



SPARTANBURG
Community College

2021-2022

Student Planner & Handbook



MySCC Calendar | calendar.sccsc.edu

SCC Communication Referral Chart

The Spartanburg Community College faculty and staff serve as a resource for individuals seeking assistance in resolving matters within the campus community. The chart below details the initial area to be contacted for assistance or referral and subsequent contact areas as matters progress toward resolution.





SPARTANBURG
Community College

2021-2022 Student Planner

Manage your calendar dates online and see live, updated calendar in MySCC Portal, and at
<https://calendar.sccsc.edu>

This planner belongs to:

NAME _____

PHONE _____

EMAIL _____

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Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source is not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Community College reserves the privilege of changing, without notice, any information in this publication.



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M	T	W	T	F	S	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2021						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

2	3	4	5
<ul style="list-style-type: none"> Financial Aid students may purchase books for Fall 			
9	10	11	12
<ul style="list-style-type: none"> Deletion of Non-Paid Students at 5:00 PM 	<ul style="list-style-type: none"> Open Registration for Fall 2021 - Cherokee Campus 9:00 AM - 6:00 PM Open Registration for Fall 2021 - Downtown Campus 9:00 AM - 6:00 PM Open Registration for Fall 2021 - Tyger River Campus 9:00 AM - 6:00 PM Open Registration for Fall 2021 - Union Campus 9:00 AM - 1:00 PM 	<ul style="list-style-type: none"> Open Registration for Fall 2021 - Giles Campus 8:30 AM - 6:00 PM 	<ul style="list-style-type: none"> Open Registration for Fall 2021 - Giles Campus 8:30 AM - 6:00 PM Late Registration Fee Begins
16	17	18	19
<ul style="list-style-type: none"> Classes Begin for Full Fall Term Classes Begin for First 7.5 Week Fall Term Schedule Change Day 	<ul style="list-style-type: none"> Schedule Change Day 	<ul style="list-style-type: none"> End of 100% Refund for First 7.5 Week Fall 2021 Term 	
23	24	25	26
<ul style="list-style-type: none"> End of 100% Refund for Full Fall 2021 Term 	<ul style="list-style-type: none"> Fall 2021 Opt Out Checks Processed 		
30	31		
			<ul style="list-style-type: none"> Blood Connection Blood Drive--Giles Campus 9:00 AM - 2:00 PM

AUGUST 2021

FRIDAY	SATURDAY	SUNDAY
		1
6	7	8
13	14	15
<ul style="list-style-type: none">• Open Registration for Fall 2021 - Giles Campus 8:30 AM - 5:00 PM• Senior Citizen Registration Begins for Fall 2021 Semester	21	22
27	28	29

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 2021						
M	T	W	T	F	S	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

		1	2
6	7	8	9
LABOR DAY, ROSH HASHANAH (Begins at sundown) • College Closed			
13	14	15	16
		YOM KIPPUR (Begins at sundown)	
20	21	22	23
• Classes Begin for 10 Week Flex Fall Term • Classes Begin for First 5 Week Fall Term		FIRST DAY OF AUTUMN • Last day to receive 100% Refund for First 5 Week Fall 2021 Term • Last Day to Drop for First 7.5 Week Fall Term Classes	
27	28	29	30
• Last day to receive 100% Refund for 10 Week Flex Fall 2021 Term		• Last day Financial Aid Students may purchase books for Fall	

SEPTEMBER 2021

FRIDAY	SATURDAY	SUNDAY
3	4	5
10	11	12
17	18	19
24	25	26

THURSDAY

16 SEP

FRIDAY

17 SEP

SATURDAY

18 SEP

SUNDAY

19 SEP

THURSDAY

23 SEP

FRIDAY

24 SEP

SATURDAY

25 SEP

SUNDAY

26 SEP

M	T	W	T	F	S	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

4	5	6	7
	<ul style="list-style-type: none"> Last day of class for First 7.5 Week Fall Term 	<ul style="list-style-type: none"> Fall Break - No Classes Grades due for First 7.5 Week Fall Term 	<ul style="list-style-type: none"> Fall Break - No Classes
11	12	13	14
<p>COLUMBUS DAY (Observed)</p> <ul style="list-style-type: none"> Classes Begin for Second 7.5 Week Fall Term 		<ul style="list-style-type: none"> Last day to receive 100% Refund for Second 7.5 Week Fall 2021 Term Fall 2021 Financial Aid refund checks are mailed or direct deposits are sent to the bank Fall 2021 Opt Out Forms Due 	
18	19	20	21
<ul style="list-style-type: none"> Last day to drop for First 5 Week Fall Term classes 			
25	26	27	28
	<ul style="list-style-type: none"> Last day of classes for First 5 Week Fall Term 	<ul style="list-style-type: none"> Blood Connection Blood Drive--Giles Campus 9:00 AM - 2:00 PM Grades due for First 5 Week Fall Term Classes Begin for Second 5 Week Fall Term 	

OCTOBER 2021

FRIDAY	SATURDAY	SUNDAY
1	2	3
8	9	10
15 <small>• Fall Break - No Classes</small>	16 <small>• Fall Break - No Classes</small>	17 <small>• Fall Break - No Classes</small>
22	23	24
29 <small>• Last day to receive 100% Refund for Second 5 Week Fall 2021 Term</small>	30	31 HALLOWEEN

THURSDAY

30 SEP

FRIDAY

1 OCT

SATURDAY

2 OCT

SUNDAY

3 OCT

THURSDAY

14 OCT

FRIDAY

15 OCT

SATURDAY

16 OCT

SUNDAY

17 OCT

THURSDAY

21 OCT

FRIDAY

22 OCT

SATURDAY

23 OCT

SUNDAY

24 OCT

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER 2021						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

1	2	3	4
• Billing for Spring 2022 Begins			• Last Day to Drop Classes for Full Fall Term
8	9	10	11
			VETERANS DAY
15	16	17	18
• Last day to Drop Classes for 10 Week Flex Fall Term		• Last day to drop classes for Second 7.5 Week Fall Term	
22	23	24	25
	• Last day to drop classes for Second 5 Week Fall Term	• Thanksgiving Break - No Classes	THANKSGIVING DAY • Thanksgiving Holiday - College Closed
29	30		

NOVEMBER 2021

FRIDAY	SATURDAY	SUNDAY
5	6	7 DAYLIGHT SAVING TIME ENDS
12	13	14
19 • Deadline to apply for Fall 2021 graduation	20	21
26 • Thanksgiving Holiday - College Closed	27 • Thanksgiving Holiday - College Closed	28 CHANUKAH (Begins at sundown) • Thanksgiving Holiday - College Closed

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JANUARY 2022						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

		1	2
6	7	8	9
• Exams	• Exams	• Exams • Financial Aid students may purchase books for Spring	• Grades Due
13	14	15	16
20	21	22	23
• Winter Break	FIRST DAY OF WINTER • Winter Break	• Winter Break	• Winter Break
27	28	29	30
• Winter Break	• Winter Break	• Winter Break	• Winter Break

DECEMBER 2021

FRIDAY	SATURDAY	SUNDAY
3 <ul style="list-style-type: none">• Last Day of Classes for Fall (Full) Semester• Last Day of Classes for 10 Week Flex Fall Term• Last Day of Classes for Second 7.5 Week Fall Term• Last Day of Classes for Second 5 Week Fall Term	4 <ul style="list-style-type: none">• Exams	5
10	11	12
17	18 <ul style="list-style-type: none">• Winter Break	19 <ul style="list-style-type: none">• Winter Break
24 <ul style="list-style-type: none">• Winter Break	25 CHRISTMAS DAY <ul style="list-style-type: none">• Winter Break	26 KWANZAA (Begins) <ul style="list-style-type: none">• Winter Break
31 <ul style="list-style-type: none">• Winter Break		

THURSDAY

2 DEC

FRIDAY

3 DEC

- Last Day of Classes for Fall (Full) Semester
- Last Day of Classes for 10 Week Flex Fall Term
- Last Day of Classes for Second 7.5 Week Fall Term
- Last Day of Classes for Second 5 Week Fall Term

SATURDAY

4 DEC

- Exams

SUNDAY

5 DEC

DECEMBER 2021

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



SPARTANBURG
Community College

MONDAY

6 DEC

• Exams

TUESDAY

7 DEC

• Exams

WEDNESDAY

8 DEC

• Exams

• Financial Aid students may purchase books for Spring

DECEMBER 2021

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



SPARTANBURG
Community College

MONDAY

13 DEC

TUESDAY

14 DEC

WEDNESDAY

15 DEC

DECEMBER 2021

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



MONDAY
20 DEC

• Winter Break

TUESDAY
21 DEC

FIRST DAY OF WINTER

• Winter Break

WEDNESDAY
22 DEC

• Winter Break

THURSDAY
DEC
23

• Winter Break

FRIDAY
DEC
24

• Winter Break

SATURDAY
DEC
25

CHRISTMAS DAY

• Winter Break

SUNDAY
DEC
26

KWANZAA (Begins)

• Winter Break

THURSDAY

30 DEC

• Winter Break

FRIDAY

31 DEC

• Winter Break

SATURDAY

1 JAN**NEW YEAR'S DAY**

• Winter Break

SUNDAY

2 JAN

• Winter Break

M	T	W	T	F	S	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2022						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

3	4	5	6
<ul style="list-style-type: none"> • Deletion of Non-Paid Student at 5:00 PM 	<ul style="list-style-type: none"> • Open Registration for Spring 2022 at Cherokee Campus 9:00 AM - 6:00 PM • Open Registration for Spring 2022 at Union Campus 9:00 AM - 1:00 PM • Open Registration for Spring 2022 at Tyger River Campus 9:00 AM - 6:00 PM • Open Registration for Spring 2022 at Downtown Campus 9:00 AM - 6:00 PM 	<ul style="list-style-type: none"> • Open Registration - Giles Campus 8:30 AM - 6:00 PM 	<ul style="list-style-type: none"> • Open Registration - Giles Campus 8:30 AM - 6:00 PM • Spring 2022 Late Registration Fee Begins
10	11	12	13
<ul style="list-style-type: none"> • Classes Begin for Full Spring Term • Classes Begin for First 7.5 Week Spring Term • Spring 2022 Opt Out Forms Due • Schedule Change Day 	<ul style="list-style-type: none"> • Schedule Change Day 	<ul style="list-style-type: none"> • Last day to receive 100% Refund for 2022 Spring First 7.5 Week Term 	
17	18	19	20
<p>MARTIN LUTHER KING, JR. DAY</p> <ul style="list-style-type: none"> • College Closed 	<ul style="list-style-type: none"> • Last day to receive 100% Refund for 2022 Spring Full Term 	<ul style="list-style-type: none"> • Spring 2022 Opt Out Checks Mailed 	
24	25	26	27
<ul style="list-style-type: none"> • Blood Connection Blood Drive--Giles Campus 9:00 AM - 2:00 PM • Diplomas will be mailed week of January 24, 2022 			
31			

JANUARY 2022

FRIDAY	SATURDAY	SUNDAY
	1 NEW YEAR'S DAY • Winter Break	2 • Winter Break
7 • Open Registration - Giles Campus 8:30 AM - 5:00 PM • Senior Citizen Registration Begins for Spring 2022 Semester	8	9
14	15	16
21	22	23
28	29	30

JANUARY 2022

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



SPARTANBURG
Community College

MONDAY 3 JAN

- Deletion of Non-Paid Student at 5:00 PM

TUESDAY 4 JAN

- Open Registration for Spring 2022 at Cherokee Campus 9:00 AM - 6:00 PM
- Open Registration for Spring 2022 at Union Campus 9:00 AM - 1:00 PM
- Open Registration for Spring 2022 at Tyger River Campus 9:00 AM - 6:00 PM
- Open Registration for Spring 2022 at Downtown Campus 9:00 AM - 6:00 PM

WEDNESDAY 5 JAN

- Open Registration - Giles Campus 8:30 AM - 6:00 PM

THURSDAY

6 JAN

- Open Registration - Giles
Campus 8:30 AM - 6:00 PM
- Spring 2022 Late Registration
Fee Begins

FRIDAY

7 JAN

- Open Registration - Giles
Campus 8:30 AM - 5:00 PM
- Senior Citizen Registration
Begins for Spring 2022 Semester

SATURDAY

8 JAN

SUNDAY

9 JAN

JANUARY 2022

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



MONDAY 10 JAN

- Classes Begin for Full Spring Term
- Classes Begin for First 7.5 Week Spring Term
- Spring 2022 Opt Out Forms Due
- Schedule Change Day

TUESDAY 11 JAN

- Schedule Change Day

WEDNESDAY 12 JAN

- Last day to receive 100% Refund for 2022 Spring First 7.5 Week Term

THURSDAY

13 JAN

FRIDAY

14 JAN

SATURDAY

15 JAN

SUNDAY

16 JAN

JANUARY 2022

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



SPARTANBURG
Community College

MONDAY

17 JAN

MARTIN LUTHER KING, JR. DAY

- College Closed

TUESDAY

18 JAN

- Last day to receive 100% Refund for 2022 Spring Full Term

WEDNESDAY

19 JAN

- Spring 2022 Opt Out Checks Mailed

THURSDAY

20 JAN

FRIDAY

21 JAN

SATURDAY

22 JAN

SUNDAY

23 JAN

THURSDAY

27 JAN

FRIDAY

28 JAN

SATURDAY

29 JAN

SUNDAY

30 JAN

FEBRUARY 2022

FRIDAY	SATURDAY	SUNDAY
4	5	6
11	12	13
18	19	20
25	26	27

FEBRUARY 2022

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						



SPARTANBURG
Community College

MONDAY —
31 JAN

TUESDAY —
1 FEB

WEDNESDAY —
2 FEB

GROUNDHOG DAY

THURSDAY

3 FEB

FRIDAY

4 FEB

SATURDAY

5 FEB

SUNDAY

6 FEB

FEBRUARY 2022

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						



MONDAY 7 FEB

TUESDAY 8 FEB

WEDNESDAY 9 FEB

THURSDAY

10 FEB

• Classes Begin for 10 week flex spring term

Lined writing area for Thursday, February 10.

FRIDAY

11 FEB

Lined writing area for Friday, February 11.

SATURDAY

12 FEB

Lined writing area for Saturday, February 12.

SUNDAY

13 FEB

Lined writing area for Sunday, February 13.

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						



MONDAY
14 FEB

VALENTINE'S DAY

- Classes Begin for First 5 Week Spring Term

TUESDAY
15 FEB

WEDNESDAY
16 FEB

- Last day to receive 100% Refund for 2022 Spring First 5 Week Term
- Last Day to Drop Classes for First 7.5 Week Spring Term

THURSDAY

17 FEB

• Last day to receive 100% for
2022 Spring Flex 10 Week term

Lined writing area for Thursday, February 17

FRIDAY

18 FEB

Lined writing area for Friday, February 18

SATURDAY

19 FEB

Lined writing area for Saturday, February 19

SUNDAY

20 FEB

Lined writing area for Sunday, February 20

THURSDAY

24 FEB

FRIDAY

25 FEB

SATURDAY

26 FEB

SUNDAY

27 FEB

M	T	W	T	F	S	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

APRIL 2022						
M	T	W	T	F	S	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

	1 • Last Day of Class for First 7.5 Week Spring Term	2 • Grades Due for First 7.5 Week Spring Term • Classes Begin for Second 7.5 Week Spring Term	3
7	8	9 • Last Day to Drop Classes for First 5 Week Spring Term	10
14	15	16	17 ST. PATRICK'S DAY • Last Day of Class for First 5 Week Spring Term
21 • Classes Begin for Second 5 Week Spring Term	22	23	24
28	29	30	31

MARCH 2022

FRIDAY	SATURDAY	SUNDAY
4 <ul style="list-style-type: none">• Last day to receive 100% Refund for 2022 Spring Second 7.5 Week Term• Deadline to apply for Spring/Summer 2022 graduation	5 <ul style="list-style-type: none">• Spring 2022 Financial aid refund checks are mailed or direct deposits are sent to the bank	6
11	12	13 DAYLIGHT SAVING TIME BEGINS
18 <ul style="list-style-type: none">• Grades Due for First 5 Week Spring Term	19	20 FIRST DAY OF SPRING
25	26	27

MARCH 2022

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



SPARTANBURG
Community College

MONDAY
28 FEB

Lined writing area for Monday, Feb 28.

TUESDAY
1 MAR

• Last Day of Class for First 7.5 Week Spring Term

Lined writing area for Tuesday, Mar 1.

WEDNESDAY
2 MAR

• Grades Due for First 7.5 Week Spring Term
• Classes Begin for Second 7.5 Week Spring Term

Lined writing area for Wednesday, Mar 2.

THURSDAY

3 MAR

FRIDAY

4 MAR

- Last day to receive 100% Refund for 2022 Spring Second 7.5 Week Term
- Deadline to apply for Spring/Summer 2022 graduation

SATURDAY

5 MAR

- Spring 2022 Financial aid refund checks are mailed or direct deposits are sent to the bank

SUNDAY

6 MAR

MARCH 2022

M	T	W	T	F	S	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



SPARTANBURG
Community College

MONDAY

7
MAR

TUESDAY

8
MAR

WEDNESDAY

9
MAR

• Last Day to Drop Classes for
First 5 Week Spring Term

THURSDAY ■

10 MAR

FRIDAY ■

11 MAR

SATURDAY ■

12 MAR

SUNDAY ■

13 MAR

**DAYLIGHT SAVING TIME
BEGINS**

MARCH 2022

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



SPARTANBURG
Community College

MONDAY

14 MAR

TUESDAY

15 MAR

WEDNESDAY

16 MAR

MARCH 2022

M	T	W	T	F	S	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



SPARTANBURG
Community College

MONDAY
21 MAR

• Classes Begin for Second
5 Week Spring Term

TUESDAY
22 MAR

WEDNESDAY
23 MAR

THURSDAY

24 MAR

FRIDAY

25 MAR

SATURDAY

26 MAR

SUNDAY

27 MAR

M	T	W	T	F	S	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY 2022						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

4	5	6	7
<ul style="list-style-type: none"> • Spring Break - No Classes • Last day to drop for full term classes 	<ul style="list-style-type: none"> • Spring Break - No Classes 	<ul style="list-style-type: none"> • Spring Break - No Classes 	<ul style="list-style-type: none"> • Spring Break - No Classes
11	12	13	14
<ul style="list-style-type: none"> • Last Day to drop 10 Week Spring Flex Term Classes 			<ul style="list-style-type: none"> • Last Day to drop classes for Second 7.5 Week Spring Term
18	19	20	21
		<ul style="list-style-type: none"> • Last Day to Drop Classes for Second 5 Week Spring Term 	
25	26	27	28
		<ul style="list-style-type: none"> • Last Day of Class for Full Term • Last Day of Class for 10 Week Spring Flex Term • Last Day of Class for Second 7.5 Week Spring Term • Last Day of Class for Second 5 Week Spring Term 	<ul style="list-style-type: none"> • Exams

APRIL 2022

FRIDAY	SATURDAY	SUNDAY
<p>1</p> <p>• Billing for Summer 2022 Begins</p>	<p>2</p> <p>RAMADAN (Begins at sundown)</p>	<p>3</p>
<p>8</p> <p>• Spring Break - No Classes</p>	<p>9</p> <p>• Spring Break - No Classes</p>	<p>10</p> <p>• Spring Break - No Classes</p>
<p>15</p> <p>GOOD FRIDAY, PASSOVER (Begins at sundown)</p>	<p>16</p>	<p>17</p> <p>EASTER</p>
<p>22</p>	<p>23</p>	<p>24</p>
<p>29</p> <p>• Exams</p>	<p>30</p> <p>• Exams</p>	

APRIL 2022

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



SPARTANBURG
Community College

MONDAY
28 MAR

TUESDAY
29 MAR

WEDNESDAY
30 MAR

APRIL 2022

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



MONDAY

4 APR

- Spring Break - No Classes
- Last day to drop for full term classes

TUESDAY

5 APR

- Spring Break - No Classes

WEDNESDAY

6 APR

- Spring Break - No Classes

THURSDAY

14 APR

• Last Day to drop classes for
Second 7.5 Week Spring Term

FRIDAY

15 APR

GOOD FRIDAY, PASSOVER
(Begins at sundown)

SATURDAY

16 APR

SUNDAY

17 APR

EASTER

APRIL 2022

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



SPARTANBURG
Community College

MONDAY
APR 18

TUESDAY
APR 19

WEDNESDAY
APR 20

• Last Day to Drop Classes for
Second 5 Week Spring Term

THURSDAY

21 APR

FRIDAY

22 APR

SATURDAY

23 APR

SUNDAY

24 APR

APRIL 2022

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



MONDAY
25 APR

TUESDAY
26 APR

WEDNESDAY
27 APR

- Last Day of Class for Full Term
- Last Day of Class for 10 Week Spring Flex Term
- Last Day of Class for Second 7.5 Week Spring Term
- Last Day of Class for Second 5 Week Spring Term

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JUNE 2022						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

2	3	4	5
<ul style="list-style-type: none"> Grades Due 		<ul style="list-style-type: none"> Financial Aid students may purchase books for Summer 	<p>CINCO DE MAYO</p> <ul style="list-style-type: none"> Graduation
9	10	11	12
<ul style="list-style-type: none"> Summer 2022 Deletion of Non-Paid Students at 5:00 PM 	<ul style="list-style-type: none"> Open Registration for Summer at Union Campus 9:00 AM - 1:00 PM Open Registration for Summer at Cherokee Campus 9:00 AM - 6:00 PM Open Registration for Summer at Tyger River Campus 9:00 AM - 6:00 PM Open Registration for Summer at Downtown Campus 9:00 AM - 6:00 PM 	<ul style="list-style-type: none"> Open Registration for Summer - Giles Campus 8:30 AM - 6:00 PM 	<ul style="list-style-type: none"> Open Registration for Summer - Giles Campus 8:30 AM - 6:00 PM Summer 2022 Late Registration Fee Begins
16	17	18	19
<ul style="list-style-type: none"> Classes Begin for Full Summer Term Classes Begin for First 5 Week Summer Term Summer 2022 Opt Out Forms Due Schedule Change Day 	<ul style="list-style-type: none"> Schedule Change Day 	<ul style="list-style-type: none"> Last day to receive 100% Refund for 2022 First 5 Week Summer Term 	
23	24	25	26
<ul style="list-style-type: none"> Last day to receive 100% Refund for 2022 Full Summer Term Diplomas will be mailed week of May 23, 2022 	<ul style="list-style-type: none"> Summer 2022 Opt Out Checks Processed and Mailed 		
30	31		
<p>MEMORIAL DAY</p> <ul style="list-style-type: none"> College is Open Classes Begin for Summer Flex Term 			

MAY 2022

FRIDAY	SATURDAY	SUNDAY
		1
6	7	8
13	14	15 MOTHER'S DAY
20	21	22
27	28	29

- Open Registration for Summer - Giles Campus
8:30 AM - 5:00 PM
- Senior Citizen Registration Begins for Summer 2022
Semester

MAY 2022

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



MONDAY
2 MAY

• Grades Due

TUESDAY
3 MAY

WEDNESDAY
4 MAY

• Financial Aid students may purchase books for Summer

THURSDAY

5 MAY

CINCO DE MAYO

• Graduation

FRIDAY

6 MAY

SATURDAY

7 MAY

SUNDAY

8 MAY

MOTHER'S DAY

MAY 2022

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



SPARTANBURG
Community College

MONDAY

9 MAY

- Summer 2022 Deletion of Non-Paid Students at 5:00 PM

TUESDAY

10 MAY

- Open Registration for Summer at Union Campus 9:00 AM - 1:00 PM
- Open Registration for Summer at Cherokee Campus 9:00 AM - 6:00 PM
- Open Registration for Summer at Tyger River Campus 9:00 AM - 6:00 PM
- Open Registration for Summer at Downtown Campus 9:00 AM - 6:00 PM

WEDNESDAY

11 MAY

- Open Registration for Summer - Giles Campus 8:30 AM - 6:00 PM

THURSDAY

12 MAY

- Open Registration for Summer - Giles Campus 8:30 AM - 6:00 PM
- Summer 2022 Late Registration Fee Begins

FRIDAY

13 MAY

- Open Registration for Summer - Giles Campus 8:30 AM - 5:00 PM
- Senior Citizen Registration Begins for Summer 2022 Semester

SATURDAY

14 MAY

SUNDAY

15 MAY

MAY 2022

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



SPARTANBURG
Community College

MONDAY 16 MAY

- Classes Begin for Full Summer Term
- Classes Begin for First 5 Week Summer Term
- Summer 2022 Opt Out Forms Due
- Schedule Change Day

TUESDAY 17 MAY

- Schedule Change Day

WEDNESDAY 18 MAY

- Last day to receive 100% Refund for 2022 First 5 Week Summer Term

THURSDAY

19 MAY

FRIDAY

20 MAY

SATURDAY

21 MAY

SUNDAY

22 MAY

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2022						
M	T	W	T	F	S	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

		1	2
		<ul style="list-style-type: none"> • Last day for Financial Aid students to purchase books for Summer 	
6	7	8	9
<ul style="list-style-type: none"> • Last day to receive 100% Refund for 2022 Flex Summer Term 		<ul style="list-style-type: none"> • Last day to drop classes for Summer 2022 First 5 Week Term 	
13	14	15	16
	FLAG DAY	<ul style="list-style-type: none"> • Financial aid refund checks are mailed or direct deposits are sent to the bank • Last Day of Class for First 5 Week Summer Term 	<ul style="list-style-type: none"> • Grades are Due for First 5 Week Summer Term • Classes Begin for Second 5 Week Summer Term
20	21	22	23
<ul style="list-style-type: none"> • Last day to receive 100% Refund for 2022 Second 5 Week Summer Term 	FIRST DAY OF SUMMER	<ul style="list-style-type: none"> • Last Day to Drop Classes for Summer Flex Term 	
27	28	29	30
		<ul style="list-style-type: none"> • Last Day of Class for Summer Flex Term 	<ul style="list-style-type: none"> • Grades Due for Summer Flex Term

JUNE 2022

FRIDAY	SATURDAY	SUNDAY
3	4	5
10	11	12
17	18	19
24	25	26 JUNETEENTH, FATHER'S DAY

• Deadline to apply for Summer 2022 graduation

THURSDAY

9 JUN

FRIDAY

10 JUN

• Deadline to apply for Summer
2022 graduation

SATURDAY

11 JUN

SUNDAY

12 JUN

THURSDAY

23 JUN

FRIDAY

24 JUN

SATURDAY

25 JUN

SUNDAY

26 JUN

M	T	W	T	F	S	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AUGUST 2022						
M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

4	5	6	7
INDEPENDENCE DAY <ul style="list-style-type: none"> Independence Day Holiday - College Closed 	<ul style="list-style-type: none"> Last Day to Drop Classes for Full Summer Term 		
11	12	13	14
			<ul style="list-style-type: none"> Last Day to Drop Classes for Second 5 Week Summer Term
18	19	20	21
		<ul style="list-style-type: none"> Last Day of Full Summer Term Classes Last Day of Second 5 Week Summer Term 	<ul style="list-style-type: none"> Grades Due
25	26	27	28

JULY 2022

FRIDAY	SATURDAY	SUNDAY
1	2	3
8	9 <small>• Independence Day Holiday - College Closed</small>	10 <small>• Independence Day Holiday - College Closed</small>
15	16	17
22	23	24
29	30	31

JULY 2022

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



SPARTANBURG
Community College

MONDAY
27 NUR

TUESDAY
28 NUR

WEDNESDAY
29 NUR

• Last Day of Class for Summer
Flex Term

THURSDAY

30 JUN

• Grades Due for Summer
Flex Term

FRIDAY

1 JUL

SATURDAY

2 JUL

• Independence Day Holiday -
College Closed

SUNDAY

3 JUL

• Independence Day Holiday -
College Closed

THURSDAY

7 JUL

FRIDAY

8 JUL

SATURDAY

9 JUL

SUNDAY

10 JUL

JULY 2022

M	T	W	T	F	S	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



SPARTANBURG
COMMUNITY
COLLEGE

MONDAY

25 THU

TUESDAY

26 THU

WEDNESDAY

27 THU

THURSDAY

28 JUL

FRIDAY

29 JUL

SATURDAY

30 JUL

SUNDAY

31 JUL



Student Handbook
August 2021 - July 2022



About the College

Accreditations

Spartanburg Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Spartanburg Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The College offers programs accredited by the following:

- Accrediting Commission of the American Culinary Federation Education Foundation (ACFEF)
- American Society of Health-System Pharmacists (ASHP)
- Automotive Service Excellence (ASE) Education Foundation
- Commission on Accreditation of Respiratory Care (CoARC), 264 Precision Blvd, Telford, TN 37690, www.coarc.com
- The Surgical Technology Program at Spartanburg Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355 113th St. N., #7709, Seminole, FL 33775, phone: (727) 210-2350, www.caahep.org upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCST/SA) www.arcstsa.org
- The Medical Assistant Program at Spartanburg Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board. (www.maerb.com). Commission on Accreditation of Allied Health Education Programs, 9355 113th St. N., #7709, Seminole, FL 33775, phone: (727) 210-2350, www.caahep.org
- Programmatic accreditation: The Spartanburg Community College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).
 - Commission on Accreditation of Allied Health Education Programs, 9355 113th St. N., #7709, Seminole, FL 33775, phone: 727-210-2350, www.caahep.org
 - To contact CoAEMSP: Committee on Accreditation of Educational Programs for the Emergency Medical Professions, 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, phone: (214) 703-8445, FAX (214) 703-8992, www.coaemsp.org
- Commission on Dental Accreditation, American Dental Association (CODA)
- Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Ste. 2850, Chicago, IL 60606-3812, (312) 704-5300, e-mail: mail@jrcert.org
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018, (773) 714-8880, www.naacls.org
- National Association for the Education of Young Children (NAEYC), 1313 L Street NW, Washington, D.C., 20005, www.naeyc.org
- National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, (703) 352-4971

(continued)

- Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Rd NE Suite 1400, Atlanta, GA 30326, (404) 975-5000, Fax (404) 975-5020, www.acenursing.org Accreditation Commission for Education in Nursing (ACEN).
- Engineering Technology Accreditation Commission of ABET, 415 North Charles St. Baltimore, MD 21201, (410) 347-7700

College Vision

Spartanburg Community College is a catalyst in changing lives, building the future of our students and citizens, and developing the economy of the Upstate.

College Mission

Spartanburg Community College provides exceptional, accessible, learning centered education and workforce development programs and services.

College Role and Scope

Spartanburg Community College (SCC) is a public, two-year, multi-site, suburban college serving the citizens and communities of Cherokee, Spartanburg and Union Counties of South Carolina. SCC implements its mission through programs, services and partnerships that include:

College Credit Programs

SCC serves 7,000 to 10,000 credit students annually through classroom, hybrid and e-learning courses leading to associate degrees, diplomas and certificates designed for direct job placement, as well as associate degrees designed for transfer to four-year colleges and universities.

Corporate and Community Education Programs (Non-Credit)

SCC serves approximately 5,000 students annually through classroom, hybrid and online learning courses. The college provides professional and career development programs for business and industry, manufacturing, health care, nonprofits, and governmental agencies. The college provides customized training and development courses to business and industry. Personal enrichment courses are also offered.

Student Development Programs and Services

SCC provides opportunities that promote college readiness for students who are unprepared for college-level courses. These opportunities are provided through a wide variety of academic and student support services with an emphasis on preparing the student to enter and be successful in a program of study that builds academic and employability skills as well as personal and professional growth.

Economic Development Services

SCC proactively seeks to promote business growth in the service area through its Spark Center SC.

Values

Learning: We believe in the worth of individuals and their potential for growth and development. We encourage students to reach their highest potential by helping them acquire a strong work ethic and by promoting a desire for lifelong learning. We build a community of learners who are prepared for employment and/or further education.

Excellence: We believe in the quality of our teaching and learning. We are innovative and continuously search for ways to improve our programs, services, and operations. We develop the professional potential of faculty and staff so that we uphold high academic and customer service standards. We recognize merit in both students and employees.

Diversity: We believe in the necessity of access to programs and services for the diverse populations we serve. We appreciate their perspectives and experiences. We encourage each person to learn at the highest levels of achievement through a variety of programs in a variety of formats. We practice teamwork and effective communication while maintaining a climate of mutual trust, respect, and fairness.

Partnerships: We believe in the strength of community. We instill a sense of college pride in students. We build strong alliances with other educational institutions, employers, organizations and communities to enhance opportunities for our students and to improve their quality of life. We participate in the community's growth and development, and encourage faculty and staff to serve as leaders and role models.

Accountability: We believe in the power of responsibility. We stress students' active role in their own learning, growth and development. We give employees responsibility for job performance. We strive to be cost effective and efficient in providing quality education and services to our students and communities. We actively seek additional resources to help meet student and community needs.

Approved by the Spartanburg County Commission for Technical and Community Education on November 14, 2019. Approved by the SC Commission on Higher Education on October 21, 2020 College Values

Student Outcomes

Spartanburg Community College engages in a process of quality enhancement through continuous assessment and improvement. In an effort to support the College's mission, each degree, diploma, and certificate offered at the College has faculty-developed learning outcomes, and each course has learning outcomes included on the syllabus. Additionally, every associate degree contains general education competencies.

Associate Degree General Education Competencies

Associate Degree Requirements

Every associate degree at Spartanburg Community College includes a minimum of 15 credit hours of general education courses as an integral component of the College's graduation requirements. These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics. In order to promote intellectual inquiry, general education courses present a breadth of knowledge, not focusing on skills, techniques, and procedures specific to the student's occupation or profession.

Rationale

Spartanburg Community College has developed general education competencies that are designed to support the College's values. The general education component develops lifelong learners through the introduction of a broad liberal arts requirement. While each associate degree may contain different courses, each program of study introduces students to six essential general education competencies.

General Education Competencies

Students who complete the general education graduation requirement will be able to demonstrate the following competencies:

- Write professionally/academically in response to a variety of texts and audiences.
- Speak publicly, listen actively, and respond effectively.
- Access, retrieve, synthesize, and evaluate information.
- Apply quantitative, qualitative and/or scientific reasoning to solve problems.
- Explain social concepts and behaviors using fundamental theories and methods of analysis.
- Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines
- SCC has identified courses which, when completed as part of the general education requirements, will allow students to achieve each competency.

Corporate & Community Education (C&CE) Division

The Corporate & Community Education Division at Spartanburg Community College provides training to adult citizens of Spartanburg, Cherokee and Union counties to advance and support the economic and workforce development of the area. Training is available to citizens 17 years of age and older. Nationally recognized Continuing Education Units (CEU's) are granted to students who successfully complete occupational development courses. Training is provided to meet various customer needs:

- Occupational Development
- Customized Training for Business and Industry
- New Employment and Dislocated Worker Training
- Certification Preparation
- Personal Enrichment
- Individual Assessment and High Stakes Certification Testing
- Summer Camps

Student learning is the focus of the Corporate & Community Education Division. Multiple instructional modes are provided for students to maximize learning. Student goal achievement is measured through student evaluation or competency assessment.

Spartanburg Community College Foundation

The SCC Foundation's mission is to generate resources of all kinds by building and strengthening partnerships to advance the goals of Spartanburg Community College. The Foundation raises funds to provide for student scholarships, emergency and book fund requests, faculty and staff development, special events and capital projects, all directly benefitting the College.

Miscellaneous Information

Consumer Information: Write to the office of the Vice President of Student Affairs at SCC for information on costs, refunds, financial assistance, student eligibility, academic programs, etc. Catalog contents are subject to change.

English Fluency of Faculty: Spartanburg Community College, in compliance with SBTCE policy 8-2-109.1 and the English Fluency in Higher Education Act of 1991 (Section 59-103-160 of the SC Code of Laws of 1976, as amended), requires faculty members whose first language is not English to possess adequate proficiency in both written and spoken English (SCC Procedure VI-330.1). Students concerned about a faculty member's ability to

write and speak fluently in the English language should utilize the *SCC Student Grievance Procedure*. Exclusion: This policy does not apply to the following instructional settings: continuing education courses; student participatory and activity courses such as clinics, studios and seminars; special arrangement courses such as individualized instruction and independent study courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting instructors.

Facility Services at SCC: Spartanburg Community College offers campus facilities as prime meeting space to local businesses, civic, professional and community organizations and individuals. Services include accommodations and audio visual services. SCC reserves the right to disallow any function which it deems unsuitable for the facility or incompatible with the College's mission. To schedule an event at SCC contact the following locations:

SCC Giles Campus – (864) 592-4647

SCC Cherokee County Campus – (864) 206-2802

SCC Downtown Campus – (864) 592-4052

SCC Tyger River Campus & BMW Center – (864) 592-6524

SCC Union County Campus – (864) 466-1060

HEOA (Higher Education Opportunity Act) Institution Disclosure Information: Spartanburg Community College HEOA information is available through a link called Essential Student Information on each page of the College's website (www.sccsc.edu), addressed in the current catalog and, as appropriate, in each of the academic/administrative departments on the College's Giles Campus in Spartanburg. Additional information to include related instructional, laboratory, physical plant facilities; full-time, part-time faculty and other instructional personnel; clinical rotation sites, internships and field placements is available in each of the academic departments.

Non-Discrimination Statement:

Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, genetic information, gender identity, gender expression, national origin/ethnic origin, marital or family status, veteran status, or disability in its admission policies, programs, activities or employment practices. The term "on the basis of sex," when used in the employment context, includes pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation. The College complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Section 504 of the Rehabilitation Act of 1973, as amended; the South Carolina Human Affairs Law of 1972; and with the Americans with Disabilities Act (ADA) of 1990, as well as the ADA Amendments of 2008 (ADAAA). For additional information on nondiscrimination policies, students should contact Ron Jackson, Vice President of Student Affairs, who coordinates Title II of the ADA/ADAAA, Section 504, and Title IX at (864) 592-4817, located on the central Giles campus in the Dan L. Terhune Building, room 167. Employees and prospective employees should contact the Associate Vice President of Human Resources, Rick Teal, at (864) 592-4617, located on the central Giles campus in the James P. Ledbetter Building, room 210.

Notice of Student Responsibility: The information contained in this publication does not constitute a contract between Spartanburg Community College and its students or applicants for admission or any other person. Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption

from these rules and procedures. Spartanburg Community College reserves the privilege of changing, without notice, any information or statement in this publication. You may view the College's website at www.sccsc.edu for current or the most up to date information.

Postmaster Information: 2021-2022 SCC Student Planner & Handbook, published July 2021, Spartanburg Community College, Post Office Box 4386, Spartanburg, S.C. 29305

Student Disability Services: SCC fully complies with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Students needing accommodations may contact Coordinator of Student Disability Services Joshua Holmes at (864) 592-4818, (864) 453-1882 (Video Phone), or DisabilityServices@sccsc.edu, or visit the office in the P. Dan Hull Building, room 4. SCC Vice President of Student Affairs Ron Jackson coordinates ADA/Section 504 and EEO/Title IX for students and can be contacted at (864) 592-4817 or visited in the Dan L. Terhune Building, room 167.

Student-Right-To-Know: Student-Right-To-Know: As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Community College's graduation rate for the 2017 cohort year is 28%, and transfer-out rate for 2016 cohort year is 9%. It is important to note that the SRTK is a "cohort" study. It identifies the students who are first-time, full-time, and degree-seeking in the fall semester of the cohort year. The graduation rate is the percentage of students in the cohort who graduate within 150% of the expected time to graduation (typically within three years for a two-year program). While SRTK has merit in that it provides a standardized measure of effectiveness, it is limited in that the cohort is small when compared to the typical community college or technical college population.

The 4-year Average Student-Right-To-Know Completion or Graduation Rate Calculation for Spartanburg Community College is 21%.

The 4-year Average Student-Right-To-Know Transfer-out Rate is 13%.

* Information at the time of printing of this publication.

Transfer Officer: SCC Registrar Celia Bauss can be contacted at (864) 592-4754.

World Wide Web Address: Spartanburg Community College's home page address is <https://www.sccsc.edu>.

Student Handbook Definitions

Academic Advising

Academic Advising is a process in which the student and assigned academic advisor meet to establish pathways that are consistent with the student's career, academic and personal goals. Academic advisors are available to provide students with guidance in the areas of course selection and registration; educational planning; campus support services; graduation requirements and much more! Establishing a partnership between the advisor and student is crucial to each student's success. Therefore, it is a requirement that each student contact his/her advisor each term before registering for classes.

Academic advisors maintain scheduled office hours each term. Any student who needs to change a class schedule, drop or add a course, withdraw from the College, or ask any additional questions about courses should contact their assigned academic advisor. Contact can be made via Self Service (plan and request review), SCC email address or telephone number. Students needing assistance determining their academic advisor may contact the Advising Center at (864) 592-4990 or email advisingcenter@sccsc.edu.

Academic Computer Services

Internet access is provided as an additional research resource to students. Use of the Internet should be consistent with the philosophy, goals and objectives of the College as an educational and socially responsible institution within the community. Individuals abusing this resource are subject to the normal disciplinary action. Broad areas of abuse include, but are not limited to, criminal activity, personal profit, displaying harassing or obscene material and copyright violations. Access to the Internet is a finite resource and can be limited by the College as it deems necessary.

Academic Misconduct (See Student Code)

Academic Standards of Progress

(Notification - Warning, Probation, Suspension)

A term grade point average (GPA) of 2.0 shall be used to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Notification – A student is notified in writing by the Vice President of Student Affairs of his or her academic warning, academic probation and academic suspension status when his/her term GPA falls below 2.0. Under-performing students are encouraged to meet with their advisors or an Early Alert Counselor to develop written strategies to improve their academic performance except when returning from academic suspension where the recommendation is a mandatory requirement.

Academic Warning – Students whose term GPA is less than 2.0 after the academic warning will be placed on academic probation for the next term of enrollment. Students whose term GPA is 2.0 or higher after the academic warning but have a program GPA less than 2.0 will remain on academic warning. Students whose term GPA is 2.0 or higher after the academic warning term and have a program GPA of 2.0 or higher will be removed from academic warning. Note: Academic programs with additional requirements are published in the departmental handbook that is provided to students upon enrollment.

Academic Probation –Students whose term GPA is less than 2.0 after academic probation will be placed on academic suspension. Students whose term GPA is 2.0 or higher after the academic probation term but have a program GPA less than 2.0 will remain on academic probation. Students whose term GPA is 2.0 or higher after academic probation and have a program GPA of 2.0 or higher will be removed from academic probation.

Academic Suspension – Students removed from academic suspension and allowed to register are placed on academic probation and are subject to academic suspension again if they fail to earn at least a 2.0 term GPA during the next period of enrollment.

Academic Week

An academic week is defined as any period of seven consecutive days in which at least one day of regularly scheduled instruction or examination occurs. Instruction time does not include periods of orientation, counseling, homework, vacation or other activity not related to class preparation or examination.

Add/Drop Period

The add/drop period is the first five (5) instructional days of the fall, spring and summer full terms. The add/drop period for the Flex terms in the fall, spring and the summer is the first one-three (1-3) instructional days of the term depending on the length of the term. During the add/drop period students may drop courses without academic penalty and students may add only courses that have not yet met. Admittance to courses that have already met (including hybrid/mixtures and online) is at the discretion of the department chair. Students who register for a course but who do not attend a face-to-face class or log into and actively participate in an online course before the published deadline will be dropped from the course for not attending. No grade will be assigned for courses dropped for not attending and a full refund of tuition excluding the enrollment fee and any late fees will be processed. Courses dropped during the add/drop period will not appear on transcripts. Students may be reinstated in a class at the discretion of the department chair. A grade of "W" will be awarded and transcribed for classes dropped after the census date through the 75% date of the term. Students can drop classes online through Self Service or they can go to the Student Records Office to complete a drop form. A student or an instructor cannot initiate a drop during the last 25 percent of the course except in extenuating circumstances. Documentation must be provided to the Registrar and approval by the appropriate department chair or dean will be requested. Go to the SCC website, <https://www.sccsc.edu/services/records/index.php> to review the drop procedure for students. All students are encouraged to check their SCC email regularly for important reminders about drop deadlines and other important dates.

Advising Center

Services offered at SCC's Advising Center include:

- Academic advising for all students enrolled in zero level (031 and 032) transitional courses, all pre-health students and other health sciences students who are enrolled in transitional and 100 level courses, and new "first semester" curriculum-ready students for all divisions.
- Success coaching for all students. This interactive process between coach and student helps to empower students to achieve their academic goals.
- Academic and career pathway guidance commensurate with students' abilities, interests and values.

- Assistance with determining short- and long-term educational and career goals.
- Career exploration and information about the College's programs.
- Assistance with course selection, scheduling and using Self Service in the Portal.
- Information about the College's academic policies and procedures.
- Orientation to college life to help students receive the maximum benefit from their college experience.

The Advising Center is located on the Giles Campus in the Terhune Student Services Building, room 174. For more information, call (864) 592-4990, email advisingcenter@scsc.edu or access the website at <https://www.scsc.edu/services/advising/>.

AIM Center

SCC's AIM Center is a valuable resource for qualified Career Technical Education (CTE) students who need financial assistance with books, child care, city bus passes and educational supplies. Students receiving assistance from Student Disability Services, students from economically disadvantaged families (including low-income youth and adults), students preparing for non-traditional fields, single parents (including single pregnant women), English learners (homes in which English is the second language), homeless Individuals, youth who are in or have aged out of the foster care system, and youth with parents on active duty in the armed forces. Students enrolled in Associate of Arts or Associate of Science programs are not eligible. The AIM Center is funded through the Strengthening Career and Technical in the 21st Century Act (Perkins V).

Alcohol and Drugs

Spartanburg Community College students are not allowed to possess, use or distribute on campus, at off-campus affiliated sites or any college-sponsored events any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the state of South Carolina. Also, students cannot possess, use or distribute on campus or at off-campus affiliated sites any beverage containing alcohol. For assistance with problems related to drug or alcohol use, students may contact the Student Affairs Office located in Office Suite 167 on the first floor of the Terhune Student Services Building on Spartanburg Community College's Giles Campus or call (864) 592-4418.

Alerts – Campus Closings and Emergency Notifications

SCC students, faculty and staff are alerted about campus closings and emergencies through a college-wide notification system using information in their SCC account allowing the college to send phone calls, emails and texts to text-capable mobile phones. Students manage their contact information by going to the MySCC Portal Self Service account. In addition to being shared directly with students, faculty and staff, SCC alerts are also shared via the college website. For more information, visit: <https://www.scsc.edu/services/safety/alert.php>

Alumni Association

The SCC Alumni Association is a FREE membership organization for all SCC graduates.

All graduates are welcome to join by visiting:

<https://www.scsc.edu/foundation/alumni.php>

All graduates are encouraged to stay connected to SCC!

Appeals

The Student Grievance Procedure of South Carolina Technical Colleges sets forth the procedure for students to follow to appeal a disciplinary ruling of the institution or to appeal academic matters.

Attendance

The College does not grant excused absences therefore students are urged to reserve their absences for emergencies.

Students are responsible for punctual and regular attendance in all classes, Laboratories, clinicals, practica, internships, field trips, and other class activities. Should illness or other emergencies occur, the student should inform the instructor (in advance when possible) if they are going to miss class. Students should not expect that they will be allowed to make up work, such as quizzes or tests. If approved for late submission the student is responsible for completing missed work. Additionally, students should not expect instructors to re-teach materials covered during their absence.

Attendance in an online course involves actively participating, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor. Students must have logged into and actively participated in the online course by the end of the drop/add period, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor. Students who fail to meet this attendance requirement by the end of the drop/add period will be dropped from the class by the instructor.

Tardiness

Students are tardy if not in class at the time the class is scheduled to begin. Students who are tardy are admitted to class at the discretion of the instructor. Students are expected to be in class the entire class time. They should not enter late or leave early. Rare exceptions may be made, particularly in emergency circumstances, but students should be prepared to explain their tardiness to the instructor after class. Likewise, students should explain before class any need to leave early.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending class and fails to initiate a withdrawal will remain on the class roster. A student who does not complete an assignment, test, or final exam in the course will receive a zero for each missing grade and the final course grade will be calculated accordingly.

Absences for Religious Holidays

Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

- (1) Observance of religious holidays resulting in three or fewer consecutive absences:
Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make-up of activities and assignments.
- (2) Observance of religious holidays resulting in four or more consecutive absences:

Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop (in writing) an instructor-approved plan which outlines the make-up of activities and assignments.

Absences for Military Deployment

The College will make every effort to accommodate students who are deployed for military service. Students who are absent from class because they have been deployed (military service or national guard) are responsible for the content of any activities missed and for the completion of assignments occurring during the period of deployment. The student must notify the Records Department of the pending absences prior to deployment, provide written documentation of the deployment prior to being absent, and must request accommodations to minimize the impact of the deployment on their academic record/progress. Accommodations include but are not limited to:

- The student must provide documentation of deployment prior to being absent and request a proposal for making up assignments missed with his/her instructors while deployed.
- The student may receive a grade of Incomplete for the course if the faculty determine that the course content can be made up under the timeline and guidelines for incomplete grades.
- The student may be administratively withdrawn from the course with no penalty to the student if the deployment is too lengthy and it is unlikely that the student could successfully make up the missed course work.

Auditing a Course

Auditing a course allows a student to attend a course without receiving credit. Students may not change status (credit to audit or audit to credit) after the add/drop period. A grade of "AU" will be given to students auditing a course. Students who previously audited a course must register for and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Students auditing a course pay the same fees as students taking the course for credit. Federal regulations stipulate that students cannot receive financial aid for courses being audited.

Bookstores (The Book Inn)

The Book Inn, the SCC bookstore, is located in the Dan L. Terhune Student Services Building. Normal operating hours are Monday through Thursday from 8:00 a.m. – 5:00 p.m. and Friday 8:00 a.m. - 1:30 p.m. The Book Inn's telephone number is (864) 592-4650. The purpose of the book store is to provide the required course materials and supplies to support the academic programs of the College. The bookstore offers textbooks, school supplies, electronics, and culinary uniforms, as well as college logo sportswear, bookbags and gifts. For textbook prices and lists of term offerings refund policies, registration operating hours, and to order on-line, visit the Book Inn's website at <https://bookstore.sccsc.edu>.

Textbook Buy Back – The Book Inn offers in store buyback at the end of each semester. A book company representative will be available to purchase textbooks from students. You can sell back books anytime using our Online Buyback site at <https://sccbookinn.valorebooks.com>.

Book Inn Refund Policy – Standard Return Policy for all items (includes course materials after extended return period) – Returns are accepted within 5 business days of purchase.

You must have your receipt. All items must be in new condition and unopened. This includes Electronics, eBooks/Codes, and shrink-wrapped textbooks. Opened Laptops are non-refundable. Refunds will be given back to the original purchase method.

For up to date information, please visit our site at <https://bookstore.sccsc.edu>.

Bulletin Boards

Bulletin boards and/or designated posting areas are provided on Spartanburg Community College campuses to advertise approved college and community-sponsored events and activities, SCC student and employee classifieds, and college-wide announcements. Flyers are not allowed on walls, windows, doors, restroom stalls, vehicles or other campus locations unless otherwise pre-approved by the Student Life Office. All items must be reviewed and approved by the designated Student Life representative on each campus. Bulletin board posting guidelines, board locations and representatives granting review and approval to post items are available in the following offices:

Giles Campus: Quiana Reed, (864) 592-4122, reedq@sccsc.edu, Terhune Building, Admissions.

Cherokee County Campus: Cynthia Duncan, (864) 206-2700, duncanc@sccsc.edu, Harvey S. Peeler, Jr. Academic Building, Room 125.

Downtown Campus: Joan Fisher, (864) 592-4052, fisherj@sccsc.edu, Evans Academic Center, room 144E.

Tyger River Campus: Jenny Whitaker, (864) 592-6206, whitakerj@sccsc.edu, Tyger River Building, room 209

Union County Campus: Melissa Youngblood, (864) 466-1064, youngbloodm@sccsc.edu, room 113

Campus Crime Awareness

SCC Campus Police - Campus safety and security is coordinated by the SCC Campus Police. The SCC Campus Police are certified police officers through the state of South Carolina. SCC Campus Police can be reached at:

Giles Campus at extension 4911 or (864) 592-4911

Cherokee County Campus at extension 2711 or (864) 206-2711

Downtown Campus at extension 4050 or (864) 592-4050

Tyger River Campus at extension 6208 or (864) 592-6208

Campus Security Force - The SCC Police Department supplements its coverage with the use of contract security. All officers are registered with the South Carolina Law Enforcement Division. Under South Carolina Code Law, Title 40, Chapter 17 these officers have the authority and power to make an arrest of any persons violating or charged with violating any criminal statutes of this state. SCC campus police and contracted security force are armed and conduct foot and vehicular patrols on the campus. All officers carry portable radios which put them in direct contact with county police, fire, rescue and EMS.

Alcoholic beverages, illegal drugs, firearms, or dangerous weapons of any type are not permitted on campus. Note: According to SC code of laws 16-23-420, it is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or any publicly owned building, without the express permission of

the authorities in charge of the premises or property. These regulations do not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. A person who violates the provisions of this section is guilty of a felony.

Potential criminal actions or other emergencies on campus can be reported directly to SCC campus police by students, faculty, staff and visitors by dialing the following numbers:

- Giles Campus at extension 4911 or (864) 592-4911
- Cherokee County Campus at extension 2711 or (864) 206-2711
- Downtown Campus at extension 4050 or (864) 592-4050
- Tyger River Campus at extension 6208 or (864) 592-6208

Upon receipt of a call, security or campus police will respond immediately to the complaint.

SCC continually plans for the safety and security of students. Information concerning campus safety is communicated to students and employees regularly through bulletins, posters, brochures and e-mail. The Campus Operations department maintains the College's buildings and grounds with a concern for safety and security. Campus Operations' personnel inspect facilities regularly, make repairs affecting safety and security promptly, and respond immediately to reports of potential safety and security hazards such as broken windows and locks and outside lights. The campus is well lit with outside lighting, particularly in areas with heavy landscaping and trees and along pathways frequently traveled by students.

Student Responsibility - The cooperation and involvement of the students in a campus safety program are absolutely necessary. Students must assume responsibility for their own personal safety and the security of their belongings by taking simple, common sense precautions. For example, students should walk in well-lit areas at night. Bicycles and motorcycles should be registered with campus security and should be secured with a sturdy lock.

Students with cars must keep their vehicles locked at all times, and valuables should be locked in the trunk. Students should report any suspicious activity to the staff or security.

Potential criminal actions or other emergencies on campus can be reported directly to SCC campus police by students, faculty, staff and visitors by dialing the following numbers:

- Giles Campus at extension 4911 or (864) 592-4911
- Cherokee County Campus at extension 2711 or (864) 206-2711
- Downtown Campus at extension 4050 or (864) 592-4050
- Tyger River Campus at extension 6208 or (864) 592-6208

It is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or any publicly owned building, without the express permission of the authorities in charge of the premises or property. (SC Code of Laws 16-23-420).

These regulations do not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in

the luggage compartment of the vehicle. A person who violates the provisions of this section is guilty of a felony.

Campus Safety and Security/Student Right-to-Know

The campus police chief, certified in law enforcement, first aid and CPR, coordinates campus police and security and monitors the handling/disposal of hazardous materials. The College's contracted security force supplements the SCC Police Department with coverage. Alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on campus. Potential criminal actions or other emergencies on campus should be reported to SCC campus police by dialing the following numbers:

Giles Campus at extension 4911 or (864) 592-4911

Cherokee County Campus at extension 2711 or (864) 206-2711

Downtown Campus at extension 4050 or (864) 592-4050

Tyger River Campus at extension 6208 or (864) 592-6208

The Student Right-to-Know and Campus Security Act, Public Law 101-542, requires colleges to publish crime awareness information for current and prospective students. This information is located in the campus police office and can be found on the SCC website (www.sccsc.edu/safety/explore/essential/and www.sccsc.edu/safety).

Career Services

The Career Services Office provides a comprehensive program to support the student's vocational choice and success in transitioning into the world of work. Services include providing information about local workforce needs; linking the College's academic and career programs to business and industry needs; disseminating information about full-time, part-time, temporary and summer employment opportunities via an electronic job board; and providing support for job-readiness skills and resume preparation. For more information, call (864) 592-4820 or access the website at <https://www.sccsc.edu/services/career/>.

Cellular Phones and Electronic Devices

Students are permitted to possess cellular phones and similar electronic devices during lecture and lab settings supervised by the college. The devices shall be kept out of sight and silenced or powered down during instructional periods except when the device is used as an approved accommodation to allow the student to participate fully in the learning environment or with the explicit permission of the instructor.

Unauthorized use of such devices will be considered a violation of the Student Code of Conduct as it relates to "disruptive behavior."

Cherokee County Campus

SCC's Cherokee County Campus (CCC) is located at Highway 11 and I-85 in Gaffney, S.C. Both credit and non-credit courses are offered on the campus. Classes are offered in the day and evening. Non-credit Corporate & Community Education courses are offered at CCC to assist local business and industry in training and professional development and for personal interest and development. Contact the executive director at (864) 206-2702, or the administrative assistant at (864) 206-2700 for more information.

Classroom/Lab Conduct and Expectations

While there are many informal situations in which people have neither the desire nor the right to prescribe how others ought to behave, a college class/lab environment requires

a higher level of courtesy than many people exercise in ordinary public places.

In an educational environment, each instructor has the responsibility to maintain a class/lab environment conducive to student learning. Discussion of all views relevant to the subject matter is recognized as necessary to the education process, but students do not have a right to infringe on the freedom of instructors to teach or the right of other students to learn. The College encourages students to express their opinions and ideas in an orderly manner, since a free exchange of views enhances the learning process. However, the College will not condone verbal combat or verbal abuse among students and instructors. Students are expected to comply with the Student Code. The instructor has an obligation to make students aware of rules for the class/lab and to inform students if they are violating these rules. If a student behaves disruptively in a class, lab or field trip after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student and refer the matter to the Vice President for Student Affairs, Ron Jackson, or designee.

Spartanburg Community College, a higher education institution for adult learning, offers programs/courses designed for adult learners. It fosters a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, students must show respect for their instructors and for their fellow students. In other words, students are to conduct themselves maturely as they work toward achieving serious goals in an institution of higher learning.

Listed below are guidelines for class/lab behavior that the College has established to ensure that the learning environment is not comprised:

1. Attendance

Students are expected to be in class the entire class time. They should not enter late or leave early. Rare exceptions may be made, particularly in emergency circumstances, but students should be prepared to explain their tardiness to the instructor after class. Likewise, students should explain before class any need to leave early.

2. Absences

Students should inform the instructor in advance if they know they are going to miss class. They should reserve absences for emergencies. Also, students must take responsibility for finding out what material they missed and for getting assignments from other students. They should not expect that they will be allowed to make up work, such as quizzes or tests, after an absence. Instructors are not responsible for re-teaching materials students miss when they are absent.

3. Conversation

Students should not carry on side conversations in class (or pass notes).

4. Other Activities

Students should not work on other activities while in class. This includes homework for other courses or other personal activities.

5. Internet

In classes where Internet access is provided, students may use the Internet for valid, academic purposes only. They may not access other sites unrelated to the course.

6. Sleep

Students may not sleep in class; they are expected to be attentive and focused.

7. Attitude

Students are expected to maintain a courteous/civil attitude in class. They may not use inappropriate or offensive language, verbal or non-verbal, to convey their attitude regarding the course, the instructor, assignments or fellow students.

This includes, but is not limited to, making fun of others, disrupting class, shouting, slamming books, glaring, rolling eyes, speaking in a disrespectful tone of voice, or refusing to carry out assignments.

8. Profanity and Offensive Language

Students may not use profanity or offensive language in any public area (to include canteens/break areas) on campus.

9. Electronic Devices

Students are permitted to possess personal electronic devices during lecture and lab settings supervised by the college. The devices shall be kept out of sight and silenced or powered down during the instructional period except when the device is used as an approved accommodation to allow the student to participate fully in the learning environment or with the explicit permission of the instructor.

10. Guests and Children

Students may not bring unregistered friends or children to class.

11. Food, Drink, Tobacco Products

Food and/or drink may be allowed in class at the discretion of the instructor; however, use in lab areas may be more restrictive. It is the student's responsibility to ensure that any trash is disposed of properly.

No one may use tobacco products, to include the use of electronic cigarettes, in any building at SCC. Smoking is allowed in designated areas only.

12. Physical Disruptions and/or Physical Altercation

No one may, under any circumstances, provoke or engage in physical altercations of any nature. This includes harassment, grandstanding or threats of any kind.

13. Individual Business

Students who need to speak privately with an instructor should not attempt to do so during the class period. Students are advised to make appointments with instructors during their scheduled office hours.

The guidelines listed above are not meant to be an exhaustive list. SCC developed this list to address some of the more commonly seen infractions. The College expects every student to conduct himself/herself in an appropriate manner. Violations will be referred to Vice President of Student Affairs, Ron Jackson, for disciplinary action as deemed necessary.

Tips for Success

- Come to class/lab prepared to work. This includes bringing materials needed for class/lab (textbook, workbook, thumb drives, writing materials, notebook, etc.)
- Take notes
- Complete assigned readings and other homework on time
- Contribute in class as appropriate
- Focus your attention on the subject at hand

Children on Campus

The College does not allow students' children to stay on campus unsupervised or in classrooms or in labs while students are attending classes. Campus and/or community activities and events sponsored by the Spartanburg Community College Student Life office are not open to the public, including children of SCC students, faculty or staff, unless otherwise indicated on event announcements. Please refer to College Procedure II-90.1, Children in the Workplace and/or Classrooms, for complete guidelines.

Class Rings

A ring representative visits the campus each Spring term to take student ring orders and sale announcements. The representative often offers rings at substantial savings or discounts to our students. Notice to announce ring day are posted on bulletin boards, the college website and emailed to students who have applied for graduation. Graduation announcements may be purchased prior to graduation with the college ring representative (usually eight weeks prior to graduation) and up to a week after the ring representative leaves by visiting the college store.

Clubs (See Student Clubs/Organizations)

Copyright

Spartanburg Community College expects all members of its academic community, including students, to respect copyright and to adhere to the provisions of the United States Copyright Law (Title 17, United States Code and its subsequent amendments). Except as allowed by this code, it is a violation of law for persons to copy, distribute, perform, digitally transmit (in the case of sound recordings) or to create a new work based upon a copyrighted work without the permission of the copyright owner. Examples of copyrighted works include printed materials, sound recordings, video recordings, visual art, computer software, multimedia and websites. Copyright infringement is a violation of College policy and can result in the imposition of discipline under the Student Code and Grievance Procedure. Copyright violations may also incur criminal and civil penalties.

For more information related to copyright and what types of uses are allowed, contact the SCC Copyright Officer at (864) 592-4763 or rosevearem@sccsc.edu.

Counseling Services/Student Assistance Program

Counseling Services/Student Assistance Program is a support service available for currently enrolled students 24/7. The program provides solutions to a broad range of issues individuals may be experiencing at school or within their personal lives. Services include traditional mental health counseling, life coaching, medical advocacy, work/life resources, and legal/financial resources. Students have on-demand access to these services via telephone, mobile app, web portal, video counseling and chat functionality.

For more information, contact the Office of the Vice President of Student Affairs at (864) 592-4418.

Course Overload Policy

Students may not normally enroll for more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the department chair and academic dean. During the summer, students may not enroll in more than 15 total semester credit hours unless specifically required in their academic

program. This total includes all classes taken during all summer terms in a single year. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours during the summer only with permission from the department chair and academic dean. View overload fees online at <https://www.sccsc.edu/financial-aid/tuition/>.

Credit for Prior Learning (CPL)

Credit for Prior Learning (CPL) is a process whereby skills and knowledge earned outside a traditional classroom are evaluated for the purpose of awarding college credit. Types of learning included under CPL include exemption credit, articulated credit, and experiential learning. CPL does not include transfer of college level credits earned at other postsecondary institutions- information on transfer credit can be found in Procedure V-40.12.

In order to receive a certificate/ diploma/degree from Spartanburg Community College (SCC) students must complete a minimum of twenty-five percent (25%) of the total hours of the certificate/diploma/degree through graded (A, B, C, D) instruction offered by the College. Students may earn CPL credit for up to but no more than 75% of their program. The amount of CPL credit that may be applied to a specific certificate/diploma/degree may be more restrictive depending on the program of study. The College grants CPL credit for program requirements as described below.

Corporate and Community Education - Students may receive CPL credit for certain courses successfully completed in the SCC Corporate and Community Education Division. Validation of student competencies may include written examinations, industry certifications, or other assessment methods.

EXEMPTION CREDIT:

American Council on Education (ACE) College Credit Recommendation Service – The College recognizes the American Council on Education College Credit Recommendation Service. The College will evaluate course work for exemption credit if the course content is comparable to the content of a program course or courses offered by the College. The student must present documentation of course completion through an American Council on Education approved agency before the College will evaluate the course work.

SERVICE MEMBERS OPPORTUNITY COLLEGES (SOC) - Spartanburg Community College is a member of the Service Members Opportunity Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated and transferred on a case-by-case basis.

Advanced Placement (AP) - Students may receive exemption credit for AP courses completed at the secondary level. The College awards exemption credit for AP Examination scores of 3 or higher. The College must have on file an official copy of the AP Examination score report in order to award credit.

Technical Advanced Placement (TAP) - Students may receive exemption credit for program requirements through the validation of competencies gained at secondary schools. Students seeking exemption credit through TAP should contact the secondary school department head or counselor, or the College program department head. Validation of student competencies may include written examinations or other assessment methods.

College Level Examination Program (CLEP) - Credit for subjects in which students are knowledgeable, can be gained through successful completion of the College Level

Examination Program (CLEP) tests. Spartanburg Community College does not administer CLEP exams but will accept CLEP exams scores administered by other institutions if scores meet minimum standards. SCC does not give credit for CLEP general examinations.

Credit by Examination - Students may receive exemption credit for previous academic work or relevant work experience through formal written or practical examinations. Students may not attempt credit by examination for courses in which they have been previously enrolled (either for credit or audit) or in which they have previously attempted credit by examination. Students seeking exemption credit by examination should contact the program department chair of the area in which the student seeks credit who will determine eligibility, provide the authorization form, and schedule an exam date. After an exam date has been scheduled, the student should pay the appropriate fee at the Business Office. The student must present the authorization form and the receipt to the subject-area department chair in order to take the exam.

International Baccalaureate Credit - Students (first time freshmen) may receive SCC credit for scores of 4 or higher on selected International Baccalaureate Examinations. The amount of college credit awarded for an IB course will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. The College must have on file an official copy of the IB Examination score report in order to award credit.

Mixed Enrollment Courses - Spartanburg Community College may choose to enroll both credit and Corporate and Community Education (CCE) students in the same course. Please contact the CCE office for additional information if you are enrolling in a credit course as a CCE student.

ARTICULATION CREDIT:

Professional Certifications - Students may receive articulated credit for professional, industry-approved certifications. For each professional certification, the appropriate department chair will determine the SCC course equivalencies and corresponding certifications required for credit. The student must submit his/her original professional certification to the appropriate department chair. The department chair will complete the authorization form, attach a photocopy of the certification or credential, and submit it to the Records Office.

EXPERIENTIAL LEARNING:

Credit by Portfolio- Students may receive experiential learning credit for knowledge acquired through work or other experiences external to academics through development of a portfolio documenting those experiences. Credit by portfolio is limited to learning experiences in which no other CPL methods exist to validate the learning.

Students seeking credit for experiential learning should contact their program department chair, who will determine the students' eligibility and provide the authorization form. The department chair, in consultation with subject area faculty, determines the courses that are eligible for credit by portfolio and the requirements of the portfolio, which will vary according to each student's individual experiences. The student must submit a proposal outlining the courses he/she wishes to earn credit for and the types of documentation he/she will present in the portfolio. Once the proposal has been accepted by the department chair, the student should pay the appropriate experiential learning fee at the Business Office.

A teaching faculty member in the subject area in which credit is sought will evaluate the portfolio to determine whether the outcomes of the course(s) for which credit is sought

have been documented. The authorization form and the receipt should be presented to the faculty providing the evaluation.

Students may receive credit for a maximum of twenty-five percent (25%) of required program semester hours for experiential learning.

FEES - No fee is charged to post credits to the transcript for exemption and articulated credits except credit by exam. Students attempting to earn exemption credit through credit by exam must be formally accepted by Spartanburg Community College and a pay \$50 non-refundable fee for each exam. Students who wish to earn portfolio credit (experiential learning) must pay \$50 per course portfolio reviewed. This is a non-refundable fee, even if the reviewer determines after reviewing the portfolio that the student is not eligible for credit.

Directory Information

The following information may be made available to the public by the College unless students notify the SCC Registrar's Office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. County of Residence
3. Major field of study or program
4. Dates of attendance (enrollment status - full-time, part-time)
5. Degrees earned
6. Awards earned
7. Photos

Transcripts and information not specified under "directory information" is released only with written permission of the student. The Family Educational Rights and Privacy Act, FERPA, protects the re-disclosure of personal information from a student's education records.

Dropping Courses

Students who drop a course after the add/drop period will receive a "W." Students are responsible for dropping classes. Students who exceed absences are responsible for dropping classes or they will receive a grade of "F" for the class. It is the responsibility of the student to withdraw from courses. Failure to continue attending a course does not constitute proper procedure for dropping or withdrawing. An F will be assigned if a course is not dropped correctly. Students receiving financial aid should contact the SCC Financial Aid Office prior to dropping a course. Students may drop a course until 75 percent of the term has elapsed. Students are not allowed to drop courses after the drop deadline. Drop dates are posted in the Registrar's Office, on the SCC website at <https://www.sccsc.edu> and on the Student Registrar's Office page in the SCC portal.

Dean's List

To qualify for the dean's list, students must:

- have declared a major
- be enrolled in at least 12 semester program credit hours for fall or spring semester or nine semester program credit hours in the summer (excluding audited courses)
- have earned a grade point average of 3.5 with no course grade lower than a "C". A grade of "I" automatically excludes students from the dean's list.

(Non-degree, Early College and transient students are not eligible for the dean's list.)

D2L Brightspace

D2L Brightspace is used to access online, synchronous, flex, and hybrid courses. D2L Brightspace provides students access to course syllabi, online readings, multimedia, links to related Internet sites, calendars and online tests and grades. Students can interact with instructors through e-mail, instant messaging, the Virtual Classroom, and online discussions.

All students have access to the Online Learning Tutorial course to help familiarize them with D2L Brightspace tools and strategies for success in online courses. SCCOnline provides technical support, orientation and training for students and faculty who use D2L Brightspace.

How to Log into D2L Brightspace:

1. Go to the SCC website at <https://www.sccsc.edu>
2. Click on MySCC Portal.
3. Click Log into MySCC Portal.
4. Enter your SCC username (WebID) and password.
5. Click on the D2L Brightspace link under Campus Applications.
6. When the D2L homepage appears, select your course from the My Courses area.
7. Essential course information such as the syllabus, instructor addendum, and course policies can be accessed by clicking Content and selecting the Start Here module from the table of contents.

Online courses require access to a Windows or Macintosh computer and a reliable high-speed Internet connection. D2L Brightspace also supports access on smartphones, tablets, and Chromebooks, but there may be incompatibilities with some course content, assignment, and online testing systems. Students should not take online tests using a smartphone due to the small screen size.

Some tests given through D2L Brightspace may be proctored. The instructor will notify students whether these will be taken in the SCC Testing Center or through the Honorlock online proctoring system. Honorlock allows students to take proctored exams from home in a quiet place, free of distractions, similar to the Testing Center. Students are recorded while taking an Honorlock test, and an online proctor may intervene if there is a problem. A webcam and microphone are required.

The Help menu provides easy access to support for D2L Brightspace and other technologies used for online learning. The SCCOnline website (<https://www.sccsc.edu/schoolslist/scconline/index.php>) provides links to information about online courses, technical requirements, and technical support. You may also contact SCCOnline at (864) 592-4961, (888) 364-9080 (toll free), or e-mail scconline@sccsc.edu.

Downtown Campus

SCC's Downtown Campus is located at 220 East Kennedy Street in Spartanburg, with classes housed in the historical Evans Academic Center. Credit and non-credit day, evening, and weekend courses in both academic and corporate and community education are offered here. Academic classes are usually scheduled to begin 30 minutes later than classes at Giles Campus so that students may be able to take courses at both campuses easily. Public transportation runs to the Evans Academic Center regularly; bus schedules are available in EAC 144E. For additional information, contact Executive Director Witney Fisher at (864) 592-4051 or Joan Fisher, the administrative assistant, at (864) 592-4052.

Emergencies

Health Services

The College does not provide comprehensive health services. In emergency situations, responding campus security may provide first aid until local emergency first responders arrive on site. Contact campus security at (864) 592-4911 or ext. 4911 if using a College campus phone for assistance as needed.

Accidental Injury & Illness

In case of an accident, students are to seek out medical treatment they feel necessary. The College does not provide emergency supplies or a first aid room. First aid kits are available in divisional offices, laboratories and shops for treatment of minor cuts and injuries. Injuries occurring at any Spartanburg Community College campus sites should be reported to the SCC campus police at (864) 592-4911.

While it is impossible to address every conceivable injury or illness, the following procedure should be used to address a medical problem beyond a minor cut, injury, or illness:

1. Check the scene to make sure the scene is safe.
2. Call or instruct someone else to call Campus Police and convey the following information: the nature of the illness or injury; the location of the ill or injured person; a description of the person, including approximate age, race, and sex; a description of the person's medical symptoms or complaints; and, if known, a description of the person's activities prior to the onset of the symptoms or complaints.
3. In the case of life threatening or other serious injury or medical condition contact local emergency services immediately by calling 911, then notify (or have someone else notify) Campus Police.
4. Remain or ask someone to remain on the line with the Campus Police Officer and/or 911 dispatcher in case follow-up information is necessary.
5. Render any immediate first aid you are qualified to provide. Do not move injured persons unless a life-threatening condition such as a fire exists.
6. Remain or instruct someone to remain at the scene as long as necessary to assist Campus Police and/or other responding personnel. Upon the student's return to the College, he/she must complete an insurance claim form, available in the Vice President of Business Affairs Office, and submit invoice(s) received for treatment sought relating to the accident. The completed insurance claim form and invoice(s) will be submitted, for claim determination, to the insurance carrier by the office of the Vice President of Business Affairs.

Reporting Crimes, Emergencies

SCC's campus police office furnishes handheld radios to all officers on duty at the College. Potential criminal actions and other emergencies can be reported directly to the officers on duty by dialing campus extension 4911 or 0 for campus operator or by activating any emergency call-box on campus or by dialing extension 2711 on the Cherokee County Campus. All crimes and emergencies should be reported to campus police or security, who will report to the appropriate agencies.

Evaluation of Instruction

Students will have the opportunity to evaluate anonymously the instructional process on a regular basis. Evaluations will be used to improve instruction, instructional materials, and

instructional settings. Each semester, students will be given the opportunity to evaluate all courses in which they are enrolled (except for courses with a one-to-one student/teacher ratio, independent study, and Cooperative Work Experience [CWE]).

Evaluations will be made available online to students in the SCC Portal after the drop deadline for the class term using our SmartEvals online evaluation system. Email notifications and reminders will be sent to students when the surveys are available. Results will automatically be collected and tabulated and made available to faculty and supervisors after the end of the term after grades have been submitted.

As part of this evaluation, students rate their satisfaction with their courses and instructors. If you do not have an opportunity to complete an evaluation for a class, please contact Mark Roseveare, Dean of Learning Resources at rosevearem@sccsc.edu or (864) 592-4763.

Faculty and Staff

Refer to the SCC catalog for a list of faculty and staff. An online version of the SCC catalog is available on the SCC website at catalog.sccsc.edu.

Final Grade Review

Course grades are final when entered into the database by the instructors. A student may request a review of a final grade if he or she believes the instructor erred in assigning the grade. The SCC Registrar's Office will adjust the student's transcript if the review confirms that an error was made. The student must request the review by the last day of the following full term.

Financial Aid and Veterans Benefits

SCC provides financial aid to eligible students. The Financial Aid Office publishes a financial aid brochure which is available in the Financial Aid Office or on the website at <https://www.sccsc.edu/financial-aid/index.php>.

The following financial aid programs are available at SCC:

1. Federal Pell Grant (FPELL)
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work Study Program (FWS)
4. South Carolina Need Based Grant (SCNBG)
5. Federal Direct Student Loans
6. South Carolina Teacher Loan (SCTL)
7. LIFE Scholarship
8. Lottery Tuition Assistance (LTAP)
9. Scholarships
10. SC WINS

Veterans Assistance

Spartanburg Community College is approved by the State Approving Agency for training of the following: (1) service persons; veterans; dependents and reservists under Title 38, U.S. Code of Federal Regulations. (2) The following VA educational benefits: Active Duty Educational Assistance Program (Chapter 30), Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), Vocational Rehabilitation (Chapter 31) and the Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33). The U.S. Department of Veteran Affairs is the only agency that can determine eligibility for and award this benefit. To determine eligibility, call the VA Regional Office at (888) 442-4551. Then, contact SCC's office to obtain the appropriate forms for certification.

Satisfactory Academic Progress (SAP)

Students receiving financial assistance through a federal program or S.C. Need Based Grant must be making satisfactory academic progress toward a degree, diploma or certificate. The Financial Aid Office must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility. The SAP statuses are "re-evaluated" after each enrolled semester. Students who fail SAP requirements for either financial aid warning, suspension or maximum timeframe are to be notified via their SCC email account. The complete policy is in the SCC catalog and is available in the Financial Aid Office as well as within an online catalog version on the SCC website at <https://www.sccsc.edu/catalog.php>.

Communication With Students

The majority of communications from the Financial Aid Office will be sent to SCC student email accounts. Students must review their email and announcements regularly through MySCC Portal to ensure they have the latest information about their financial aid status.

Fire Drills

Fire drills will be held periodically without advance notice. Fire alarm boxes are strategically located throughout the College. When a fire alarm is engaged, these evacuation procedures should be followed:

1. All persons leave the building at the sound of the alarm.
2. Students should leave by the nearest designated exit and assemble in the designated area, a minimum of 100 feet from the building and wait for notice to return to class. DO NOT GO TO VEHICLES.
3. The instructor should secure windows and doors before leaving, if safe to do so.
4. All traffic should move to the right of the hallways in all buildings.
5. Students should be cautioned not to run or shove when exiting.
6. All instructors should inform their students of the fire exit plan at the beginning of a semester and periodically thereafter. Additional details can be found in the Emergency Response Guide on the SCC website at <https://www.sccsc.edu/services/safety/index.php>

Fundraising Projects

Only currently established campus clubs and organizations may apply to conduct approved fundraisers on any SCC campus. Student organization representatives must complete a fundraising request form and meet all applicable requirements and deadlines. Forms and guidelines are available in the Student Life Office, Jack A. Powers Building, C-Wing, and with all campus club/organization advisors. Instructions for advertising campus fundraisers will be shared with the submitter upon final approval. Individuals and groups interested in advertising community fundraising projects to SCC students should contact the Student Life Coordinator at studentlife@sccsc.edu or (864) 592-4451 for more information. Forms and guidelines are available in the Student Life Office, Jack A. Powers Building C-Wing and on the MySCC Portal.

Grade Point Average

1. Multiply credit hours attempted by grade points* or quality points for course points.
2. Add credit hours attempted for the total credit hours attempted.
3. Add course points for total course points.
4. Divide total course points by total credit hours attempted for GPA.

Example:

	Credit Hours	Course Grade	Grade Points	Course Credit X Grade Points	Course Points
	BIO 101 (4)	B	B=3	4 X 3 =	12
	ENG 101 (3)	C	C=2	3 X 2 =	6
Total	7				18
GPA	$\frac{\text{Course Grade Points (18)}}{\text{Credit Hours Attempted (7)}} = 2.57 \text{ GPA}$				

Repeated Grade Policy

If a student repeats a course, both grades will remain on the transcript. Only the highest grade obtained for the course will be used to calculate the grade point average. In determining satisfactory academic progress, the financial aid office must count all course work completed. A student may repeat a course but the repetitions will count toward the length of eligibility.

Grading System

Spartanburg Community College uses the following system of grades:

	Description	Quality Points	Used in GPA Calculation	Credit Hours Awarded
A	Excellent	4	Yes*	Yes
B	Above Average	3	Yes*	Yes
C	Average	2	Yes*	Yes
D	Below Average	1	Yes*	Yes
F	Failure	0	Yes*	No
W	Withdrawn	0	No	No
E	Exempt	0	No	Yes
I	Incomplete	0	No	No
AU	Audit	0	No	No
TR	Transfer Credit	0	No	Yes

* Zero-level transitional studies course grades are not used in grade point average (GPA) computation.

** An "I" grade is given by an instructor when it is appropriate to allow a student the opportunity to complete required course work after the term has officially ended. An "I" grade may be given only when the instructor determines that unusual and extenuating circumstances beyond the student's control prevented completion of the course during the term. A student receiving "I" grade should outline a plan for the submission of work with the instructor. The student must complete outstanding work at least one week prior to the last day of the next full term (fall, spring, summer) in order for the instructor to have adequate time to grade the work and submit the final grade before the deadline. The instructor must submit a grade change from "I" to a standard grade (A, B, C, D or F) by the end of the working day on the last day of the subsequent full semester. Otherwise, the "I" grade is changed automatically to an "F." In some programs, students may be required to complete outstanding work in a shorter period of time to continue in the program. The date of the completion, in this case, is to be determined by the instructor and the records office will enter the date. Completion dates assigned are not to extend the past subsequent term.

Graduation

To be eligible for graduation from Spartanburg Community College, a student must fulfill the following:

1. Apply for and be accepted into the program in which he or she is applying for graduation.
2. Complete all program course requirements in the applicable catalog. A student must complete a minimum of 25 percent of the total hours required in the program through instruction by the College.
3. Earn a grade point average of at least 2.0 in the courses applicable toward graduation.
4. Resolve all financial obligations to the College and return all materials.
5. Make formal application for graduation in the registrar's office or online by the publicized graduation deadline date. (The deadline to apply for graduation is posted in various locations on campus and is printed in the Student Planner & Handbook).
6. Obtain graduation approval from the department chair or academic dean.

The graduation ceremony is held once a year in May. Awards (degrees, diplomas, certificates) will be available for pickup during advertised dates in the Registrar's Office located in room 156 in the Dan L. Terhune Student Services Building. Awards that are not picked up will be mailed to the graduates.

Graduation Ceremony

Graduation exercises are held after the end of spring semester. Students may apply for graduation during the term they intend to graduate. Students expecting to complete graduation requirements during the summer term should apply for summer graduation during the spring term in order to participate in graduation ceremonies.

Students who complete graduation requirements in the fall semester may participate in graduation exercises the following spring. Graduation awards are available for graduates to pick up in the student records office. Dates for award availability will be posted on the school calendar. Awards are mailed to students who choose not to pick up the award during the advertised dates of distribution.

Group Study Rooms

Because we know learning happens when students collaborate, SCC has established a number of group study rooms around our campuses where students can study or work together on group projects. Most group study rooms can be reserved no more than one week in advance, but otherwise they are available on a first-come, first-served basis. Most rooms have a large display with a computer, a large table and whiteboard. Each campus library has several available. Other rooms are available on the Giles Campus in the Student Hub Center (Powers Building), Hull Building rooms E47D and Health Science Building room 301. Contact Mark Roseveare, Dean of Learning Resources, rosevearem@sccsc.edu or (864) 592-4763, for more information or to provide feedback on this service.

Health Services

The College does not provide comprehensive health services. In emergency situations, responding campus security may provide first aid until local emergency first responders arrive on site. Contact campus security at (864) 592-4911 or ext. 4911 if using a College campus phone for assistance as needed.

Honor Graduates

Prospective graduates with a program GPA of 3.5 at the end of the term prior to graduation will be considered honor graduates.

Identification Cards

Students are required to have a current student identification card and are required to present the card to any campus official, including campus police officers, upon request. Identification cards are available to currently enrolled students and are available in the admissions center at no cost to the student. Students must present a course schedule for the current term to receive an identification card.

Insurance

The College carries an accident insurance policy that covers students while on campus, traveling directly and uninterruptedly between home and scheduled classes, and while participating in activities sponsored and supervised by the College. Coverage excludes accidents that occur as a result of participation in organized sports. Maximum benefit coverage includes \$5,000—medical expenses; \$5,000—accidental death; \$5,000—dismemberment. Injuries should be reported to the campus police office within 48 hours of the accident. Insurance claim forms are available in the office of the Vice President of Business Affairs. The premium for student insurance coverage is included in tuition and fees for all registered students.

Intellectual Property

Copyrightable materials, patents and all other forms of intellectual property produced out of the participation of students in activities of the College or by student workers in the course of assigned duties are exclusive property of the College unless other agreements exist.

Lactation Support

The College provides clean, private rooms for students, employees and guest having a necessity to express breastmilk while in the campus community. The lactation rooms are available on a first-come, first available basis. The contact information to gain access to building specific room is posted on or near the door of that room. The campus, building, and room locations are:

Giles: Ledbetter Rm. 285, Health Sciences Rm. 341

Cherokee: L. Hoke Parris Rm. 285, Peeler Academic Rm. 225

Downtown: Evans Academic Center Rm. 229

Tyger River: Tiger River Building Rm. 111

Union: Rm. 118

Library

The SCC Library helps students reach their academic, personal, and professional goals by providing access to high-quality, relevant information resources and by providing an information literacy program that teaches students how to find, evaluate, and use information. The Library's resources include access to books, eBooks, journals, magazines, research databases, videos, and more. In addition, the Library provides assistance with research assignments, formatting, citations, and computer usage. Assistance is available in-person at any of our locations, by phone, or via our Ask-A-Librarian email service. The Library also supports student success through providing a supportive learning

environment, where students have space to study and work, as well as access to equipment such as computers, printers, etc.

The Library's four locations are:

- Giles Campus, first floor of the Library Learning Resource Center
- Cherokee County Campus, first floor of the Peeler Academic Building
- Downtown Campus, second floor of the Evans Academic Center
- Tyger River Campus, bottom floor of the Tyger River Building

Each campus features reading/work space, study rooms, computers, scanners, AV equipment, photocopier, and print collection, as well as access to a large electronic collection of databases and eBooks (SCC log in required). Print materials at each campus are geared towards each campus' needs; however, materials may be requested for next-day transfer between library locations. Materials that the SCC library does not own may be borrowed from partner libraries across the state and the country, via our various consortium memberships.

For further information regarding the Library's services or resources, including operating hours, please visit the Library's website at: <http://library.sccsc.edu>; email askalibrarian@sccsc.edu; or call (864) 592-4764 or 1-866-542-2779.

Lost and Found

The College operates a lost and found service, located in the campus police office. Any articles found on Giles Campus should be turned in to Campus Security (Hull Bldg.). Lost and found on the Cherokee County Campus is located in the library. Lost and found on the Tyger River Campus is located in Tyger River Building, room 209. Lost and found at the Downtown Campus is located at the security desk in the Broad Street lobby in the Evans Academic Center. Lost and found at Union Campus is located at the front desk.

New Student Orientation

SCC's New Student Orientation (NSO) is a valuable tool that introduces students to the variety of programs, support services, resources and campus locations available at the College. NSO is required for all new and re-enrolling students and is available via their MySCC Portal account. To access NSO, students should visit the SCC website at <https://www.sccsc.edu>, click on MySCC Portal and log in using their student user name and password. Under Campus Applications click on Online New Student Orientation (NSO). For more information or assistance, contact the NSO office at (864) 592-4125 or email at nsonotifications@sccsc.edu.

Online Course Attendance Statement

Students must have logged into and actively participated in the online course by the end of the drop/add period, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor. Students who fail to meet this attendance requirement by the end of the drop/add period will be dropped from the class by the instructor.

Parking Rules

SCC has well-marked parking areas with ample space for everyone to park. Do not park against curbs, over yellow lines, on the grass or on triangles at the end of lanes. Do not use or block fire lanes, maintenance parking areas or loading zones. Students, faculty

and staff are asked to observe the following rules:

Handicapped Accessibility Parking

All state DMV issued handicap placards are honored on campus. Designated spaces are located near each building.

Vehicle Registration

Students wishing to bring a car or other vehicle on campus are required to have a current parking permit attached to the front, right window on their vehicle. Permits will be valid from August-August each year. (This applies to all curriculum, transitional studies and adult education students.) Any curriculum, transitional studies and adult education student who loses his/her permit may apply for a new permit.

Students who permanently change to a new or different vehicle must come by the Business Office (LED) and fill out a new vehicle registration card. There is no fee for this service.

Student Parking

Students are required to park in the student parking areas. Students are not allowed to park in areas designated for faculty/staff or visitors. Students at the Downtown Campus may park in the Kennedy Street parking garage free of charge by showing their SCC ID to the lot attendant.

Visitor Parking

All visitor parking spaces are clearly marked. Students are not allowed to park in visitor parking spaces.

Motorcycle Parking

Motorcycle parking is located in the student parking lot. Four-wheel vehicles are prohibited from parking in areas designated for motorcycle parking.

Parking Appeals

Students may appeal a parking ticket by contacting the campus police office within 24 hours from the date of ticket. Parking appeal forms are available in the campus police office from 8 a.m. - 10 p.m.

Payment of Fees

Payment Due – All tuition and fees are payable before scheduled deletion dates, or if registration occurs after the deletion date, before the first day of classes. A student may not attend class until financial obligations are resolved. All equipment, library books, and other college-owned property must be returned when due. A student's academic award (degree, diploma, or certificate) and transcript will not be released until all fees are paid and college-owned property has been returned. A \$15 convenience fee will be added per transaction for tuition payments paid by credit or debit card if the payment amount is \$125 or greater.

Payment Methods – The College accepts cash, first-party checks, e-checks, money orders, and cashier's checks for payment of all fees. Students may also charge fees to American Express, VISA, MasterCard and Discover credit or debit cards. Credit and debit card and e-check payments may be made online via Self-Service. A \$15 convenience fee will be added per transaction for tuition payments paid by credit or debit card. A \$75 late registration fee will be assessed for registration done after scheduled deletion date.

Returned Checks – The College assesses a \$25 service fee per occurrence on all checks

returned by the bank for any reason. The service fee is in addition to any fee charged by the bank. Checks are not sent to the bank a second time. Dishonored checks are sent to the Magistrate for collection after fourteen days. Students will be placed on restriction from classes for non-payment. Checks will not be accepted from students who have written more than two non-sufficient checks.

Sponsorship – Tuition may be billed to a sponsoring business. This sponsorship must be supported by a letter on company letterhead or a company purchase order and is subject to verification by the College. Sponsorship documentation must be received in the business office for each academic term.

Tuition Payment Plan – Students may apply for a tuition-only payment plan. Students must not have an outstanding debt from a prior term.

Spartanburg Community College's tuition payment plan requires a \$30 non-refundable handling fee in advance, along with the first payment before the scheduled deletion date or the start of class. The remaining balance is payable in two payments on dates determined according to the academic calendar and included in the agreement.

A \$50 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The amounts of the payments and due dates of the payments are pre-determined and are not negotiable.

Procedures for Existing Student Clubs/Organizations

1. Each organization must have a charter which has been recommended by the Student Life Advisory Committee and granted by the College administration. Procedures for organizing a campus organization must be followed prior to a charter being granted.
2. Each organization must have a constitution on file with the Student Life Coordinator that states its purpose, its rules for operation and other pertinent principles. Revisions must be submitted to the above individual.
3. The policies and objectives of the campus organizations must be consistent with those of the College and the guidelines of the Student Life Advisory Committee.
4. Membership lists are kept on file in the Student Life Office, Jack A. Powers Building, C-Wing.
5. The organization must select from among the full-time faculty or staff of the College an individual who agrees to assume the role of advisor.
6. The organization must schedule all social, service and fundraising functions through the Student Life Coordinator.
7. The organization must adhere to all College policies and social standards.
8. The organization must maintain an active program and fulfill its stated purposes.
9. No person may be excluded from membership of any organization because of color, race, religion, national origin/ethnic origin, disability or sex.
10. A minimum cumulative grade point average of 2.0 is required to be a candidate for an office in a student organization. The advisor of the organization is responsible for reviewing and approving the eligibility of each candidate. If at any time an officer's grade point average falls below 2.0 and/or the student is placed on academic probation, the person will be ineligible to hold office. The advisor will specify the procedures for selecting a replacement.

Procedures for Establishing New Clubs/Organizations

Students interested in forming a new campus club or organization should follow the procedures outlined below. To access the required forms and guidelines, log in to MySCC Portal and select the Student Life tab. Hard copies of campus club/organization forms are also available upon request from the Student Life Office, Jack A. Powers Building, C-Wing. Campus clubs and organizations may be started at any time during the academic year; however, the approval and installation process may take several months to complete. Please refer to College Procedure V-20.2, Student Clubs/Organizations, for more information.

1. Obtain at least 10 members who are interested in forming a club.
2. Obtain a full-time faculty or staff member employed by the College who is interested in serving as the club/organization's advisor.
3. Submit a new club/organization packet (request to organize form, roster of charter members, club advisor form, and proposed club/organization constitution) to the Student Life Coordinator as indicated in the club/organization packet cover sheet. Organizations whose objectives are strictly social in nature will not be approved.
4. The Student Life Advisory Committee will review the paperwork, contact the requesting club/organization representative for further information as needed, and forward the completed packet to the SCC Executive Council for final approval. The club/organization will not be recognized, and may not conduct club-sponsored activities on any campus of Spartanburg Community College until approved, in writing, by College administration.
5. Within thirty business days of the campus club/organization's formal recognition, the following must be submitted to the Student Life Coordinator, Jack A. Powers Building, C-Wing:
 - Roster of current members and officers
 - Final copy of the club/organization's constitution
 - Club/organization advisor orientation form
 - Club/organization officer orientation forms
 - Club/organization financial information form
6. The organization must keep all records updated with the Student Life Office to remain active on campus.

Program Change Process

SCC students who want to change their program of study must complete the process outlined below. Take note, all program changes will be effective for the next semester of enrollment.

- Obtain and complete a SCC Request for Program Change form from the admissions center or advising center at any SCC Campus.
- Meet with assigned faculty advisor or with an enrollment advisor to discuss the change and obtain their signature.
- Submit the form to the Financial Aid Office (DLT 147). The financial aid staff/counselor will review the proposed program change for possible impact on financial aid eligibility and discuss any issues with you.
- Finally, submit the completed form to admissions or advising center at any SCC campus location.

Readmission Requirements

Students who are not enrolled at SCC for three consecutive semesters (including summer) and who wish to re-enroll must reapply for admission. Students who want to reapply to the same program must re-enter under the current catalog for their program. These guidelines may affect the applicability of previously completed credit hours for the program and the total credit hours needed for program completion.

Students who have attended another institution during the interim must have an official transcript sent to the admissions center. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes. Under certain conditions a returning student may qualify for Fiscal Forgiveness if s/he meets all eligibility requirements. Students interested in pursuing Fiscal Forgiveness should contact the Registrar's Office for more information.

Record Changes

To ensure proper record-keeping and mailing procedures, each student is required to report any changes in name or address to the SCC Registrar's Office.

Records and Transcripts

All inquiries about grades, transcripts and records should be directed to the Registrar's Office located in room 156 of the Dan L. Terhune Student Services Building, via email at records@sccsc.edu, or by calling (864) 592-4681.

Release of Student Information

General

Spartanburg Community College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) and College policy. Amendments to FERPA under section 507 of the U. S. Patriot Act of 2001 also apply to the release of student records. Further information about access to student records is available in this book or online at <https://www.sccsc.edu/services/records/index.php>.

Release of Student Records

Transcripts are released only with written permission of the student. Students may request that copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. SCC has authorized Parchment exchange to provide students and alumni with transcript ordering services via the internet. It is a secure and convenient way for students and alumni to submit requests 24 hours a day, 7 days a week from any location. The College does not forward transcripts received from high schools and other colleges, or provide copies of transcripts to the student.

A student has the right to review his or her own official record and may question any inaccurate or misleading information and request correction or deletion of that data from the files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due process procedures. If the grievance committee denies the student's request, he or she will be permitted to append a statement to the permanent record in question, showing the basis for their disagreement with the denials.

Parents of a dependent student have right of access to that student's record, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and

sign the appropriate affidavit, available in the Registrar's Office. Acceptance proof is the parents' most recent federal tax return.

Directory Information

The following directory information may be made available to the public by the College unless students notify the Registrar's Office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. County of Residence
3. Major field of study or program
4. Dates of attendance (enrollment status - full-time, part-time)
5. Degrees earned
6. Awards earned
7. Photos

Transcripts and information not specified under "directory information" is released only with written permission of the student. The Family Educational Rights and Privacy Act, FERPA, protects the re-disclosure of personal information from a student's education records.

Student Recruiting Information

The Omnibus Consolidated Appropriations Act 1997, which includes the Soloman Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:

- Name
- Address
- Telephone listing
- Date and place of birth
- Level of education
- Academic major
- Degrees received
- The educational institution in which the student most recently was enrolled

If a student desires that the above information not be released, he or she should request a non-disclosure form in the Registrar's Office within the first five days of the term.

U.S. Patriot Act of 2001

The U.S. Patriot Act of 2001 permits educational institutions/agencies to disclose "personality identifiable" information without the student or parent consent. It is not necessary to keep a record of the disclosure or to notify the student or parent of the disclosure.

This amendment to Family Educational Rights and Privacy Act (FERPA) permits educational agencies and institutions to disclose – without the consent or knowledge of the student or parent – personally identifiable information from the student's educational records to the Attorney General of the United States or his or her designee.

SCCOnline

SCCOnline, the College's online distance learning program, offers a variety of online courses (over 100 sections each semester) to students, as well as the Associate in Arts degree program and the Accounting Specialist certificate program completely online.

Online courses allow students to take classes at home or on the go over the Internet, while balancing work, family, or military obligations. Students do not meet together at a specific time, but do have deadlines for assignments, tests, and other activities. These

classes are ideal for students who need a flexible schedule and are independent learners. Online courses have section numbers in the schedule of classes that end in "N."

Hybrid courses combine fewer on-campus class meetings with online learning. This provides the best aspects of online and in-classroom instruction. Hybrid courses have section numbers in the schedule of classes that end in "H." The on-campus meeting times are listed and attendance is required.

Synchronous courses meet live over the Internet at specific times using a student's computer, webcam, and microphone (USB headset strongly recommended). Like a traditional classroom course, there will be activities and assignments outside of the class meeting times, which will be completed online. Synchronous courses have section numbers in the schedule of classes that end in "S." The live meeting times are listed and attendance is required.

Flex courses meet at designated times, with some students in the classroom and others participating over live video with a webcam and headset. The instructor may rotate students between the two on a schedule or offer an option to attend only in-person or only remotely. Attendance is required at the time listed on the course schedule. Flex courses have section numbers in the schedule of classes that end in "F."

Courses offered by *SCCOnline* cover the same material as traditional courses taught in the classroom. Most *SCCOnline* courses require some proctored exams taken through the SCC Testing Center, other approved testing sites, or an online proctoring service. Online students have access to all student services, including virtual tutoring through the Rita Allison TLC, online books and research services through the library, the Career Center, and Student Disability Services.

Some students choose to pursue an entire degree online, while others choose to take both online and on-campus courses to reach their educational goals. *SCCOnline* courses are included in the college course schedule, and the registration process is the same as the programs and courses offered on-campus. Required textbooks, supplies, and technology for online courses may be ordered online through the Book Inn.

For more information about online course offerings and support for online students, visit the *SCCOnline* web site at www.sccsc.edu/online or contact the *SCCOnline* office at (864)592-4961, toll free 1-888-364-9080, or send e-mail to sconline@sccsc.edu.

SCC Food Pantry

The SCC Food Pantry serves to fight hunger and food insecurity by providing basic nutritional food for any student, faculty, or staff member in times of need. The food pantry is supported by efforts through the United Way with additional resources on and off campus that promote overall well-being. It is located on the Downtown Campus in room 140. For additional information, please contact the Americorps Vista who oversees the pantry at sccpantry@gmail.com.

SCC Student Ambassadors & Student Veteran Ambassadors

SCC Student Ambassadors and Student Veteran Ambassadors are currently enrolled students selected to represent and promote the College on campus and in the community throughout the academic year. Students are selected based on their academic standing, service, commitment and desire to be actively involved in promoting SCC. Those interested in applying for either of these positions must complete an online application, have faculty or advisor referrals, maintain a minimum cumulative 3.0 GPA at SCC and participate in an

interview. Being an SCC Student Ambassador or Student Veteran Ambassador is a paid, part-time position. For more information, contact the Recruiting Office at (864) 592-4451 or visit the SCC website at <https://www.sccsc.edu/admissions/recruiting.php>.

Senior Citizens

South Carolina residents who are 60 years of age or older and not employed full time may enroll tuition free on a space available basis. The student must comply with all admission criteria to include enrollment restrictions in certain classes and all other standards set forth by the College. Senior citizen tuition waivers do not waive all fees. The student is responsible for the payment of all other fees assessed by the College at the time of registration as well as for the purchase of course materials, textbooks and supplies. Other fees include, but are not limited to, the application fee, enrollment fee, online course fee and lab fee. Fee waivers will only be considered for courses listed on the Senior Citizen Tuition Waiver form and only if processed during the senior citizen registration period which begins after the last payment purge each academic term. Senior citizens who register prior to the senior citizen registration period assume all financial liability for any course registration. Students using the tuition waiver may not be forced into a closed course section. Information about senior citizen waivers can be found in Registrar's and the Business Office.

Smoking Policy

The South Carolina Clean Indoor Air Act of 1990 became state law effective August 1, 1990. The purpose of this act as expressed in the text is "...to accommodate the needs of nonsmokers to be free from exposure to tobacco smoke within public indoor places..." The act restricts smoking in public schools and government buildings. This act is applicable to Spartanburg Community College.

Smoking and the use of tobacco products including electronic cigarettes are prohibited in all College owned buildings and structures, except designated structures provided specifically as smoking/tobacco use areas.

Smoking and the use of tobacco products including electronic cigarettes is allowed in parking lots, outside seating areas, and designated smoking/tobacco areas that are twenty-five (25) feet or greater from all college structures.

Violations of the smoking/tobacco policy may result in one of the following sanctions: Campus Police/Security may issue an official warning or a ticket to the individual; offenders issued a ticket will be fined \$25.00 per violation. After the second offense, students will be referred to the Vice President of Student Affairs as a student code violator.

Student Affairs

The Student Affairs Division at Spartanburg Community College provides program services to help students achieve personal and professional objectives. Services include the following:

1. Providing pre-employment and career counseling services to assist students with their career choices and preparation for the world of work.
2. Assisting students in gaining access to the college by identifying and providing information about federal, state and local fiscal resources available to help meet their school related financial needs.

3. Ensuring due process to all students regarding disciplinary matters and student grievances.
4. Offering, through the TRIO Student Support Services program, personal counseling, career counseling, and academic assistance through individual and group counseling workshops to promote student attainment of career objectives and increase retention to eligible participants.
5. Providing limited student intervention, counseling and referral services for students experiencing life challenges.

Student Clubs/Organizations

Spartanburg Community College offers a wide range of Student Life activities in which students are encouraged to participate. As part of Student Life there are a number of clubs and organizations students may join. Following is a list of these organizations and a brief introduction of their focus and mission. For details regarding membership, meeting times and locations, and advisor contact information please visit the website or student Portal.

American Sign Language Club

American Sign Language (ASL) Club membership is open to SCC students, faculty and staff. Affiliate membership is open to any interested members of the community. The club exists to enhance appreciation, promotion and comprehension of American Sign Language, its culture and history among the members, the College, and the community. Through exposure to social, educational and cultural activities, the club intends to facilitate, develop and enrich the respective understanding of each individual who attends.

Horticulture Club

The SCC Horticulture Club is open to all individuals enrolled in horticulture technology. The club integrates learning experiences and leadership, while providing members an opportunity to learn more about their fellow classmates. The horticulture profession is promoted in an attempt to educate the industry and the public. Meetings are conducted monthly, with guest speakers, field trips and special projects. The club participates in several fundraising projects, including the Annual Fall and Spring Plant Sale.

National Technical Honor Society

At SCC, we recognize the academic achievements of outstanding career program students through invitation to join the National Technical Honor Society. Membership is limited to career program majors who have earned and currently hold a minimum 3.0 GPA and a minimum 3.5 program GPA in an eligible academic program, and have completed 12 or more semester hours of collegiate coursework. High school seniors planning to attend SCC are also eligible for membership transfer from their secondary chapter to SCC's post-secondary chapter. Members enjoy opportunities for networking, leadership and job skills development, scholarships, community service, campus involvement and more. For more information about eligibility, application deadlines, chapter fees, or applying for membership, interested students may contact the chapter advisors.

Phi Theta Kappa International Honor Society

Phi Theta Kappa is the only internationally recognized honor society for two-year colleges. Associate degree students with 12 credit hours of college-level coursework completed at Spartanburg Community College and an overall GPA of 3.5 or higher will receive invitation

letters to join SCC's Beta Sigma Psi Chapter. For additional details regarding eligibility, induction fees, and other information, please contact one of the chapter advisors.

SEA Board

Student Events & Activities (SEA) Board is a volunteer committee of students who assist with the planning and execution of campus, community, and CollegeTown events and activities. There are 15 seats available for SEA Board. Members work together under the supervision of the student life coordinator to implement fall and spring semester events and activities which meet the mission and desired learning outcomes of the college's Student Life program. SEA Board members are expected to participate in experiences that develop and demonstrate leadership, character, confidence and responsibility.

Student Government

Students have an opportunity to participate in Student Government, an organization which provides students a voice in College concerns and student affairs. Membership consists of appointed and/or elected representatives from the student body at large. Student Government members have the opportunity to serve on various campus and community committees, assist with student events, and participate in leadership/leadership skills development programs.

Student Massage Therapists Club

The Student Massage Therapists Club is open to massage therapy students enrolled at SCC as well as any faculty, staff, or other students who wish to actively promote the profession on campus and in the community. Meetings are held bi-monthly in both fall and spring semesters on the Tyger River campus. Members must attend at least one meeting and participate in at least one club activity each year to remain active. The primary fund-raising activity of the club is the student massage clinic held each Friday, January – April. The club may plan other fund-raising activities, educational field trips, or offer massage at various campus or community events. Funds are used to support approved club activities; this typically includes helping to pay for members' MBLEx exam fees.

Student Veterans Association

The mission of the Student Veterans Association is to provide military veterans, current service members, dependents, and supporters with a supportive environment for networking and camaraderie. The emphasis is to foster relationships within and outside Spartanburg Community College to address student veterans' needs, facilitate student success, and to increase students' access to the multitude of available resources. For additional information including membership eligibility, please contact one of the chapter advisors.

Teacher Education Club

The Teacher Education Club is open to students who are majoring in a Spartanburg Community College teacher education partnership. The club supports and sponsors activities related to the field of education such as tutoring, school supply and book drives, and off-site classroom events. The Teacher Education Club also enjoys networking opportunities with TEAch club members at USC Upstate. Questions regarding membership eligibility, club dues or other information may be directed to a club advisor.

Please see page 162 for procedures for establishing new student clubs and organizations.

Student Code and Grievance Procedures

SCC 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 which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community. Students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, College discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulation and the law, the College may take disciplinary action independent of that taken by legal authorities.

Student Disability Services

This office serves as an advocate for students with disabilities who self-identify and provide supporting documentation when required, ensuring that they have equal access to all College programs and services. Students with disabilities who may need reasonable accommodations, auxiliary aids and services (such as note-takers, testing accommodations and ASL interpreters) are encouraged to inform an admissions specialist or contact the coordinator of student disability services prior to the beginning of the term for which they are requesting accommodations or services. Students are encouraged to register early so any approved accommodation plan can be developed in a timely manner. For more information, contact Joshua Holmes, Coordinator of Student Disability Services at (864) 592-4818, email disabilityservices@scpsc.edu or visit the office located on the Giles Campus in the P. Dan Hull Building in office suite 4. For detailed information regarding registering with Student Disability Services, forms and student resources, visit the Student Disability Services page on the SCC website.

Student Hub

The Student Hub is a place for students to engage with others, find student resources, or simply relax between, before or after classes. The purpose of the Student Hub is to promote a sense of community and connection through both organized and informal activities. Located in the Jack A. Powers Building, C-wing, the Student Hub is open Monday through Friday with hours of operation posted each semester. Student Hub activities are posted regularly on the student portal, bulletin boards and through college sponsored social media.

Student Life

The College considers student engagement and involvement to be a vital part of the educational process. Students are encouraged to participate in activities that stress leadership and training, service to the College and community, personal and professional development, the experience of sharing interests, and the opportunity to interact with those from different cultural backgrounds. The College sponsors many extracurricular activities during the year and encourages student participation in these programs. Opportunities for involvement in campus and community life are posted through MySCC Portal (Student Life tab) and various channels of campus communication

throughout the academic year.

Student Refund/Withdrawal/Federal Return of Funds

It is the policy of Spartanburg Community College that students or sponsoring agencies/ programs receive a fair and equitable refund of tuition charges if a student withdraws from a term or a full-time student reduces the number of credit hours to below 12 credit hours. Federal financial aid recipients are defined as those students who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Loans. Institutional costs include tuition, fees and charges made in the Book Inn using federal financial aid.

I. Official Withdrawal

Official term withdrawal is defined as a student's formal notification of his or her intent to withdraw from all courses for a term. A student's withdrawal date is defined as the actual date the student submits information to Registrar's Office to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to Registrar's Office electronically or in person.

A federal financial aid recipient who does not officially withdraw from a term is considered to be withdrawn if he or she does not complete all days he or she is scheduled to complete within a payment period or abandons all courses. The last day of academic attendance or attendance at an academically-related activity will be used for calculating the amount of aid to be returned to the federal government based on Section III, and the student will not be eligible for a refund based on the College's refund policy as outlined in Section II.

A student is not considered to be withdrawn from a term if at the time the student drops the last class in a term he or she submits written confirmation stating he or she will attend a later start term in the same payment period (semester).

II. College Refund Policy

To receive a refund of tuition and eligible fee charges, a student must officially withdraw from the College as outlined in Section I or reduce the number of credit hours to below 12 credit hours. A federal financial aid recipient who is eligible for a refund will have the refund amount applied toward the amount the student owes the College based on the return of funds policy outlined in Section III.

The refund percent is based on the date the completed add/drop/withdrawal form is received by the registrar's office. Institutional charges for a semester will be refunded at the following rate:

Fall Term and Spring Term

<u>Refund Percent</u>	<u>Withdrawal or Net Reduction of Credit Hours</u>
100%	1st - 8th calendar day of the term

If the calculated refund dates fall on a day that the College is closed, the date will be moved forward to the next day the College is open.

The number of calendar days used to calculate refunds will be pro-rated for terms that vary in length from the traditional term, including Summer.

A federal financial aid recipient who withdraws from a term and is eligible to receive a refund will have the refund amount applied toward the outstanding debt the student owes the College based on the return of fund procedure outlined in Section III.

Non-federal financial aid recipients will have the refund amount returned to the sponsoring agencies/programs in the following priority, not to exceed the awarded amount:

1. Private (Alternative) Loan
2. Sponsorships
3. Tuition Waivers
4. SCC Scholarships
5. Outside or Community Scholarships
6. LIFE Scholarship
7. S.C. Need Based Grant
8. Other aid or assistance
9. Lottery Tuition Assistance
10. SC WINS

Financial aid recipients who are eligible at the time of disbursement and later reduce the number of credit hours during the refund period will receive a tuition refund. A student's satisfactory academic progress and future eligibility for financial aid programs will be based on the number of credit hours enrolled at the time of disbursement.

III. Return of Federal Financial Aid

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a term. A student enrolled in at least one class during the full term will have the recalculation for all classes based on the date for the full term.

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

$$\text{Percent of earned aid} = \frac{\text{Number of calendar days attended in the semester}}{\text{Total number of calendar days in the semester}}$$

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned – (100% - percent of aid earned) X the amount of federal financial aid disbursed.

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund that the student is eligible for under Section II. Therefore, a student who does not complete at least 60 percent of a term will owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the business office. A student who owes the federal government may be reported to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

Suspension for Non-Academic Reasons Program

A student suspended from Spartanburg Community College for non-academic reasons will be notified in writing of the length of the suspension. For non-academic violations of conduct see the "Student Code" section within this publication.

Telephones

Courtesy TDD's for the hearing impaired are located in the P. Dan Hull Building, Jack A. Powers Building, James P. Ledbetter Building, and in the Tracy Gaines Learning Resource Center.

Calls for Students: Class interruptions are discouraged. Students are contacted only under emergency conditions. See section on emergencies. Calls for students are handled by Student Records Office during the day. Admissions or evening services will coordinate calls received at night. Calling the main SCC number, (864) 592-4600, will connect you with the appropriate department.

Contacting Students for Emergencies: Classes are only interrupted in the case of emergency, usually health or safety related. If the caller does not wish to divulge the nature of the emergency it is difficult to determine the appropriate response. If student records is unable to contact the division, campus policy/security will attempt to contact the student. The student may be asked to come immediately to the Student Records Office or may be given a written message depending on the urgency. After 5:00 p.m., evening services will also be asked to help locate the student.

Testing Center

The SCC Testing Center provides faculty and students a convenient, secure, and low distraction environment conducive to a positive testing experience. Located in the P. Dan Hull Building (room PDH-3) on the Giles campus, the Testing Center offers a range of assessment services including make-up testing and proctored testing for online students at SCC as well as those from other colleges nationally. Instructors/students in need of further information should visit the website at <https://www.sccsc.edu/services/testing-center/index.php>. Hours of operation for the Giles Campus are posted in the Testing Center each semester and on the website. Appointments are not required at the Giles Campus. Comparable testing services are also available for SCC students at the SCC Cherokee County Campus (call 864-206-2713), SCC Downtown Campus (call 864- 592-4076), SCC Tyger River Campus (call 864-592-6190) and SCC Union County Campus (call 864-466-1060), all by appointment.

Title IX

Any student, who believes that they are or have been a victim of sexual violence and/or sexual harassment may file a report with a Title IX Coordinator, any college official or Campus Security. The College's student Title IX Coordinator is Ron Jackson, Vice President of Student Affairs. His office is located on the Giles Campus in the Dan L. Terhune Building, room 167. Mr. Jackson can also be reached by phone at (864) 592-4817 or by email @ jacksonr@sccsc.edu.

Transferring Credit Hours to SCC

Students who have earned credit hours from another postsecondary institution may have their transcripts evaluated for transfer credit. The following guidelines apply to awarding of transfer credit:

- An official transcript reflecting credit hours from the granting institution must be on file at SCC
- Acceptance of transfer credit is determined by the registrar in cooperation with the appropriate department chair. SCC normally accepts transfer credit only from accredited

colleges (for example, those colleges accredited by the Southern Association of Colleges and Schools or by any of the other parallel regional accrediting agencies). Exceptions are considered on a case-by-case basis

- Students may receive transfer credit equivalent for no more than 75 percent of required credits in their program
- Students must have earned a grade of “C” or higher in courses presented for transfer credit evaluation

Transitional Studies

The Transitional Studies Department offers developmental courses in reading, writing and mathematics. These courses are designed to help students acquire additional skills and discipline in order to be successful in curriculum courses. The department also offers non-degree credit courses, Elementary Algebra, College Skills and College Orientation courses to enhance students’ academic abilities. Courses are typically offered both day and evening. Many courses are offered in lecture, mixture and online formats. Students receive excellent instruction and support from instructors and are encouraged to visit the Tutorial Learning Center for additional assistance.

Developmental Courses

Developmental courses are structured for students who score at or above the minimum entrance scores on college placement exams (ASSET, COMPASS, or ACCUPLACER) but below program entrance requirements. Developmental courses (courses with the number 031 and 032) carry institutional credit, but cannot be used to satisfy program requirements for graduation. Students who place into two or more developmental disciplines are required to take College Skills (COL 103) in place of COL 101 in their program of study. To move into curriculum programs, developmental courses must be completed with a grade of “C” or better.

Non-Degree Credit Courses

Non-degree credit courses are designed to help students further enhance their academic abilities. These courses serve as a “bridge” from developmental courses to curriculum courses. Non-degree credit courses have a course number of 100. Some students place directly into non-degree credit courses based on their college placement scores (COMPASS, ASSET or ACCUPLACER). These courses may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program. The Science Department offers non-degree credit courses in biology and chemistry for students who did not complete biology or chemistry with a grade of C or better in high school. Some students will need to take these courses to meet curriculum entry requirements.

College Success Courses

College Skills (COL 103) and College Orientation (COL 101) courses are designed to help students gain the skills needed to be successful college students. COL 101 is required in most programs of study.

Transitional Studies Department Includes:

- COL 101 College Orientation
- COL 103 College Skills
- ENG 031 Developmental English Basics

ENG 032	Developmental English
ENG 100	Introduction to Composition
MAT 031	Developmental Mathematics Basics
MAT 032	Developmental Mathematics
MAT 152	Elementary Algebra (4-day per week format; equivalent to MAT 101)
RDG 032	Developmental Reading
RDG 100	Critical Reading
RWR 100	Integrated Transitional Reading and English (Non-Degree Credit)

The Rita Allison Learning Center (TLC)

Located in the P. Dan Hull Building in rooms PDH-2, 5 and 6 on the Giles Campus, The Rita Allison Learning Center (TLC) at SCC combines several student support functions in a convenient, centralized location. TLC offers students free academic support via one-on-one and group tutorials in many academic subjects. No appointment is necessary; walk-ins are assisted on a first-come basis. TLC provides academic tutoring in mathematics, English, accounting, American Sign Language, Spanish, computer applications and the sciences. TLC also provides 74 computers for academic use, equipped with Microsoft Office software, course-specific software, and high-speed Internet connections with access to library databases. "Ask-A-Tutor" allows online students to submit papers or questions to tutors through email at askatutor@scsc.edu. Tutoring services are also available at the other SCC campuses. Please check TLC portal page under the support services tab for the available hours at each location. Information about free virtual tutoring is also listed on the portal page. Instructors are urged to schedule a class visit for orientation to the TLC early in the semester to encourage students to use TLC services often. To schedule a class orientation, please call (864) 592-4715.

TRIO Student Support Services (TRIO SSS)

TRIO Student Support Services, TRIO SSS, is a federally funded program that is designed to help students stay in school, graduate with college degrees and continue their education by transferring to four-year colleges and universities. This program falls under the SCC's Student Affairs Division.

To help students succeed academically, TRIO SSS activities focus on students' individual learning needs. TRIO SSS not only helps students succeed at the associate degree level, but also offers a variety of transfer-related services to encourage students to further their education by transferring to four-year colleges and universities.

The goals of TRIO SSS are to help students stay in school, graduate with college degrees, and continue their education by transferring to four-year colleges and universities. TRIO SSS offers many academic-related services such as tutoring, assistance with study skills, college transfer planning, advising, campus visits to four-year colleges and universities, personal counseling, peer mentoring, assistance with career development needs, financial/economic literacy information, cultural enrichment activities and leadership development.

TRIO SSS has limited enrollment and students must meet certain eligibility criteria to become participants.

To be eligible for TRIO SSS students must:

- Be enrolled in at least 6 credit hours in an associate degree program at SCC
- Be a U.S. citizen or eligible for federal student financial aid

- Be working on his or her first college degree AND
- Meet at least one of the following eligibility requirements:
 - Be a first generation college student (neither parent has a four-year college degree or the custodial parent in a single-parent family does not have a four-year college degree) OR
 - Currently reside in an economically disadvantaged household (TRIO SSS will help you determine if you meet this criteria) OR
 - Have a documented disability verified by a licensed or certified professional (physician, LPC, LCSW, etc.).

Additional eligibility criteria may also apply. TRIO SSS staff is available to answer any questions an individual may have regarding his or her eligibility for the program.

Students must complete an application to be considered for participation in the TRIO Student Support Services Program. Applications may be obtained from the TRIO Student Support Services (SSS) office (P. Dan Hull Building – E-44 of the Hull Building on the Giles Campus) or download from <https://www.sccsc.edu/services/TRIO/index.php>. Also completed applications can be mailed to Spartanburg Community College TRIO Student Support Services, P.O. Box 4386, Spartanburg, SC 29305.

Once an application is submitted, TRIO Student Support Services staff will contact you to discuss your eligibility and the remaining steps in the application process.

Students may also contact the TRIO Student Support Services (SSS) Program by phone at (864) 592-4780 or by email at trio-sss@sccsc.edu.

Tyger River Campus

SCC's Tyger River Campus (TRC) is located at 1875 East Main Street (Highway 290) in Duncan, SC. TRC offers a full array of day and evening courses required in many of the College's associate degree, diploma and certificate programs. SCC's Corporate & Community Education Division offers a variety of continuing education training for individuals and businesses at TRC. With TRC's wide range of courses, state-of-the-art technology and easy access to the campus, attending college is more flexible and convenient than ever before. Contact the executive director at (864) 592-4910 or the administrative specialist at (864) 592-6206 for more information.

Union County Campus

The SCC Union County Campus (UCC) is located on Highway 176 in Union, SC and represents a collaborative effort between Union County and SCC to provide educational and training opportunities close to home for local residents. The campus offers new and continuing students a combination of technical training and course work leading to many of SCC's certificate, diploma and degree programs. For more information, please call (864) 466-1060.

Vending

Vending machines are located in each student canteen area. They provide a selection of drinks, chips, candy, and pastries. Coffee is available in the Student Hub which is located in the Jack Powers Building. Vending refunds are available in the Student HUB for losses occurred in the Student HUB vending machines only.

Vending refunds are available:

Giles Campus - Book Inn (the campus bookstore) located on the ground floor of the Dan L. Terhune Building and in the Jack A Powers Building room C-18 in the evening.

SCC Cherokee County Campus - Room 125 of the Harvey S. Peeler, Jr. Academic Building.

SCC Tyger River Campus - Room 209 in the Tyger River Building and during the evening in the Information Commons area of the Tyger River Building.

Downtown Campus - Room 144E in the Evans Academic Center.

Union County Campus - Room 113 in the QuickJobs Development Center.

See signs in each vending area for hours for that specific campus.

Withdrawal from a Term

A student who wishes to withdraw from a term (all courses) should meet with his or her advisor. If the advisor is not available, the student should meet with the program department chair or academic dean. Students receiving financial aid should refer to *Student Refund/Term Withdrawal/Federal Return of Funds in the College Costs* section of this catalog. A student who drops all classes for a term will be marked term withdrawn by the database.

Appendix I

The Student Code for Spartanburg Community College

The Student Code for Spartanburg Community College is based on the Student Code for the South Carolina Technical College System.

General Provisions

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”.

II. Principles

Technical/community college students are members of both the community and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

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

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

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

III. Solutions of Problems

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change

*SCC defines academic integrity as both the practice and commitment to defending academic honesty, personal responsibility, and respect for one’s own and others’ intellectual work. SCC expects every member of the College community to support, promote and enforce academic integrity, which is fundamental to the mission of the College.

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 an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "SGA" means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
- J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Instructional Days" means any weekday (M-F) in which classes are in session.
- M. "Close of Business" means the time that the administrative offices of the college close on that specific workday.
- N. "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has

consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

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 on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law.
- B. Freedom of Speech and Assembly--Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter -are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

- C. Freedom of the Press--In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. Freedom from Unreasonable Searches and Seizures--Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Right to Participate in College Governance--Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.
- F. Right to Know Academic and Grading Standards--Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.

Grades are awarded for student academic performance. No grade will be

reduced as a disciplinary action for student action or behavior unrelated to academic conduct.

- G. Right to Privacy--Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- H. Right to Confidentiality of Student Records--All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veteran's affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

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

- I. Right to Due Process - At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

II. Student Responsibilities

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. Ordinarily, if a student's behavior disrupts class, the instructor will provide a warning about said behavior. However, if the unacceptable conduct/disruption jeopardizes the health, safety, or well-being of the student or others, or is otherwise severe or pervasive, the instructor may immediately dismiss the student for the remainder of the class. Any disruption may result in a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student. The college reserves the right to review syllabi in connection with this provision.

III. Student Conduct Regulations

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

and provides examples of prohibited behaviors.

A. Academic Misconduct

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

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

B. Abuse of Privilege of Freedom of Speech or Assembly

No student acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

C. Falsification of Information and other Acts Intended to Deceive

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

1. Forging, altering, or misusing college documents, records, or identification cards.

*Plagiarism occurs when a student "uses words, ideas or work products" that are someone else's, and when the original source is "identifiable," and the student presents them as his own words, ideas or work products, without giving the source credit while expecting a "benefit, credit or gain." Source: Fearn, Hannah. "Is It Plagiarism? Well, It Is Rather Difficult to Say." Times Higher Education. The (London) Times. July 1, 2010.

2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service.

D. Actions which Endanger Students and the College Community

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

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing, using, or threatening to use 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 through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated 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.

E. Infringement of Rights of Others

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

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 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, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law, will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
 5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.
- F. Other Acts which Call for Discipline
- Other acts which call for discipline include, but are not limited to the following:
1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
 2. Possessing, using, or distributing on campus any beverage containing alcohol.
 3. Violating institutional policies while on campus or off campus when participating in a college sponsored activity or event.
 4. Violating any South Carolina and/or federal laws while on campus or off campus.

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 is as follows:

1. When the Chief Student Services Officer, or designee, becomes aware of a situation which may warrant interim suspension, the Chief Student Services Officer, or designee, will consult with the President, or President's designee, to confirm the imposition of interim suspension. This consultation includes providing the President, or President's designee, with the nature of the

alleged infraction, a brief description of the incident(s) and the student's name. The decision to impose interim suspension should occur by the close of business within two instructional days.

2. The Chief Student Services Officer, or designee, will inform the student through an approved method of notification about the decision to impose an interim suspension. This notification must be sent within two (2) instructional days of receiving the information from the President, or designee.

The notification must include the following information:

- a. the reason(s) for the interim suspension;
- b. notice that the interim suspension does not replace the regular hearing process;
- c. information about requesting a hearing before the Hearing Committee; and
- d. notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. 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.
 - f. Egregious or repeat offenders may be referred to the College's conduct officer for a review of the matter. Such referrals will follow the Student Misconduct procedures and the sanctions that accompany it.
3. If the student is found responsible for the academic misconduct, within five (5) instructional days of the meeting with the student, the instructor, or

designee, 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 notification 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 days of the date of the Chief Academic Officer's notification.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send an approved method of notification to the student's address of record. The notification must contain the following information:
 - a. a restatement of the charge(s);
 - b. the time, place, and location of the appeal;
 - c. a list of witnesses that may be called; and
 - d. a list of the student's basic procedural rights. These rights follow:
 - 1) The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
 - 2) The right to present witnesses on one's behalf.
 - 3) The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
 - 4) The right to know the identity of the person(s) bringing the charge(s).
 - 5) The right to hear witnesses on behalf of the person bringing the charges.
 - 6) The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 7) The right to appeal the decision of the Chief Academic Officer to the President.
 - e. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
 - a. Accept the decision and the sanction imposed by the instructor.
 - b. Accept the instructor's decision but impose a less severe sanction.
 - c. Overturn the instructor's decision.

Within two (2) instructional days of the meeting with the student, the Chief Academic Officer, or designee, will notify the student of the decision through an approved method of notification. The notification 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 days of the receipt of the Chief Academic Officer's decision.

After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:

- a. Accept the decision and the sanction imposed
- b. Accept the decision, but impose a less severe sanction
- c. Overturn the decision
- d. Remand the case to the Student Hearing Committee to be re-heard. The decision of the hearing committee is final.

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 days 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 seven (7) instructional days after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

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

- a. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. Restitution--Compensation for loss or damage to college property or the property of others while on the campus or at a college event or

activity including but not limited to field trips, internships, and clinicals.

- c. Special Conditions-Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. Disciplinary Probation-- A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges-- Suspension or termination of particular student privileges.
- f. Suspension from the College--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, 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 days of the preliminary investigation, the Chief Student Services Officer, or designee, will send an approved method of notification to the student. This notification 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 notification 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 five (5) instructional days after receiving the decision 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) Two faculty members appointed by the Chief Academic Officer and approved by the President.
 - 2) Two 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) Insure that the student's procedural rights are met.

3) Make decisions based only on evidence and information presented at the hearing.

4) Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:

i. Academic Misconduct Sanctions

a) Refer to Student Code; IV. Disciplinary Procedures; B. Academic Misconduct; Section 2

ii. Student Misconduct Sanctions

a) Refer to Student Code; IV. Disciplinary Procedures; C. Student Misconduct; Section 1

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 days before the date set for the Hearing meeting, the Chief Student Services Officer, or designee, shall send an approved method of notification to the student's address of record. The notification must contain the following information:

i. A statement of the charge(s).

ii. A brief description of the incident that led to the charge (s).

iii. The name of the person(s) submitting the incident report.

iv. The date, time, and place of the scheduled hearing.

v. A list of all witnesses who might be called to testify.

vi. A statement of the student's procedural rights.

These rights follow:

a) 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.

- b) The right to present witnesses on one's behalf.
- c) The right to know the names of any witnesses who may be called to testify at the hearing.
- d) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
- e) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
- f) The right to know the identity of the person(s) bringing the charge(s).
- g) The right to hear witnesses on behalf of the person bringing the charges.
- h) The right to testify or to refuse to testify without such refusal being detrimental to the student.
- i) The right to a fair and impartial decision.
- j) The right to appeal the Hearing Committee's decision.

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

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

d. Hearing Committee Meetings

1) The Chair shall be appointed by the College's President from among the membership of the Committee. Ex officio members of the Committee may not serve as its Chair.

2) Committee hearings shall be closed to all persons except the student ("Student") accused of the violation(s), the person(s) initiating the charge(s), respective counsel for the Student and the College, witnesses authorized by the Committee to participate in the hearing, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

3) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The Student

may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but the Student is not entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the Student.

- 4) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.
- 5) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The “preponderance of the evidence” standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote.
- 6) The Chair of the Committee will send an approved method of notification to the Student’s address of record within two (2) instructional weekdays of the Committee’s decision. The letter shall inform the Student of the Committee’s decision, the date of the decision, any sanction(s) imposed, and 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 seven (7) instructional days of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee’s findings.

The President, or designee, shall review the Hearing Committee’s findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten (10) instructional days of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee’s decisions and, if needed, void the process and reconvene another Hearing Committee. The President’s decision regarding disciplinary actions under the Student Code 3-2-106.1 is not grievable.

The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student’s address on record.

Appendix II

The Student Grievance Procedure for SCC

It is the policy of Spartanburg Community College that all students shall be afforded the opportunity to present complaints/grievances and seek answers without fear of restraint, interference, coercion, discrimination or reprisal. The College shall also be governed by the guidelines of the Student Code and Grievance Procedure for South Carolina Technical Colleges, and practices with guarantee due process.

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 race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence; 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).

The student filing the grievance must meet the definition of a "student" at the time of the 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. "Instructional Days" means any weekday (M-F) in which classes are in session.

- H. "Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
- 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.
- L. "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.
- M. "Close of Business" means the time that the administrative offices of the college close on that specific workday.

III. GRIEVANCE PROCESS

A. Filing a Complaint

This procedure must be initiated by the student within fifteen (15) instructional days 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 fifteen (15) instructional day period.

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

1. Written complaints about alleged discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law 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. Preliminary Investigation and Findings

The person receiving the student's written complaint will send a written acknowledgment to the student no later than two (2) instructional days after receiving the written complaint.

1. When the complaint is against anyone other than the President of a College:

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two (2) instructional days after it has been received.

As a part of the effort to resolve the matter, the supervisor, or designee, will consult, as needed, with the employee named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any other parties relevant to the resolution of the complaint.

The supervisor, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through an approved method of notification, 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.

2. When the complaint is against the President of a College:

The South Carolina Technical College System's Executive Vice President, or designee, will be responsible for the preliminary investigation and findings.

As a part of the effort to resolve the matter, the South Carolina Technical College System's Executive Vice President, or designee, will consult, as needed, with the College President named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any other parties relevant to the resolution of the complaint.

The South Carolina Technical College System's Executive Vice President, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through the approved method of notification, 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 an ad hoc committee.

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. When the complaint is against anyone other than the President of a College:

- 1) The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within seven (7) instructional days after receiving

the supervisor's written response. The request must be related to the original complaint, and include a statement describing why the supervisor's response was unsatisfactory.

- 2) If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the supervisor's written response, 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.
 - 3) Within two (2) instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the College President about the need to convene a Student Grievance Committee. 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.
- b. When the complaint is against the President of a College:
- 1) The student must submit a written request for a Grievance Hearing to South Carolina Technical College System's Executive Vice President, or designee, within seven (7) instructional days after receiving the Executive Vice President's written response. The request must be related to the original complaint, and include a statement describing why the Executive Vice President's response was unsatisfactory.
 - 2) If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the Executive Vice President's written response, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Executive Vice President may allow the hearing to take place.
 - 3) Within two (2) instructional days of receiving the request for a hearing, the Executive Vice President shall notify the South Carolina Technical College System President about the need to convene an ad hoc committee of System Presidents or a three person ad hoc committee from within the System to hear the student's complaint. 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. When the complaint is against anyone other than the President of a College:
- 1) Student Grievance Committee- The College President must approve all recommended members. The committee shall be composed of the following:
 - a) Two students recommended by the governing body of the student body;
 - b) One faculty members recommended by the Chief Academic Officer;
 - c) One Student Services staff member recommended by the Chief Student Services Officer;
 - d) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson;
 - e) The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
 - 2) 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.

- 3) The Student Grievance Committee's hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. 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 (10) instructional days of the date of the previously scheduled hearing.

b. When the complaint is against the President of a College:

- 1) Ad hoc committee- The President of the South Carolina Technical College System will select three College Presidents from the System to serve on this committee and identify one of the three College Presidents to serve as the chairperson for the hearing. The President of the South Carolina Technical College System may also choose to select a three person ad hoc committee from within the System to hear the student's complaint.
- 2) The President of the South Carolina Technical College System, or designee, will send copies of the student's request for a hearing to the committee members, and the President at that college. The President 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.
- 3) The ad hoc committee hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the ad hoc 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 (10) instructional days of the date of the previously scheduled hearing.

3. Hearing Procedures

a. When the complaint is against anyone other than the President of a College:

- 1) The Chief Student Services Officer, or designee, shall send an approved method of notification to the student filing the complaint and to the employee(s) named in the complaint at least five (5) instructional days before the scheduled hearing. This notification shall include:
 - a) a brief description of the complaint, including the name of the person filing the complaint;
 - b) the date, time, and location of the hearing;
 - c) the name of any person who might be called as a witness.
 - d) a list of the student's procedural rights. These rights follow:
 - i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the Chief Student Services Officer, or designee.

- ii. 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.
 - iii. The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the counsel.
 - iv. 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 Committee, the student filing the complaint, and the employee(s) named in the complaint.
- 2) At least ten (10) instructional days 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.
- 3) Committee hearings shall be closed to all persons except the student filing the complaint, the employee(s) named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.
- 4) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The Student or employee(s) named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the Student or employee(s).
- 5) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.
- 6) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote. In case of a tie, the chairperson may vote.

7) The Chair of the Committee will send an approved method of notification to the Student and employee's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform both parties of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

b. When the complaint is against the President of a College:

1) The South Carolina Technical College System President, or designee, shall send an approved method of notification to the student filing the complaint and to the College President named in the complaint at least five (5) instructional days before the scheduled hearing. This notification shall include:

a) a brief description of the complaint, including the name of the person filing the complaint;

b) the date, time, and location of the hearing;

c) the name of any person who might be called as a witness.

d) a list of the student's procedural rights. These rights follow:

i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the South Carolina Technical College System President, or designee.

ii. The right to appear before the ad hoc committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.

iii. The right to consult with counsel. This person serving as counsel may not address the committee, question the College President named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the counsel.

iv. 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 Committee, the student filing the complaint, and the College President named in the complaint.

2) At least ten (10) instructional days 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.

3) Committee hearings shall be closed to all persons except the student filing the complaint, the College President named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

- 4) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the President of the South Carolina Technical College System. The Student or College President named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the System President or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the Student or College President.
- 5) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.
- 6) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote. In case of a tie, the chairperson may vote.
- 7) The Chair of the Committee will send an approved method of notification to the Student and College President's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform both parties of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

IV. Appeal Process

A. When the complaint is against anyone other than the President of a College:

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 (10) instructional days 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 College President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The College President will notify both parties of his/her decision through an approved method of notification. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

B. When the complaint is against the President of a College:

If either party is not satisfied with the ad hoc committee's decision, that person may submit a written appeal to the President of the South Carolina Technical College

System within ten (10) instructional days 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 (10) instructional days of receipt of the appeal. The System President will notify both parties of his/her decision through an approved method of notification. The System President's decision is final.

Appendix III

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

I. Procedural Overview

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

The Student Code 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 the available information indicates that a violation has occurred:

A. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.

B. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.

C. Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

D. Loss of Privileges-- Suspension or termination of particular student privileges.

E. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.

F. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus 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 of 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 in the course of the informal resolution process may be considered in the subsequent formal resolution proceedings.

- A. The Title IX Coordinator, or designee, will appoint a Mediator to oversee the mediation process.
- B. Notice of the Mediation- Promptly after the Title IX Coordinator, or designee has appointed the Mediator; the Title IX Coordinator, or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth 1.) the date, time, and location of the mediation; 2.) the name of the individual selected to serve as the Mediator.
- C. No Contact- Parties may not contact each other outside of the mediation, even to discuss the mediation.
- D. Attendance- Both the Complainant and the Respondent are expected to attend the mediation. If either party fails to appear at the mediation, and such party was provided proper notice of the mediation as set forth above, the Mediator may either direct that resolution of the Complaint to be determined according to the formal resolution process set forth above, or if the Complainant fails to appear without good cause, dismiss the Complaint.

E. The Mediation

1. The Complainant’s Rights. During the mediation the Complainant may:

- a) Confront the Respondent in the presence of, and facilitated by, the Mediator
- b) Communicate his or her feelings and perceptions regarding the incident and the impact of the incident either by communicating directly with the Respondent or by communicating indirectly with the Respondent through the 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 (giving consideration to the extent to which the resolution will protect the safety of the Complainant and entire college community), the informal disciplinary procedure will be concluded, and the complaint will be closed. If such a resolution is reached, the terms of the resolution shall be committed to writing and signed by all parties. If the parties are unable to reach a resolution, the formal resolution process outlined above will promptly commence.

4. Revocation

Any party bound by a resolution reached during mediation shall have the right to

revoke the written mediation agreement provided such revocation is in writing and received by the Title IX Coordinator, or designee, no later than the close of business on the fifth day after full execution of the agreement.

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

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. Insure that the student's procedural rights are met.
- C. Make decisions based only on evidence and information presented at the hearing.
- D. Determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and 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 to make a statement and to respond to questions.
- E. After hearing all of the information, the Hearing Committee will go begin its deliberations.

Using the “preponderance of evidence” standard, which means that it is more likely than not that the violation, occurred, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred, by majority vote, the members will decide upon the appropriate sanction.

- F. The Chair of the Hearing Committee will send a certified letter to the Respondent’s and to the Complainant’s addresses of record within two (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.

Appendix IV

Service Animals Procedure

The South Carolina Technical College System is committed to providing equal access to employment and educational opportunities for persons with disabilities. In keeping with these commitments, service animals are permitted on college property for persons with disabilities in accordance with relevant state and federal laws and the requirements of this procedure.

I. Purpose

Service animals are allowed to accompany their handlers at all times and in all facilities and programs on campus, except in areas where specifically prohibited due to health, environmental or safety hazards (e.g. laboratories, mechanical rooms, machine shops, custodial closets, and areas where there is a danger to the animal.) The College may not permit service animals when the animal poses a substantial and/or direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. The College will make those determinations on a case-by-case basis in alignment with current state and federal laws.

II. Definitions

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

- A. "Service Animal" means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, and meets the definition of "service animal" under Title III of the Americans with Disabilities Act ("ADA"), regulations at 28 CFR 36.104. Within Title II of the ADA is a provision allowing miniature horses as services animals provided they meet specific assessment factors outlined in 28 CFR 35.136(i) (2). The work or tasks performed by a service animal must be directly related to the individual's disability.
- B. "Handler" means the individual with a disability, as defined under federal and state law, who uses a service animal to perform a work or task directly related to the individual's disability. A handler may also be a personal care attendant who handles the animal for a person with a disability.
- C. "Emotional Support Animals" (ESA) means any animal providing emotional support, well-being, or comfort that eases one or more identified symptoms or effects of a documented disability. Emotional support animals may also be referred to as comfort or therapy animals. Emotional support animals are not individually trained to perform specific work or tasks. Pets (as defined below) are not considered ESA.
- D. "Pet" means any animal kept for ordinary use and companionship that does not meet the definition of an ESA.

III. Handler's Responsibilities

A. Registering A Service Animal

- 1.) While registering a service animal is not mandatory, students who wish to bring a service animal to campus are encouraged to contact the Office for Students with Disabilities at their College, especially if academic accommodations are required.

B. Service Animal Control & Behavior Requirements

- 1.) Handlers are expected to maintain control of service animals. If a service animal exhibits unacceptable behavior, the handler may be required to employ appropriate training techniques to correct the situation. Failure to maintain control of the service animal at all times may be grounds for immediate removal of the service animal from campus.
 - a. Service animals can be controlled through the use of leashes, harnesses, or tethers unless those devices interfere with the service animals' ability to perform tasks or unless the handler has a disability that prevents him/her from using such a device.
 - b. The service animal should respond to voice or hand commands at all times and be in full control of the handler.
 - c. To the extent possible, the service animal should be unobtrusive to other individuals and the learning, living, and working environment.
- 2.) To the extent possible, the handler should ensure that the service animal does not,
 - a. Display any behaviors or noises that are disruptive to others, unless part of the service being provided to handler.
 - b. Block an aisle or passageway to fire egress.

C. Vaccinations

- 1.) Service animals should be vaccinated in accordance with state and local laws
 - a. Colleges may require proof that a service animal has any vaccinations required by state or local laws that apply to all animals.

D. Waste Cleanup

- 1.) Cleaning up after the service animal is the sole responsibility of the handler. In the event the handler is not physically able to do so, he/she must hire someone to perform this task. The following are guidelines for animal waste cleanup:
 - a. The handler is required to take the animal to an appropriate area on campus (if applicable) for relief.
 - b. The handler should carry equipment sufficient to clean up the animal's feces or urine whenever the animal is on campus.
 - c. Properly dispose of waste and/or litter in appropriate containers.

E. Costs Associated With Service Animal

- 1.) Handlers are responsible for any costs, damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.
 - a. Costs associated with any damage to the campus facilities or properties resulting from the animal's behavior are the sole responsibility of their handlers.
 - b. The cost of care, along with maintaining the well-being of the service animal, are the sole responsibility of the handler at all times.
 - c. Any cost incurred for assistance with waste cleanup is the sole responsibility of the handler.

IV. Student Rights

- A. When it is not obvious what service an animal provides, only limited inquiries are allowed. Employees may ask two questions: (1) is the service animal required because of a disability, and (2) what work or task the service animal has been trained to perform. Employees cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the service animal, or ask that the service animal demonstrate its ability to perform the work or task.
- B. Allergies and fear of service animals are not valid reasons for denying access or refusing service to people using service animals. Each request for service animal use should be considered individually recognizing that documented student academic accommodations take precedence in determining any adjustments to access.
- C. People with disabilities who use service animals cannot be isolated from other students, treated less favorably than other students, or charged fees that are not charged to other students without animals.
- D. A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the service animal is out of control and the handler does not take effective action to control it or (2) the service animal is not housebroken. When an animal is removed pursuant to this procedure, the college will work with the handler to suggest reasonable alternative opportunities to participate in college services, programs, or activities without the animal's presence.

V. Removal of Service Animals

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

- A. Handlers will be asked to remove any animal if it is out of control and the handler does not take effective and immediate action to control it. If the out of control behavior happens repeatedly, the handler may be prohibited from bringing the animal into college facilities until the handler can demonstrate that significant steps have been taken to correct and control the behavior.
- B. A handler may be directed to remove an animal that is not housebroken.
- C. An animal that poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications is not permitted on campus. A handler may be directed to remove an animal that the College determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a certain laboratory, health science facility, food service program, or mechanical or industrial area.

VI. Emotional Support Animals

Emotional Support Animals that are not trained service animals are not allowed to accompany persons with disabilities on college campuses. Emotional support animals are not individually trained to perform specific work or tasks. Providing emotional support, well-being, or comfort does not constitute "work" or "tasks" for the purposes of the definition of "service animal." Therefore, an ESA is not a Service Animal under the ADA.

Emotional support animals are permitted in College residential facilities according to college

policies and the Fair Housing Act. A person with an emotional support animal should follow existing college policies when bringing an emotional support animal to those facilities.

VII. Grievance Procedures

Any student who is not satisfied with a decision made concerning a purported service animal or emotional support animal may file a written complaint using the SC Technical College System's Grievance procedures outlined in SCBTE 3-2-106.3.

Appendix V: SCC Directory of Services

Unless otherwise noted, services below are located at the SCC Giles Campus in Spartanburg.

Admissions & Recruiting Services

Dan L. Terhune Building
Quiana Reed, Director, office 126
Jack A. Powers Building, office A-25

Advising Center

Dan L. Terhune Building, office 174
Michael Harvey, Director
Charlton Williams, Coordinator

AIM Center

P. Dan Hull Building, office E-30D
Leila McKinney, Director

Alumni Association

Dan L. Terhune Building, office 103
Bea Walters Smith, Executive Director, SCC
Foundation

Book Inn

Dan L. Terhune Building, office G-22
Tawana Karlov, Book Inn Manager

Business Office

Ledbetter Building, office 224
Melissa Hughes, Director of Finance

Campus Police

P. Dan Hull Building, office E-63
Chief Richard Powers (864) 592-4774

Career Services

P. Dan Hull Building, office 01
Jennifer Little, Director

Cashier's Office

Ledbetter Building, office 220

Cherokee County Campus

Harvey S. Peeler, Jr. Academic Building
Mandy Painter, Executive Director, office 126
Cynthia Duncan, Admin. Asst., office 125
Brenda Grigg, Enrollment Advisor, office 122E

Downtown Campus

Evans Academic Center
Witney Fisher, Executive Director, office 145
Reggie Wilburn, Counselor, office 144B
Joan Fisher, Administrative Assistant, office 144E

Enrollment Services

Dan L. Terhune Building, office 118
Lynn Dale, Associate VP for Enrollment
Management and Retention

Financial Aid and Veteran Affairs

Dan L. Terhune Building, office 147
Jeffery Boyle, Director, office 144
Tonja Suttles, Loan Coord., office 142
Jessica Grove, Counselor Coord., office 148
Ladda Koulavongsa, FA/VA Counselor, office
150
Sarah Bauss, Scholarship Coord., office 136
Kathy Payne, Veterans Affairs Coord., office 140

Information Center

Dan L. Terhune Building Lobby

Library Learning Resource Center

Katherine Stiwinter, Director, office 137

Registrar's Office

Dan L. Terhune Building, office 156
Celia Bauss, Registrar

SCCOnline

Library Learning Resource Center, office 130
Neil Griffin, Director

Student Disability Services

P. Dan Hull Building, office E-4
Leila McKinney, Director
Joshua Holmes, Coordinator

Student Affairs

Dan L. Terhune Building, office 167
Ron Jackson, Vice President of Student Affairs

The Learning Center

P. Dan Hull Building, offices PDH-2
Melissa Pearson, Director, office 137

Transitional Studies

Jack A. Powers Building, office A-25
Ann Jones, Department Chair

TRIO Student Support Services

P. Dan Hull Building, office E-44
Irran Duncan, Director

Tyger River Campus

Rhonda Johns, Executive Director, office 207
Jenny Whitaker, Admin. Specialist., office 209
Laura Moore, Admissions Counselor, office 122

Union County Campus

Isaac McKissick, Executive Director, office 113
Melissa Youngblood, Admin. Specialist

Appendix VI

2021-2022 Exam Schedules: Fall, Spring, Summer

2021 Fall Term Exams

Saturday, December 4, 2021 – Wednesday, December 8, 2021

<i>1st 7.5-WEEK & 1st 5-WEEK TERMS Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
<i>All class times</i>		<i>Final exams will be given on the last day of class</i>	
<i>FULL SEMESTER (15 weeks), 2nd 7.5-WEEK TERMS Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MW	8:00 AM	8:00 AM-10:00 AM	Wednesday, December 8
MW	9:30 AM	8:00 AM-10:00 AM	Tuesday, December 7
MW	11:00 AM	10:30 AM-12:30 PM	Wednesday, December 8
MW	12:30 PM	1:00 PM-3:00 PM	Wednesday, December 8
MW	2:00 PM	1:00 PM-3:00 PM	Tuesday, December 7
MW	3:30 PM	3:30 PM-5:30 PM	Wednesday, December 8
MW	4:30 PM	3:30 PM-5:30 PM	Wednesday, December 8
TTH	8:00 AM	8:00 AM-10:00 AM	Monday, December 6
TTH	9:30 AM	10:30 AM-12:30 PM	Tuesday, December 7
TTH	11:00 AM	10:30 AM-12:30 PM	Monday, December 6
TTH	12:30 PM	1:00 PM-3:00 PM	Monday, December 6
TTH	2:00 PM	3:30 PM-5:30 PM	Monday, December 6
TTH	3:30 PM	3:30 PM-5:30 PM	Tuesday, December 7
TTH	4:30 PM	3:30 PM-5:30 PM	Tuesday, December 7
MON	6:00 PM	6:00 PM-8:00 PM	Monday, December 6
TUE	6:00 PM	6:00 PM-8:00 PM	Tuesday, December 7
WED	6:00 PM	6:00 PM-8:00 PM	Wednesday, December 8
THU	6:00 PM	8:15 PM-10:15 PM	Monday, December 6
FRI	All class times	Regular class time	Friday, December 3
SAT	All class times	Regular class time	Saturday, December 4
<p>Classes that have starting times other than those listed above will have final exams at a time determined by the instructor in consultation with the department chair. Faculty teaching at the Downtown Campus: Choose the exam time that corresponds with the class time beginning 30 minutes <i>prior</i> to your scheduled meeting time.</p>			
<p>-----</p> <p>This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the College's normal schedule of operation.</p>			

Appendix VI

2021-2022 Exam Schedules: Fall, Spring, Summer

2021 Fall Term Exams – Continued

Saturday, December 4, 2021 – Wednesday, December 8, 2021

10-WEEK & 2nd 5-WEEK TERMS Day/time class begins		Exam Time	Date
MW	8:00 AM	8:00 AM-10:00 AM	Wednesday, December 8
MW	10:10 AM	10:30 AM-12:30 PM	Wednesday, December 8
MW	12:30 PM	1:00 PM-3:00 PM	Wednesday, December 8
MW	2:40 PM	3:30 PM-5:30 PM	Wednesday, December 8
TTH	8:00 AM	8:00 AM-10:00 AM	Monday, December 6
TTH	10:10 AM	10:30 AM-12:30 PM	Tuesday, December 7
TTH	12:30 PM	1:00 PM-3:00 PM	Monday, December 6
TTH	2:40 PM	3:30 PM-5:30 PM	Tuesday, December 7
MON	6:00 PM	6:00 PM-8:00 PM	Monday, December 6
TUE	6:00 PM	6:00 PM-8:00 PM	Tuesday, December 7
WED	6:00 PM	6:00 PM-8:00 PM	Wednesday, December 8
THU	6:00 PM	8:15 PM-10:15 PM	Monday, December 6
<p>Classes that have starting times other than those listed above will have final exams at a time determined by the instructor in consultation with the department chair. Faculty teaching at the Downtown Campus: Choose the exam time that corresponds with the class time beginning 30 minutes <i>prior</i> to your scheduled meeting time.</p>			
<p>This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the College's normal schedule of operation.</p>			

Appendix VI

2021-2022 Exam Schedules: Fall, Spring, Summer

2022 Spring Term Exams

Thursday, April 28, 2022 – Saturday, April 30, 2022

<i>1st 7.5-WEEK TERM & 1st 5-WEEK TERM Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
<i>All class times</i>		<i>Final exams will be given on the last day of class</i>	
<i>FULL SEMESTER (15 weeks), 2nd 7.5-WEEK TERMS Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MW	8:00 AM	8:00 AM-10:00 AM	Friday, April 29
MW	9:30 AM	8:00 AM-10:00 AM	Saturday, April 30
MW	11:00 AM	10:30 AM-12:30 PM	Friday, April 29
MW	12:30 PM	1:00 PM-3:00 PM	Friday, April 29
MW	2:00 PM	1:00 PM-3:00 PM	Saturday, April 30
MW	3:30 PM	3:30 PM-5:30 PM	Friday, April 29
MW	4:30 PM	3:30 PM-5:30 PM	Friday, April 29
TTH	8:00 AM	8:00 AM-10:00 AM	Thursday, April 28
TTH	9:30 AM	10:30 AM-12:30 PM	Thursday, April 28
TTH	11:00 AM	1:00 PM-3:00 PM	Thursday, April 28
TTH	12:30 PM	10:30 AM-12:30 PM	Saturday, April 30
TTH	2:00 PM	3:30 PM-5:30 PM	Saturday, April 30
TTH	3:30 PM	3:30 PM-5:30 PM	Thursday, April 28
TTH	4:30 PM	3:30 PM-5:30 PM	Thursday, April 28
MON	6:00 PM	8:15 PM-10:15 PM	Thursday, April 28
TUE	6:00 PM	6:00 PM-8:00 PM	Thursday, April 28
WED	6:00 PM	6:00 PM-8:00 PM	Friday, April 29
THU	6:00 PM	8:15 PM-10:15PM	Friday, April 29
FRI	All class times	Regular class time	Friday, April 22
SAT	All class times	Regular class time	Saturday, April 23
<p>Classes that have starting times other than those listed above will have final exams at a time determined by the instructor in consultation with the department head. Faculty teaching at the Downtown Campus: Choose the exam time that corresponds with the class time beginning 30 minutes <i>prior</i> to your scheduled meeting time.</p>			
<p>-----</p> <p>This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the College's normal schedule of operation.</p>			

Appendix VI

2021-2022 Exam Schedules: Fall, Spring, Summer

2022 Spring Term Exams – Continued

Thursday, April 28, 2022 – Saturday, April 30, 2022

10-WEEK TERM & 2nd 5-WEEK TERM Day/time class begins		Exam Time	Date
MW	8:00 AM	8:00 AM-10:00 AM	Friday, April 29
MW	10:10 AM	10:30 AM-12:30 PM	Friday, April 29
MW	12:30 PM	1:00 PM-3:00 PM	Friday, April 29
MW	2:40 PM	3:30 PM-5:30 PM	Friday, April 29
TTH	8:00 AM	8:00 AM-10:00 AM	Thursday, April 28
TTH	10:10 AM	10:30 AM-12:30 PM	Thursday, April 28
TTH	12:30 PM	10:30 AM-12:30 PM	Saturday, April 30
TTH	2:40 PM	3:30 PM-5:30 PM	Thursday, April 28
MON	6:00 PM	8:15 PM-10:15 PM	Thursday, April 28
TUE	6:00 PM	6:00 PM-8:00 PM	Thursday, April 28
WED	6:00 PM	6:00 PM-8:00 PM	Friday, April 29
THU	6:00 PM	8:15 PM-10:15 PM	Friday, April 29

Classes that have starting times other than those listed above will have final exams at a time determined by the instructor in consultation with the department head. **Faculty teaching at the Downtown Campus:** Choose the exam time that corresponds with the class time beginning 30 minutes *prior* to your scheduled meeting time.

This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the College's normal schedule of operation.

2022 Summer Term Exams

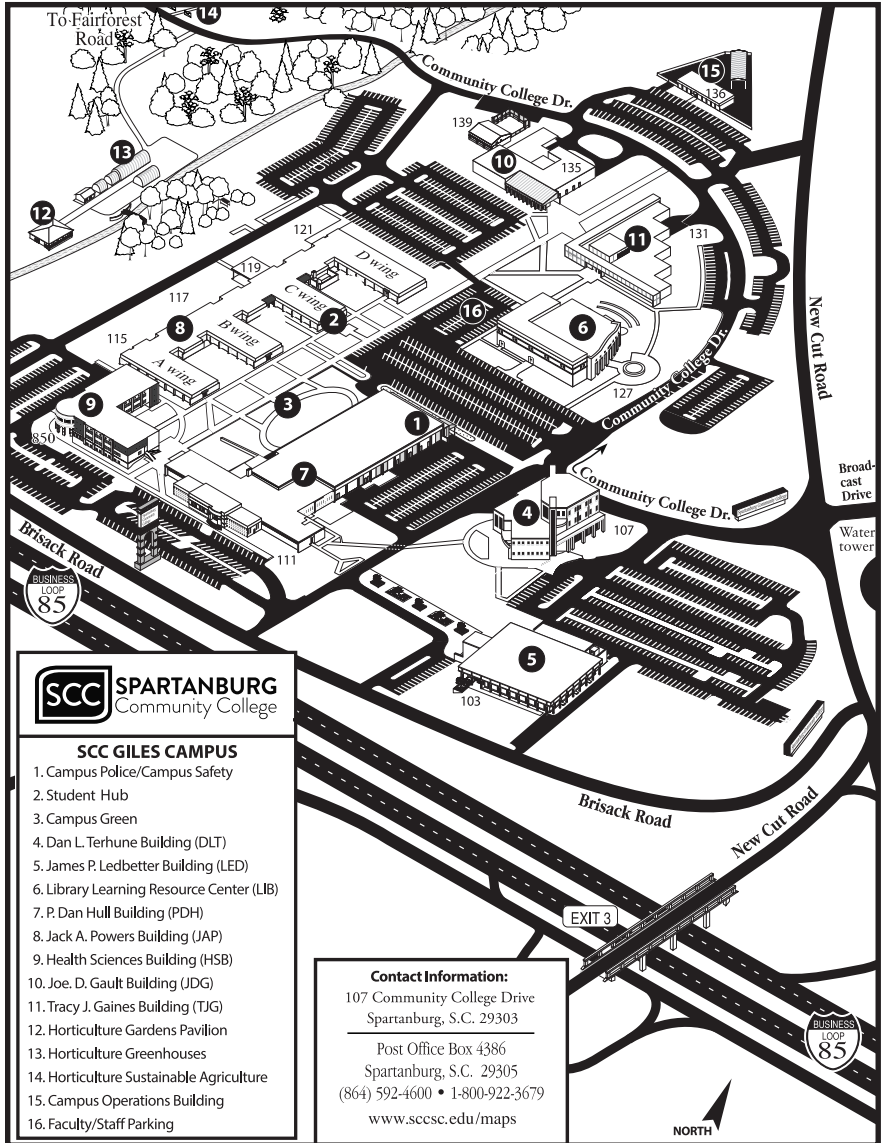
Last day of class term

FULL TERM 5/16/22 – 7/20/22 Day/time class begins		Exam Time	Date
MW	All class times	During scheduled class time	Wednesday, July 20
TTH	All class times	During scheduled class time	Tuesday, July 19
FLEX TERM 5/30/22 – 6/29/22 Day/time class begins		Exam Time	Date
MTWTH	All class times	During scheduled class time	Wednesday, June 29
1st 5-WEEK TERM 5/16/22 – 6/15/22 Day/time class begins		Exam Time	Date
MTWTH	All class times	During scheduled class time	Wednesday, June 15
2nd 5-WEEK TERM 6/16/22 – 7/20/22 Day/time class begins		Exam Time	Date
MTWTH	All class times	During scheduled class time	Wednesday, July 20

Appendix VII

SCC Giles Campus Map

Business I-85 at New Cut Road • P.O. Box 4386
 Spartanburg, S.C. 29305
 (864) 592-4800 • 1-800-922-3679



SCC SPARTANBURG
 Community College

SCC GILES CAMPUS

1. Campus Police/Campus Safety
2. Student Hub
3. Campus Green
4. Dan L. Terhune Building (DLT)
5. James P. Ledbetter Building (LED)
6. Library Learning Resource Center (LIB)
7. P. Dan Hull Building (PDH)
8. Jack A. Powers Building (JAP)
9. Health Sciences Building (HSB)
10. Joe. D. Gault Building (JDG)
11. Tracy J. Gaines Building (TJG)
12. Horticulture Gardens Pavilion
13. Horticulture Greenhouses
14. Horticulture Sustainable Agriculture
15. Campus Operations Building
16. Faculty/Staff Parking

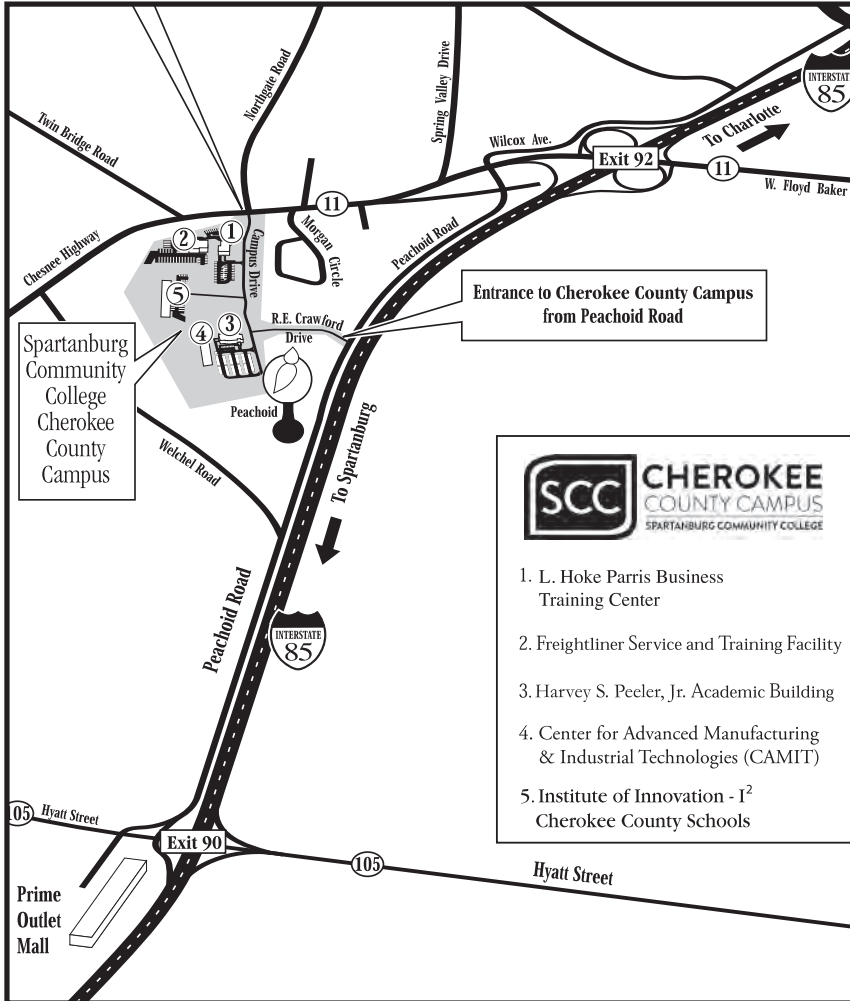
Contact Information:
 107 Community College Drive
 Spartanburg, S.C. 29303

Post Office Box 4386
 Spartanburg, S.C. 29305
 (864) 592-4600 • 1-800-922-3679
www.sccsc.edu/maps

Appendix VIII

SCC Cherokee County Campus Map

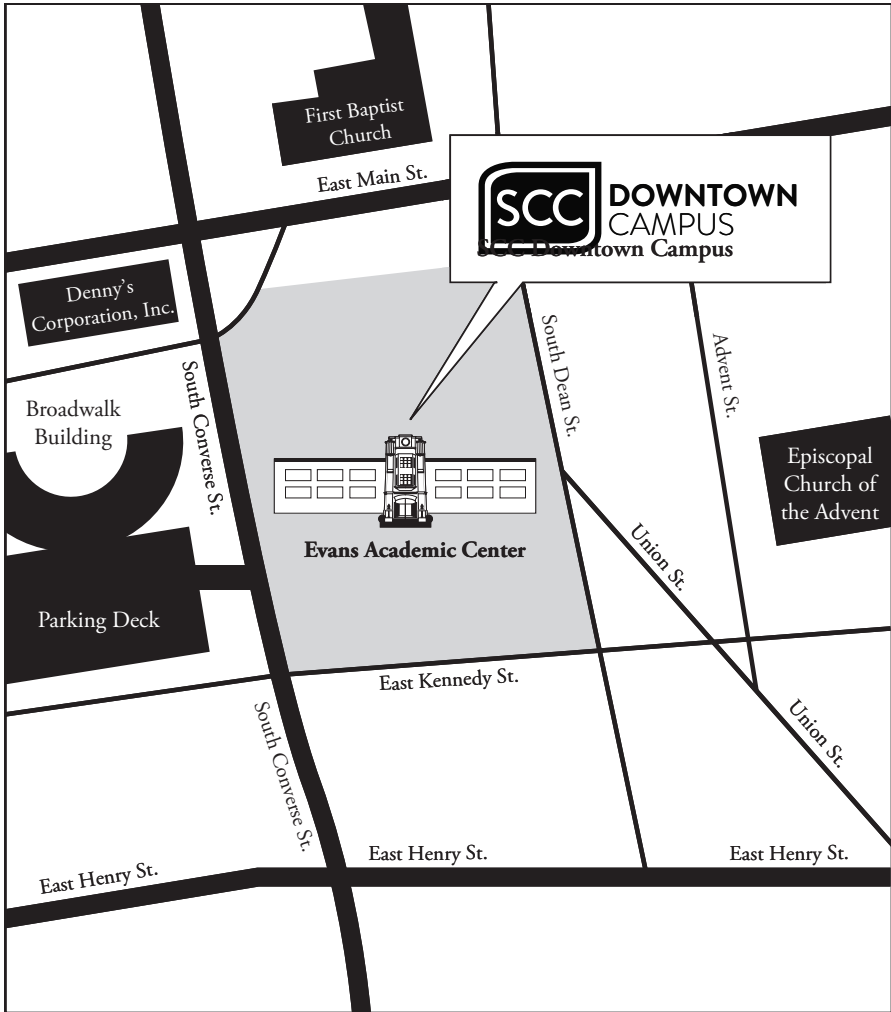
523 Chesnee Highway (Highway 11)
Gaffney, SC 29341
(864) 206-2700 • 1-800-922-3679



Appendix IX

SCC Downtown Campus Map

220 East Kennedy Street
Spartanburg, S.C. 29302
(864) 592-4050 • 1-800-922-3679



Appendix X

SCC Tyger River Campus Map

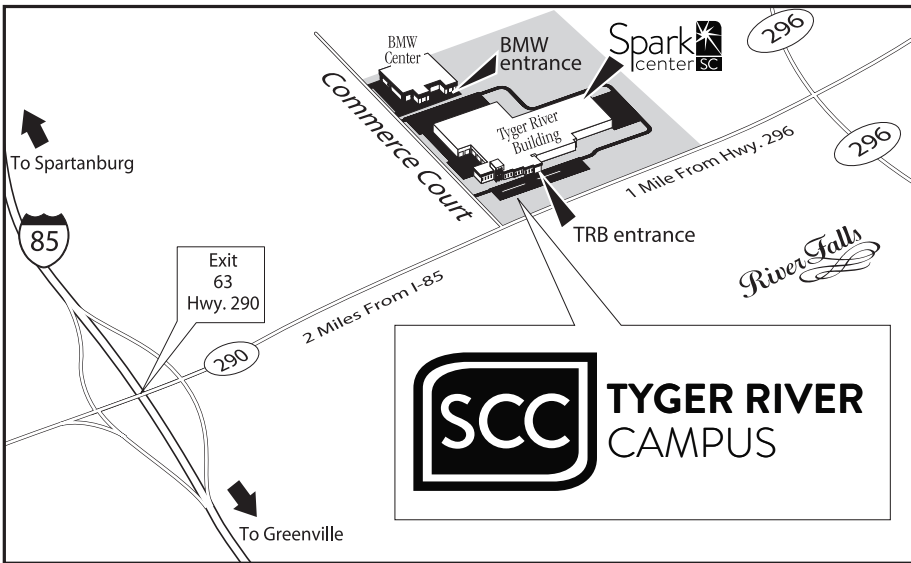
1875 East Main Street (Highway 290) • Duncan, S.C. 29334
(864) 592-6200

BMW Center at the Tyger River Campus

SCC Corporate & Community Education Division (864) 592-4900

Spark Center SCSM

SCC Office of Economic Development (864) 592-6524



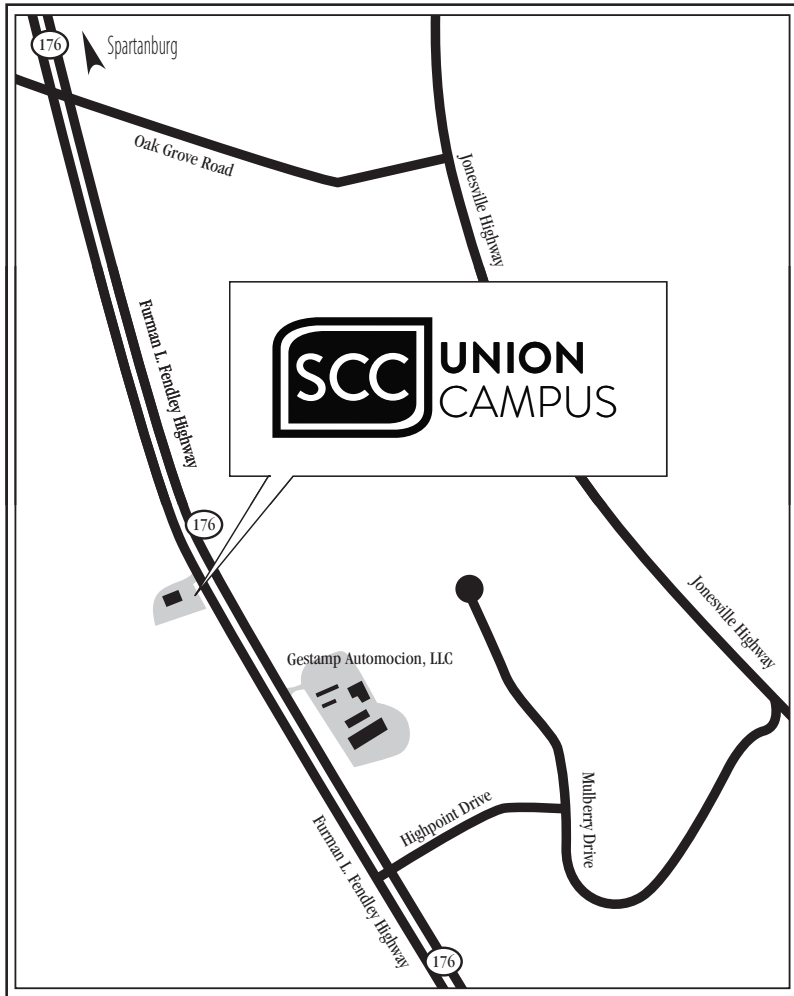
Appendix XI

SCC Union County Campus

1401 Furman L. Fendley Highway (Highway 176)

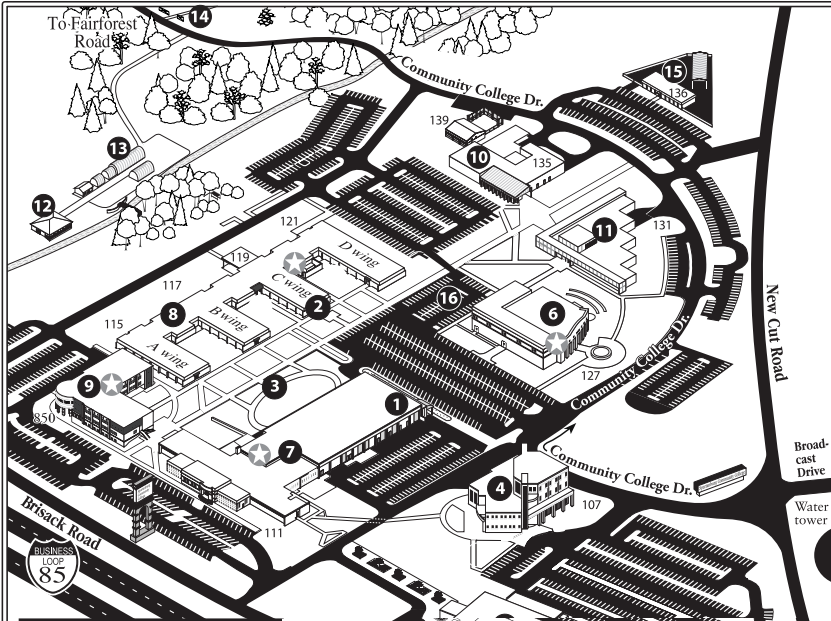
Union, S.C. 29379

Phone: (864) 466-1060 • Fax: (864) 466-3839



Appendix XII Student Copier Locations

★ Student copier locations



- SCC SPARTANBURG**
Community College
- SCC GILES CAMPUS**
1. Campus Police/Campus Safety
 2. Student Hub
 3. Campus Green
 4. Dan L. Terhune Building (DLT)
 5. James P. Ledbetter Building (LED)
 6. Library Learning Resource Center (LIB)
 7. P. Dan Hull Building (PDH)
 8. Jack A. Powers Building (JAP)
 9. Health Sciences Building (HSB)
 10. Joe. D. Gault Building (JDG)
 11. Tracy J. Gaines Building (TJG)
 12. Horticulture Gardens Pavilion
 13. Horticulture Greenhouses
 14. Horticulture Sustainable Agriculture
 15. Campus Operations Building
 16. Faculty/Staff Parking

★ Student Copiers on all SCC campuses
Call Media Services at (864) 592-4644 for more information

SCC DOWNTOWN Evans Building Library

SCC CHEROKEE

Cherokee County Campus

Cherokee Highway, R.E. Crawford Drive, Peachoid, Wechel Road

1. Harvey S. Peeler, Jr. Academic Building (Library)

2. Library

3. Library

SCC TYGER RIVER

2 Miles From I-85

Tyger River Campus

1. Library

Referral Contacts

Position	Contact	Phone Ext.	Office
President	Michael Mikota	4616	DLT 322
Administrative Coordinator to the President	Geraldine Mahaffey	4619	DLT 329
Administrative Assistant to the President	Donna Walker	4942	DLT 330
Senior Vice President of Academic Affairs	Cheryl Cox	4613	DLT 310
Vice President of Business Affairs	Ray Switzer	4610	DLT 316
VP of Economic Development	Mike Forrester	6204	TRB 507
Vice President of Strategic Innovation	Stacey Obi	4618	DLT 325
Vice President of Student Affairs	Ron Jackson	4817	DLT 167
Associate VP of Instruction	Kem Harvey	4795	JAP C20
Associate VP of Enrollment Management & Retention	Lynn Dale	4815	DLT 118
Executive Director of Advancement and Foundation	Bea Walters Smith	4448	DLT 10
Section 504/Title IX Coordinator for Employees	Rick Teal	4617	LED 210
Section 504/Title IX Coordinator for Students	Ron Jackson	4817	DLT 167
Registrar (Student Records)	Celia Bauss	4754	DLT 156
Assistant Registrar (Student Records)	Jessica Irvin	4686	DLT 156
Administrative Specialist in Student Records	Ashley Ridings	4786	DLT 156
Director of Financial Aid and Veteran Affairs	Jeffery Boyle	4823	DLT144
Assistant Director of Financial Aid	Kay Walton	4683	DLT 146
Administrative Specialist - Financial Aid	Vacant	4628	DLT 137
Director of Advising/Early Alert Services	Michael Harvey	4991	DLT 124
Director of Recruiting and Admissions Services	Quiana Reed	4122	DLT 126
Admissions Specialist - Residency	Connie Wolfe	4829	DLT 184
Director of Campus Operations	Winston Anderson	4157	PPF I-4
Director of Career Services	Jennifer Little	4808	PDH 01
Director of Marketing and Public Relations	Cheri Anderson-Hucks	4931	DLT 228
Director of Student Disability Services	Leila McKinney	4926	PDH 04
Coordinator of Student Disability Services	Joshua Holmes	4818	PDH 04
Director of TRIO Student Support Services	Irran Duncan	4478	PDH 44
Director of TLC (Learning Center) and Testing Center	Melissa Pearson	4284	PDH 02
SCC Campus Police Chief	Chief Richard Powers	4774	PDH 63
Student Life Coordinator	Vacant		
Director of Finance	Melissa Hughes	4660	LED 226
Dean, Learning Resources (Library, SCCOnline, TLC, Testing Center)	Mark Roseveare	4763	LIB 114
Director, Library	Katherine Stiwinter	4296	LIB 138
Director, SCCOnline (distance learning)	Neil Griffin	4897	LIB 130
Manager, Book Inn	Tawana Karlov	4439	DLT G13
Division Dean - Health Services	Benita Yowe	4438	HSB 145
Division Dean - Technologies	Jeff Hunt	4727	PDH 12
Division Dean - Arts & Sciences	Jenny Williams	4940	JAP C17
Department Chair Computer and Engineering Technologies	Marcia Schenck	4839	LED 289
Department Chair Business Technologies	Renee Cramer	4088	EAC 218
Department Chair Manufacturing Technologies	Jay Coffey	4933	PDH 56B
Department Chair Industrial Technologies	Mark Cramer	4734	PDH 56A
Executive Director SCC Cherokee County Campus	Amanda Painter	2702	PAB 126
Executive Director, SCC Union County Campus	Isaac McKissick	1065	Union 102
Executive Director SCC Tyger River Campus	Rhonda Johns	4910	TRB 207
Executive Director SCC Downtown Campus	Witney Fisher	4051	EAC 145
Dean of Corporate & Community Education	Rhonda Johns	4910	TRB 207



SPARTANBURG
Community College

P.O. Box 4386
Spartanburg, S.C. 29305
(864) 592-4600 • (866) 591-3700
www.sccsc.edu