement test.
5. Prior college credits in math and/or English.

A Hub Staff member, or your Navigator, can help you choose the best option.

### **Assignment of Academic Advisors**

Degree-seeking students receive:

- Academic advisor assignment
- Receive important informational handouts
- Get answers to questions about TTC
- Learn about student rights and responsibilities

Academic advisors not only advise students but also teach full-time in their program of study.

Students' undecided about their major are assigned to a counselor who is knowledgeable about the career decision-making process to work with students to choose a program of study. Once a student decides on a major selection, the student should log into their portal and click on Etrieve which is located under Electronic Forms to complete a Change of Major form. A new advisor will be assigned to the student upon approval and processing of the change of major request within the Registrar's office.

Most academic advisors teach a full load of classes or in programs with many labs or clinical courses. In addition to teaching, they serve on committees, are involved with course and program development, and must keep up with the technology and changes in the career field for which they are training students. They also often teach in more than one location.

### **ORIENTATION SERVICES FOR NONDEGREE STUDENTS**

Orientation can be completed online at <https://bit.ly/StartatHub> or in person at The Hub on Thornley Campus or at any Student Success Center located on a satellite campus.

- Transfer information – local area College catalogs and transfer notebooks with forms and current information
- Register for courses – Bring appropriate documents if you need prerequisite overrides.

### **Get a New Academic Advisor When Changing Your Major**

Students who want to change their major or add a dual major must submit the request to the Registrar's office online through [my.tridenttech.edu](http://my.tridenttech.edu)>Etrieve Forms>Change of Major. All changes submitted during the Drop period will be effective that semester. Changes submitted after the Drop period will be effective the next semester.

If you receive veterans' educational benefits and change your major, you must provide written notice to TTC's VA office. A new advisor will be assigned after the change of major form is approved.

## **Preparation for Registration**

Steps for registration appear in this handbook under “The Registration Process”. Registration for the next semester begins at midterm of the current semester. Students who are returning to TTC after not enrolling for several semesters should check with The Hub to verify that they have a current academic advisor for their program of study.

Non-degree: seeking students do not need an advisor’s signature. However, many courses have prerequisites or skill requirements. To register for one of these courses you must have departmental approval if your TTC records do not show that you have met the prerequisites or skill requirements. You may be required to provide evidence of prerequisites, corequisites or skill requirements such as transcripts, grade reports or qualifying test scores. Nondegree-seeking students may register in The Hub or in the Registrar’s office.

## **Financial Aid**

Federal student aid programs assist students who have financial need as determined by federal regulations. Completing the Free Application for Federal Student Aid (FAFSA) determines if financial need exists.

A variety of financial assistance is available at TTC to help you with the cost of attending college. TTC’s Financial Aid office assists prospective and current students and their families by:

1. Providing information about financial resources.
2. Assisting with the Free Application for Federal Student Aid (FAFSA).
3. Calculating the level of eligibility for financial assistance.



4. Awarding financial aid based on enrollment and eligibility status.
5. Monitoring students' Satisfactory Academic Progress (SAP) each semester for continued eligibility for financial aid programs. For more information, go to <http://www.tridenttech.edu/pay/keeping/index.htm>.

Financial aid awards occur on a yearly cycle. Each award year begins with the fall semester and ends with the following summer.

**You must complete a new FAFSA every year.**

### **Understanding Your Financial Aid Awards**

Upon acceptance to TTC and completion of financial aid requirements, the Financial Aid office will notify you of your awards via your TTC student email. You can access your offer letter in FA Self-Service. Updates regarding any changes, additions, or corrections to your financial aid awards will be sent to your my.tridenttech.edu student email. In Financial Aid Self-Service, you will find a comprehensive list of all the financial aid you are eligible to receive along with the terms and conditions of each award. It is important to note that awards are based on full-time enrollment, and some student aid funds may be prorated for less than full-time enrollment.

If you enroll part-time, your awards will be adjusted to a lesser amount compared to full-time awards. Here is an example to illustrate how aid may be prorated: the basis for each award is full-time enrollment. If you enroll in less than 12 credit hours, your awards amount be reduced accordingly. The determination of your enrollment status and the adjustment and disbursement of aid occur at the end of the Drop period for each term/semester.

If you apply for financial aid on time and meet the eligibility criteria, your tuition and fee charges will be covered by the financial aid awards you are eligible to receive. If there are eligible funds remaining after covering tuition and fees, you may be able to utilize them for book store charges. Once tuition, fees, and any book store charges have been paid, the Finance division will issue a refund via check or electronic funds deposit (EFT) if there are funds left depending on seat time and other factors. To set your refund preference, access your student portal account and go to the BankMobile student refund selection.

It is important to be aware that awards are canceled for students who do not enroll or attend classes. If an award is canceled, it may not be available to the student in subsequent terms or semesters of enrollment.

**\* Federal Award Examples:**

Federal Aid	YR Total	Fall	Spring
<i>Award Examples are for Full Semester</i>			
<b>Full-Time Enrollment 12 or more credits</b>			
Pell Grant	\$6,495	\$3,248	\$3,247
Subsidized	\$3,500	\$1,750	\$1,750
Work-Study	\$3,500	\$1,750	\$1,750
<b>Six Credits Enrollment</b> <i>What you receive for six credit hours</i>			
Pell Grant	\$6,495	1,624	1,624
Subsidized	\$3,500	\$1,750	\$1,750
Work-Study	\$3,500	\$1,750	\$1,750
<b>Three Credits Enrollment</b> <i>What you receive for three credit hours</i>			
Pell Grant	\$6,495	\$ 812	\$ 721
Subsidized	\$0	\$ 0	\$ 0
Work-Study**	\$0	\$ 0	\$ 0

***\*If eligible for these awards.***

Awards disburse to your student account based on the number of credit hours enrollment each term within the semester.

***\*\*Work-study pays monthly for the actual hours worked in the previous month.***

You can earn up to the total work-study award amount. You cannot exceed the award amount.

**Applying for Financial Aid**

To apply for financial aid, complete the Free Application for Federal Student Aid (FAFSA). A new or renewal FAFSA must be submitted for each academic year (fall through summer). The application opens on October 1 each year, for the academic year which begins the following August. Example, the 2021-22 FAFSA for the year beginning August 2021, opens October 1, 2020. The FAFSA is available online at <http://www.fafsa.gov>.

**TTC's school code is 004920**

Be sure to list TTC to receive your application information. YOUR FAFSA INFORMATION DETERMINES YOUR FINANCIAL AID ELIGIBILITY.

The FAFSA is a user-friendly online skip logic application that only asks you the questions you are required to answer. It will interface with the IRS to supply your federal tax information. This reduces the chance of error and speeds your application. You may need to answer questions about other income that is not included in your tax return, so be sure to gather that information before you begin.

After you submit the FAFSA, you receive an electronic Student Aid Report (SAR). Processing times vary based on the volume of applications when you submit. It is best to apply early to avoid delays.

If corrections or additional information is required, you can update using the links in FA Self Service. It is important to respond promptly to any requests for corrections or additional information.

If your FAFSA information no longer reflects your family's financial situation due to a substantial change in income or expenses, you may be eligible for an adjustment. Contact financial aid [financial.aid@tridenttech.edu](mailto:financial.aid@tridenttech.edu) immediately so that we can assist you with any eligible updates.

*FEDERAL REGULATIONS REQUIRE THAT SELECTED FINANCIAL AID APPLICANTS PROVIDE VERIFICATION OF ALL FAFSA INFORMATION. IF YOUR FAFSA IS SELECTED FOR VERIFICATION, THIS WILL BE NOTED IN YOUR SAR AND TTC'S FINANCIAL AID Self Service. We will send notices to your [my.tridenttech.edu](mailto:my.tridenttech.edu) student email.*

**Once you complete all verification and enrollment requirements, TTC's Financial Aid office will send an email notification of your personalized awards view in FA SelfService.**

### **Financial Aid and the Transfer Student**

- Financial aid awards do not transfer from one college to another.
- Students can only receive financial aid from one college in any term or semester.
- Students must request to have a FAFSA sent to a new college.
- Students transferring to TTC must add TTC's code, 004920, through [fafsa.gov](http://fafsa.gov).
- It is the student's responsibility to notify the Financial Aid office about attendance at another college or university.

### **Action and Deadline Dates**

To avoid delays, you should apply at least 60 days before the start date of your classes. Submit all documents requested to the TTC Financial Aid office as soon as possible after the request. Your financial aid will be available prior to the beginning of the semester/term when you plan to enroll if you apply by the published date.

If you submit your FAFSA after the published date, be prepared to pay your tuition and fees and purchase your books by the payment deadline for the semester/ term.

The Financial Aid office will process your FAFSA in the order received. Depending upon your eligibility for financial aid, you may receive a reimbursement. Once the term or semester has begun, there are certain deadlines for aid that cannot be extended. Always apply early and have your aid completed before classes begin to avoid losing any aid for which you qualify.

### **Types of Financial Aid**

Financial assistance programs offered at TTC include federal Title IV programs, SC grants and scholarships, and TTC Foundation scholarships. Federal financial assistance includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal College Work-Study, and Federal Direct Loans for students and parents. SC programs include South Carolina Lottery Tuition Assistance, SC WINS, SC Palmetto Fellows, SC LIFE Scholarship, and the SC Need Based Grant. For more information, visit Paying for College at [www.tridenttech.edu](http://www.tridenttech.edu).

### **TTC Scholarships**

Trident Technical College and the TTC Foundation offer several scholarships provided by area individuals, businesses, civic organizations, and nonprofits. Awards are competitive, based on donor stated criteria. The TTC Scholarship Committee selects the most qualified recipients. Awards are based on availability of funds and do not require repayment. More information about scholarships and application are on TTC's website ([www.tridenttech.edu](http://www.tridenttech.edu)) click Support TTC>How We Help.

### **Eligibility for Financial Aid**

Eligibility for federal (and some state) financial assistance awards requires:

- A high school diploma or its equivalent (GED).
- Enrollment in a program of study that is eligible for federal aid as defined by the U.S. Department of Education (ED).
- No default on any student loans.
- Not in overpayment on any Federal student aid.
- Satisfactory Academic Progress in credit courses as defined by TTC.
- A valid financial aid application (FAFSA).
- U.S. citizen or eligible non-citizen and;
- A valid Social Security number.

### **Federal Financial Aid Penalties for Drug Law Violations**

It is the law! You might not be able to receive federal student aid if you have a conviction for selling or possessing illegal drugs while you were receiving federal student aid (grants, loans, and/or work-study).

If you have a past drug conviction, this does not automatically mean that you are ineligible for federal student aid. Check out <https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions> to learn and determine your eligibility.

You should complete and submit your FAFSA even if you believe you are not eligible for federal student aid. You may be eligible for aid from other sources that require submission of a FAFSA, such as SC Lottery Tuition Assistance.

### **Your Financial Aid Status**

To receive federal student aid, you must make Satisfactory Academic Progress (SAP). Progress is reviewed at the end of each semester. If your TTC GPA falls below 2.0 or you lack progression in your academic program (withdrawing or failing classes, we will notify you through my.tridenttech.edu email after grade processing each semester. **IMPORTANT NOTE:** It is ultimately YOUR responsibility to know your SAP status). FA Self Service offers explanation and links for SAP.

If you do not understand the SAP policy and/or your status, contact the Financial Aid office.

Per state regulations, we review academic progress for state grants and scholarships once a year at the end of the summer semester. If a student is ineligible at that time, the student will be ineligible for lottery funding until the annual review in which the student's GPA is at or above the minimum. Program specific renewal requirements are posted on the TTC website, Pay for College >Keeping Your Financial Aid.

### **Financial Aid and Never Attended**

After the first week of classes, faculty report students who never attended. The College removes from class rosters those students who did not attend. A never-attended student's financial aid awards may adjust or cancel depending upon the student's final enrollment status after removal of never attended courses for the semester. For shorter academic terms, faculty may report attendance after a few days of class.

### **Financial Aid – Eligible Programs of Study**

Federal student aid is only available to students in an eligible program of study. Many certificate programs are ineligible for federal aid. General Education Development (GED) and Continuing Education courses are not eligible programs. Audit classes are not eligible for financial aid. You receive awards only for those courses required for graduation or as prerequisites for courses required in your program.

The listing of TTC's eligible programs is available on the website [http://www.tridenttech.edu/pay/available/fa\\_programsOfStudy.htm](http://www.tridenttech.edu/pay/available/fa_programsOfStudy.htm).

## **Repayment of Federal Financial Aid Funds**

***If you receive financial aid and withdraw from or stop attending ALL classes, you may have to repay a portion of your federal financial aid funds. You may also owe funds back to Trident Technical College.***

The U.S. Department of Education requires TTC to follow attendance guidelines and prorate aid in some cases for students who withdraw from all classes. You may have to pay back unearned funds to the federal government. You may also have to repay unearned funds to TTC. You will be ineligible to receive any future federal student aid at any college or university until you repay the funds. You will be unable to continue attending TTC until you pay the balance owed. If your enrollment falls below six credit hours after the initial disbursement of your student loans, your loans may be returned to the lender, and you may owe a balance to TTC. You will be unable to register until you repay loan funds that TTC provided to you that the college had to return. Contact your Financial Aid Officer to learn more, or to ask questions.

## **Financial Aid Definitions**

### **Cost of Attendance (COA)**

The total costs for attending a specific college, usually expressed as a yearly figure. COA includes tuition and fees, allowances for books and supplies, room, and board, personal, and transportation expenses.

### **Default**

Failure to repay a loan according to the terms of the promissory note.

### **Eligible program**

A course of study that leads to a degree, diploma or certificate and meets the U.S. Department of Education's requirements as an eligible program for federal student aid.

### **Expected Family Contribution (EFC)**

The amount you and your family are expected to contribute toward your education expenses. This amount is determined by your FAFSA information. The EFC appears in your Student Aid Report (SAR). You receive your SAR after filing the Free Application for Federal Student Aid.

## **FAFSA**

Free Application for Federal Student Aid is the online application for many types of financial aid. **TTC's school code is 004920.**

## **FSA ID**

Username and password used to log in to federal student aid websites. Your FSA ID verifies your right to access ED websites. Parents of dependent students must have their own FSA ID to sign the FAFSA. *Please note: Each FSA ID user must have a unique e-mail address.*

## **Federal Direct Student Loan**

A federal loan for educational expenses. To determine eligibility, students must complete the FAFSA, a Loan Request, and a Master Promissory Note. *Note:* The Financial Aid office counsels' students about the type and amount of loans that they are eligible to borrow. Mandatory Fees due to the US Department of Education are deducted from the total borrowed prior to disbursement. Upon graduation or ceasing enrollment of at least half time (six credit hours), students must complete on-line Exit Counseling.

## **Subsidized Loan**

The federal government pays the interest while you are enrolled in at least six credit hours. You begin repayment, and interest begins following a six-month grace period that begins anytime you cease at least half-time (6 credit hours) enrollment, or you graduate. The grace period can be interrupted if you enroll at least half-time, but it will never exceed six cumulative months.

## **Unsubsidized Loan**

Interest begins when you receive the loan. You may defer payment while enrolled in six or more credit hours. You may make quarterly interest and/or principal payments to avoid the compounding of interest that leads to higher monthly payments and amounts owed greater than borrowed.

## **Federal Pell Grant**

For highest documented need students who have not previously received a baccalaureate degree. Complete the FAFSA to determine eligibility.

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

Gift aid which does not require repayment. When given, it supplements the Federal Pell Grant.

## **Federal Work-Study Program (FWS)**

FWS is a federal program based on financial eligibility determined by the Free Application for Federal Student Aid (FAFSA) and is funded through an annual allocation of aid from the U.S. Department of Education. Federal Work-Study is designed to assist the workforce needs of the college and other agencies while giving the student work experience, job application experience, and networking opportunities.

Federal Work-Study positions are based on available funding. While we attempt to assist all students who desire to work in the program, demand may exceed the possibly opportunities. Please do not assume that applying for a position constitutes a guarantee of placement.

## **Grants and Scholarships**

Do not require repayment. A student's financial need determines grant amounts. Scholarships usually require academic merit.

## **IRS Data Retrieval Tool**

Allows FAFSA applicants and parents to electronically request and retrieve their tax data directly from the IRS. Once retrieved from the IRS, it can transfer to the FAFSA application.

## **IRS Tax Return Transcript**

Shows most line items from the federal tax return as originally filed, including any accompanying forms and schedules. It does not show amended forms.

## **Loan**

Borrowed money a student must repay with interest. Maximum loan amounts depend on the student's financial need, year in college and enrollment status.

## **Promissory note**

A binding legal document. The Borrower signs to promise to repay all student loan funds and fees, plus applicable interest. It lists the conditions for borrowing, and the terms required to pay back the loan.

## **Satisfactory Academic Progress (SAP)**

To be eligible to receive financial aid, you must be successfully completing the classes required to complete a degree, diploma, or certificate and keep a cumulative GPA above 2.0.

## **South Carolina Free Tuition (SCFT)**

**Free Tuition for Children of deceased Policemen, Firemen, or other Emergency Services Personnel (SCFT)** – A child of a deceased or 100 percent disabled police officer, firefighter or other emergency services personnel may be eligible for this benefit. The parent's death or disability must have been in the line of duty. This statute pertains to all town, city, municipality, county, or state agencies. The TTC Financial Aid/Veterans Assistance office will assist with the application.

**Free Tuition for Children of Certain War Veterans-** A child of a wartime veteran may be eligible to receive this benefit. Eligibility information may be obtained from the South Carolina Division of Veterans Affairs, (803) 647-2434. Download the application at <https://scdva.sc.gov/education>. Once complete, the



application can be submitted by US Postal Service mail, hand delivered, or faxed per the location and other information provided on the application.

**South Carolina Lottery Tuition Assistance Program (SCLTAP) –**

Financial assistance to students attending two-year public or independent colleges in the state. SCLTAP is not need based; however, a FAFSA is required.

Recipient must be a South Carolina resident and enrolled in at least six credit hours. Lottery award amounts prorate according to credit hours of enrollment and availability of state funds. LTA does not assist with book or other educational expenses. Students who have attempted 24 or more credit hours must maintain a minimum 2.0 cumulative GPA. Students are not eligible to receive Lottery Tuition Assistance for more than one certificate, diploma, or degree earned within any five-year period unless the additional certificate, diploma, or degree constitutes progress in the same field.

**South Carolina Need Based Grant (SCNBG) –**provides additional financial aid to South Carolina's neediest students to attend public or independent colleges or universities. Students who were previously in SC Foster Care may be eligible for supplemental SCNBG funds. If you were in SC foster care, please visit the financial aid office for more information and to begin the verification process. View eligibility criteria at [http://www.tridenttech.edu/page/available/faq\\_stateAid.htm](http://www.tridenttech.edu/page/available/faq_stateAid.htm).

**Student Aid Report (SAR) –** Lists all the information reported on the FAFSA and lists the EFC.

## **Managing Your Finances - Budgeting Basics**

**Step 1: Figure Out What You Have**

Add up all your sources of income, including student grants, scholarships, loans, Work-Study income, income from part-time job, and EFC.

**Step 2: Figure Out What You Need** • Add up your tuition and living expenses.

Estimate cost of books and supplies.

Estimate cost of food, utilities, transportation, etc.

Remember to include educational expenses you need, not want.

**Step 3: The Moment of Truth**

Compare your monthly income to your monthly expenses.

If you do not have enough income to cover your expenses, figure out where you can cut expenses.

If you have extra and student loans, consider lowering the amount you borrow for educational expenses.

## **STUDENTS AND PARENTS**

*Completely read this section!*

The contents of this Handbook are subject to change without notice because of changing federal and state legislation.

### **COMMUNICATION WITH STUDENTS**

Trident Technical College provides an email account to all students. It is extremely important that you read your TTC my.tridenttech.edu student email. **It is your responsibility as a student to check your TTC my.tridenttech.edu email account frequently to retrieve official TTC communication.** Financial Aid emails students about missing or incomplete financial documents, and information concerning financial aid award packages.

### **FINANCIAL AID AND WITHDRAWING FROM ALL CLASSES OR SCHOOL**

- If you have financial aid, and withdraw from OR stop attending ALL classes, you may have to pay a portion of your federal student aid funds back to the federal government. You may also owe funds back to Trident Technical College. You will be ineligible to receive any federal student aid at any college or university until you repay the debt.
- You will not be able to attend TTC until you pay the debt owed to the college or make payment arrangements with the Business Office.

*It is very important for you to consider the financial implications of withdrawing from all of your classes or not attending all of your classes. Meet with your professor and Financial Aid Officer before making such a decision.*

### **IMPORTANT REMINDERS**

1. You may NOT use FA/VA educational benefits to pay for:
  - Audited courses
  - Credit hours earned through advanced placement or challenge testing
  - Non-credit coursework
  - More than two attempts of ANY course if a passing grade is earned \*  
*You may use FA/VA educational benefits to pay for developmental studies courses (course numbers begin with zero). However, there is a limit of 30 credit hours eligibility for federal student aid funds. These courses count toward your SAP pass rate and maximum hours but do not affect SAP GPA calculations.*
2. VA benefits will only pay or provide housing allowances for courses required in your active program of study. Some VA Chapters require at a minimum 1 in-seat class. \*Contact the FA/VA office, Building 410 Thornley Campus, for information.

3. A student may receive federal Title IV aid for any repetition of a course if the student has never passed the course or has only passed it once, if the student's SAP status is "Eligible."

**For more information:** [Keeping Your Financial Aid](http://www.tridenttech.edu) at [www.tridenttech.edu](http://www.tridenttech.edu).

## **Important Things to Know About Financial Aid**

### **BASICS**

1. The financial aid year begins with the fall semester and includes the following spring and summer.
2. A grade of W does not affect your Grade Point Average (GPA). A grade of W lowers your SAP Pass Rate (67% minimum required) and is included in the maximum hours (150%) of federal student aid eligibility. A grade of F will lower your GPA.
3. A grade of I will lower your pass rate and add to your maximum hours (150%) for SAP. If not completed by the deadline, a grade of I will convert to a grade of F. and lower your TTC GPA.
4. Developmental coursework credits are included in the SAP Pass Rate but will not affect TTC GPA for Satisfactory Academic Progress.
5. Federal Student aid limits allowable developmental coursework to 30 credit hours. Additional hours are not eligible for federal student aid.
6. Only courses required for completion of your official, eligible program of study are eligible for inclusion in federal and state student aid.

### **YOU ARE RESPONSIBLE FOR:**

1. Knowing and understanding the financial aid regulations and policies.
2. Knowing your eligibility status at all times.
3. Successfully completing the Free Application for Federal Student Aid (FAFSA) each year to apply for ANY financial aid, including the South Carolina Lottery Tuition Assistance.
4. Reapplying for financial aid EVERY year by successfully completing a new FAFSA. The FAFSA typically opens on October 1<sup>st</sup> each year for the following fall semester.
5. Maintaining Satisfactory Academic Progress to be eligible for aid.  
Understanding all grades, including grades of W and I.
6. Completing your certificate, diploma, or degree program within 150 percent of the hours required for the program. (For more information on maximum hours, see the SAP Policy). **TTC website, Pay for College > Keeping Your Financial Aid.**
7. Meeting ALL student aid requirements for eligibility, including SAP measures.

### **For the most up-to-date information:**

Go to the website > [Keeping Your Financial Aid](http://www.tridenttech.edu)

## **Financial Aid Satisfactory Academic Progress Policy**

Trident Technical College (TTC) wants you to succeed as a student. To attend and complete college, many students use one or more types of financial aid (FA). To be eligible for FA funds at TTC, you must make satisfactory academic progress (SAP) toward your academic program. SAP is measured at the end of each semester using the following three factors.

### **1. Grade Point Average (GPA)**

You must maintain a 2.0 **cumulative** TTC\* grade point average (GPA). \*TTC GPA does not include grades of transfer courses.

### **2. Pass Rate**

You must pass at least 67% (rounded) of all cumulative hours **attempted**. Passing means a grade of A, B, C, or D and credit hours earned. *Grades of F, I, W, U, and AU do not count as passing.* All transfer hours accepted at TTC count in both attempted and completed hours for Pass Rate. The grades for these courses do not transfer in and are not included in your cumulative TTC GPA (see above). See below for information on processing of grade changes.

To calculate your Pass Rate:

Divide the number of Cumulative Completed Hours by the number of Cumulative Attempted Hours. Example 1: 6 cumulative hrs. completed ÷ 14 cumulative hrs. attempted = .4286 or 42.86% (below requirement).

Example 2: 45 cumulative hrs. completed ÷ 67 cumulative hrs. attempted = .6716 or 67.16% (meets requirement).

Example 3: 20 cumulative hrs. completed ÷ 30 cumulative hrs. attempted = .6667 or 66.67% (meets rounding requirement).

### **3. Maximum Hours\***

For each FA-eligible program of study, TTC must calculate the maximum number of hours for which you are eligible to receive federal student aid. The maximum allowed is 150% of the credit hours required for your program of study.

- If you have declared more than one program of study, the Maximum Hours rule will be applied to the program with the highest number of required credit hours.
- The total attempted hours which could apply to your program of study will be counted toward Maximum Hours. This includes all Developmental and Bridge Courses.
- You can only change your program of study 3 times before becoming ineligible for federal student aid.
- Your eligibility for federal student aid will end when the number of hours required to complete (graduate) your program of study exceeds the difference between your attempted hours and the remaining required hours.

**Examples:**

<b>Program</b>	<b>Credential</b>	<b>Required Hours</b>	<b>Maximum Hours for aid</b>
Nursing (ADN)	Associate	68	102
Hospitality & Tourism Management	Associate	69	103.5
Aircraft Maintenance Technology	Associate	92	138
Avionics Maintenance Technology	Certificate	40	60
Practical Nursing (PN)	Diploma	46	69

## **Incompletes, Withdrawals, Repetitions, and Transfer Hours**

**GPA** – For financial aid Satisfactory Academic Progress (SAP) standards, incompletes, withdrawals, and repeats are considered as they are used in cumulative TTC GPA calculations by the Registrar’s office. GPA is not recalculated for SAP. Transfer grades are not included in the TTC cumulative GPA.

**Pass Rate** – Incompletes and withdrawals are treated as attempted, not passed. These grades will lower the student’s pass rate. Repetitions will always be included in attempted hours but will only be included in passed hours the first time they are passed. If a class is repeated to earn a higher passing grade, the hours earned will not increase.

Hours that transfer in are included in both the attempted and completed total hours for the TTC pass rate, unless repeated at TTC, then the repeat rules stated above will apply.

## **Financial Aid Satisfactory Academic Progress Statuses**

**Satisfactory** – You met the GPA, Pass Rate, and Maximum Hour requirements. You are eligible to receive financial aid.

**Warning GPA** – You did not meet the **cumulative** TTC GPA requirement. You are eligible to receive financial aid for one more semester.

**Warning Pass Rate** – You did not successfully **complete** at least 67% (rounded) of the total **cumulative** credit hours **attempted**. You are eligible to receive financial aid for one more semester.

**Warning GPA and Pass Rate** – You did not meet the **cumulative** TTC GPA requirement; **and** you did not successfully **complete** at least 67% (rounded) of the total **cumulative** credit hours **attempted**. You are eligible to receive financial aid for one more semester.

**Ineligible GPA** – You did not meet the **cumulative** GPA requirement following the Warning semester. You are no longer eligible to receive financial aid. You may be eligible to complete the appeal process. If your appeal is approved, you will receive financial aid if you meet the approval criteria. **Or** you may pay for classes out-of-pocket until you regain satisfactory status.

**Ineligible Pass Rate**– You did not successfully **complete** at least 67% (rounded) of the total **cumulative** credit hours **attempted** following the Warning semester. You are no longer eligible to receive financial aid. You may be eligible to complete the appeal process. If your appeal is approved, you must meet all other eligibility requirements to receive financial aid if you meet the requirements of your graduation or improvement plan. **Or** you may pay for classes out-of-pocket until you regain satisfactory status.

**Ineligible GPA and Pass Rate** – You did not meet the **cumulative** GPA requirement; **nor** successfully **complete** at least 67% (rounded) of the total **cumulative** credit hours **attempted** following the Warning semester. You are no longer eligible to receive financial aid. You may be eligible to complete the appeal process. If your appeal is approved, you must meet all other eligibility requirements to receive financial aid if you meet the requirements of your graduation or improvement plan. Or you may pay for classes out-of-pocket until you regain satisfactory status.

**Ineligible Maximum Hours** – You have exceeded the number of credit hours allowed for ***your program of study***. You are no longer eligible to receive financial aid. You may be eligible to complete the appeal process. If your appeal is approved, you must follow a graduation plan to receive financial aid.

**Ineligible Pass Rate and Maximum Hours** – You did not successfully complete at least 67% of the total cumulative credit hours attempted; and, you have exceeded the number of credit hours allowed for your program of study. You are no longer eligible to receive financial aid. You may be eligible to complete the appeal process. If your appeal is approved, you must follow a graduation plan to receive financial aid.

**Ineligible GPA and Maximum Hours** – You did not meet the **cumulative** GPA requirement; **and** you have exceeded the number of credit hours allowed for ***your program of study***. You are no longer eligible to receive financial aid. You may be eligible to complete the appeal process. If your appeal is approved, you must follow a graduation plan to receive financial aid.

**Ineligible GPA, Pass Rate, and Maximum Hours** – You did not meet the cumulative GPA, Pass Rate, and Maximum Hours requirements. You are no longer eligible to receive financial aid. You may be eligible to complete the appeal process. If your appeal is approved, you must follow a graduation plan to receive financial aid.

*To determine if you are eligible to appeal an Ineligible Satisfactory Academic Progress status, go to [www.tridenttech.edu](http://www.tridenttech.edu) – [Financial Aid Appeals](#)*

## **VETERANS ASSISTANCE**

### **Enrollment for Veterans, Veterans Dependents and Service Personnel**

TTC is a regionally accredited institution of higher learning certified to process claims for veterans, and spouses and children of deceased or 100 percent disabled veterans with the Department of Veterans Affairs and the SC Department of Veterans' Affairs. TTC is also designated a Service members Opportunity College (SOC) by the Department of Defense, the American Council on Education (ACE) and the American Association of Community Colleges. Information about all SOC programs is available at your Military Education office. As a SOC institution, TTC is committed to assisting veterans, eligible spouses and dependent children, and active-duty personnel to meet their educational needs.

TTC has a full time Veterans Assistance offices (VA) located on the Thornley Campus. The TTC VA office employees coordinate college services and provide information, referrals and assistance to veteran students, reservists, active-duty personnel, and eligible dependents of veterans with admission, educational and vocational counseling, financial aid, and other needs that affect educational progress.

### **Applying for Benefits**

All programs of study in TTC's catalog are eligible for VA educational benefits. Once you have applied to the College and been accepted in an approved program of study contact the TTC VA office. The TTC VA office personnel will assist you in obtaining the appropriate application and guidance in completing the application process. Each semester you must submit a VA certification request form to the TTC VA Office.

The Department of Veterans Affairs may take 30 to 45 days to complete the processing of an initial application. If you have not received an award or acknowledgment letter from the Department of Veterans Affairs within 45 days or if you have specific questions concerning the status of your claim or release dates of checks, call the Department of Veterans Affairs at 1.888.442.4551 or e-mail them by visiting <http://www/gibill.va.gov/> and click on "Ask a Question".

You must submit your electronic request before the TTC VA Office can certify your VA benefits. It is to your advantage to submit your request as soon as possible. Submitting your request during the first week of the semester/term or the week of a scheduled purge is an extremely busy time. The TTC VA office processes certification in the order received. Requests submitted during these times are on a first come first serve basis. Students receiving veteran's educational benefits may also qualify for other financial aid beyond military educational benefits. Students are encouraged to apply by completing the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov).

## **Transfer Credit**

The VA requires colleges to adhere to provisions set forth in accordance with Section 21.4253 b (3) and 21.4258 a (7) of Title 38, US code of Federal Regulations regarding prior credit evaluations.

Students receiving veteran's educational benefits must submit their military and/or college transcripts to the TTC Admissions office no later than the end of the second semester of enrollment at TTC. TTC's VA office will process enrollment certifications to the Department of Veterans Affairs for only two semesters pending prior credit evaluations. The VA will not pay you to repeat any course(s) for which you receive transfer credit(s). **VA Educational Benefit Programs**

- Post-9/11 GI Bill – Chapter 33
- Montgomery GI Bill – Active-Duty Educational Assistance Program –Chapter 30
- Veteran Readiness and Employment-Chapter 31-VR&E
- Post-Vietnam Era Educational Assistance Program – Chapter 32
- Survivors' and Dependents' Educational Assistance – Chapter 35
- Montgomery GI Bill – Selected Reserve Educational Assistance Program – Chapter 1606
- For detailed information about Veterans Educational Benefit Programs, contact the U.S. Department of Veterans Affairs at 1.888.442.4551 or visit the Website at <https://www.va.gov/education/>

## **Free Tuition for Certain Veterans' Children**

This program provides free tuition for children of certain war veterans attending South Carolina state-supported colleges and universities as well as state-supported post high school technical education institutions. Certain residency requirements apply. Contact the TTC Veterans Assistance office or call the State Office of Veterans' Affairs at 803.647.2434 for more information.

<https://scdva.sc.gov/education>.

### **Other Resources for Dependents**

Educational loans and scholarships may be available through Army Relief, Navy Relief and Air Force Aid Society for qualified children or spouses of active-duty servicepersons, service persons who died while on active duty or retired status, or veterans on retired status.

### **General Information**

The federal, state, or private agency administering the educational assistance programs has sole responsibility for determining eligibility and awarding benefits. Federal or state legislation reserves the right to change, without notice, any programs, and guidelines for eligibility.

## **VA Work-Study Program**

While using your VA educational benefits, you may be eligible for an additional allowance under a work-study program, if you are training at the three-quarter or full- time rate. Payments will be determined by the VA. For more information on applying and available positions, contact the TTC FA/VA Office.



## **Tutorial Assistance**

VA students may receive a special allowance for individual tutoring if they attend school at one-half time or more. To qualify, you must have a deficiency in a subject, making the tutoring necessary. The school must certify the need for tutoring, the tutor's qualifications, and the hours of tutoring. Students receiving benefits solely under the S.C. State Free Tuition program are not eligible for the tutorial reimbursement. Additional information is available at TTC's Veterans Assistance office. g

## **Payments of Benefits**

VA educational payments paid directly to the student in accordance with federal regulations. The amount of assistance received depends on rate of attendance (i.e., full time, three-quarter time, and half time) and the type of VA benefits for which the student is eligible. Direct deposit of educational checks is available for all VA educational programs.

## **Payment of Tuition**

Eligible students, except for those attending under Veterans' Readiness & Employment – Chapter 31 and Post-9/11 GI Bill – Chapter 33, are responsible for paying their tuition, fees, expenses, and instructional fees by the published dates. Chapter 35 new students or students re-entering after an interval of thirty days or longer may be eligible to request advance payment to help meet college related expenses.

Contact the TTC FA/VA office to request advance payment. The process to request advance payment requires submittal to the VA no later than thirty days before the start of the semester to allow sufficient time for processing. Chapter 33 students are not eligible for advance pay.

## **VA Refund Policy**

Trident Technical College issues full or partial refunds according to federal guidelines, directly to the VA. Any refund disbursed in error to the student is expected upon notification to be returned to the school to clear the overpayment debt of tuition.

## **Repeat Course Policy**

Students receiving VA educational benefits will not be certified for a remedial course on a third attempt when the grade of "U" has been earned. Students receiving the State Free Tuition program will not have tuition waived for a remedial course on a third attempt when the grade of "U" has been earned.

## **Summer Semester and Accelerated Terms**

The Department of Veterans Affairs determines the payment of benefits for summer semester or any accelerated terms by calculating the number of whole weeks in the semester/term and the number of credit hours of enrollment for that semester/term. These type of payment calculations apply for Chapters 30, 31, 32, 35, 1606. Contact the Department of Veterans Affairs if you have questions concerning your benefit calculation for summer semester and accelerated terms.

TTC certifies enrollments to the VA based on the beginning and ending date of the courses. This includes courses in all term types.

## **VA Certification for Online Courses**

For VA certification requirements for off-campus courses such as practicums, internships/externships and residencies, and courses offered via the Internet or other modes of distance learning, TTC acknowledges that these courses are part of the College's approved curriculum; are directly supervised by the College, are measured in the same unit as other courses; are required for graduation; and are part of a program of study approved by the State Approving Agency. The College requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, active involvement in the class. Examples of activities used to demonstrate this involvement include, but are not limited to, the following: posting/ receiving emails, participating in online class discussions and class chat rooms, and completing and submitting course assignments.

Further, TTC requires that these courses have schedules of time for training and the College for its resident courses normally requires instruction that demonstrate that students shall spend at least as much time in preparation, instruction, and training.

## **Receiving VA Benefits**

As a student receiving VA educational benefits, you may receive benefits only for those courses that are required for graduation in your major. In addition, the VA will not pay for audited courses or courses for which you have received transfer credit or received a passing grade.

## **Standards of Academic Progress**

Students receiving VA educational benefits and students receiving the S.C. State Free Tuition program must maintain satisfactory academic progress according to the standards established and enforced by the College. Failure to maintain satisfactory academic progress will result in termination of VA benefits.

## **Student's Responsibilities**

Students receiving VA educational benefits are responsible for reporting any change in program, address, telephone number, or class schedule to the TTC VA office.

- Students are required to submit a copy of their class schedule and register with the TTC VA office each semester/term to have their enrollment information submitted to the Department of Veterans Affairs. Your enrollment to the Department of Veterans Affairs will not be certified for benefits without your course schedule. It is to your advantage to submit your schedule as soon as possible. Submitting your schedule during the first week of the semester or the week of a scheduled purge is an extremely busy time. Schedules submitted during these times will be submitted for certification on a first come first serve basis.

- Students must immediately notify the TTC VA office of any changes that may affect their pay status. Students who withdraw from a class or classes are subject to having the amount of their award recalculated by the Department of Veterans Affairs and may be required to repay any unauthorized amounts received. If you drop a class or classes or completely withdraw from school, you are required to complete an official withdrawal form. The form must be completed and include the instructor's signature and last date of attendance in the class.
- Submit the withdrawal form to the Registrar's office for processing as well as a copy of the form submitted to the TTC VA Office.
- If withdrawal is due to a call to active duty, submit a copy of the active-duty orders to the TTC VA office and a copy to the TTC Registrar.
- If the College removes you from your class schedule for non-payment of tuition, TTC's VA office cannot process your enrollment to the VA unless you have your courses reinstated. You must bring your reinstated class schedule to the TTC VA office and request that TTC submit your enrollment certification to the VA.
- If you change your major, you must complete a Student Major Update form and bring a copy of this form to the TTC VA office when processed. The form is online in the [my.tridenttech.edu](http://my.tridenttech.edu) student portal.

### **Prior Credits Earned**

If you have previously attended other colleges, you must request official copies of your military and college transcripts to be submitted to the TTC Admissions Office. Your enrollment will be certified to the VA for only two semesters without the receipt of your official transcripts. It is your responsibility to check with the TTC Registrar's office to ensure that your transcripts have been received and a prior credit evaluation for the program in which you are enrolled has been completed. A prior credit evaluation also applies when you change your major while enrolled at TTC. It is your responsibility to meet with your advisor or the department head to have prior credits reviewed for application to your new major. Again, your enrollment certification to the VA will be certified for only two semesters pending prior credit evaluation.

### **VA Work-study**

Students enrolled three-quarter or full time are eligible to apply for a VA work- study job. Obtain an application from the TTC Veterans Assistance office.

Activated Student Reservists

Students currently attending college that receive orders to active duty must notify the TTC Veterans Assistance office. Information and procedures to follow are at <http://www.soc.aascu.org/>.

# REGISTRATION

## **The Process**

- **In-Person Course Registration**

The following students **MUST** register in person: new students, students with undecided majors, high school students, and students on academic suspension or returning from academic suspension.

- **Online Course Registration**

All students not required to register in-person are eligible to register online.

## **New Students**

- Apply for admission to TTC, meet admission requirements and receive your acceptance letter.
- Attend orientation.
- If your academic advisor or Navigator handles registration, please schedule an appointment through Navigate to get registered.
- Register early for the best schedule.
- Note: In Navigate under Planner, review Degree Audit for a list of courses in current major.

## **Course Registration for Returning Students**

\* If you have completed credit courses at TTC within the last three semesters, register early, if eligible.

\* If you have not completed credit courses at TTC within the last three semesters, follow these steps:

1. Complete a Student Information Update and submit the form to the Admissions Office on Thornley Campus or the Student Success Center at the other campuses.
2. If your academic advisor or Navigator handles registration, please schedule an appointment through Navigate to get registered.

## **Course Registration for Nondegree Students**

If you are not seeking a certificate, diploma or degree and do not have an assigned advisor:

- Register early for the best schedule.
- or-
- Register in the Student Success Centers on any campus or at the Registrar's office on Thornley Campus.

Note: In Navigate under Planner, review Degree Audit for a list of courses in current major. Register for those courses in Navigate or stop by The Hub at Thornley Campus for assistance.

## **Course Registration for Undecided Students**

Counselors in Counseling and Career Services at Thornley Campus and the Student Success Centers at Palmer and Berkeley Campuses advise and register undecided students.

## Helpful Tips

- **To complete an associate degree in two years**, you must register for at least 15 semester credit hours per semester. Some programs require more than 15 semester credit hours per semester.
- **The earlier you register, the better chance you have of getting the classes you want at the times you need.** Make an appointment with your academic advisor or Navigator in Navigate.
- Your Hub Navigator or academic advisor will assist you in scheduling your classes and checking for **prerequisites and corequisites**. You also can check the course descriptions in the TTC Catalog to find out what prerequisites or corequisites are required for a course.
- **If you do not meet corequisite or prerequisite requirements for a course, you cannot register for the course unless you receive approval from the appropriate academic department.** Only academic administrators can override and/or approve enrollment through course overrides in the College's computer system.
- Check your schedule in Navigate immediately after registering to confirm days, times, courses, and campus locations. Correct any errors immediately while the sections you have selected are still available.
- Deadlines for paying tuition are published on the Academic Calendar. If you miss tuition and fee payment deadlines, TTC will remove all your classes. The College cancels courses if too few students enroll. If one of your courses is canceled, you will be notified by the Division of Education via your student email account so that you can add another section or course during the drop/add period.
- Once you pay tuition and fees, you must obtain a student identification card or update sticker from Student Activities.
- You may use your Navigate software to make schedule changes during the Drop period. Access Navigate on your student portal.
- Check your schedule using Navigate for changes or cancellations of classes.

## Prerequisites

- A prerequisite is either a completed course or specified test score needed to enroll in a specific course. TTC's computer system will automatically block your registration when a prerequisite course and/or placement test score is required for enrollment in the course if your TTC records do not indicate that you have met the prerequisites.
- If prerequisites are not included in your TTC record but you have evidence of meeting required prerequisites (transcripts, grade sheets, or qualifying test scores), you may contact the academic department head to request departmental approval to take the course. (See Registration - Helpful Tips)

## **Auditing Courses**

If you do not wish to receive a grade or college credit or take final exams, you may register as an audit student. You cannot change your status from audit to credit or from credit to audit after the Add period. If you are an audit student, you must pay full tuition for courses. You may audit an individual course only one time.

Exceptions must be submitted for approval to the Assistant Vice President for Instruction. Some courses are ineligible to be audited. Contact the appropriate academic department head or dean for more information. You must get departmental approval to audit courses with prerequisite or co-requisite courses or skill requirements if your TTC records do not show that you have met the prerequisites or other requirements. You may be asked to provide evidence of prerequisites or skill requirements such as transcripts, grade reports or test scores.

**You will not be eligible for FA/VA and Financial Aid and VA benefits will NOT pay for audit courses.**

## **Credit by Examination**

TTC offers students enrolled in credit courses the option to exempt some courses through Credit by Examination. However, because of articulation agreements or the nature of the course, some courses cannot be considered. Each academic department, working within the framework of the overall College policy, has established procedures for Credit by Examination. If you are interested, contact the appropriate department head or dean for those procedures.

A nonrefundable fee is charged for administering each written examination. A student enrolled in a course may not take a Credit by Examination test for that course after the drop period or if a grade has been earned, including a withdrawal. The only exception is the student who audits a course. A Credit by Examination test may be taken only once. To receive credit, you must earn a minimum grade of C. Credit hours awarded through Credit by Exam must not exceed 25 percent of your total curriculum hours. Credits earned through Credit by Examination are not included in your grade point average.

## **Course Cancellations**

You are entitled to a 100 percent refund of tuition for any courses you registered for that is canceled by the College. If you choose to add another course in place of the canceled course, follow the drop period and add period process and contact the Business office to determine any increase or decrease in tuition.

### **Add Period**

If you want to add courses to your class schedule, you must do so BEFORE the end of the published add period for the semester. Once the add period is over, you will be unable to add courses to your schedule for the current term.

### **Drop Period**

If you want to drop your class schedule BEFORE the end of the published drop period for the semester, initiating the change is your responsibility. Access Navigate to drop classes.

**Refunds for canceled courses or dropped courses** during the College's published refund period are processed and mailed to you within three to four weeks after the drop period. You will forfeit a tuition refund unless you officially drop during the refund period as outlined in the Academic Calendar.

If you decide to add or change a course, it is essential that you follow the deadlines published on the Academic Calendar.

**NOTE:** Any balance due on your account must be paid by the published payment deadline or the College may drop you from your courses.

## **Withdrawal Policy**

### **Withdrawal from Courses**

If you are unable to complete a course **AFTER the published drop period for the semester has passed**, you can withdraw from the course. The **last day to withdraw from a course** is the last day of the class. There are two ways you can withdraw from a course:

- Withdraw using your Navigate software.
- Process the withdrawal in the Registrar's office on Thornley Campus or the Admissions office at any other TTC campuses.

**You will receive a grade of W** in courses when you withdraw after the drop period and before or on the last day to withdraw for the semester. This grade will not affect your GPA but may affect your financial aid eligibility for future semesters. If you are receiving federal student aid Title IV funds, you need to discuss course withdrawals and your financial aid status with a member of the Financial Aid staff **before** you withdraw.

**If you stop attending a course but do not officially withdraw from the course, you will receive the appropriate grade earned on your permanent academic record.**

A decision not to attend a course does not constitute a withdrawal from the course. If you stop attending classes without officially withdrawing, you potentially risk harming your academic record with a failing grade.

## **Student Records**

### **Your Student Records**

The Registrar's Office is responsible for maintaining student records, including the student grades, grade point average calculations, academic honors, standards of progress for academic standing, transcript evaluation, student transcripts, graduation applications and conferral of degrees, diplomas, and certificates. Please use this link to view the Registrar's Office webpage.

<https://www.tridenttech.edu/start/registrar/index.htm>

You can view your student records online through the my.tridenttech.edu student portal.

## **Change of Student Information**

The information you submitted on your original admission application remains up to date unless you notify the Registrar's office of any changes. Failure to report address changes causes delays in receiving important correspondence. To change any personal information or program of study, you must complete the appropriate forms in the Registrar's office. Many processes, such as changing your academic major, updating your phone number, or submitting an address change request can be submitted through the my.tridenttech.edu portal.

## **Change of Major**

You may change your major at any time if you meet the academic qualifications for the program; however, the change may not be effective until the next term or semester. If you decide to change your major, submit the request to the Registrar's office online through your my.tridenttech.edu portal. A new advisor will be assigned to the student upon approval and processing of the change of major request within the Registrar's office. All changes submitted during the drop period will be effective that semester. Changes submitted after the drop period will be effective the next term/semester.

If you receive Veterans educational benefits and change your major, notify TTC's VA office informing them that you have submitted a request online to change your major.

## **Dual Major**

Students can declare up to two associate degree majors if you meet the admission requirements for the academic programs requested.

Admission requirements for a dual major may require proof of high school graduation or GED and/or qualifying test scores on the SAT, ACT, or TTC placement test. No academic grade point average restrictions exist for current students requesting a dual major. Dual majors are permissible in more than one academic division when the student meets admission requirements for each academic program. There are no limits for declaring diploma or certificate majors.

**To declare a dual major**, you must add your additional major online prior to the end of the Drop period. Student major updates submitted prior to or during the Drop period of the current term/semester are effective in the current term/semester. Student Major Updates submitted after the drop period are effective for the next semester.

## **Release of Student Records**

### **RECORDS TRANSCRIPTS**

The Registrar's office issues student transcripts. The Family Educational Rights and Privacy Act of 1974 (FERPA), known as the Buckley Amendment, requires students to sign individual release forms for each company, school or individual that you request to receive your transcript.



Official transcripts can be issued by the College to outside agencies as indicated by the student on the Transcript Request form. Official transcripts issued to students are official unless opened. Please allow 3 - 5 working days for your request to be processed. Unofficial copies of transcripts can be obtained through the student portal.

## **ENROLLMENT VERIFICATION CERTIFICATES**

To obtain your Enrollment Verification Certificate, log in to the my.tridenttech.edu student portal and you can request a certificate for your current enrollment or for your entire history with Trident Technical College. Current enrollment certificates are available after the end of Full Term Drop period.

Parents of post-secondary level students have no inherent rights to view a student's education records according to federal FERPA regulations. Parents may receive student records information only under the following circumstances:

- By written consent of the student
- In compliance with a subpoena
- By parents submitting evidence that the student is declared as a dependent on their most recent Federal Income Tax form (IRS Code of 1954, Section 152). Parents or guardians of dependent students may access dependent student records providing appropriate documentation to verify the dependent status of the student to the office of the Vice President for Student Services. In accordance with FERPA, Trident Technical College may publish the following designated student directory information about individual students: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students wishing to restrict publication of their student directory information must notify the Registrar's office in writing. Procedures for protecting the FERPA rights of each student are available in the Registrar's office, the Vice President for

Student Services office, and in TTC policies and procedures posted on the College's web site. Contact the Registrar's office or the Vice President for Student Services office with any questions concerning the Family Educational Rights and Privacy Act.

**Transient Student:** As a degree-seeking student at TTC, you may be a transient student at another host institution with the approval of your academic advisor and academic dean. To initiate the process, you must request permission to take coursework elsewhere from your academic advisor by completing the Transient Approval form. This form is available on the Registrar's Office web page.

## **Grading System**

You may view your grades online in student Self Service. The Registrar's office is responsible for grade processing and releasing grades.

### **Unit of Credit**

The semester credit hour is the system of credit that TTC uses. Grade Point Averages (GPAs) are not rounded.

### **Calculating GPA**

The words grade, point and average give you a clue as to how you calculate your GPA. First, you must determine your grade points, and then you take an average. Every letter grade has a numerical value assigned to it: A=4; B=3; C=2; D=1; F=0.

To find out your grade points for a class you have taken, multiply the numerical value of your letter grade by the credit hours assigned to the course. Example: you took English 101, which is three credit hours, and you earned a C in the course (Remember, C=2). Just multiply 2 (for the C) x 3 (credit hours). That is,  $2 \times 3 = 6$ . So, for this class, you have six grade points. Now calculate the grade points for each class using the example below:

Course	Credit Hours	Grade	Grade Value	Grade Point
ENG-101	3	C	2	$3 \times 2 = 6$
CHM-110	4	A	4	$4 \times 4 = 16$
PSY-201	3	B	3	$3 \times 3 = 9$
Total	10	Tot. Grade		31

Once you have calculated your grade points you can compute the average. To compute the grade point average:

Total your grade points by adding the grade points from each class:

$$6 + 16 + 9 = 31$$

Total the number of credits attempted:  $3 + 4 + 3 = 10$

Divide the total grade points by the total number of credits:

$$31 \text{ divided by } 10 = 3.1$$

The grade point average, or GPA, in this case is 3.1.

<b>Grade System Chart</b>					
Numerical Scale	Letter Grade	Grade	Used in GPA Calculation	Earns Credit Hours	Grade Points Carried ----
91-100	A	Excellent	Yes	Yes	4
81-90	B	Above Average	Yes	Yes	3
71-80	C	Average	Yes	Yes	2
65-70	D	Below Average	Yes	Yes	1
Below 65	F	Failure	Yes	No	0
	I	Incomplete*	No	No	0
	W	Withdrawn	No	No	0
	SC	Satisfactory Completion	No	Yes	0
	U	Unsatisfactory	No	No	0
	AU	Audit	No	No	0

## **Repeated Courses**

If you repeat a course to attain a higher-grade point average, the original grade will remain on your academic record and your transcript. However, the highest grade obtained for that course calculates into your TTC grade point average. If you transfer to another college, they may consider all attempts in their admission related decision process.

Students receiving VA benefits, see "Repeat Course Policy for VA Students and SC State Free Tuition Students" in the VA Assistance section of this handbook. **Grade Changes**

To request a change of grade in any course, contact the instructor who originally assigned the grade. You must request any grade change within two semesters after the semester your instructor assigned the grade.

## **Incomplete Grades**

If you receive an incomplete grade, you must complete requirements to earn a grade by the midpoint of the next semester. You will receive a grade of (F) or (U) for an (I) that is not changed by the midpoint of the next semester. Your instructor and the department head must submit requests for a change of grade other than Incomplete to the Registrar's office within two semesters following the semester when you earned the grade.

## **Academic Honors**

To obtain Dean's List status from the academic dean in your program of study, you must meet the following requirements:

- Declare a major.
- Take a minimum course load of 12 credit hours for the full-time dean's list or a minimum course load of six credit hours for the part-time Dean's List;
- Earn a current semester grade point average (GPA) of 3.50 or above;
- Receive no course grade lower than a C during the semester. A grade of D, F or I during the semester disqualifies you from the Dean's List. A designation of Audit (AU) or Satisfactory Completion (SC) does not affect inclusion on the Dean's List, if your remaining course load meets or exceeds the minimum hours required.

## **Academic Standing**

Students who are unable to achieve passing grades for a semester are subject to meeting the requirements of the College's academic standing, which includes a warning and probation period followed by academic suspension for a semester when academic standards are not met:

### **Academic good standing**

Academic good standing occurs when your current term GPA is at least 2.0 or higher, and your last academic standing was not academic suspension.

### **Academic warning**

Academic warning occurs when your current semester GPA is below 2.00. If you are on warning, you will receive an email explaining the College's academic warning/academic standing policy and advising you that you will be placed on academic probation if your term GPA is below 2.00 for a second consecutive term.

### **Academic probation**

Academic probation occurs when your current semester GPA is below 2.00 and your last academic action was academic warning. If you are on probation, you will receive an email from TTC explaining the College's academic probation/academic standing policy and advising you that a second consecutive term GPA below 2.00 as well as a cumulative GPA below 2.00 will result in academic suspension.

### **Academic suspension**

An academic suspension for one semester occurs when a student's semester GPA is below a 2.00 for three consecutively enrolled semesters, and the first semester in which your cumulative GPA is below 2.00.

After being on academic suspension for one semester, you must meet with a counselor in Counseling and Career Services. The College places students on academic suspension when their academic performance falls below the minimum standards set by the College (cumulative grade point average).

## **Student Appeals**

Students may appeal their suspension by completing the online appeal in the my.tridenttech.edu student portal and submitting printed documentation of the extenuating circumstances causing their poor performance. This explanation and documentation must not only describe the circumstance with appropriate documentation, but also the resolution for future enrollment. Appropriate documentation includes:

- Physicians/hospital report detailing the duration and extent of serious health conditions.
- Police reports and associated documentation.
- Any other relevant documentation to substantiate the appeal.
- The definition of an extenuating circumstance includes a situation involving a serious health condition of the student, death or serious health condition of an immediate family member, or a traumatic/ extraordinary event. Immediate family includes the student or student's spouse as follows: parents/legal guardians, grandparents, brothers, sisters, and children.
- Relatives outside the definition of immediate family require additional documentation of a more immediate relationship. A serious health condition consists of an illness, injury, impairment or physical or mental condition that involves:
  - Any period of incapacity or treatment related to inpatient care.
  - Any period of incapacity requiring care by a health care provider resulting in five consecutive absences.

- Continuing treatment by a health care provider for a chronic or long- term condition that is incurable or so serious that, if not treated, would result in a period of incapacity.
- A traumatic/extraordinary event shall be defined as a sudden, uncontrollable event that adversely affects the student's academic performance, such as natural disaster, divorce, rape, religious mission, military duty an
- You will receive a decision about your appeal in your student e-mail account of the TTC Appeal Committee's decision is final.

## **Academic Fresh Start**

Academic Fresh Start is available to TTC Students on a one-time basis if you re-enroll at TTC after a period of three years and wish to expunge your previous academic record at TTC. To qualify, you must meet specific conditions. Details are available in the Registrar's office or on the TTC web site at [http://www.tridenttech.edu/academics/intro/ac\\_fresh.htm](http://www.tridenttech.edu/academics/intro/ac_fresh.htm) (Academic Fresh Start does not apply to financial aid.)

### **Conditions**

- Academic Fresh Start is available only to a student upon re-entry (and after the Drop period of the student's first semester, returning) to TTC. This does not affect work either taken at or transferred from another college.
- Academic Fresh Start is available only if a student has not previously been awarded a certificate, diploma, or degree from TTC.
- At least three years must have lapsed between the end of the term in which the student was last in attendance and the term in which the student re-enrolls.
- The student must apply for Academic Fresh Start prior to his/her final term of enrollment at TTC.
- To be eligible for Academic Fresh Start, a student must have attempted at least 24 semester hours at TTC (36 quarter-hours), exclusive of withdrawals, repeated coursework, and non-graded pass/fail courses;
- and prior to re- enrollment. Additionally, the student's cumulative GPA for the work attempted prior to re- enrollment at TTC must have been less than 2.00.
- The student must meet all requirements for admission to the College and be enrolled in a program of study.
- Academic Fresh Start, if granted, applies only to the coursework taken prior to the term of re-enrollment. Academic Fresh Start does not affect the grades earned in the first term of re-enrollment.

## **Graduation Process**

The College awards associate degrees, diplomas, and certificates upon the successful completion of required course work as described in the Academic Catalog. To graduate, you must have an overall grade point average of 2.00 or better for all

courses required in your degree, diploma, or certificate program. Some programs may permit the use of courses not listed in the current catalog as course substitutions for required courses or electives. The decision to permit the use of course substitutions is made by your academic dean. You must request course substitutions through your academic advisor.

If you have earned credit hours from other institutions or agencies, you may meet the qualifications for graduation by completing a minimum of 25 percent of the total credit hours required in courses in your program at TTC. Refer to College Admissions procedures for catalog applicability.

You may review your program evaluation through TTC Self-Service.

TTC may not issue diplomas for discontinued academic programs.

If you decide to continue at TTC after graduating, you will need to declare a new major to continue by submitting a Major Change Request form through Etrieve. It is critical that you know what academic programs you are pursuing. TTC will administratively graduate you once you complete all program requirements, even if you do not apply to graduate. If you continue your enrollment at TTC, this can potentially impact your eligibility for federal, state, and local financial aid awards.

### **Home Program**

The Home program is available for Associate in Arts and Associate in Science students who leave TTC before completing their degrees. Participants in the program can transfer selected, pre-approved credits back to TTC to complete their associate degrees. Other academic programs may be eligible upon approval from the academic dean. See your academic advisor for details about your eligibility.

### **Applying for Graduation**

The semester before you anticipate completing requirements for any associate degree, diploma, or certificate, you should apply for graduation. To participate in the Graduation Ceremony and receive your degree, diploma, or certificate, complete the Graduation Application available through TTC Self-Service.

To be eligible to participate in the graduation ceremony, you must submit the Graduation Application by the ceremony participation deadline published on the Academic Calendar.

**A separate graduation application is required for each program of study.** If you do not complete all requirements for graduation by the end of the semester anticipated for graduation, you must reapply for graduation by submitting a new Graduation Application. All financial obligations to the College must be resolved before the College will issue your diploma.

The Registrar's office issues diplomas approximately six weeks after the end of the semester.

## **Program Exit Exams**

Associate degree programs may require graduation applicants to complete a non-punitive exit exam. If you are required to take an exam, you will be notified by course instructors and information regarding exit exams will be listed in course syllabi.

## **Health Sciences/Nursing Progression Requirement**

If you are in a Health Science or Nursing program, you must achieve at least a 2.00 GPA each semester during the entire program. Health Science/Nursing graduates must submit their graduation application to the Registrar's office the semester before completion or by the published graduation ceremony deadline. Health Science/Nursing students must earn a 'C' or higher in all discipline coursework, clinical and labs and all pre- and co-requisite courses. Health Science and Nursing programs may have additional and more stringent requirements for student retention, promotion, and graduation.

## **Graduation Ceremony**

The college conducts an annual graduation ceremony at the end of the spring semester. If you complete course requirements for your program of study at the end of the fall or spring semester of the current academic year, or the prior summer semester, you are eligible to participate in the ceremony.

***If you plan to participate in the graduation ceremony, you must submit a graduation application by the published deadline and indicate attendance.***

***If you are completing multiple programs of study, indicate only one program for ceremony participation.***

A professional photographer takes individual photographs of each graduate during the ceremony. Graduates are under no obligation to purchase.

***After you apply for graduation, purchase a cap and gown from the TTC Bookstore by the established graduation ceremony deadline. This purchase confirms your participation in the ceremony and your seat assignment.***

At the ceremony, graduates sit in academic program order for the announcement of name and degree and proceed across the stage one time. If you have applied for graduation by the designated ceremony participation deadline, your name will appear in the graduation program for all degrees you are earning in the current academic year; however, you must choose one program of study for participation in the ceremony and the announcement of your name and degree.

During the ceremony, graduates receive a TTC diploma cover. The Registrar's office issues the actual diplomas approximately six weeks after the end of the semester you complete your program. A current address must be on file. Return diplomas may result in a \$10 fee.



Additional information about the graduation ceremony is available on the college website at [https://www.tridenttech.edu/student/life/st\\_grad.htm](https://www.tridenttech.edu/student/life/st_grad.htm) Graduation honors are awarded based on the following criteria:

Honors Level	Cumulative
Summa Cum	3.95 - 4.000
Magna Cum	3.75 - 3.949
Cum Laude	3.60 - 3.749

Graduation honors at the official graduation ceremony recognize students who complete course requirements. The college awards honor medallions to recognize the outstanding academic achievement of students. These are to be worn during the graduation ceremony. To receive an honors medallion, you must participate in the graduation ceremony.

The honor medallion level is based on your final semester **cumulative** grade point average. You must take a minimum of 30 credit hours of college level courses at TTC to be eligible for graduation honors, and your program of study must have a minimum requirement of 30 credit hours.

\*Cumulative GPA is based on all work attempted at TTC. GPA is not rounded.

## **TESTING SERVICES**

### **Testing Services**

Testing Services provides a variety of testing options each semester:

- Placement testing in a computerized format for applicants to the College
- Make-up testing if an instructor allows you to take a missed test in a course
- Nursing entrance and exit tests
- Credit by exam and non-TTC tests

For testing information, call the TTC Testing Services number listed in this handbook's TTC Directory.

Use of Testing Services by the student constitutes an agreement on the student's part to abide by the Testing Services rules as posted in each testing area. Testing staff carefully monitors all testers for academic misconduct and take appropriate actions in such situations as outlined in the Student Code found in this Student Handbook.

### **Make-up and Retests**

With instructor approval, Testing Services administers makeup tests if you miss a test due to an emergency and retests if you fail a test. If your instructor allows makeup tests or retests in Testing Services, you must follow testing procedures. If your instructor tells you to go to Testing Services for a makeup or retest, follow the Testing Procedures below.

### **Testing Procedures**

Follow these procedures:

- Provide a valid ID, TTC Student ID preferred.
- Provide instructor name, course name and course number.
- Print, sign, and date both the Distance Learning Test Pass and log-in/log-out register.
- Put your belongings (including your cell phone and wristwatch) in a Testing Services' locker.
- You are responsible for completing the test before the expiration of your testing deadline. Testing Services will not administer a test if the deadline date has expired.
- Students are responsible for test time limits.
- Due to limited seating, appointments are strongly encouraged.
- If you require a disability-related testing accommodation, contact Services for Students with Disabilities at 843.574.6131 at the beginning of the semester prior to taking a test.

## **Students with Disabilities Testing Accommodations**

Testing Services provides the following accommodations for students with appropriately documented disabilities on file with Counseling/Disability Services that require alternative testing outside the classroom:

- Private testing rooms if applicable
- Extended testing time.
- Scribes and readers for those with limited writing or reading ability
- Accommodations for school-administered standardized tests (e.g., CLEP and DANTES DSST).
- Computerized testing in lieu of paper-and-pencil testing.
- To use Testing Services for course testing if you require a disability-related testing accommodation, make an appointment with a TTC counselor in Services for Students with Disabilities (SSD) at the beginning of each semester after you receive your course syllabi. You must provide appropriate documentation to SSD before an approved testing accommodation can be made. Contact Services for Students with Disabilities, 843.574.6131, prior to taking a test. Your SSD counselor will review your semester schedule and determine any assistance needed for testing. At least one week prior to taking your test, contact Testing Services to confirm all accommodations. You are responsible (not your instructor or your SSD counselor) for reserving ADA testing rooms if needed.
- If you believe you require a disability-related testing accommodation, contact Counseling/Disability Services at 843.574.6131.
- You are responsible for allowing adequate time for completion.

## **Credit by Examination**

TTC offers students enrolled in credit courses the option to exempt some courses through Credit by Examination. However, because of articulation agreements or the nature of the course, some courses cannot be challenged.

Each academic department, working within the framework of the overall College policy, has established procedures for Credit by Examination. If you are interested, contact the appropriate department head or dean for those procedures. Service fees are charged for administering each examination.

## **TTC Advanced Standing Limitations for Credit by Examination**

Advanced Standing through credit by examination is subject to the following limitations:

- The College grants up to 16 semester credit hours (but no more than one-fourth of the total curriculum hours required for program completion) providing the minimum required score is attained on approved exams.
- Students must verify that official test score reports are on file in the Registrar's office prior to the start of the semester in which they seek advanced standing.

- Students may retest three months after the original test date for a CLEP exam or one month for a DANTES DSSTs exam if they did not achieve the minimum required score.
- TTC will not grant credit for a course previously attempted (including withdrawals after the drop-add period).
- Advanced Standing credits will not affect a student's grade point average.
- TTC does not guarantee that Advanced Standing credit awarded for required TTC courses will transfer to other institutions.

## **CLEP and DANTES DSSTs**

### **CLEP**

TTC may grant credit for selected College-Level Examination Program (CLEP) examinations with satisfactory scores.

CLEP examinations allow examinees to demonstrate knowledge relating to specific College courses that have similar titles.

Most CLEP examinations are multiple-choice format and 90 minutes in duration, except for college composition.

Some exams have optional essay sections depending on your institution's requirements. Examinations fall into one of the following categories: humanities, history and social sciences, foreign languages, composition, science and mathematics and business.

The College Board charges a fee for each examination taken. Fees are payable by debit or credit card to College-Level Examination Program prior to testing.

(Note: DANTES pays the per test CLEP Examination Fee for examinees with appropriate military ID.) For all examinees, an additional test service fee, paid separately from the CLEP examination fee(s) is payable to Trident Technical College on the day of testing. All fees are listed on the TTC website. Go to [https://www.tridenttech.edu/student/resources/testing/st\\_clep.htm](https://www.tridenttech.edu/student/resources/testing/st_clep.htm) and select the test you are taking.

### **DANTES DSSTs**

TTC may grant credit for selected DANTES DSSTs examinations with satisfactory scores. DANTES DSSTs exams are multiple-choice format and take approximately two hours to complete. Some exams have an optional essay section. Candidates should contact the institution that will be accepting the credits to determine if the essay section is required. Examinations fall into one of the following categories: humanities, social and physical sciences, applied technology and mathematics and business.

DSSTs charges a fee for each examination. Examination fees are payable by debit or credit card to DSSTs on the day of testing. An additional per test service fee, paid separately from the DSSTs Examination Fee(s), is payable to Trident Technical College. All fees are listed on the TTC website. Go to [http://www.tridenttech.edu/student/resources/testing/st\\_dantes.htm](http://www.tridenttech.edu/student/resources/testing/st_dantes.htm) and select the test you are taking.

## **Open Test Center**

As a College-Level Examination Program (CLEP) and Defense Activity for Nontraditional Education Support (DANTES) DSSTs Test Center, TTC administers CLEP and DANTES DSSTs tests, at Thornley and Palmer Campuses throughout the year. To schedule an appointment, call 843-574-6438 (Thornley Campus) or 843-722-5516 (Palmer Campus).

## **Counseling and Career Services**

### **Consider the following questions as you examine your choices**

What do you want to do?

What do you enjoy and find interesting? Where do you want to work? What are the working conditions you desire? Where do you want to live?

What city, state or country do you prefer? Are you willing to travel? Do you want to work for a profit-making or nonprofit organization? When do you want to work?

Are you willing to do shift work?

How available are jobs in your interest area? Will there be a lot of competition?

Can you advance?

Is there a limit on how much you can earn? Do not expect to make a choice without using energy. Along the way, you may experience confusion about your alternatives, and juggling the roles of student, spouse, parent, and worker can become overwhelming! When you need assistance in these and other matters that affect your success do not despair— get help from Counseling and Career Development Services, help is available.

Counseling and Career Development Services is here to assist you in these and other matters that affect your success.

### **Professional counselors are available at all TTC campuses**

Counselors can help you build classroom success, learn to make decisions, and identify your personal goals. Counseling offers classroom presentations and special workshops to provide you with opportunity to take a career interest inventory to identify potential career paths. In addition, counselors conduct career development workshops each semester. Several services are also available through TTC's Web site at <http://www.tridenttech.edu/>.

### **Academic Counseling Resources**

If you are concerned about your academic performance, you will find many helpful resources available in Counseling and Career Development Services. Counseling offers workshops and individual services each semester to enrolled students on study skills, test taking and test anxiety, time management, math anxiety and stress management.

### **Services for Students with Disabilities**

If you have a documented disability, Counseling's Services for Students with Disabilities can assist you while attending TTC or during the pre-admission process.

You may coordinate direct services as well as referrals to the Commission for the Blind, Vocational Rehabilitation, and other community resources through the Counseling office. If you receive assistance from the Commission for the Blind or Vocational Rehabilitation, TTC strongly encourages you to contact Services for Students with Disabilities.

The Counseling staff provides a wide range of academic services to help you reach your academic goals. Included are liaison work with instructors to ensure an accessible, integrated environment, referral for diagnostic evaluation, temporary parking permits, information for obtaining textbooks on CD, registration assistance, note-takers and other reasonable accommodations as supported through documentation.

Services for students with disabilities are located in Counseling and Career Development Services, Thornley Campus, Student Center (Bldg. 410), Room 210. For an appointment or additional information, call 843.574.6131 or 843.574.6351 TTY (hearing-impaired telephone). Appointments are available at other campuses as needed.

## **Student Life**

Involvement in Student Life programs complements the academic program and enhances your college experience. Preparing for the future is important. There is more to life than the classroom or the job including learning to work with people as a group or individually, developing social and professional skills, examining national and current issues, experiencing new and different cultural events, and getting involved in leisure and recreational events. Opportunities for personal and professional growth include student organizations, Student Cabinet, student publications and Student Life programs. For a more detailed look, read on.

### **Student ID Card**

The TTC student identification card allows you to use the library facilities, not just at TTC, but at other area colleges as well, including Charleston Southern University, The Citadel, the College of Charleston, and the Medical University of South Carolina. Student identification cards are available for currently enrolled credit students through the Student Life office at Thornley Campus, the Admissions office at Palmer Campus, the Student Success Center at Berkeley Campus, and at the Mount Pleasant Campus.

Students can obtain student ID cards during the registration process or during the routine operating hours of the Student Life office, Monday through Friday. Students should revalidate their ID cards each semester. Proof of registration and a picture ID are required to receive a validation sticker.

Call 843.574.6012 for more information.

## Student Organizations

Here is a chance to learn to manage people and money, and to get things done for other students. Student organizations currently listed in the Student Life office include:

- **Champions For Change** – To serve and act on behalf of the needs, rights, and well-being of communities and families.
- **Clemente Coalition** – To enrich the collegiate experience by promoting knowledge, honesty, self-expression, and creativity while supporting the missions of the Clemente Program and TTC.
- **Criminal Justice Student Association** – To become familiar with the overall objectives of the criminal justice system, to help members improve their professional performance and to observe related law enforcement activities as practiced by the criminal justice system.
- **Early Childhood Development Club** – To serve and act on behalf of the needs, rights, and well-being of all young children, and to encourage the study, interpretation, and improvement of their education and general well-being.
- **Filmmakers Unanimous** – To provide students with progressive learning about film production, while earning school credit and on-set experience, and to allow students to make short films with professional means.
- **Hospitality and Culinary Student Association** - To acquaint members with basic concepts and philosophies of sales and marketing in the hospitality industry, especially as it relates to the operational subjects being studied.
- **International Club** – to promote good will and understanding, to develop character, to cultivate friendship, and to assist international students in their academic skills and daily life adjustment.
- **Lex Artis Paralegal Society** – To promote fellowship and provide a networking facility between all students and alumni of the TTC Lex Artis Paralegal Society.
- **Lowcountry Aviation Maintenance Association** – To promote safety, knowledge, and dignity in the aviation profession.
- **Occupational Therapy Assistant Student Organization** – To promote occupational therapy as a health profession and provide community services.
- **Pharmacy Technician Association** - To develop a sound understanding of pharmacy and to promote the enjoyment of pharmacy.
- **Phi Theta Kappa** - To promote scholarship, develop character and cultivate fellowship among students thru the TTC chapter of the national honor society for two-year colleges.
- **Physical Therapist Assistants Student Association** - To develop exposure in the professional environment of physical therapy.
- **Radiologic Technology Association** - To promote scholastic excellence, develop character, and make others aware of the radiologic profession as a service to the students of TTC.
- **Respiratory Care** – To promote scholastic excellence, develop character and to make others aware of the Respiratory Therapy profession.
- **Roots and Shoots** - To foster respect and compassion for all living things, to promote understanding of all cultures and beliefs and to inspire everyone to take action to make the world a better place for the environment, animals, and the human community.

- **Security, Networking and Programming (SNAP) Student Club** - The purpose of this organization is to foster among students a better understanding of the vital business role of information technology, the proper relationship of information technology to management and the necessity for a professional attitude among information technology professionals in their approach to an understanding and application of the principles underlying the science of information technology.
- **Society for Dental Assisting** -To provide information and further education in the dental assisting fields.
- **Society of Manufacturing Engineers** - The purpose of this organization is to serve as an opportunity for networking between students and professionals of various disciplines to share information, interests and experience; Learn about emerging technologies; and establish Trident Technical College as a resource for prospective manufacturing employees.
- **Society for Medical Assistants** - To provide to the student body the services offered by the Medical Assisting Program.
- **Society for Medical Laboratory Technology** - To provide services, information, and further education in the medical laboratory technology field.
- **Society of Broadcasters** – To bring together individuals with unique interest in radio and television fields to form a bond of ideas, productivity, and friendships.
- **Student Accounting Association** - To engender a keen interest in accounting, to develop a sound understanding of accounting and to promote enjoyment of accounting.
- **Student American Dental Hygienists' Association** - To cultivate, promote and sustain the art and science of dental hygiene; to represent and safeguard the common interest of the members of the dental hygiene profession; and to contribute toward the improvement of the health of the public.
- **Student Nurses Association** - To assume responsibility for contributing to nursing education to provide for the highest quality health care.
- **Student Occupational Therapy Assistants** - The purpose of this organization is to promote occupational therapy as a health profession, sponsor student activities, facilitate communication between students and the administration of the college, and provide community services.
- **Terra Bella** - To increase awareness in horticulture and related fields through the interaction of ideas and methods scholastically and socially.
- **Unified Club Council** – To establish a unified council of club presidents that shall furnish concourse for discussion and provide an enhanced, stronger, and better-organized club system.
- **United Students Association** -To strengthen the unity between TTC's campuses and surrounding areas among all ethnic backgrounds.
- **Vet Tech Club** – To provide awareness to the community on animal care and well-being and to provide services to the Berkeley County SPCA.
- **Visual Arts Club** – To promote enjoyment and understanding of visual arts as well as fellowship and free exchange of ideas.



## **Forming New Student Organizations**

If your interests are in an area not represented by current organizations, then consider starting a new student organization. General guidelines for student organizations:

- There will not be two student organizations of the same type and purpose unless administrative approval is granted.
- TTC student organizations shall be open to all currently enrolled students, faculty, or staff without discrimination based on race, color, gender, age, national or ethnic origin, religion, disability, or sexual orientation.
- TTC student organizations shall adhere to the regulations and procedures as outlined in the guidelines for student organizations entitled The Common Denominator as the basis for establishment, operation, and continued existence.

## **Steps to Start a Student Organization**

**Step 1** - Establish the name of your organization and determine an educational purpose for the organization.

**Step 2** - Identify one or more full-time TTC faculty or staff members to serve as the advisor(s).

**Step 3** - Recruit a minimum of 10 students to join the organization and submit a list of their signatures and printed names to Student Life.

**Step 4** - Write a constitution that states the name, purpose, membership requirements, officers' duties, election process, financial matters, meeting requirements and amendment methods. A sample constitution is available in the Student Life office.

**Step 5** - Submit the constitution to Student Life for approval by the Director of Student Life, and Vice President for Student Services. Failure to follow these guidelines could result in disciplinary action.

## **Activity Period**

The College suspends all classes one hour each term on a rotating basis to provide time for student organizations to conduct meetings. The activity period schedule is available from the Student Life office, is posted on campus bulletin boards, in the student portal calendar and published in the student portal calendar and announcements.

## **Student Cabinet**

All TTC student organizations comprise the College's Student Cabinet, which meets every semester with the President. Student Cabinet members include the president and vice president of each student organization. Student Cabinet provides an avenue for students to express viewpoints to college officials, to receive information regarding college policies and procedures, and to participate in the institution's decision-making process by serving on appropriate institutional committees.

## **TTC Student Awards Program**

TTC conducts an annual Awards Program at the end of spring semester to recognize both the academic and leadership accomplishments of outstanding students and student organizations.

## **TTC Student Events**

Several resources are available to keep students informed of college happenings through the following sources of advertising and information.

The bulletin boards in building hallways on each campus highlight information about college activities, as well as classified ads. Items placed on bulletin boards require approval through the Student Life office or campus dean at Berkeley, Mt. Pleasant, Palmer, and Dorchester campuses.

There is a campus program for everyone. Student Life strives to provide programs that include social, educational, co-curricular and family components. Suggestions for campus events are always welcome. Just stop by Student Life to make any suggestions or call 843.574.6012.

## **Student Lounge Guidelines**

- Courteous behavior is requested in all activities.
- Smoking is prohibited.
- Please refrain from actions that would damage the furniture, including moving or walking on furniture.
- Place trash in containers.
- Gambling and solicitation are against the law.
- Only radios with headsets are permitted.
- Inappropriate public display of affection is prohibited.
- Programs or events conducted in the student lounge must be scheduled in advance with the Student Life office.
- Failure to follow these guidelines could result in disciplinary action.

## **STUDENT EMPLOYMENT**

Student Employment Services posts all advertised part-time and full-time positions, including work-study availability, on TTC's web site.

Additional services include:

- resume assistance
- interview preparation
- employment counseling
- on-campus interviews
- job search training
- career transition planning
- annual career fair

Office locations are Thornley Campus, Building 500 suite 122; Palmer Campus, Student Success Center, Room 226; Dorchester Campus, Front Lobby and Berkeley Campus, Student Success Center, Room 178.

### **1. Job Search**

Student Employment Services lists job openings from nearly 4,000 tri-county employers on the website, [www.tridenttech.edu](http://www.tridenttech.edu) > Career Help > Student Employment Services. New jobs are constantly added, so check the website often. Students can search these jobs online and post a resume for employers to view. Employer services include job listings, on campus recruiting and interviewing, a resume database, and an employer library.

### **2. Career Fair**

A general college-wide career fair with over 100 employers and hundreds of attendees that feature an excellent variety of occupations is held each year. Many students find the job they are looking for or contacts for future employment at the TTC Career Fair.

### **3. Work Study Program**

The program is designed to meet the work needs of the College and other agencies while giving students experience and networking opportunities. Work-study jobs are real jobs. Students are hired, evaluated, and can be fired for poor performance.

They are also paid a wage.

This work experience can go on a resume.

Federal Work Study students must show unmet financial need through the completion of the FAFSA (Free

Application for Federal Student Aid), be in an approved program of study and remain in good academic standing.

#### 4. Cooperative Education

Cooperative Education is a nationally recognized program that awards college credit for work experience related to your major. A current job may qualify for co-op credits, or you may seek help in finding a co-op job through the college's student employment referrals or through personal efforts. The job can be for pay or can be on a volunteer basis. The credit you receive depends on the number of hours you work per week. Credits appear on your transcript and often substitute for elective credits. You may combine co-op and class attendance in the same semester or alternate semesters of co-op with semesters of class attendance. You must meet the following requirements for eligibility: have completed two full semesters of your program, have at least a 2.0 grade point average and have the approval of your academic advisor. Further information is available from the Co-op Office on Thornley Campus, Bldg. 200/Rm. 229, 843.574.6918.

#### **EDUCATIONAL OPPORTUNITY PROGRAMS**

Trident Technical College's Educational Opportunity Programs consist of several federal grant programs. These grant programs, known as TRIO programs, are educational outreach programs targeted to serve and assist participants enrolled in non-traditional careers, low-income, first-generation college students and students with disabilities to progress through the academic pipeline from middle school to college programs. The programs are designed to assist participants in overcoming barriers to higher education and provide participants with ongoing support in counseling, academic guidance, tutoring and assistance with applying for financial aid.

The College also has the following community outreach grant programs geared specifically either for high school students or adults planning to enroll in college:

- Educational Opportunity Center (Adults 19 and over)
- Educational Talent Search (high school students)
- Upward Bound Math and Science (high school students, summer program)
- Veterans Upward Bound

Visit [www.tridenttech.edu](http://www.tridenttech.edu) to learn more information about these programs. TTC students may be eligible to participate in the Scholars Network, a TRiO Student Support Services grant program.

## **Scholars Network**

(a TRiO Student Support Services program)

### **WHAT IS SCHOLARS NETWORK?**

Students must meet one or more of the following criteria:

- First-generation college student (neither parent nor guardian received a bachelor's degree)
- Meet certain income guidelines
- Diagnosed and documented disability (register with Disability Services)

### **Participants' Responsibilities**

- Abide by the SN program agreement by actively participating
- Abide by the SN tutoring services schedule by attending scheduled tutoring sessions
- Meet with SN transfer counselor if that is one of your goals
- Authorize SN staff to request academic and personal information as needed to assist you in facilitating a successful college experience **SN**

#### **Scholarship Eligibility (Grant Aid):**

- Must be a Pell Grant recipient
- Be active in the SN program, i.e., meet with your counselor on a regularly scheduled basis, etc.
- Be enrolled at TTC for two consecutive semesters with six or more credit hours.
- Have a GPA of 2.00 or above (subject to change).

## **Student Appeals and Student Complaints**

**Student Appeals:** A formal request for reconsideration of a college policy or procedure decision. In most cases, an appeal requires evidence of an extenuating circumstance.

**Student Complaints:** A written statement about dissatisfaction with an academic, discrimination or Title IX matter.

**Extenuating Circumstance:** An extenuating circumstance is an unforeseen, uncontrollable event such as a serious health condition, illness, or injury; a traumatic event such as a natural disaster; divorce; sexual assault; criminal assault; a family emergency; employment changes such as military duty or orders; and mandated work schedule changes or involuntary lay-off/unemployment.

Issues that **do not meet** the definition of an extenuating circumstance for most appeals include lack of transportation, roommate problems, incompatibility with faculty, difficult course load, dislike of a course or textbook concerns.

## **Student Appeals - Academic**

### **Academic Appeal**

A student charged with Academic Misconduct can appeal the sanction by following the appeal process in the Student Code - Click on [Student Code](#) – SBTCE (State Board for Technical and Comprehensive Education) – Policy 3- 2-106.1 – Student Code>Section IV B>Student Disciplinary Procedures>Academic Misconduct.

### **Late Withdrawal**

The last day to withdraw from a class is the last day of the class. If an extenuating circumstance prevented a student from officially withdrawing from course/courses by the last date to withdraw and this occurred no longer than two semesters ago, submit a [Late Withdrawal Appeal form](#) with documentation about the extenuating circumstance to the academic dean for the student's program of study.

## **Financial Aid Appeals**

### **Financial Aid Probation Ineligible**

A student with a financial aid ineligible status can submit an appeal for review by the TTC Appeal Committee. Click [Academic and Financial Aid Appeals](#) for instructions and deadlines about the appeal process and requirements for providing required documentation.

### **Enrollment History**

Federal regulations limit the availability of Federal Title IV aid for students with unusual enrollment patterns at multiple institutions. Students in this situation receive notification about enrollment history on the Student Aid Report (SAR). TTC's Financial Aid office must review all transcripts from previously attended colleges to assess overall academic progress. Go to [my.tridenttech.edu](http://my.tridenttech.edu)>Student Self Service>Financial Aid

### **Life Scholarship**

A Life Scholarship recipient who did not meet academic requirements to continue receiving the LIFE Scholarship because of an extenuating circumstance may file an appeal by the annual deadline directly to the [South Carolina Commission on Higher Education](#) or call 1.877.349.7183 to request an appeal packet. Students appealing continuance of the LIFE Scholarship must mail their completed appeal to South Carolina Commission on Higher Education, 1333 Main St, STE 200, Columbia, SC 29201 or fax to 803.737.2297.

### **Special Circumstances for Financial Aid Awards**

A student who experiences a change in their financial status can request consideration for financial aid award adjustments when special circumstances happen that change the financial information provided on the Free Application for Federal Student Aid (FAFSA). Examples include layoffs and wage/hour reductions, costly medical situations, changes in dependent status, or losing a home to foreclosure. Contact the TTC Financial Aid office for details at 843.574.6110.

## **NON-Academic**

### **Residency Appeal**

Tuition is based on residency. TTC determines in-county, out-of-county and out-of-state residency based on South Carolina law and [South Carolina Commission on Higher Education](#) regulations. Documents may be required for proof of residency. To apply for consideration of SC residency status, enrolled or accepted students may complete and submit the [South Carolina Residency Application](#) to the Admissions office by the last business day before your first term of enrollment

begins. You are encouraged to review the [Frequently Asked Questions](#) about determining SC residency on the TTC website.

For students who have submitted a South Carolina Residency Application and have been denied SC residency status, an appeal process is available for final consideration. To begin an appeal for residency classification, submit the Residency Appeal form, which is available by request from the Office of Admissions on the Thornley Campus, by [email](#), or call (843) 574-6558.

### **South Carolina Tax Commission Debt Collection**

The South Carolina Department of Revenue supports state agencies by collecting on outstanding accounts through the garnishment of state individual income tax refunds. Annually during the fall semester, TTC's Finance division mails a letter to all TTC students with delinquent balances about the tax garnishment program. The letter includes instructions for students to appeal in writing by U.S. mail to the College's hearing officer within the 30-day deadline stated in the notification letter.

### **Student Discipline**

A student placed on a disciplinary sanction for student misconduct may appeal the sanction and request a hearing by filing a written appeal within the timeline outlined in the SC Technical Colleges [Student Code – SBTCE Procedure 3-2- 106.1](#).

### **Transfer Credit**

A student may appeal a decision of transfer credit not awarded by submitting a course syllabus and/or other pertinent documentation to the appropriate academic department that is responsible for teaching the course at TTC. If the department head denies the student's request, the student has the right to appeal to the academic dean.

### **Appeal for Late Drop or TTC Policy Appeal**

This appeal form is for you to submit an appeal for consideration that a specific course or courses be dropped late based on documented extenuating circumstances or documented college error.



## **Student Complaints**

### **Academic Complaint**

A student with a concern about a grade, the availability of textbooks, course content, the classroom environment or instructor (unless a discrimination or Title IX complaint) should first discuss with the instructor. If unable to resolve the matter with the instructor, then follow the procedure outlined in the Academic Complaint process on the TTC Website at [Student Appeals and Student Complaint](#) section of our website.

### **Discrimination Complaint**

A student with a complaint about alleged discrimination on the basis of age, gender, race, color, national or ethnic origin, religion, marital status, veteran status, disability or pregnancy, submit the form for [Discrimination Complaint](#)

### **Title IX Complaint**

A student with a complaint about any aspects of sexual violence, sex/gender harassment, sexual discrimination, or sexual misconduct contact by email to the [Title IX Coordinator](#) or call 843.574.6843.

**To submit a completed complaint form by U.S. mail: Trident Technical College**

**Attention: (Complaint type)**

**P.O. Box 118067 Charleston, South Carolina 29423-8067**

## **Public Safety Service**

Public Safety Officers TTC employs state constables who are trained and certified police officers for the state of South Carolina. The Public Safety officers enforce all federal, state, and local laws as well as the policies and procedures of the College. Public Safety Services

The Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act requires TTC to collect and report crime statistics for crimes committed on campus. This federal law is codified at 20 USC 1092(f) and requires colleges and universities to disclose annual information about campus crime and security policies. These statistics are also required to be reported annually to the U.S. Department of Education, Office of Postsecondary Education (OPE) to assist students and their parents in researching criminal offenses on college campuses.

Statistics for more than 6,000 colleges and universities in the United States can be accessed on OPE's website. The College policies and procedures relating to campus security and the annual crime statistics are published on TTC's website. Other websites containing crime information include:

- State of South Carolina Law Enforcement Division S.C. Sex Offenders Registry website
- Security on Campus website
- While the College makes considerable efforts to ensure the safety and security of everyone on campus, it is your responsibility to take precautions to protect yourself. Whenever a threat to students is determined, timely notice will be made by college officials to help you become aware and protect yourself.

Law enforcement activities on campus are supplemented by mutual aid agreements with local police agencies. Think and practice crime prevention. Report any crimes or suspicious situations to Public Safety immediately by calling 843.574.6911 (6911 from a campus phone).

Reporting Emergencies and Crimes All members of the College community share the responsibility of preventing crime. Please report crimes, suspicious activities and emergencies occurring on campus to Public Safety immediately. The emergency number is 843.574.6911 (6911 on campus phones), and it is posted throughout the College on telephones and in the College and Trident- area telephone directories. Emergency telephones are available in buildings and parking lots. If TTC telephone lines are out of service, please call Public Safety at 843.572.1642. If Public Safety cannot be reached, report crimes

on campus to local police who will relay the information by radio to Public Safety. Also, report crimes related to college activities occurring off campus to local police and Public Safety immediately. Reports made to Public Safety are used for making timely warnings and preparing the annual disclosure of campus crime statistics.

When calling Public Safety, please make sure you provide as much information as possible:

- Your name
- Your exact location and the exact location of the incident
- The phone number from where you are calling
- Description of injuries, if any, and need for medical assistance
- Immediate details of the incident (where it occurred, how long ago)
- Information about the suspect (name, physical description, clothing description, direction of flight, description of vehicle, etc.)

### **Motorist Assistance**

For assistance with dead batteries, keys locked inside vehicles and flat tires, call the Public Safety office. You are required to sign a release before officers can aid. For other mechanical problems, the Public Safety office will help you locate an appropriate service agency.

## **Emergency Alert System**

Upon the confirmation of a significant emergency or dangerous situation occurring on campus and involving an immediate threat to the health or safety of the campus community, TTC's Emergency Alert System (EAS) will be activated (unless issuing a notification will compromise efforts to contain the emergency).

The Emergency Alert System (EAS) includes the following notification components:

1. EAS Mobile: Text and/or voice messages sent to a student's mobile device/cell phone. Voice messages can also be sent to designated landline telephones. (Students, faculty, and staff must opt in to receive messages. Visit [www.tridenttech.edu/eas.htm](http://www.tridenttech.edu/eas.htm) to subscribe.)
2. EAS Email: Alerts sent to email accounts. (Students must opt in to receive emails.) Visit [http://www.tridenttech.edu/about/departments/safety/ttc\\_eas.htm](http://www.tridenttech.edu/about/departments/safety/ttc_eas.htm) for information to subscribe.
3. EAS Campus: Audible and/or text alerts sent to campus telephones located in classrooms, hallways, and offices.
4. EAS Web: Alerts posted on TTC's website ([www.tridenttech.edu](http://www.tridenttech.edu)) and TTC's Facebook page.
5. EAS InfoLine: Recorded message alerts accessed by calling 843.574.6262, ext. 9091. A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.
6. EAS Media: Alerts sent to local media outlets (radio, television, newspaper). Quick Reference – TTC Public Safety Emergencies: 843.574.6911 (6911 from a campus phone)
7. Non-emergencies: 843.574.6053 [www.tridenttech.edu/about/departments/safety.htm](http://www.tridenttech.edu/about/departments/safety.htm)

### **Emergency Messages**

If you need to be contacted because of a medical emergency or death in the family while you are on campus, your family can call the Public Safety office at 843.574.6053, and Public Safety will attempt to locate you in your class to relay the message. Please understand this service is only for major emergencies. The College is unable to relay messages for other problems.

### **Emergency Telephones**

The College has automatic dial emergency phones located in the parking lots of Thornley, Berkeley, Palmer and Mount Pleasant campuses. These phones provide a direct connection to the College's Public Safety office. See campus maps for locations of emergency phones.

### **Emergency Evacuation and Drills**

In accordance with TTC Procedure 12-1-1, Public Safety conducts unannounced fire drills each semester and performs tests of the Emergency Alert System (EAS Campus and EASMobile/Email) at least once annually. Upon activation of a fire alarm, activation of the EAS or at the direction of Public Safety, all occupants within

affected building(s) are required to evacuate quickly and quietly. You should take your purse, book bag and any other personal belongings without delay when evacuating, in case return to the building is not possible. You are to assemble at least 150 feet from buildings and are not to reenter buildings unless instructed by Public Safety or other College officials.

### **Emergency or Unscheduled Closures**

In accordance with TTC Procedure 5-0-5, if classes must be canceled due to an emergency, inclement weather or other unscheduled closure of the College, students will be notified through TTC's Emergency Alert System (EAS).

Announcements through local media (radio, television, and newspaper) will be made through EAS Media.

Information will be posted on TTC's website ([www.tridenttech.edu](http://www.tridenttech.edu)). In addition, you may call the EAS Info Line to hear recorded message alerts and to obtain additional information on the current operating status of the College. The EAS InfoLine can be accessed by calling 843.574.6262, ext. 9091. Also, a toll-free Info Line, 877.869.7736, is activated when conditions warrant.

### **Bicycles**

Bicycle racks are provided on Thornley Campus at:

- Student Center (Bldg. 410, north side),
- Industrial and Engineering Technology building (Bldg. 700, front),
- Health Sciences building (Bldg. 630, front),
- breezeway between the General Education and Math and Science buildings (Bldgs. 100/300),
- General Education building (Bldg. 100, outside Public Safety), and
- Math and Science building (Bldg. 300, rear), near the Learning Resources Center (Bldg. 510), and at Palmer Campus.

Bikes may not be taken into buildings or parked where they may become a safety hazard. Please use the bicycle racks and lock your bike.

### **Theft of Personal Property**

Any article left unattended in a public place is subject to theft. Any article of value should be kept with you or secured in your vehicle out of plain view. Book theft is a common problem on all college campuses.

Mark your books with some form of identification. Keep books with you and do not leave them unattended in public places. If you do have a book stolen, report it to Public Safety immediately.

### **First Aid**

Public Safety provides First Aid for you while on campus. All injuries should be reported to Public Safety immediately. If further medical assistance is needed, Public Safety will notify EMS.

## **Special Medical Attention**

If you want to notify the College about

Any special medical conditions or important information in a medical emergency, you can fill out a Special Medical Attention form available in the Public Safety office. This information is kept confidential to Public Safety, EMS, and medical personnel.

## **Environmental Health and Safety Emergencies**

Public Safety staff includes an environmental Health and Safety manager who can respond to and mitigate environmental and safety hazards. If you observe the following emergencies, please contact Public Safety immediately at 843.574.6911 (6911 on campus):

- Chemical spills
- Biohazard/blood spills
- Spills of unknown origin
- Illegal dumping into storm drains
- Unknown odors
- Natural gas odors
- Safety hazards in classrooms, labs, offices or elsewhere on campus
- Disruption of Academic Process Any disturbance that may hinder the educational programs provided by TTC is in violation of South Carolina law (Statute 1617-420)

## **Alcohol and Drugs**

The sale, possession or consumption of controlled substances is specifically prohibited. For details read the Student Code in the College's Student Handbook. Violators are subject to arrest and College disciplinary action.

## **Classroom Policies**

To minimize classroom disruptions and protect the integrity of test-taking situations, activated electronic communications devices such as pagers and cell phones generally are not permitted in TTC classrooms. The only exception to this policy will be for on-call emergency personnel (police, fire, EMS) who are required to notify their classroom instructor of their need for such devices at the beginning of the semester and provide documentation verifying their occupation. However, on-call emergency personnel may not leave a testing situation, communicate by electronic means, and return to complete an examination. In these cases, instructors should arrange for retesting.

Smart phones, laptops and tablet technology may be used in the classroom for instructional purposes as allowed by the instructor. Eating in classrooms and labs is not permitted.

Students may bring drinks into classrooms (not labs) if they are in containers with secure lids, such as screw tops or stopper tops.

If you find any items that have been misplaced or forgotten, bring them to the Public Safety office. If you have lost any books or personal belongings, check with Public Safety to see if they have been found. Items will be held for 90 days.

## **Personal Attitudes and Behavior**

You are expected to behave in ways that do not infringe upon the rights of others. This includes showing responsibility and respect regarding eating, electronic devices, and dress. TTC students and visitors are expected to dress in a manner appropriate to the academic and business functions in which the TTC community is engaged. It is a violation of the student code of conduct to do otherwise, and you are expected to adhere to the TTC Creed.

## **Smoking**

TTC promotes a safe, healthy environment on all its campuses and sites. TTC prohibits the use of tobacco by students, staff, faculty, and visitors. Tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, hookahs, smokeless or spit tobacco or snuff.

## **College/State Vehicles**

Smoking prohibited in college state vehicles.

## **Monitoring No-Smoking Regulations**

Public Safety will advise individuals who are not in compliance with the College's no-smoking procedure of the outdoor smoking areas. Any disruptions related to the smoking regulations should be reported immediately to Public Safety. If student disruptions warrant further investigation, Public Safety will report these disruptions to the vice president for Student Services for possible disciplinary action.

In addition, South Carolina's Clean Indoor Air Act of 1990 cites violation of the act as a misdemeanor that, upon conviction, results in a fine of not less than \$10 nor more than \$25 (plus court costs). The issuance of a citation is at the discretion of the Public Safety office.

## **Firearms Prohibited**

To ensure a safe and secure Environment for all members of the campus community, firearms are not allowed in any building, premises or property owned, operated, or controlled by TTC except where allowed by law for law enforcement or military purposes. Under state law, a person may transport firearms in his/her vehicle only if secured in a closed glove compartment, closed console, or closed trunk. The College prohibits the removal of these firearms from the vehicle and the carrying of such firearms into any building or area adjacent thereto such as a parking lot on campus. This includes persons holding concealed weapon permits under the Law-Abiding Citizens Self Defense Act of 1996. This applies to any firearm or replica of a firearm in an assembled or unassembled condition. Anyone who violates this policy is in violation of Section 16-23-420 of the S.C. Code of Laws as amended and is subject to arrest and criminal prosecution with a minimum penalty of a \$5,000 fine or five years imprisonment or both.

## **Motor Vehicle Registration and Traffic Regulations**

You are required to obey all South Carolina traffic and seat belt laws while operating a vehicle on campus. The speed limit on all campuses is 15 miles per hour. Parking violations can result in the issuance of a parking citation. S.C. Uniform Traffic citations also may be issued for traffic and vehicle violations. All traffic accidents should be reported to Public Safety immediately.

## **Parking Decals for Persons with Disabilities**

To legally park in a TTC disabled parking space, a vehicle must properly display a South Carolina disabled parking placard and must be used in the transport of the permit holder. Faculty, staff, and students with temporary disabilities, requiring the use of a TTC disabled parking space, should contact Services for Students with Disabilities through Counseling and Career Development Services at Thornley Campus or the Student Success Centers at Berkeley and Palmer campuses. For Mount Pleasant Campus, call 843.574.6131 for an appointment. A temporary TTC decal allowing temporary disabled parking privileges on TTC campuses may be obtained with proper documentation. When specific spaces for disabled parking are all occupied, parking in the nearest available space is authorized to include faculty/staff parking.

## **Children**

To meet its mission of providing quality education, it is essential that the College maintain an environment that is conducive to student learning and employee productivity.

For this reason, children should not be left unattended on campus. Unattended children should be reported to Public Safety immediately. As prescribed in the Student Handbook, students should not bring children to class or leave them unattended on campus. Students whose children are with them or who are left unattended on campus should not be admitted to class. Children cannot be taken to Testing Services while a parent/guardian takes a test. They cannot be taken to The Learning Center while a parent/guardian has a tutoring session or uses the center's media. Children may not be taken into any TTC library while the parent/guardian is studying or using library resources.

## **Service Animals**

Trident Technical College permits service animals on campus to assist individuals with a disability. A service animal is defined by the Americans with Disabilities Act, as amended (ADAAA), as a dog that has been individually trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained, or untrained, are not considered service animals and are not permitted on campus. Also, dogs or other animals used for emotional support, therapy, comfort, companions, and dogs-in-training are not considered qualified service animals. The feeding of animals (feral, domestic or wildlife) on campus is prohibited except for those animals treated by the Veterinary

Technology program or animals trained to assist persons with disabilities. (Go to link: [https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)). Any questions concerning service animals should be directed to the Services for Students with Disabilities (SSD) Office located within Counseling and Career Development ([https://www.tridenttech.edu/student/help/st\\_disab.htm](https://www.tridenttech.edu/student/help/st_disab.htm) ), Bldg. 410, Ste. 210, 843-574-6131.

### **Preventing or Reporting Sexual Assaults**

Sexual assault is strictly prohibited by the College. The College's Sexual Assault Policy complies with S.C. Code Ann. § 59-105-10 et seq. (Supp. 2002), commonly known as the South Carolina Campus Sexual Assault Information Act. "Sexual assault" is defined as rape or any actual or attempted nonconsensual or forcible sexual touching, including fondling, kissing, groping, attempted intercourse (whether oral, anal, or vaginal), penetration or attempted penetration with a digit or any other object.

Nonconsensual sexual assault includes those situations in which the victim is unable to consent. "Rape" is defined as vaginal, anal, or oral intercourse without consent, whether the victim is overcome by force, fear, intimidation resulting from threat of force, or by drugs administered without consent, or when the victim is otherwise unable to consent. Consent requires speech or conduct indicating a freely given agreement to have intercourse or participate in sexual activities. Previous sexual relationships, current relationships with the perpetrator or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the sexual assault policy.

The term "unable to consent" means:

- unable to understand the circumstances and implications of the sexual advances;
- unable to make a reasoned decision concerning the sexual advances; or
- unable to communicate that decision in an unambiguous manner. Such a situation can result from illness, the influence of alcohol or some other substance, physical or psychological disabilities, unconsciousness, or some other cause.

The College will impose sanctions on individuals who commit sexual assault. In cases involving a student, an interim (immediate) suspension may be imposed, which means the accused cannot attend classes or be on campus until an administrative hearing is held (within 10 days). In other cases, the accused may be permitted to attend classes pending a final decision from the vice president for Student Services. If that recommendation is suspension (from the College) or expulsion (from the College), a hearing will also be held. Among the other disciplinary sanctions that may be imposed are the following:



admonition, censure, probation, and the restriction of privileges.

Harassment is a pattern of intentional, substantial, and unreasonable intrusion into the private life of a targeted person that causes the person (and would cause a reasonable person) to suffer mental distress. Stalking is a pattern of words or conduct that is intended to and that does cause a targeted person (and would cause a reasonable person) to fear death, assault, criminal sexual contact, kidnapping (either the targeted person or a member of his/her family), or damage to his/ her property or a family member's property.

The TTC Public Safety department takes all complaints of harassment and stalking seriously and actively assists students, faculty, and staff in dealing with matters of this type through civil and criminal means. The College's Sexual Harassment Policy and Procedure can be found on page 63.

### **Sexual Assault Prevention**

1. Use the campus escort and transit services.
2. Be aware of the emergency telephones and their locations.
3. Avoid being in classrooms or office buildings alone at night. If you must be there, let the campus police know where you are and how long you will be there. Stay near a telephone.
4. Report any suspicious person or activity to the Public Safety department, whatever the time, day, or night.
5. Know who is at your door before opening it.
6. Vary your routine. Do not walk the same route night after night.
7. When walking at night, be alert. Listen for footsteps and voices to be sure no one is following you.
8. Avoid unlit areas. Whenever possible, walk and park in well-lit public areas.
9. Always lock the doors in your car, room, apartment, or house. Keep the car doors locked even when you are driving.
10. Never pick up hitchhikers.
11. When driving, always make sure you have enough gas to reach your destination.
12. When walking to your car at night, have your car keys in your hand before leaving the building.
13. When walking from your car to your residence, have your door key in hand before you leave your car. If you are being dropped off, ask the driver of the car to wait until you are safely in your residence.
14. Take advantage of the rape awareness and rape defense training offered by the College and community groups.
15. If you drink alcoholic beverages, drink responsibly.

### **Public Safety Department Programs**

The Public Safety Department offers educational and personal safety programs for students, faculty, and staff. Among these programs is the women's Rape Aggression Defense (R.A.D.) course, which is offered free of charge several times each year. Course offerings are announced on Public Safety's website and through the College's official email system.

## **Crime Prevention**

The College actively promotes campus security by providing services to prevent criminal activities, enhance personal safety and protect property.

## **Escorts to Your Vehicle**

College Public Safety officers are available

To escort faculty, staff, students, and visitors to their vehicles and as otherwise requested. To request an escort, contact the Public Safety department at 843.574.6053. Please realize that other priorities may prevent an officer from escorting you at a specified time.

## **S.C. Sex Offenders Registry**

Information on all registered adult sex offenders (age 17 and older) is available on the S.C. Sex Offenders Registry website. Information is also available on registered sex offenders (ages 12-16) who have committed the following offenses: criminal sexual conduct in the first degree; criminal sexual conduct in the second degree; criminal sexual conduct with minors, first degree; criminal sexual conduct with minors, second degree; engaging a child for sexual performance; producing, directing, or promoting sexual performance by a child; or kidnapping.

An evaluation must be made on any other requests for information on registered offenders under age 17 who are victims of or witnesses to an offense at public or private schools, child day care centers, family day care centers, or businesses and organizations that primarily serve children, women, or vulnerable adults.

Evaluations are also required on information requests for offenders who are age 11 or younger who may have a prior conviction or adjudication of delinquency.

Those who request the information must complete and submit a written request form at SLED or at a sheriff's office. A copy of the request form is available online, and it may be mailed or faxed to Sex Offenders Registry, SLED, P.O. Box 21398, Columbia, SC 29221.

The fax number is 803.896.7022.

## **If you are sexually assaulted**

- Memorize as much detail as possible about the attacker.
- On campus, call the College's Public Safety department at 843.574.6053 immediately. Off campus, call local emergency medical service
- immediately by dialing 911 or its local number. This does not obligate you to file charges or testify in court.
- If you prefer not to call the police, but you want to make it known that a rape occurred, you may contact the Vice President for Student Services or any member of the Counseling and Career Development Department.
- Do not bathe, shower, douche or urinate.
- Do not change clothes, if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic.

- Do not eat, drink, smoke, rinse your mouth or brush your teeth. These actions may destroy evidence.
- Do not disturb the crime scene(s).
- You may call and request medical transportation without divulging that you have been raped. Even if you choose not to become involved with the police, you should seek medical assistance.
- You are strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The
- rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault. However, as time passes, the quality of the evidence diminishes.
- Contact a friend or family member to be with you.

### **What Happens When a Rape Is Reported to the Public Safety Department?**

When you notify Trident Technical College Public Safety officers of a rape, the following will occur:

- Public Safety will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.
- Public Safety will ask you questions about the assault (location and time of the assault, a description of the accused, etc.). If you request to speak to a male or female officer, Public Safety will make every reasonable effort to accommodate your request, to include contacting another law enforcement agency having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident. A family member, friend or counselor may be with you during the interview.
- Public Safety will protect the crime scene, contact local law enforcement as may become necessary and assist in the collection and preservation of evidence.
- Public Safety will contact and escort you to an appropriate medical facility.
- Public Safety and TTC's Counseling Services will contact other assistance agencies (People Against Rape, Solicitor's Office Victims/Witness Program, etc.) on your behalf. The Victims/Witness coordinator from the Solicitor's Office will help you file any documents related to the S.C. Victim's Compensation Fund.
- Public Safety will treat you and your case with sensitivity, understanding and professionalism regardless of your gender or the gender of the accused. Public Safety officers will not prejudge you or blame you for what occurred.
- Public Safety will NOT release your name to the public or the press.
- Public Safety will continue to be available to you, answer your questions and explain the system and processes involved (solicitor, courts, etc.).
- Public Safety will professionally investigate your case, which may lead to the arrest and prosecution of the accused. You will be kept up to date on the progress of the investigation and/or prosecution.

## **What Happens When a Rape Is Reported to the Vice President for Student Services?**

- Upon learning of a rape, the Vice President for Student Services (or designee) will contact you to offer the services of several Student Services departments. Any information you provide will be kept in the strictest of confidence.
- In the event you want the College to pursue disciplinary action, you will be asked to provide a written report of the incident. That information will be forwarded to the Vice President for Student Services, who will start College disciplinary processes. You will be invited, but not required, to meet with the Vice President for Student Services to discuss the College's disciplinary procedures further. Please remember that information regarding student discipline is maintained as a confidential record.
- When the Vice President for Student Services has reviewed available information, sanctions may be imposed. If the Vice President for Student Services recommends a temporary suspension, suspension (from the College), or expulsion (from the College), an administrative hearing may be scheduled.
- You will have the option to attend the administrative hearing and provide testimony regarding the attack. The Vice President for Student Services will attempt to make special accommodations for testifying if you are not able to face the accused. You will be listened to and treated with respect. You may have a friend, counselor or support person present during the hearing. All hearings are closed to the public and are confidential.
- When you report a rape to the Vice President for Student Services, he/she is required by law to inform the Trident Technical College Public Safety department. However, reporting this crime to the TTC Public Safety department in no way obligates you to press charges or testify in court. Even if you do not want to press charges, we strongly encourage you to contact the police for immediate help. You may discontinue the involvement of Vice President for Student Services and any other police or legal services at any point.

## **Victim's Rights**

- The alleged victim has the right to be
- Informed of the process prior to any disciplinary action involving the incident and has the option of discontinuing the process if he or she is the only witness.
- The alleged victim has the right to attend the hearing that involves the accused student. The alleged victim has the option of providing testimony regarding the incident. The Vice President for Student Services will attempt to make special accommodations for testifying if you are not able to face the accused.
- The alleged victim is entitled to bring an adviser, friend, counselor, or parent during testimony at the hearing. All hearings are closed to the public and are confidential.
- The alleged victim shall be informed of the outcome of the disciplinary hearing. In the event the accused student appeals the decision, the vice

president for Student Services will keep the victim informed of the status of those appeals.

- The alleged victim may request changes in his/her academic situation. The College will accommodate such changes if reasonably possible.

**Rights of the Referred Student**

- The College’s Rules for Student Disciplinary
- Procedure and Sanctions can be found in the Student Code and Academic Issues section of the TTC Student Handbook or on the College’s website at Disciplinary Process.

**How the College Can Help**

- The College’s Counseling office will offer emotional support and refer you to community resources for victims of sexual assault.
- The College will also change your academic situation if changes are requested and reasonably available.

**Emergency Numbers\* Public Safety**

Off Campus 843.574.6911/On Campus 6911

County	Police/Fire	
	On Campus	Non-Emergency
Berkeley Co. Sheriff	911	577.9562
City of Chas. Police	911	577.7434
Charleston Co.	911	202.1700
Dorchester Co. (Summerville)	911	832.0300
Dorchester Co. (St. George)	911	563.0300
Town of Mt. Pleasant	911	884.4176
Summerville Police	911	871.2463

\*When calling from any campus you must first dial 9 to get an outside line. Calls to 911 from campus phones will automatically notify Public Safety first for quicker response.

Note: Long distance calls require the 843-area code to be dialed before dialing numbers other than 911

# Student Code

## South Carolina Technical College System

### 3.2.106.1                      Student Rights and Responsibilities

#### **I. Purpose**

The Student Code for South Carolina Technical College System 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 or SBTCE procedure 8-5-101.1. 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, might 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.

- A. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- B. "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.
- C. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed.

## **STUDENT CODE**

### **I. Student 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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.
- I. 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.
- J. 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) veteran's affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

- k. 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.
- l. 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 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:
  - 1. Copying from another student's test or answer sheet.
  - 2. Using materials or equipment during a test not authorized by the person giving the test.

3. Collaborating with any other person during a test without permission.
  4. Knowingly obtaining) using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
  5. Bribing or coercing any other person to obtain tests or information about tests.
  6. Substituting for another student or permitting any other person to substitute for oneself.
  7. 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

#### **v. 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.
- 4.

#### **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 wellbeing of others using physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.

6. Sexual violence, which refers to physical sexual acts perpetrated against a 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.

7.

### **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. 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 or SBTCE procedure 8-5-101.1.
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. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.

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.
- 6.

#### **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 or SBTCE procedure 8-5-101.1. 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 address of record within two (2) 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 (2) 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 decide based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
  - A. Completion of an educational activity relating to the nature of the offense.
  - B. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
  - C. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
  - D. Assign a failing grade for the course.
  - E. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five (5) 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 (7) 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 address of record. This letter must contain the following information: a restatement of the charge(s).
  - A. the time, place, and location of the appeal;
  - B. a list of witnesses that may be called; and
  - C. a list of the student's basic procedural rights. These rights follow:

- a) 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.
  - b) The right to present witnesses on one's behalf.
  - c) The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
  - d) The right to know the identity of the person(s) bringing the charge(s).
  - e) The right to hear witnesses on behalf of the person bringing the charges.
  - f) The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - g) The right to appeal the decision of the Chief Academic Officer to the President.
  - h) A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
6. Based on 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 (2) 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 (5) 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, nonwritten 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 ten (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 Investigation**

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, 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, or designee, 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, or designee, 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 investigation, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the investigation, 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 (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation 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 non-voting 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) Ensure 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, or designee, 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, or designee, 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 investigation.
- 2) At least seven (7) 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 address of record. The letter must contain the following information:
  - a) A statement of the charge(s).
  - b) A brief description of the incident that led to the charge (s).
  - c) The name of the person(s) submitting the incident report.

- d) The date, time, and place of the scheduled hearing.
- e) 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.

On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.

The Chief Student Services Officer, or designee, may post- pone 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, except for 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 the information, the Hearing Committee will begin its deliberations. Using the standard "preponderance of evidence," 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 address of record within two (2) 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. Appeal**

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 (10) 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 (10) 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 32-106.1 are not able to be challenged. The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's address on record.

## **3.2.106.2 Alleged Acts of Sexual Violence and Sexual**

### **i. Procedural Overview**

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

The Student Code for the South Carolina Technical College System 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.

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 violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee. The Title IX Coordinator's office location, email address, and phone number are printed in the college's catalog and appear on the college's website. Students may also contact any Responsible Employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee. The college will evaluate violations to their anti-bullying policy to determine if there is also a possible violation of Title IX. The Title IX Coordinator or designee will work with the student who filed a complaint ("Complainant") under this policy to mitigate, to the extent reasonably possible, the likelihood of additional injury during the pendency of the investigation and proceedings. After a complaint has been filed alleging a sex offense covered under this regulation that has occurred, the Title IX Coordinator, or designee will also accommodate Complainants' reasonable requests to change academic schedules, housing assignments, or to make other reasonable accommodations.

Reports may also be filed by any other member of the college community at any time. The Complainant may also file a criminal report regarding the alleged conduct. Title IX investigations are separate from criminal investigations. However, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. During this delay, colleges will take interim measures to protect the complainant in the educational setting. Additionally, all parties involved will receive updates of the status of the

investigation and receive notification once the college resumes its Title IX investigation.

The State Board for Technical and Comprehensive Education (SBTCE) and its member colleges encourage the prompt reporting of sexual misconduct to campus law enforcement and local law enforcement.

Information regarding law enforcement reporting procedures is available on the colleges' websites.

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

If the alleged violator named in the report is an employee or third party, the case will be adjudicated through SBTCE Student Grievance Procedure (SBTCE Procedure 3-2-106.3) and/or SBTCE Non-Discrimination, Anti-Harassment, and Sexual Misconduct Procedure (SBTCE 8-5-101.1).

If the alleged violator of this policy is a student, the case may be adjudicated through the Formal Resolution Process (Section IV), or the Informal Resolution Process/Mediation (Section V) as outlined in SBTCE Student Grievance Procedure (SBTCE Procedure 3-2-106.3).

## **II. Definitions**

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

- A. A Complainant is an individual alleging conduct prohibited under this regulation.
- B. Conduct is considered "Unwelcome Conduct" if it is unrequested, uninvited, undesirable and/or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
- C. Consent is explicit approval and permission to engage in sexual activity demonstrated by clear action, words, or writings. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to engage in sexual activity with another person does not imply ongoing future consent with that person or consent to engage in that same sexual activity with another person. If a person is mentally or

- physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard or being asleep or unconscious.
- D. A Hostile Environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the college's programs or activities. A hostile environment can be created by anyone involved in a college's program or activity (e.g., administrators, faculty members, students, and campus visitors).
  - E. Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
  - F. Preponderance of Evidence is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.
  - G. A Respondent is an individual accused of a violation under this regulation.
  - H. A Responsible Employee is any employee who has the authority to take action to redress sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or who a student could reasonably believe has this authority or duty.
  - I. Retaliation is action taken by an accused individual or an action taken by a third party against any person that has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.
  - J. Sex-Based Harassment includes sexual harassment and gender-based harassment.
  - K. Sexual Assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
  - L. Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include: Prostituting another person; recording images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images (e.g., video, photograph, or audio) of another person's

sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

- M. Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual violence, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may be may also be forms of sexual harassment.
- N. Sexual Violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure.
- O. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death to the targeted person or a member of their family.

### **III. Sanctions**

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

- A. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- B. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- C. Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time, and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

- D. Loss of Privileges-- Suspension or termination of particular student privileges.
- E. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
- F. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- G. Additional Measures – Minimizing contact between Complainant and Respondent; may include but is not limited to change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.
- H. Any combination of the above.

#### **iv. Formal Resolution Process**

- A. Preliminary Investigation
 

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

If the available information indicates that a violation has occurred, then one of the following sanctions outlined in Section III will be imposed.
- C. Notification of Resolution
 

Within five (5) instructional weekdays of completion of the preliminary investigation, the Title IX Coordinator, or designee, will send a certified letter to the Respondent and to the Complainant. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the Respondent allegedly violated, identify the decision, summarize the rationale, and, if the Respondent violated the regulation(s), state the sanction that was imposed. This letter must



also state that if the Respondent or the Complainant disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Title IX Coordinator, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance pending the outcome of the Hearing Committee's meeting. Under exceptional circumstances, the Title IX coordinator, or designee may extend the timeframe of the investigation and hearing process.

d. Hearing

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

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

#### E. Appeal

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the college's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee communicated its decision to the parties involved. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten (10) 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 address of record.

#### **v. Informal Resolution/Mediation Process**

At any time before the Hearing Committee provides notice of the Complainant's hearing, the Complainant may elect to resolve his or her Complaint through the informal resolution (mediation) process, provided that

(1) the Respondent agrees to such resolution, (2) the Complainant and the Respondent are both students, (3) the Title IX Coordinator, or designee, determines that informal resolution is an appropriate mechanism for resolving the Complaint, and (4) the Complaint does not involve sexual assault, sexual exploitation, and sexual violence. Otherwise, a Complaint that is not closed pursuant to the Title IX Coordinator's, or designee's, evaluation of the Investigative Report will proceed to formal resolution.

At any time prior to the date of his or her designated hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual harassment or sexual assault, sexual exploitation, and sexual violence. In such a situation, the Title IX Coordinator will propose sanction(s). If the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Committee will convene for the exclusive purpose of determining a sanction, which determination may be subject to appeal. Informal resolution may not be selected for less than all of the misconduct alleged in the Complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all the claims at issue), then all the claims must be resolved according to the informal resolution process.

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

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

During the mediation, the Presiding Officer will attempt to facilitate the parties' resolution of the Complaint. If the mediation results in a resolution between the parties and the Title IX Coordinator, or designee, finds the resolution to be appropriate under the circumstances (considering the extent to which the resolution will protect the safety of the Complainant and entire college community), the informal disciplinary procedure will be concluded, and the complaint will be closed. If such a resolution is reached, the terms of the resolution shall be committed to writing and signed by all parties. If the parties are unable to reach a resolution, the formal resolution process outlined above will promptly commence.

4. Revocation  
Any party bound by a resolution reached during mediation shall have the right to revoke the written mediation agreement provided such revocation is in writing and received by the Title IX Coordinator, or designee, no later than the close of business on the fifth day after full execution of the agreement.
5. Privacy and Disclosure.  
To comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the public. Accordingly, documents prepared in anticipation of the mediation and other information introduced at the mediation may not be disclosed outside of the mediation, except as may be required or authorized by law.
6. Documentation. The college will retain any documentation of the mediation for at least seven (7) years.

#### **vi. Hearing Committee**

The Hearing Committee shall be composed of the following:

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

The Hearing Committee shall perform the following functions:

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

#### *Hearing Committee Meetings*

- A. The chair shall be appointed by the Title IX Coordinator, or designee, from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
- B. 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.

- C. 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 Title IX Coordinator. The student may review the notes and listen to the recording under the supervision of the Title IX Coordinator or designee.
- D. Witnesses shall be called in one at a time make a statement and to respond to questions.
- E. After hearing all 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. If it is determined that the violation occurred, by majority vote, the members will decide upon appropriate sanction.
- F. The Chair of the Hearing Committee will send a certified letter to the Respondent's and to the Complainants addresses of record within two (2) 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.
  1. When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the Complainant will also include the sanction imposed by the Hearing Committee.
  2. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the Complainant will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the Complainant (e.g., the violator has been directed to stay away from the Complainant while on the college's campus).

## **vii. Confidentiality and Privacy**

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

## **viii. Amnesty for Drug and Alcohol Possession and Consumption Violations**

Students are encouraged to report instances of sex-based discrimination, sexual harassment, and sexual harassment or sexual assault involving students.

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

### **3.2.106.3**

## **Student Grievance Procedure**

### **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.

## **VII. GRIEVANCE PROCESS**

### **A. Filing a Complaint**

This procedure must be initiated by the student within 30 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 30-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 based on 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 based on 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 weekday days after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs 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 Education, 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 or a three-person ad hoc committee from within the System to hear the student's complaint.

### C. Student Grievance Hearing

#### 1. Requesting a Hearing

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

- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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.

- j) The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
- k) 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 Presidents' 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.

## **FERPA (PRIVACY ACT)**

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, protect the privacy of student education records while allowing colleges to maintain campus safety.

FERPA requires colleges to keep education records confidential. The education records of students and formerly enrolled students consist of those records, files, documents, and other materials directly related to a student that the College maintains, including digital records. Colleges may disclose records without the consent of the student, if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information.

Directory information includes: name of student, address (both local, including e-mail address and permanent), telephone number (both local and permanent), dates of registered attendance, enrollment status (e.g., full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, participation in officially recognized activities and unique student identifier numbers (not Social Security Number). Students who do not wish to be included in the directory must contact the Registrar's office. Transcripts are issued by the Registrar's office. FERPA requires that an individual release form is signed by the student for each company, school or individual to whom you desire information released. Parents or guardians of dependent students may access dependent student records by completing a request form and providing appropriate documentation verifying the dependent status of the student to the office of the Vice President for Student Services.

\*NOTE\* Due to the Family Educational Rights and Privacy Act (FERPA) only a student him/herself can initiate a password reset request. Even if the student is a minor, parents may not request on behalf of the student.

For additional information on the Confidentiality of Student Records, go to [http://www.tridenttech.edu/start/registrar/ad\\_FERPA.htm](http://www.tridenttech.edu/start/registrar/ad_FERPA.htm)

## **Academic Complaints by Students**

Most academic matters generally will be left to the discretion of the faculty member; however, students may follow the procedure below concerning academic complaints. No retaliation or adverse action will be taken against the student for filing the complaint.

1. The student must first notify the faculty member of the complaint within 10 working days of the incident that generates the complaint.
2. The faculty member will discuss the matter with the student within 10 working days of this notice.
3. If the matter is not resolved in this informal conference, the student may file a written complaint with the faculty member's supervisor. Complaint forms

are available in all academic division offices. Complaint forms can also be downloaded [here](#) and faxed to 843.574.6789.

4. The supervisor must respond to the complaint within five working days of receipt of the complaint.
5. If the matter is still not resolved, the student will have five working days to present the written complaint to the next level supervisor (the dean or Assistant Vice President for Instruction).
6. If the matter is still not resolved, the student will have five working days to present the written complaint to the Vice President for Education. In all cases, the decision of the Vice President will be final.

## **Copyright Infringement**

Copyright infringement, which includes peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted material, may subject the student to civil and criminal liabilities. Students who use TTC's computers or personal computers connected to the TTC network may be monitored and if found in violation, will be subject to disciplinary action.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see title 17 United States Code, Sections 504 and 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

# **Faculty Employment and Evaluation**

## **English Fluency Requirements**

### **I. General Information**

#### **A. Purpose**

These procedures were developed to comply with Tech policy 8-2- 109.1 and the English Fluency in Higher Education Act of 1991. The purpose of these procedures is to define methods to ensure that all permanent and adjunct faculty whose first language is other than English and who teach one or more credit courses possess adequate proficiency in both the written and spoken English language and that an appropriate response be given to the student complaints regarding an instructor's English fluency.

#### **B. Exclusions**

This policy does not apply to the following instructional settings: continuing education courses; student participatory and activity courses such as clinics, studio, and seminars; special arrangement courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting instructors.

### **II. Procedural Guidelines**

- A. Applicants for permanent and adjunct faculty vacancies will proceed through the College's normal screening process with assessment based on standard job- related criteria to include perceived written and oral communication abilities.
- B. If an applicant becomes a finalist for a faculty position but his/her written or oral English proficiency is judged by the dean to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee, hereafter referred to as the Committee. The committee will ensure that an English fluency evaluation is made based on the following criteria. The applicant will be evaluated by the committee through the performance of the following minimum proficiency exercise:
  1. Writing an analysis of at least 350 words in English of a scholarly paper written in English and related to the subject area.
  2. Conducting an oral instructional presentation for a time period equivalent to a class period and related to the subject area. At least half of the presentation should use the lecture method.
- C. The committee will include representatives from the following:
  1. One representative from the Vice President for Education office;
  2. One representative from Developmental Studies Reading;
  3. One representative from curriculum English;
  4. One representative from Employee Relations. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises, as well as controls and security to ensure that the exercises completed by the applicants are independent and original work. Candidates must be judged by Committee consensus as proficient in both exercises described in No. 2.

- D. Any grievances under this procedure are to be filed with the office of the Vice President for Education. When a student files a grievance regarding the English fluency of an instructor, the instructor will be referred within 10 working days to the English Fluency Evaluation Committee for a proficiency evaluation using procedures and methods described in No.1 and No.2.
- E. An instructor who is judged proficient by the committee will continue teaching assignments without any further action. A permanent instructor judged deficient by the committee will be given 120 calendar days to develop sufficient skill to be judged proficient by the Evaluation Committee. If during this time the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, additional action up to and including termination may be taken. The process of notification of need for correction of the deficiency as well as the maximum time allowed for correction are defined specifically in TTC Policy 8-0-0, Faculty Performance Management System.
- F. Any adjunct instructor judged deficient by the committee may be immediately terminated.
- G. The College's Human Resources office will annually report to SBTCE a recap of grievances filed by students under the provisions of this policy and any invocation of the fluency proficiency guidelines herein.

## **Faculty Evaluations**

Trident Technical College continually strives to improve the quality of instruction. One of the College's most significant tools in this improvement effort is the Student Evaluation of Courses and Instructors. Collectively, students are the individuals best prepared to judge the quality of instruction. The evaluation process is designed to protect each student's confidentiality. The evaluation form allows students to respond to questions related to the quality of their classroom experience. Students also are encouraged to write personal comments regarding any aspect of the course or instructor. Since the results are used to make changes in course content and to improve performance, it is important for students to be accurate and honest. This evaluation is an on-line process, which sends the instrument directly to the student's e-mail account.

After all evaluations have been submitted, an independent, nonacademic office compiles the results. The final results for each course and instructor are shared with the appropriate academic department and are used to improve the quality of courses and instruction.



## **Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina** (Revised 12/2009)

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: [www.SCTRAC.org](http://www.SCTRAC.org). This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with [www.SCTRAC.org](http://www.SCTRAC.org) to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

### **Admissions Criteria, Course Grades, GPA's, Validations**

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

- A. The institution's definition of a transfer student.
- B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- D. Information about course equivalencies and transfer agreements.
- E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
- F. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- G. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
- H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

## **South Carolina Transfer and Articulation Center (SCTRAC)**

All two- and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website ([www.SCTRAC.org](http://www.SCTRAC.org)). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the “free elective” category) will be made available on [www.SCTRAC.org](http://www.SCTRAC.org). This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on [www.SCTRAC.org](http://www.SCTRAC.org), will be updated as articulation agreements are added or changed and will be reviewed annually for accuracy. All other transfer information published on [www.SCTRAC.org](http://www.SCTRAC.org) will be reviewed at least annually and updated as needed.

## **Statewide Articulation of 86 Courses**

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at [www.che.sc.gov](http://www.che.sc.gov) as well as on [www.SCTRAC.org](http://www.SCTRAC.org).

## **Statewide Transfer Blocks**

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics; the remaining Transfer Blocks, Teacher Education and Nursing are currently being revised. The courses listed in each Transfer Block will be reviewed periodically by the Commission’s Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains

the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits. For a complete listing of all courses in each Transfer Block, see <http://www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm>.

### **Assurance of Transferability of Coursework Covered by the Transfer Policy**

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.00 on a 4.00 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.

In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.00 on a 4.00 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

### **Assurance of Quality**

All claims from any public two- or four- year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

### **Transfer Officers**

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on [www.SCTRAC.org](http://www.SCTRAC.org). Transfer office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.

- Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.

### **Statewide Publication and Distribution of Information on Transfer**

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on [www.SCTRAC.org](http://www.SCTRAC.org). Furthermore, course catalogs for each public two- and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

- A. Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina.
- B. Refer interested parties to [www.SCTRAC.org](http://www.SCTRAC.org) as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

For statewide information about articulation agreements and course equivalencies, to [www.sctrac.org](http://www.sctrac.org) and [www.che.sc.gov/academicaffairs](http://www.che.sc.gov/academicaffairs). For more information regarding transfer to four-year colleges and universities, contact Dr. Timothy Brown, Assistant Vice President of Academic Programs, or visit our Web site at [www.tridenttech.edu](http://www.tridenttech.edu).

### **Residency Requirements for Public Colleges in South Carolina**

The South Carolina Commission on Higher Education (SCCHE) monitors the residency laws and regulations for tuition and fees at all public colleges and universities in the state of South Carolina. Students Can review the residency requirements at

<https://www.che.sc.gov/Students,FamiliesMilitary/LearningAboutCollege/SCInstitutionsDegreePrograms/Residency.aspx>

## **Alcohol and Drug Use**

### **Policy and Information for Employees and Students of the South Carolina Technical College System**

It is the policy of the South Carolina Technical College System to provide a drug free, healthful, safe, and secure work and educational environment. Employees and students are required and expected to report to their 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 and in approved educational sites off campus. 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 also will implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgement, safety violations and the risk of injury, poor health or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse also can significantly lower performance on the job and in the classroom, thus impacting on the agency and the College mission, as well as seriously affect the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resources officer within five days.
4. 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/ guidelines. Violation of any provision 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 to enter an employee/ student assistance or drug rehabilitation program as a condition of employment or enrollment.

5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

## **South Carolina Laws Alcohol**

**Purchasing Beverages for Underage Person** - It is unlawful for a person who purchases beer or wine while on licensed premises to give the beer or wine to a person to whom beer or wine cannot lawfully be sold, for consumption on the premises.

**Penalty** - Fined not less than fifty nor more than one hundred dollars or imprisoned for not more than thirty days. (Code61-4-80)

**Purchasing Beverages with False Identification** - It is unlawful for a person to whom beer or wine cannot be lawfully sold to knowingly give false information concerning his age for the purpose of purchasing beer or wine.

**Penalty** - Fined not less than fifty nor more than one hundred dollars or be imprisoned for not more than thirty days. (Code61-4-60)

**Transfer of Beer or Wine for Underage Person** - It is unlawful for a person to transfer or give to a person under the age of twenty-one years for the purpose of consumption of alcoholic liquors at any place in the State. **Penalty** - Fined not more than two hundred dollars or imprisoned not more than thirty days. A person found guilty of a violation of Code 61-6- 4070 and this section may not be sentenced under both sections for the same offense. The provisions of this section do not apply to a spouse over the age of twenty- one giving beer or wine to his spouse under the age of twenty-one in their home; to a parent or guardian over the age of twenty-one giving beer or wine to his children or wards under the age of twenty-one in their home; or to a person giving beer or wine to another person under the age of twenty-one in conjunction with a religious ceremony or purpose if the beer or wine was lawfully purchased. The provisions of this section do not apply to a person who gives, serves, or permits to be served any beer, ale, porter, wine, or other similar malt or fermented beverage to a student under the age of twenty-one if:

1. the person is an authorized instructor of an accredited college or university and is twenty-one years of age or older;
2. the student, eighteen years of age or older, is enrolled in the accredited college or university and is a student in a culinary course which has been approved through review by the State Commission on Higher Education, and the beverage is delivered as part of the student's required curriculum and is used only for instructional purposes during classes conducted pursuant to such curriculum;
3. the student is required to taste, but not consume or imbibe, the beverage during classes conducted under the supervision of the authorized instructor pursuant to the curriculum. The beverage is never offered for consumption or imbibed by the student; and
4. the beverage always remains in the possession and control of the authorized instructor.

**Sale of Beverages to Persons Under Twenty-one** - It is unlawful for a person to sell beer, ale, porter, wine, or other similar malt or fermented beverage to a person under twenty-one years of age.

**Penalty** - Fined not less than one hundred dollars nor more than two hundred dollars or imprisoned not less than thirty days nor more than sixty days, or both, in the discretion of the court. (Code 61-4-50) See also Code 61-6-4080 for alcoholic liquors.

**Contributing to the Delinquency of a Minor** - It is against the law for any person over 18 to knowingly and willfully influence a minor to violate any law or municipal ordinance.

**Penalty** - Fine up to \$3,000 and/or confinement up to three years. (Code 16-17-490)

**Open Containers in Motor Vehicles** - It is unlawful for a person to have in his possession, except in the trunk or luggage compartment, beer, or wine in an open container in a moving vehicle of any kind which is licensed to travel in this state or any other state and that may travel upon public highways of this State. This section must not be construed to prohibit the transporting of beer or wine in a closed container. **Penalty** - Fine not more than one hundred dollars or imprisoned not more than thirty days. (Code 61-4-110)

See also Code 61-6-4020 for alcoholic liquors.

**Other Drugs Possession and Distribution of Drugs**

It is illegal to have, to make or intend to distribute any controlled substance, i.e., cocaine, crack, marijuana, etc.

**Penalty** - Varies depending upon the circumstances under which the arrest was made and the amount of drugs. Fines up to \$200,000, confinement up to 30 years, and mandatory driver's license suspension of six months-one year. (Code 44-53-370)

**Distribution Near School** - It is against the law and a separate offense to distribute, sell, make, or have a controlled substance within a "specified" distance of schools, technical colleges, and/or colleges/universities.

**Penalty** - Fine up to \$10,000 and/or confinement up to 10 years. (Code 44-53-445)

**Distribution to Persons Under Eighteen** It is illegal to distribute controlled substance to a person under eighteen. **Penalty** – Imprisoned up to 20 years and fined up to \$30,000 (Code 44-53-440)

**Public Disorderly Conduct** - Any person found on any public highway or in any public place who is intoxicated or disorderly may be charged with disorderly conduct.

**Penalty** - Fine up to \$100 or confinement up to 30 days. (Code 16-17-530) 36

**Alteration or Falsification of License** - It is against the law to lend, issue, sell, alter, or use your license, or anyone's license or a fictitious license (fake ID) for an unlawful purpose.

**Penalty** - Fine up to \$2,500 and/or confinement up to 6 months. (Code 56-1-515)

**Driving Under the Influence (DUI)** It is unlawful for persons under the influence of alcohol or other drugs to drive. **Penalty** – First offense - not less

than \$400 fine; imprisonment up to 30 days; driver's license suspension 6 months- permanent. (Code 56-5-2930/2940)

**Felony Driving Under the Influence** If you cause bodily harm or death to someone while under the influence of alcohol, drugs, or any combination, you are guilty of a felony DUI. **Penalty** - For bodily harm, a mandatory fine up to \$10,000 and mandatory confinement up to 15 years. For death, mandatory fine up to \$25,000 and mandatory confinement up to 25 years. (Code 56-5-2945)

### **Consent for Testing**

Anyone who has driven on South Carolina highways automatically has given consent to chemical tests of breath, blood, or urine. If you refuse to submit to a urine and/ or blood test, your driver's license will be suspended. There is no law that states that you must be given a driver's license, provisional or temporary. (Code 56-5-2946)

### **Possession or Sale of Drug Paraphernalia**

It is illegal to possess, manufacture, sell, or deliver drug paraphernalia; paraphernalia includes, but is not limited to, such things as:

**"Roach clips"** - Clips used by the dentist to clip bibs around the necks of patients.

**"Bong"** - Pipe that may or may not use water.

**"Carburetor"** - Circulating tube with the holes at each end. Tube may be made from glass or metal.

**Penalty** - Fine up to \$500. (Code 44-53-391)

### **DUI: Under 21 Years of Age**

- A. The Department of Public Safety must suspend the driver's license, permit, or resident operating privilege of, or deny the issuance of a license or permit to a person under the age of 21 who drives a motor vehicle and has an alcohol concentration of two one-hundredths of one percent or more.
- B. A person under the age of 21 who drives a motor vehicle in this state is considered to have given consent to chemical tests of his or her breath or blood for the purpose of determining the presence of alcohol.
- C. A law enforcement officer who has arrested a person under the age of 21 for a violation, or any other traffic offense established by a political subdivision of this state and has probable cause to believe that the person under the age of 21 has consumed alcoholic beverages and driven a motor vehicle may order the testing of the person arrested to determine the person's alcohol concentration. A law enforcement officer may detain and order the testing of a person to determine the person's alcohol concentration if the officer has probable cause to believe that a motor vehicle is being driven by a person under the age of 21 who has consumed alcoholic beverages.
- D. If a person refuses upon the request of the primary investigating officer to submit to chemical tests as provided in subsection ©, the department must suspend his or her license, permit or any nonresident operating privilege, or deny the issuance of a license or permit to him for six months or one year.
- E. If a person submits to a chemical test and the test result indicates an alcohol concentration of two one-hundredths of one percent or more, the department



must suspend his license, permit or any nonresident operating privilege, or deny the issuance or permit to him or her for three months or six months.

- F. A test may not be administered, or samples taken unless the person has been informed in writing that he does not have to take or give the samples, but that his privilege to drive must be suspended or denied for at least six months if he refuses to submit to the tests and that his or her refusal may be used against him in court. (Code 56-1-286)

### **Controlled Substance Theft**

- A. It is unlawful for a person to take or exercise control over a controlled substance, the immediate precursor of a controlled substance, or ephedrine, pseudoephedrine, or phenylpropanolamine belonging to another person or entity with the intent to deprive the person or entity of the controlled substance, the immediate precursor of a controlled substance, or ephedrine, pseudoephedrine, or phenylpropanolamine.
- B. A person who knowingly and intentionally violates subsection (A):
  1. for a first offense, is guilty of a felony and, upon conviction, must be imprisoned for not more than five years or fined not more than five thousand dollars, or both: and
  2. for a second or subsequent violation, is guilty of a felony and, upon conviction, must be imprisoned for not more than ten years or fined not more than ten thousand dollars, or both. (Changed by L.2005, Act 127, §3, eff. 6/7/2005.) (Code 44-53-365)

### **FEDERAL ILLEGAL POSSESSION PENALTIES Controlled Substances**

First conviction: up to one-year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After one prior drug conviction: at least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both. After two or more prior drug convictions: at least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both. There are special sentencing provisions for possession of crack cocaine: mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both, depending on amount of crack possessed and number convictions.

In addition, there is forfeiture of personal and real property used to possess, facilitate, transport, or conceal possession of controlled substances. There also are civil fines of up to \$10,000 and denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. [21 U.S.C. 844 (a); 21 U.S.C. 853 (a) (2); 881 (a) (7); 21 U.S.C. 881 (a) (4); 21 U.S.C. 844 a; 21 U.S.C. 853 (a)]

## **LOCAL INFORMATION**

In addition to federal and state statutes, there are statutes or ordinances in the towns and cities in South Carolina which prohibit the use or distribution of alcohol or other drugs in the municipalities. These ordinances or statutes also carry penalties including jail and/or fines.

For an explanation of the counseling services available to TTC employees, see the College's Employee Assistance Program procedure 8-13-5, available in the College's Policy and Procedure manual, in Learning Resources at all three campuses. Also, TTC Procedure 8-7-1 contains additional information on the Drug Free Workplace Act and the Drug Free Communities and Schools Act. There can be serious employee sanctions for violation of these acts following the College's employee discipline processes, found in SBTCE policy 8-5- 100 and procedure 8-5-100.1. The sale, possession, or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants, and marijuana are specifically prohibited at TTC. The College will not tolerate students coming on campus in an intoxicated state. Violators are subject to prosecution under local, state, and federal law and/or College policy. For details, read the Student Code in the Catalog/Student Handbook, available in the Student Affairs office. TTC's Counseling and Career Development Services are available to assist in determining appropriate resources to meet student needs regarding drug or alcohol abuse. The office is located on Thornley Campus, Building 410, Room 210. Counselors are available Monday through Friday from 8:30 a.m. to 5 p.m. to make an appointment call 574-6131.

## **CAMPUS SECURITY AND DISCLOSURE INFORMATION**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)) and the Code of Federal Regulations require that all institutions of higher education that participate in federal student aid programs must prepare and distribute an annual report describing the institution's policy on crime prevention issues and statistics on the number of specific crimes (murder, manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson) that have occurred on campus, on non-campus buildings or property, or on public property that is contiguous to campus property. The annual report must also list the number of arrests and administrative disciplinary actions for liquor law, drug, and weapons possession violations. These statistics are also required to be reported annually to the U.S. Department of Education, Office of Postsecondary Education (OPE) to assist students and their parents in researching criminal offenses on college campuses.

In addition to publishing crime statistics, the act requires colleges to provide timely warnings to the campus community of certain crimes reported to Public Safety or local law enforcement that may be considered threats to students and employees. TTC complies with this law in the following manner:

- A. On an annual basis, TTC publishes a summary of specific crimes committed in the geographic categories as described above, for the most recent three calendar years. Public Safety publishes this information on TTC Public Safety's

web site (<http://www.tridenttech.edu/about/departments/safety/index.htm>) and on OPE's web site ([www.ope.ed.gov/security](http://www.ope.ed.gov/security)).

- B. In the case of an immediate threat to persons or property, TTC communicates the pending danger to students and employees through Crime Alert Bulletins. Public Safety sends Crime Alert Bulletins to faculty, staff, and students through electronic mail. Crime Alert Bulletins are also posted on Public Safety's webpage.
- C. TTC maintains partnerships with all local police organizations to assist in communicating information and protecting persons and property in the case of an immediate danger; and
- D. On a monthly basis, TTC reports the number and types of crimes committed on its campuses to state and federal authorities.
- E. Employees and students should report all crimes and suspicious situations to Public Safety immediately. Employees and students should address any comments concerning TTC's compliance with the act to the Director of Public Safety.

Federal, state, and local law enforcement agencies supplement law enforcement activities on campus through concurrent jurisdictions

#### GLOSSARY

Every organization has a unique language. Thousands of colleges and universities in the United States are collectively referred to as institutions of higher learning and all generally use the same language.

Sometimes you get the right answer to a question you asked, but the wrong answer to the question you thought you asked because you did not know the College's language.

You can misunderstand important information given to you from a college office because you are not familiar with college terminology.

College life will be less complicated if you familiarize yourself with college language. Definitions of words specific to Financial Aid are found in the Definitions in the Financial Aid section.

## GLOSSARY

**Academic Advisor** - An instructor in an academic program who advises students concerning academic programs and class schedules. Navigators serve as academic advisors to students who are undecided on a major.

**Academic Calendar** - The official College calendar showing deadlines, holidays, student activity events, etc. An annual academic calendar is in the College catalog and the student handbook. A more detailed calendar is found in each semester's *On Course* and online ([www.tridenttech.edu](http://www.tridenttech.edu)).

**Academic Suspension** - This occurs after any three consecutive semesters of enrollment in which your term GPA is below 2.0, and the first term in which your cumulative GPA is below 2.0.

**Advanced Standing** - The awarding of academic credit for courses/tests/training taken at other colleges and universities that you transfer to TTC.

**Acceptance to College** - Fulfilling the entrance requirements for enrollment in courses.

**Alumni** - All graduates.

**Applying to College** - Submitting a completed admissions application to the College's Admissions office and paying the application fee.

**Associate Degree** - A two-year college degree.

**Auditing** - Attending a course without receiving credit.

**Bridge Courses** – non-degree credit courses that cover high school level content. These courses are offered for students who need to brush up on concepts previously learned or never taken in high school.

**Catalog** - A college publication describing academic programs.

**Class Schedule** - The times (hours and days), locations (campus, building, room number) and instructors for courses during a term or semester. You may view your class schedule in Navigate.

**Compressed Classes** – courses that are taught in half of the semester.

**Continuing Education (CE)** - A division of the College that offers noncredit training. These courses are not paid for by traditional financial aid.

**Cooperative Education (Co-op)** - Combines a student's classroom instruction with actual work experience; a student may receive course credit.

**Corequisite** - A course that must be taken at the same time as another course.

**Cost of Attendance** (see Financial Aid definitions)

**Counselor** - An employee in TTC's Counseling and Career Development Services who can help students with personal, academic and disability accommodation problems and is trained to take students through the career decision-making process. TTC's counselors are the academic advisors for undecided students until the students decide about their major.

**Credit** - The amount of work a student completes is referred to as credit hours. Each course is assigned a specific number of credits based on the amount of time spent in class and/or lab. To receive a degree, diploma or certificate, a specified number of credits is required.

**Credit by exam** - A student can receive credit for a specified course if he/she passes an exam. There are several types of exams, such as CLEP, AP and challenge. Students should ask their academic advisor about this option.

**Curriculum** - The courses offered in a program of study.

**Dean** - The head of an academic division or an area within the College.

**Default** - (see Financial Aid definitions)

**Department** - One of several units within an academic division.

**Desire2Learn (D2L)** - TTC's learning management system which provides all instructional communications, content, assignments, and grades.

**Developmental Courses** - Nondegree course work designed to develop skills students need to be successful in a program of study.

**Diploma Program** - One-year degree program.

**Drop/Add** - The process where enrolled students make changes to their original class schedule that occurs during the first few days of each semester. The number of days varies for each session. Check the academic calendar for dates.

**Dual Credit** - Program that enables high school students to earn both high school and college credit by successfully completing college courses. Students must meet the same requirements for enrollment as other college students. Students must also have permission from their high school to participate and should start with their high school counseling office or TTC's Division of School and Community Initiatives if they are interested.

**Dual Major** - Students may declare two majors and take courses in both majors at the same time.

**Eligible Program** - (see Financial Aid definitions)

**Expected Family Contribution (EFC)** - (see Financial Aid definitions).

**FAFSA** - (see Financial Aid definitions)

**Federal Work-Study** - (see Financial Aid definitions)

**Financial Aid** - (FA) financial assistance to help pay for college tuition, fees, and materials. It includes grants, loans, GI Bill, tuition assistance and scholarships.

**Full-time** - Enrollment in at least 12 credit hours of coursework. Typically, this is four courses.

**Grade Point Average (GPA)** - A system of measuring students' course averages by using points for each grade. Learn how to calculate your own GPA by in the Grading System section of this handbook.

**Graduation** - The final awarding of a degree, diploma, or certificate at TTC.

Students must apply at the Registrar's office for graduation to receive the program credential and to participate in the official ceremony. Students do not have to attend the ceremony to receive their program credential. **Grants** - (see Financial Aid definitions).

**Hybrid** - Course delivery combines traditional in-person classroom learning with online instruction and/or other forms using web-based instruction or other

**Learning Center** - A learning lab with audio/visual and computer resources and tutoring services.

**Learning Resource Center (LRC)** - The library and its online offerings.

**Loan** - (see Financial Aid definitions)

**Lottery-Funded Tuition Assistance (LTA)** - (see Financial Aid definitions)

**Major** - Your program of study or the degree you wish to earn.

**Matriculation** - Official enrollment and progressing as a student in college. forms of media. In person classroom time is significantly less than required in a traditional in-person course and scheduled classroom meeting days must be attended.

**my.tridenttech** - TTC's student web portal which provides non-instructional student email, club sites, announcements, message boards, calendars, and Google Docs.

**Navigate – TTC's online tool for** academic planning, registering, or withdrawing from classes, appointment setting, major exploration, and reminders.

**Nondegree student** - A student who is attending college but has not selected a program of study. These students are not eligible for most types of financial aid.

**On Course** - TTC's class schedule that includes the College calendar and general information about admissions, registration, and financial aid.

**Online** - Using the internet. TTC offers courses, e-mail and registration that are accessed from its home web site ([www. tridenttech.edu](http://www.tridenttech.edu)).

**Open Advising Session** - Group sessions offered for prospective Nursing and Health Sciences students. Nursing Open Advising is also available at [www.tridenttech.edu](http://www.tridenttech.edu)

**Orientation** - New student orientation is an opportunity for students to learn what services are available and how processes work at a college.

**Navigate Center** - a place for new students to learn the processes and services available for them at the College.

**Hub Leader** - An employee in TTC's Hub who assists new students to TTC and its services, registers nondegree students, and answers general questions about the College.

**Part-time** - Enrollment in less than 12 credit hours of coursework. Most financial aid will pay for part time enrollment. Each type of financial aid has its own rules about enrollment. Be familiar with the type of financial aid you have and follow its regulations. **Pell Grant** - (see Financial Aid definitions)

**Placement Test** - A test of current skill- level in English, reading and mathematics. however, any additional testing requires payment of a retest fee.

**Prerequisite** - A completed course or specified test scores needed to enroll in another course.

**Priority Registration** - The major registration period for current, returning, readmitted and early accepted new students that occurs prior to Registration Day for the upcoming semester.

**Probation** - 1) Academic: A warning signal that indicates poor academic performance. A student is placed on probation if his or her grade point average falls below the standards established by the College. 2) (See Financial Aid definitions)

**Program of Study** - Your major or the degree you wish to earn.

**Promissory Note** - (see Financial Aid definitions).

**Registration** - Entering course selections into the College's computerized registration system to reserve your seat in a class. All students must apply and be accepted to the College before they can register for classes.

Residency Requirements for Public Colleges in South Carolina Tuition is based on residency. TTC determines in-county, out-of-county and out-of-state residency based on South Carolina law and South Carolina Commission on Higher Education (SCCHE) regulations. The monitors the residency laws and regulations for tuition and fees at all public colleges and universities in the state of South Carolina. You may review laws, regulations, 'sister-state' agreements, approved VISA classifications, and other topics of interest related to residency.

**Retest** - An opportunity to take all or part of the placement test again if scores are in prescribed retest ranges.

**Selective Service Registration** - (see Financial Aid definitions)

**Semester** - A typical length of time classes are offered at a college - usually 15 weeks.

**Student email** - TTC's student e-mail system, which is available to students after applying to the College.

**South Carolina State Free Tuition Program** - (see Financial Aid definitions)

**Student Aid Report (SAR)** - (see Financial Aid definitions)

**Student ID** - A picture identification card that is required for students to show in various College offices and labs for services.

**Student Records Identification Number** - A number that generates in TTC's electronic student database system during the application process and appears in student Self Service (look at My Profile in student Self Service) and some student record printouts.

**Subsidized Loan** - (see Financial Aid section.)

**Suspension** - 1) Academic: A period of time when students are not permitted to attend classes due to below minimum academic performance or disciplinary actions.

2) (FA) (see Financial Aid definitions)

**Syllabus** - A document distributed to students by the instructor. It shows the course description and objectives, the grading system and other important information.

**Transcript** - An official record of all academic work attempted by a student. It may contain the course number, title of each course taken, and the final grade received. In addition, there may be a compilation of the number of credits, number of grade points and the grade point average.

**Transfer** - Moving from one college to another where courses from one college may count toward a degree at another college. The college awarding the degree makes the decision as to whether a course transferred in from another college will count toward the degree. Students must have their official transcript sent to TTC's Registrar's office for evaluation.

**Undecided** - A student who plans to earn a degree, has not chosen a program but is exploring career options, and has met the admissions requirements for most associate degree programs. These students are not eligible for most types of financial aid.

**Unsubsidized Loan** - (see Financial Aid definitions)

**Warning** - (see Financial Aid definitions)

**Withdrawal** - Until a published last date to withdraw, a student may remove/withdraw themselves from a class with no punitive grade.

<b>TTC Directory</b>		
<b>DEPARTMENT</b>	<b>NUMBER</b>	<b>LOCATION (Bldg./Rm)</b>
<b>ACADEMIC HUB</b>	843.722.5535	PL/102
<b>STUDENT- RESOURCE CENTER</b>	843.574.6975	500/130
<b>Division of Education</b>		
Vice President's Office	843.574.6057	100/210
<b>ADMISSIONS</b>		
Berkeley	843.899.8012	BK/111
Dorchester	843.574.6700	DC/Reception
Thornley	843.574.6558	410/110
Mount Pleasant	843.958.5810	MP/Reception
Palmer	843.722.5568 843.722.5502	PL/121
<b>AERONAUTICAL STUDIES</b>	843.574.6796	1000/1075
<b>ALUMNI AND FRIENDS NETWORK</b>	843.574.6630	900/102
<b>BOOKSTORE</b>		
Berkeley	843.899.8064	BK/110
Thornley	843.574.6122	950
Palmer	843.720.5604	PL/141
<b>BUSINESS OFFICE</b>		
Berkeley	843.899.8064	BK/110
Dorchester	843.574.6700	DC/Reception
Thornley	843.574.6026 843.574.6025	410/124A
Mount Pleasant	843.958.5810	MP/Reception
Palmer	843.720.5604	PL/141
<b>BUSINESS TECHNOLOGY</b>	843.574.6252	200/102
<b>CAMPUS TOURS (BY APPOINTMENT)</b>	843.574.6614	500/134
<b>COLLEGE TRANSFER INFORMATION RESOURCE CENTER</b>		
Thornley	843.574.6975	500/130
Palmer	843.722.5532	PL/102
<b>COMPUTER CENTER/LABS</b>		
Berkeley		BK/144
Dorchester		
Thornley		920/740
Mount Pleasant		MP/150
Palmer		PL/252



<b>COSMETOLOGY LAB</b>		
Berkeley		
Cosmetology Lab	843.899.8052	BK/159
Nail Technology Lab	843.899.8074	BK/158

<b>TTC Directory</b>		
<i>DEPARTMENT</i>	<i>PHONE NUMBER</i>	<i>LOCATION (Bldg./Rm)</i>
<b>COUNSELING AND CAREER DEVELOPMENT</b>		
Berkeley	843.899.8079	BK/111
Dorchester	843.574.6700	DC/Reception
Thornley	843.574.6131	410/210
Mount Pleasant	843.958.5810	MP/Reception
Palmer	843.722.5516	PL/226
<b>CULINARY INSTITUTE OF CHARLESTON</b>	843.820.5090	920/112
<b>DENTAL SERVICES CLINIC</b>	843.574.6465	630/106
<b>DESIRE-2-LEARN / DISTANCE LEARNING</b>	843.574.6999	
<b>EDUCATIONAL OPPORTUNITY PROGRAMS</b>		
EDUCATIONAL OPPORTUNITY CENTER		
Berkeley	843.899.8020	BK/183
Thornley	843.574.6132	420
Palmer	843.722.5509	PL/112
EDUCATIONAL TALENT SEARCH	843.899.8085	BK/186L
SCHOLARS NETWORK	843.574.6102	430
<b>ENGINEERING AND CONSTRUCTION</b>	843.574.6156	800/801
<b>FILM, MEDIA, VISUAL ARTS</b>	843.574.6852	950/231A
<b>FINANCE AND ADMINISTRATION</b>		
Vice President's Office	843.574.6198	900/226
<b>FINANCIAL AID</b>		
Berkeley	843.899.8021	BK/111L
Dorchester	843.574.6700	DC/Reception
Thornley	843.574.6110	410/102

Mount Pleasant	843.958.5810	MP/Reception
Palmer	843.720.5520	PL/122
<b>HEALTH SCIENCES</b>	843.574.6255	630/206
<b>HUMANITIES AND SOCIAL SCIENCES</b>	843.574.6034	100/111
<b>INFO LINE</b>	843.574.6111	940/300

<b>INFORMATION TECHNOLOGY</b>		
Vice President's Office	843.574.6994	920/602
<b>INTERNATIONAL EDUCATION AND RESOURCE CENTER</b>	843.574.6457	100/146-147

## TTC Directory

<b>TTC Directory</b>		
<i>DEPARTMENT</i>	<i>PHONE NUMBER</i>	<i>LOCATION (Bldg./Rm)</i>
<b>LIBRARY</b>		
Berkeley	843.899.8055	BK/105
Thornley	843.574.6096	510/156
Circulation Desk	843.574.6095	510/152
Reference Desk	843.574.6096	510/158
Palmer	843.722.5540	PL/229
<b>MANUFACTURING AND MAINTENANCE</b>	843.574.6156	800/801
<b>NURSING</b>	843.574.6138	970/105
<b>ORIENTATION</b>		
Berkeley	843.899.8026	BK/111F
Dorchester	843.574.6700	DC/Reception
Thornley	843.574.6436	500/134
Mount Pleasant	843.958.5810	MP/Reception
Palmer	843.722.5516	PL/226J
<b>PUBLIC SAFETY</b>		
Berkeley	843.899.8070	BK/181
If no answer, dial:	843.574.6053	
Emergency	843.574.6911	
Thornley	843.574.6053	100/127
Emergency	843.574.6911	

Crime Prevention	843.574.6911	
Palmer	843.722.5521	PL/145
If no answer, dial	843.574.6053	
Emergency	843.574.6911	
<b>RECRUITING</b>	843.574.6193 843.574.6323	940/300
<b>REGISTRAR'S OFFICE</b>		
Registrar	843.574.6129	410/110

<i>DEPARTMENT</i>	<i>PHONE NUMBER</i>	<i>LOCATION (Bldg./Rm)</i>
Registration	843.574.6436	500/134
Transcripts	843.574.6327	410/110
<b>SCIENCE AND MATHEMATICS</b>	843.574.6378	920/211
<b>STUDENT ACTIVITIES</b>	843.574.6012	410/130
<b>STUDENT EMPLOYMENT SERVICES</b>	843.574.6119	500/201
<b>STUDENT E-SERVICES HELPLINE</b>	843.574.6999	
<b>STUDENT IDENTIFICATION BADGES</b>		
Berkeley	843.899.8079	BK/111
Dorchester	843.574.6700	Reception
Thornley	843.574.6012	410/216
Mount Pleasant	843958.5810	Reception
Palmer	843.722.5568	PL/125
<b>STUDENT SERVICES</b>		
Vice President's Office	843.574.6010	410/220
Assistant VP, Student Services	843.574.6393	410/226
Chief of Staff	843.574.6386	410/226
Dean, Student Engagement	843.574.6011	500/201C
<b>STUDENT SUCCESS CENTER</b>		
Berkeley	843.899.8079	BK/111
Palmer	843.722.5516	PL/226
<b>TESTING SERVICES</b>		
Instructional Testing	843.574.6632	410/202
Berkeley	843.899.8079	BK/111
Dorchester County Quick Jobs/St. George	843.574.2591	

Thornley	843.574.6410	410/202
Mount Pleasant	843.958.5810	MP/143
Palmer	843.722.5516	PL/226

