



SPARTANBURG
COMMUNITY
COLLEGE

2017-2018

Student Planner & Handbook



www.sccsc.edu/calendar

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.

Issue	First Contact	Next Level	Next Level	Executive Official
Academic Concerns	Instructor	Dept. Chair	Division Dean	AVP of Instruction
Advising	Director of Applicant & Advising Services	AVP of Enrollment Management		Senior Vice President of Academic Affairs Senior Vice President of Academic Affairs
Applications	Director of Applicant & Advising Services	AVP of Enrollment Management		Senior Vice President of Academic Affairs
Book Store	Book Inn Manager	Business Manager		Vice President of Business Affairs
Career Services	Director	Vice President of Student Affairs		President
Campus Tours	Recruiter	Director of Recruitment	AVP of Enrollment Management	Senior Vice President of Academic Affairs
Discrimination/Harassment	Section 504/Title IX Coordinator	VP Student Affairs	Grievance Committee	President
Financial Aid	Financial Aid Counselor	Assistant Dir. Financial Aid	Dir. Financial Aid & VA	Vice President of Student Affairs
Graduation	Assistant Registrar	Registrar		Vice President of Student Affairs
Information Center	Director of Applicant & Advising Services	AVP of Enrollment Management		Senior Vice President of Academic Affairs
Library	Library Director	Dean of Learning Resources	AVP of Instruction	Senior Vice President of Academic Affairs
Marketing, Public Relations	Director	Executive Assistant to the President & Director of Economic Development		President
Parking	Campus Police Chief	Director of Campus Operations		Vice President of Business Affairs
Parking Tickets	Issuing Police Officer	Director of Recruitment	Traffic Court	Vice President of Student Affairs
Recruitment Services	Recruiter	AVP of Enrollment Management		Senior Vice President of Academic Affairs
Registration	Assistant Registrar	Registrar		Vice President of Student Affairs
Residency	Admissions Specialist - Residency	Director of Applicant & Advising Services	AVP of Enrollment Management	Senior Vice President of Academic Affairs
Security	Campus Police Chief	Director of Campus Operations		Vice President of Business Affairs
Student Accounts/Refunds	Business Office	Business Office Manager		Vice President of Business Affairs
Student Activities	Coordinator of Student Life	AVP of Enrollment Management		Senior Vice President of Academic Affairs
Student Orientation	Coordinator of Recruitment	AVP of Enrollment Management		Senior Vice President of Academic Affairs
Student Records	Administrative Specialist	Assistant Registrar	Registrar	Vice President of Student Affairs
TRIO – Student Support Services	Director	Vice President of Student Affairs		President
Students with Disabilities	Assistant Coordinator - Student Disability Services	Director of Student Disability Services and AIM	AVP of Enrollment Management	Senior Vice President of Academic Affairs
The Learning Center (TLC)	Director, TLC and Testing Services	AVP of Enrollment Management		Senior Vice President of Academic Affairs
Testing Center	Director, TLC and Testing Services	AVP of Enrollment Management		Senior Vice President of Academic Affairs
Transcript/Records	Administrative Specialist	Assistant Registrar	Registrar	Vice President of Student Affairs
Transcript/Admission	Admission Specialist - Transcripts	Director of Applicant & Advising Services	AVP of Enrollment Management	Senior Vice President of Academic Affairs
VA Educational Benefits	Admin Specialist	VA Counselors	Director of Financial Aid & VA	Vice President of Student Affairs



SPARTANBURG COMMUNITY COLLEGE

2017-2018 Student Planner

Manage your calendar dates online and see live, updated calendar in MySCC Portal, and at
www.sccsc.edu/calendar

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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JULY 2017						
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 2017						
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

TUESDAY

WEDNESDAY

THURSDAY

	1	2	3
7	8 <ul style="list-style-type: none"> • Open Registration for Fall 2017 semester at Cherokee County Campus, 9:00am - 6:00pm • Open Registration for Fall 2017 semester at Downtown Campus, 9:00am - 6:00pm • Open Registration for Fall 2017 semester at Tyger River Campus, 9:00am - 6:00pm • Open Registration for Fall 2017 semester at Union Campus, 9:00am - 1:00pm 	9 <ul style="list-style-type: none"> • Open Registration for Fall 2017 semester at SCC Central Campus, 8:30am - 7:00pm 	10 <ul style="list-style-type: none"> • DELETION of NON-PAID Student Schedules at 5:00pm • Open Registration for Fall 2017 semester at Central Campus, 8:30am - 5:00pm
14 <ul style="list-style-type: none"> • First day of classes for Fall (full) semester • First day of classes for first 7.5-week term • Schedule change day 	15 <ul style="list-style-type: none"> • Schedule change day 	16 <ul style="list-style-type: none"> • Last day to receive 100% refund for 7.5-week term 	17
21 <ul style="list-style-type: none"> • Last day to receive 100% refund for Fall (full) semester 	22	23	24
28	29	30	31

AUGUST 2017

FRIDAY	SATURDAY	SUNDAY
4	5	6
11	12	13
<ul style="list-style-type: none">• Senior Citizen Registration Begins• Late Registration for Fall 2017 semester at SCC Central Campus, 8:30am - 5:00pm• Late Registration fees begin for Fall 2017 semester		
18	19	20
25	26	27

AUGUST 2017

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

31 JUL

TUESDAY

1 AUG

WEDNESDAY

2 AUG

THURSDAY

3 AUG

FRIDAY

4 AUG

SATURDAY

5 AUG

SUNDAY

6 AUG

AUGUST 2017

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 AUG

- DELETION of NON-PAID Student Schedules

TUESDAY

8 AUG

- Open Registration for Fall 2017 semester at Cherokee County Campus, 9:00am - 6:00pm
- Open Registration for Fall 2017 semester at Downtown Campus, 9:00am - 6:00pm
- Open Registration for Fall 2017 semester at Tyger River Campus, 9:00am - 6:00pm
- Open Registration for Fall 2017 semester at Union Campus, 9:00am - 1:00pm

WEDNESDAY

9 AUG

- Open Registration for Fall 2017 semester at SCC Central Campus, 8:30am - 7:00pm

- DELETION of NON-PAID Student Schedules at 5:00pm
 - Open Registration for Fall 2017 semester at Central Campus, 8:30am - 5:00pm
-
-
-
-
-
-
-
-
-
-

- Senior Citizen Registration Begins
 - Late Registration for Fall 2017 semester at SCC Central Campus, 8:30am - 5:00pm
 - Late Registration fees begin for Fall 2017 semester
-
-
-
-
-
-
-
-
-
-

AUGUST 2017

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 AUG

- First day of classes for Fall (full) semester
- First day of classes for first 7.5-week term
- Schedule change day

TUESDAY

15 AUG

- Schedule change day

WEDNESDAY

16 AUG

- Last day to receive 100% refund for 7.5-week term

THURSDAY

17 AUG

FRIDAY

18 AUG

SATURDAY

19 AUG

SUNDAY

20 AUG

AUGUST 2017

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 AUG

- Last day to receive 100% refund for Fall (full) semester

TUESDAY

22 AUG

WEDNESDAY

23 AUG

THURSDAY

24 AUG

FRIDAY

25 AUG

SATURDAY

26 AUG

SUNDAY

27 AUG

AUGUST 2017						
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			

OCTOBER 2017						
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
LABOR DAY • College Closed	• Summer graduates' awards available for pick-up in the records office	• Summer graduates' awards available for pick-up in the records office	• Summer graduates' awards available for pick-up in the records office
11	12	13	14
	• Summer graduates' awards mailed		
18	19	20	21
	• First day of classes for 10-week flex term • First day of classes for first 5-week term	ROSH HASHANAH (Begins at sundown)	• Last day to drop classes for first 7.5-week term • Last day to receive 100% refund for first 5-week term
25	26	27	28
	• Last day to receive 100% refund for 10-week flex term		

SEPTEMBER

2017

FRIDAY	SATURDAY	SUNDAY
1	2	3
8	9	10
<div>• Summer graduates' awards available for pick-up in the records office</div>		
15	16	17
22	23	24
29	30	
YOM KIPPUR (Begins at sundown)		

SEPTEMBER 2017

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 AUG

TUESDAY

29 AUG

WEDNESDAY

30 AUG

THURSDAY

31 AUG

FRIDAY

1 SEP

SATURDAY

2 SEP

SUNDAY

3 SEP

SEPTEMBER 2017

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

4 SEP

LABOR DAY

- College Closed

TUESDAY

5 SEP

- Summer graduates' awards available for pick-up in the records office

WEDNESDAY

6 SEP

- Summer graduates' awards available for pick-up in the records office

• Summer graduates' awards
available for pick-up in the
records office

• Summer graduates' awards
available for pick-up in the
records office

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**

11 SEP

TUESDAY

12 SEP

- Summer graduates' awards mailed

WEDNESDAY

13 SEP

THURSDAY

14 SEP

FRIDAY

15 SEP

SATURDAY

16 SEP

SUNDAY

17 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	



SPARTANBURG
COMMUNITY
COLLEGE

MONDAY

18 SEP

TUESDAY

19 SEP

- First day of classes for 10-week flex term
- First day of classes for first 5-week term

WEDNESDAY

20 SEP

ROSH HASHANAH
(Begins at sundown)

- Last day to drop classes for first 7.5-week term
- Last day to receive 100% refund for first 5-week 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	



25

SEP

26

EP

27

EP

THURSDAY

28 SEP

FRIDAY

29 SEP

YOM KIPPUR

(Begins at sundown)

SATURDAY

30 SEP

SUNDAY

1 OCT

SEPTEMBER 2017						
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 2017						
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 <ul style="list-style-type: none"> Last day of classes for first 7.5-week term 	4 <ul style="list-style-type: none"> Fall Break - No Classes Last day to purchase textbooks using financial aid 	5 <ul style="list-style-type: none"> Fall Break - No Classes
9 <p>COLUMBUS DAY (Observed)</p> <ul style="list-style-type: none"> Classes begin for second 7.5-week term 	10	11 <ul style="list-style-type: none"> Last day to receive 100% refund for second 7.5-week term Financial aid transmits to student accounts 	12
16 <ul style="list-style-type: none"> Spring 2018 Registration begins for all students Last day to drop classes for first 5-week term 	17	18 <ul style="list-style-type: none"> Financial aid refund checks are mailed or direct deposits are sent to bank 	19
23	24 <ul style="list-style-type: none"> Last day of classes for first 5-week term 	25	26
30	31 <p>HALLOWEEN</p> <ul style="list-style-type: none"> Classes begins for second 5-week term 		

OCTOBER 2017

FRIDAY	SATURDAY	SUNDAY
		1
6	7	8
• Fall Break - No Classes	• Fall Break - No Classes	
13	14	15
20	21	22
27	28	29
• Last day to receive 100% refund for second 5-week term		

OCTOBER 2017

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

2 OCT

TUESDAY

3 OCT

- Last day of classes for first 7.5-week term

WEDNESDAY

4 OCT

- Fall Break - No Classes
- Last day to purchase textbooks using financial aid

THURSDAY

• Fall Break - No Classes

5 OCT

FRIDAY

• Fall Break - No Classes

6 OCT

SATURDAY

• Fall Break - No Classes

7 OCT

SUNDAY

8 OCT

OCTOBER 2017

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 OCT

COLUMBUS DAY (Observed)

- Classes begin for second 7.5-week term

TUESDAY

10 OCT

WEDNESDAY

11 OCT

- Last day to receive 100% refund for second 7.5-week term
- Financial aid transmits to student accounts

THURSDAY

12 OCT

FRIDAY

13 OCT

SATURDAY

14 OCT

SUNDAY

15 OCT

OCTOBER 2017

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 OCT

- Spring 2018 Registration begins for all students
- Last day to drop classes for first 5-week term

TUESDAY

17 OCT

WEDNESDAY

18 OCT

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

THURSDAY

19 OCT

FRIDAY

20 OCT

SATURDAY

21 OCT

SUNDAY

22 OCT

OCTOBER 2017

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

23 OCT

TUESDAY

24 OCT

- Last day of classes for first 5-week term

WEDNESDAY

25 OCT

- Classes begins for second 5-week term

THURSDAY

26 OCT

FRIDAY

27 OCT

• Last day to receive 100% refund
for second 5-week term

SATURDAY

28 OCT

SUNDAY

29 OCT

OCTOBER 2017						
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 2017						
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
		• Billing opens for Spring	
6	7	8	9
			• Fall Career Fair
13	14	15	16
	• Last day to drop classes for 10-week flex term		• Last day to drop classes for second 7.5-week term
20	21	22	23
		• Last day to drop classes for second 5-week term • No Classes - Administrative offices open	THANKSGIVING DAY • College Closed
27	28	29	30

NOVEMBER

2017

FRIDAY	SATURDAY	SUNDAY
3	4	5
• Last day to drop classes for Fall (full) semester		
10	11	12
• Deadline to apply for Fall graduation	VETERANS DAY	
17	18	19
24	25	26
• College Closed	• College Closed	• College Closed

NOVEMBER 2017

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

30 OCT

TUESDAY

31 OCT

HALLOWEEN

WEDNESDAY

1 NOV

- Billing opens for Spring

THURSDAY

2 NOV

FRIDAY

3 NOV

- Last day to drop classes for Fall (full) semester

SATURDAY

4 NOV

SUNDAY

5 NOV

NOVEMBER 2017

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

6 NOV

TUESDAY

7 NOV

WEDNESDAY

8 NOV

THURSDAY

- Fall Career Fair

9 NOV

FRIDAY

- Deadline to apply for Fall graduation

10 NOV

SATURDAY

VETERANS DAY

11 NOV

SUNDAY

12 NOV

NOVEMBER 2017

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

13 NOV

TUESDAY

14 NOV

- Last day to drop classes for 10-week flex term

WEDNESDAY

15 NOV

THURSDAY

16 NOV

- Last day to drop classes for second 7.5-week term

FRIDAY

17 NOV

SATURDAY

18 NOV

SUNDAY

19 NOV

NOVEMBER 2017

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

20 NOV

TUESDAY

21 NOV

WEDNESDAY

22 NOV

- Last day to drop classes for second 5-week term
- No Classes - Administrative offices open

THURSDAY

23 NOV

THANKSGIVING DAY

- College Closed

FRIDAY

24 NOV

- College Closed

SATURDAY

25 NOV

- College Closed

SUNDAY

26 NOV

- College Closed

NOVEMBER 2017

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

27 NOV

TUESDAY

28 NOV

WEDNESDAY

29 NOV

THURSDAY

NOV 30

FRIDAY

DEC 1

- Last day of classes for Fall (full) semester
- Last day of classes for 10-week flex term
- Last day of classes for second 7.5-week term
- Last day of classes for 5-week term

SATURDAY

DEC 2

- Exams

SUNDAY

DEC 3

- Exams

NOVEMBER 2017						
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 2018						
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

TUESDAY

WEDNESDAY

THURSDAY

4	5	6	7
• Exams	• Exams	• Exams	• Fall grades are due
11	12	13	14
	CHANUKAH (Begins at sundown)	• Financial aid available in Bookstore	
18	19	20	21
	• Winter Break - College Closed	• Winter Break - College Closed	• Winter Break - College Closed
25	26	27	28
CHRISTMAS DAY • Winter Break - College Closed	KWANZAA (Begins) • Winter Break - College Closed	• Winter Break - College Closed	• Winter Break - College Closed

DECEMBER

2017

FRIDAY	SATURDAY	SUNDAY
<div>1</div> <div><ul style="list-style-type: none">• Last day of classes for Fall (full) semester• Last day of classes for 10-week flex term• Last day of classes for second 7.5-week term• Last day of classes for 5-week term</div>	<div>2</div> <div><ul style="list-style-type: none">• Exams</div>	<div>3</div> <div><ul style="list-style-type: none">• Exams</div>
<div>8</div>	<div>9</div>	<div>10</div>
<div>15</div>	<div>16</div>	<div>17</div>
<div>22</div> <div><ul style="list-style-type: none">• Winter Break - College Closed</div>	<div>23</div> <div><ul style="list-style-type: none">• Winter Break - College Closed</div>	<div>24</div> <div><ul style="list-style-type: none">• Winter Break - College Closed</div>
<div>29</div> <div><ul style="list-style-type: none">• Winter Break - College Closed</div>	<div>30</div> <div><ul style="list-style-type: none">• Winter Break - College Closed</div>	<div>31</div> <div><ul style="list-style-type: none">• Winter Break - College Closed</div>

DECEMBER 2017

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

4 DEC

• Exams

TUESDAY

5 DEC

• Exams

WEDNESDAY

6 DEC

• Exams

THURSDAY

• Fall grades are due

7 DEC

FRIDAY

8 DEC

SATURDAY

9 DEC

SUNDAY

10 DEC

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**

11 DEC

TUESDAY

12 DEC

- Financial aid available in Bookstore

WEDNESDAY

13 DEC

THURSDAY

14 DEC

FRIDAY

15 DEC

SATURDAY

16 DEC

SUNDAY

17 DEC

DECEMBER 2017

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

18 DEC

TUESDAY

19 DEC

- Winter Break - College Closed

WEDNESDAY

20 DEC

- Winter Break - College Closed

• Winter Break - College Closed

• Winter Break - College Closed

• Winter Break - College Closed

• Winter Break - College Closed

DECEMBER 2017

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

25 DEC

CHRISTMAS DAY

- Winter Break - College Closed

TUESDAY

26 DEC

KWANZAA (Begins)

- Winter Break - College Closed

WEDNESDAY

27 DEC

- Winter Break - College Closed

• Winter Break - College Closed

28 DEC

• Winter Break - College Closed

29 DEC

• Winter Break - College Closed

30 DEC

• Winter Break - College Closed

31 DEC

DECEMBER 2017						
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 2018						
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

TUESDAY

WEDNESDAY

THURSDAY

1

NEW YEAR'S DAY

- Winter Break - College Closed

2

- Open Registration for Spring 2018 semester at Cherokee County Campus, 9:00am - 6:00pm
- Open Registration for Spring 2018 semester at Downtown Campus, 9:00am - 6:00pm
- Open Registration for Spring 2018 semester at Tyger River Campus, 9:00am - 6:00pm
- Open Registration for Spring 2018 semester at Union Campus, 9:00am - 1:00pm

3

- Open Registration for Spring 2018 semester at SCC Central Campus, 8:30am - 7:00pm

4

- Open Registration for Spring 2018 semester at SCC Central Campus, 8:30am - 5:00pm
- Deletion of Non-Paid Student Schedules at 5:00pm

8

- Classes begin for Spring (full) semester
- Classes begin for first 7.5-week term
- Schedule change day

9

- Schedule change day

10

- Last day to receive 100% refund for first 7.5-week term

11

15

MARTIN LUTHER KING, JR. DAY

- College Closed

16

- Fall graduates' awards available for pick-up in the records office
- Last day to receive 100% refund for Spring (full) semester

17

- Fall graduates' awards available for pick-up in the records office

18

- Fall graduates' awards available for pick-up in the records office

22

23

- Fall graduates' awards mailed

24

25

29

30

31

JANUARY 2018

FRIDAY	SATURDAY	SUNDAY
5 <ul style="list-style-type: none"> • Senior Citizen Registration Begins • Late Registration for Spring 2018 semester at SCC Central Campus, 8:30am - 5:00pm • Late Registration fees begin for Spring 2018 semester 	6	7
12	13	14
19 <ul style="list-style-type: none"> • Fall graduates' awards available for pick-up in the records office 	20	21
26	27	28

JANUARY 2018

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

1 JAN

NEW YEAR'S DAY

- Winter Break - College Closed

TUESDAY

2 JAN

- Open Registration for Spring 2018 semester at Cherokee County Campus, 9:00am - 6:00pm
- Open Registration for Spring 2018 semester at Downtown Campus, 9:00am - 6:00pm
- Open Registration for Spring 2018 semester at Tyger River Campus, 9:00am - 6:00pm
- Open Registration for Spring 2018 semester at Union Campus, 9:00am - 1:00pm

WEDNESDAY

3 JAN

- Open Registration for Spring 2018 semester at SCC Central Campus, 8:30am - 7:00pm

4 JAN

- Open Registration for Spring 2018 semester at SCC Central Campus, 8:30am - 5:00pm
- Deletion of Non-Paid Student Schedules at 5:00pm

FRIDAY

5 JAN

- Senior Citizen Registration Begins
- Late Registration for Spring 2018 semester at SCC Central Campus, 8:30am - 5:00pm
- Late Registration fees begin for Spring 2018 semester

SATURDAY

6 JAN

SUNDAY —

7 JAN

JANUARY 2018

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

8 JAN

- Classes begin for Spring (full) semester
- Classes begin for first 7.5-week term
- Schedule change day

TUESDAY

9 JAN

- Schedule change day

WEDNESDAY

10 JAN

- Last day to receive 100% refund for first 7.5-week term

THURSDAY

11 JAN

FRIDAY

12 JAN

SATURDAY

13 JAN

SUNDAY

14 JAN

JANUARY 2018

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
15 JAN

**MARTIN LUTHER
KING, JR. DAY**

- College Closed

TUESDAY
16 JAN

- Fall graduates' awards available for pick-up in the records office
- Last day to receive 100% refund for Spring (full) semester

WEDNESDAY
17 JAN

- Fall graduates' awards available for pick-up in the records office

- Fall graduates' awards available for pick-up in the records office

- Fall graduates' awards available for pick-up in the records office

JANUARY 2018						
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

22 JAN

23 JAN

- Fall graduates' awards mailed

24 JAN

THURSDAY

25 JAN

FRIDAY

26 JAN

SATURDAY

27 JAN

SUNDAY

28 JAN

JANUARY 2018						
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				

MARCH 2018						
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
5	6	7	8
12	13	14	15
LINCOLN'S BIRTHDAY	<ul style="list-style-type: none"> • Classes begin for 10-week flex term • Classes begin for first 5-week term 	ASH WEDNESDAY VALENTINE'S DAY <ul style="list-style-type: none"> • Last day to drop classes for first 7.5-week term 	<ul style="list-style-type: none"> • Last day to receive 100% refund for first 5-week term
19	20	21	22
PRESIDENTS' DAY <ul style="list-style-type: none"> • Last day to receive 100% refund for 10-week flex term 		<ul style="list-style-type: none"> • Employer Panel 	WASHINGTON'S BIRTHDAY
26	27	28	
	<ul style="list-style-type: none"> • Last day of class for first 7.5-week term 	PURIM (Begins at sundown) <ul style="list-style-type: none"> • Classes begin for second 7.5-week term 	

FEBRUARY

2018

FRIDAY	SATURDAY	SUNDAY
2	3	4
GROUNDHOG DAY		
9	10	11
16	17	18
23	24	25

FEBRUARY 2018

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

29 JAN

TUESDAY

30 JAN

WEDNESDAY

31 JAN

THURSDAY

1 FEB

FRIDAY

GROUNDHOG DAY

2 FEB

SATURDAY

3 FEB

SUNDAY

4 FEB

FEBRUARY 2018

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

5 FEB

TUESDAY

FEB 6

WEDNESDAY

7 FEB

THURSDAY

8 FEB

FRIDAY

9 FEB

SATURDAY

10 FEB

SUNDAY

11 FEB

FEBRUARY 2018

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

12 FEB

LINCOLN'S BIRTHDAY

TUESDAY

13 FEB

- Classes begin for 10-week flex term
- Classes begin for first 5-week term

WEDNESDAY

14 FEB

**ASH WEDNESDAY
VALENTINE'S DAY**

- Last day to drop classes for first 7.5-week term

- Last day to receive 100% refund for first 5-week term

FEBRUARY 2018

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

19 FEB

PRESIDENTS' DAY

- Last day to receive 100% refund for 10-week flex term

TUESDAY

20 FEB

WEDNESDAY

21 FEB

- Employer Panel

WASHINGTON'S BIRTHDAY

THURSDAY
22 FEB

FRIDAY
23 FEB

SATURDAY
24 FEB

SUNDAY
25 FEB

FEBRUARY 2018						
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 2018						
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
5	6	7 <ul style="list-style-type: none"> Last day to drop classes for first 5-week term Financial aid transmits to student accounts 	8
12	13	14 <ul style="list-style-type: none"> Financial aid refund checks are mailed or direct deposits are sent to bank 	15 <ul style="list-style-type: none"> Last day of classes for first 5-week term
19 <ul style="list-style-type: none"> Summer 2018 Registration begins for all students Class begins for second 5-week term 	20	21 <ul style="list-style-type: none"> Career Fair Last day to receive 100% refund for second 5-week term 	22
26 <ul style="list-style-type: none"> Last day to drop classes for Spring (full) semester 	27	28	29

MARCH 2018

FRIDAY	SATURDAY	SUNDAY
2 <ul style="list-style-type: none"> • Deadline to apply for Spring/Summer graduation • Last day to receive 100% refund for second 7.5-week term • Last day to purchase textbooks using financial aid for Spring 	3	4
9	10	11
16	17	18
	ST. PATRICK'S DAY	
23	24	25
		PALM SUNDAY
30	31	
GOOD FRIDAY PASSOVER (Begins at sundown)		

MARCH 2018

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

26 FEB

TUESDAY

27 FEB

- Last day of class for first 7.5-week term

WEDNESDAY

28 FEB

PURIM (Begins at sundown)

- Classes begin for second 7.5-week term

THURSDAY**1** MAR

FRIDAY**2** MAR

- Deadline to apply for Spring/ Summer graduation
- Last day to receive 100% refund for second 7.5-week term
- Last day to purchase textbooks using financial aid for Spring

SATURDAY**3** MAR

SUNDAY**4** MAR

MARCH 2018

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

5 MAR

TUESDAY

6 MAR

WEDNESDAY

7 MAR

- Last day to drop classes for first 5-week term
- Financial aid transmits to student accounts

THURSDAY

8 MAR

FRIDAY

9 MAR

SATURDAY

10 MAR

SUNDAY

11 MAR

MARCH 2018

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

12 MAR

TUESDAY

13 MAR

WEDNESDAY

14 MAR

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

THURSDAY

15 MAR

- Last day of classes for first 5-week term

FRIDAY

16 MAR

SATURDAY

17 MAR

ST. PATRICK'S DAY

SUNDAY

18 MAR

MARCH 2018

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

19 MAR

- Summer 2018 Registration begins for all students
- Class begins for second 5-week term

TUESDAY

20 MAR

WEDNESDAY

21 MAR

- Career Fair
- Last day to receive 100% refund for second 5-week term

THURSDAY

22 MAR

FRIDAY

23 MAR

SATURDAY

24 MAR

SUNDAY

25 MAR

PALM SUNDAY

MARCH 2018

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

- Last day to drop classes for Spring (full) semester

MONDAY

26 MAR

TUESDAY

27 MAR

WEDNESDAY

28 MAR

THURSDAY

29 MAR

FRIDAY

30 MAR

**GOOD FRIDAY
PASSOVER**

(Begins at sundown)

SATURDAY

31 MAR

SUNDAY

1 APR

**EASTER
APRIL FOOL'S DAY**

• Spring Break - No Classes

MARCH 2018						
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 2018						
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

2	3	4	5
<ul style="list-style-type: none"> • Spring Break - No Classes • Billing opens for Summer 2018 	<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
9	10	11	12
	<ul style="list-style-type: none"> • Last day to drop classes for 10-week flex term 		<ul style="list-style-type: none"> • Last day to drop classes for second 7.5-week term
16	17	18	19
	<ul style="list-style-type: none"> • Last day to drop classes for second 5-week term 		
23	24	25	26
30		<ul style="list-style-type: none"> • Last day of classes for Spring (full) semester • Last day of classes for 10-week flex term • Last day of classes for second 7.5-week term • Last day of classes for 5-week term 	<ul style="list-style-type: none"> • Exams
<ul style="list-style-type: none"> • Spring grades are due 			

APRIL 2018

FRIDAY	SATURDAY	SUNDAY
		1 EASTER APRIL FOOL'S DAY • Spring Break - No Classes
6 • Spring Break - No Classes	7 • Spring Break - No Classes	8 • Spring Break - No Classes
13 • Spring Break - No Classes	14 • Spring Break - No Classes	15 • Spring Break - No Classes
20 • Spring Break - No Classes	21 • Spring Break - No Classes	22 • Spring Break - No Classes
27 • Exams	28 • Exams	29 • Exams

APRIL 2018

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

2 APR

- Spring Break - No Classes
- Billing opens for Summer 2018

TUESDAY

3 APR

- Spring Break - No Classes

WEDNESDAY

4 APR

- Spring Break - No Classes

• Spring Break - No Classes

• Spring Break - No Classes

• Spring Break - No Classes

• Spring Break - No Classes

APRIL 2018

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

9 APR

TUESDAY

10 APR

- Last day to drop classes for 10-week flex term

WEDNESDAY

11 APR

THURSDAY
12 APR

- Last day to drop classes for second 7.5-week term

FRIDAY
13 APR

SATURDAY
14 APR

SUNDAY
15 APR

APRIL 2018

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

16 APR

TUESDAY

17 APR

• Last day to drop classes for
second 5-week term

WEDNESDAY

18 APR

THURSDAY

19 APR

FRIDAY

20 APR

SATURDAY

21 APR

SUNDAY

22 APR

APRIL 2018

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

23 APR

TUESDAY

24 APR

WEDNESDAY

25 APR

- Last day of classes for Spring (full) semester
- Last day of classes for 10-week flex term
- Last day of classes for second 7.5-week term
- Last day of classes for 5-week term

THURSDAY

26 APR

• Exams

FRIDAY

27 APR

• Exams

SATURDAY

28 APR

• Exams

SUNDAY

29 APR

APRIL 2018						
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 2018						
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	TUESDAY	WEDNESDAY	THURSDAY
	1	2	3 <ul style="list-style-type: none"> • Graduation Rehearsal - Spartanburg Memorial Auditorium - 10:00am • Graduation Ceremony - Spartanburg Memorial Auditorium - TBD
7 <ul style="list-style-type: none"> • Financial aid available in Bookstore 	8 <ul style="list-style-type: none"> • Open Registration for Summer 2018 semester at Cherokee County Campus, 9:00am - 6:00pm • Open Registration for Summer 2018 semester at Downtown Campus, 9:00am - 6:00pm • Open Registration for summer 2018 semester at Tyger River Campus, 9:00am - 6:00pm • Open Registration for summer 2018 semester at Union Campus, 9:00am - 1:00pm 	9 <ul style="list-style-type: none"> • Open Registration for Summer 2018 semester at SCC Central Campus, 8:30am - 5:00pm • Deletion of Non-Paid Student Schedules at 5:00pm 	10 <ul style="list-style-type: none"> • Senior Citizen Registration Begins • Late Registration for Summer 2018 semester at SCC Central Campus, 8:30am - 7:00pm • Late registration fees begin for Summer 2018 semester
14 <ul style="list-style-type: none"> • Classes begin for Summer (full) semester • Classes begin for first 5-week term • Schedule change day 	15 <p>RAMADAN (Begins at sundown)</p> <ul style="list-style-type: none"> • Schedule change day • Last day to receive 100% refund for first 5-week term 	16	17
21 <ul style="list-style-type: none"> • Spring graduates' awards available for pick-up in the records office • Last day to receive 100% refund for Summer (full) semester 	22 <ul style="list-style-type: none"> • Spring graduates' awards available for pick-up in the records office 	23 <ul style="list-style-type: none"> • Spring graduates' awards available for pick-up in the records office 	24 <ul style="list-style-type: none"> • Spring graduates' awards available for pick-up in the records office
28 <p>MEMORIAL DAY</p>	29 <ul style="list-style-type: none"> • Spring graduates' awards mailed • Summer flex term begins 	30	31 <ul style="list-style-type: none"> • Last day to receive 100% refund for flex term

MAY 2018

FRIDAY	SATURDAY	SUNDAY
4	5	6
11	12	13
<ul style="list-style-type: none"> Late Registration for Summer 2018 semester at SCC Central Campus, 8:30am - 5:00pm 		MOTHER'S DAY
18	19	20
25	26	27
<ul style="list-style-type: none"> Spring graduates' awards available for pick-up in the records office 		

MAY 2018

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

30 APR

• Spring grades are due

TUESDAY

1 MAY

WEDNESDAY

2 MAY

THURSDAY**3** MAY

- Graduation Rehearsal -
Spartanburg Memorial
Auditorium - 10:00am
- Graduation Ceremony
- Spartanburg Memorial
Auditorium - TBD

FRIDAY**4** MAY

SATURDAY**5** MAY

SUNDAY**6** MAY

MAY 2018

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 MAY

- Financial aid available in Bookstore

TUESDAY

8 MAY

- Open Registration for Summer 2018 semester at Cherokee County Campus, 9:00am - 6:00pm
- Open Registration for Summer 2018 semester at Downton Campus, 9:00am - 6:00pm
- Open Registration for summer 2018 semester at Tyger River Campus, 9:00am - 6:00pm
- Open Registration for summer 2018 semester at Union Campus, 9:00am - 1:00pm

WEDNESDAY

9 MAY

- Open Registration for Summer 2018 semester at SCC Central Campus, 8:30am - 5:00pm
- Deletion of Non-Paid Student Schedules at 5:00pm

- Senior Citizen Registration Begins
- Late Registration for Summer 2018 semester at SCC Central Campus, 8:30am - 7:00pm
- Late registration fees begin for Summer 2018 semester

- Late Registration for Summer 2018 semester at SCC Central Campus, 8:30am - 5:00pm

MOTHER'S DAY

MAY 2018

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 MAY

- Classes begin for Summer (full) semester
- Classes begin for first 5-week term
- Schedule change day

TUESDAY

15 MAY

RAMADAN

(Begins at sundown)

- Schedule change day
- Last day to receive 100% refund for first 5-week term

WEDNESDAY

16 MAY

THURSDAY

17 MAY

FRIDAY

18 MAY

SATURDAY

19 MAY

SUNDAY

20 MAY

MAY 2018

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 MAY

- Spring graduates' awards available for pick-up in the records office
- Last day to receive 100% refund for Summer (full) semester

TUESDAY

22 MAY

- Spring graduates' awards available for pick-up in the records office

WEDNESDAY

23 MAY

- Spring graduates' awards available for pick-up in the records office

24 MAY

- Spring graduates' awards available for pick-up in the records office

24

AY

25 MAY

- Spring graduates' awards available for pick-up in the records office

[illegible]

26 MAY

26

MAY

27 MAY

_____ 27 MAY _____

MAY 2018

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 MAY

MEMORIAL DAY

TUESDAY

29 MAY

- Spring graduates' awards mailed
- Summer flex term begins

WEDNESDAY

30 MAY

THURSDAY

31 MAY

• Last day to receive 100% refund
for flex term

FRIDAY

1 JUN

SATURDAY

2 JUN

SUNDAY

3 JUN

MAY 2018						
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			

JULY 2018						
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"> Last Day to drop Classes for first 5-week term 	
11	12	13	14
			FLAG DAY <ul style="list-style-type: none"> Last day of classes for first 5-week term
18	19	20	21
<ul style="list-style-type: none"> Classes begin for second 5-week term Last day to purchase textbooks using financial aid for Summer 	<ul style="list-style-type: none"> Last day to receive 100% refund for second 5-week term 	<ul style="list-style-type: none"> Last day to drop classes for Summer flex term Financial aid transmits to student accounts 	
25	26	27	28
			<ul style="list-style-type: none"> Last day to drop classes for Summer flex term

JUNE 2018

FRIDAY	SATURDAY	SUNDAY
1	2	3
8	9	10
• Deadline to apply for Summer graduation		
15	16	17
		FATHER'S DAY
22	23	24
29	30	

JUNE 2018

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

4 hr

TUESDAY

5 hr

WEDNESDAY

6 hr

- Last Day to drop Classes for first 5-week term

THURSDAY

7 JUN

FRIDAY

8 JUN

- Deadline to apply for Summer graduation

SATURDAY

9 JUN

SUNDAY

10 JUN

JUNE 2018

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

11 nm

TUESDAY

12 nm

WEDNESDAY

13 nm

THURSDAY

14 JUN

FLAG DAY

- Last day of classes for first 5-week term

FRIDAY

15 JUN

SATURDAY

16 JUN

SUNDAY

17 JUN

FATHER'S DAY

JUNE 2018

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

18 jun

- Classes begin for second 5-week term
- Last day to purchase textbooks using financial aid for Summer

TUESDAY

19 jun

- Last day to receive 100% refund for second 5-week term

WEDNESDAY

20 jun

- Last day to drop classes for Summer flex term
- Financial aid transmits to student accounts

THURSDAY

21 JUN

FRIDAY

22 JUN

SATURDAY

23 JUN

SUNDAY

24 JUN

JUNE 2018

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

25 nm

TUESDAY

26 nm

WEDNESDAY

27 nm

THURSDAY

28 JUN

- Last day to drop classes for Summer flex term

FRIDAY

29 JUN

SATURDAY

30 JUN

SUNDAY

1 JUL

JUNE 2018						
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 2018						
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

TUESDAY

WEDNESDAY

THURSDAY

2	3	4	5
<ul style="list-style-type: none"> Financial aid refund checks are mailed or direct deposits sent to bank 		INDEPENDENCE DAY <ul style="list-style-type: none"> College Closed 	<ul style="list-style-type: none"> Last day to drop classes for Summer (full) semester
9	10	11	12
			<ul style="list-style-type: none"> Last day to drop classes for second 5-week term
16	17	18	19
			<ul style="list-style-type: none"> Last day of classes for Summer (full) semester Last day of classes for second 5-week term
23	24	25	26
30	31		

JULY

2018

FRIDAY	SATURDAY	SUNDAY
		1
6	7	8
13	14	15
20	21	22
• Summer grades are due 27	28	29

JULY 2018

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

2 JUL

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

TUESDAY

3 JUL

WEDNESDAY

4 JUL

INDEPENDENCE DAY

- College Closed

THURSDAY

- Last day to drop classes for Summer (full) semester

5 JUL

FRIDAY**6** JUL

SATURDAY**7** JUL

SUNDAY**8** JUL

JULY 2018

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 JUL

TUESDAY

10 JUL

WEDNESDAY

11 JUL

• Last day to drop classes for second 5-week term

JULY 2018

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 JUL

TUESDAY

17 JUL

WEDNESDAY

18 JUL

19 JUL

- Last day of classes for Summer (full) semester
- Last day of classes for second 5-week term

20 JUL

- Summer grades are due

21 JUL

22 JUL

JULY 2018

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

23 Mon

TUESDAY

24 Tue

WEDNESDAY

25 Wed

THURSDAY

26 JUL

FRIDAY

27 JUL

SATURDAY

28 JUL

SUNDAY

29 JUL

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



SPARTANBURG
COMMUNITY
COLLEGE

Student Handbook

August 2017 - July 2018

About the College

Accreditations

Spartanburg Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, visit www.sacscoc.org or call 404-679-4500 for questions about the accreditation of Spartanburg Community College.

The College offers programs accredited by the following:

- Accrediting Commission of the American Culinary Federation Foundation (ACF)
- American Society of Health-System Pharmacists (ASHP)
- Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 7601, www.coarc.com
- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350 (Note: Includes the Accreditation Review Committee on Education in Technology and the American Association of Medical Assistants)
- 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).
To contact CAAHEP: Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 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, (214) 703-8445, FAX (214) 703-8992
- 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 Automotive Technicians Education Foundation (NATEF) - Automotive Service Excellence
- National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, (703) 352-4971
- Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, Fax (404) 975-5020, www.acenursing.org
- Technology Accreditation Committee of the Accreditation Board for Engineering Technology (TAC of ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (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 Programs)

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 Center for Business and Entrepreneurial Development.

College 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 March 21, 2016. Approved by the SC Commission on Higher Education on April 21, 2016.

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 that are included in this publication, and each course has learning outcomes included on the syllabus. Additionally, every associate degree contains general education competencies. Publications related to SCC's institutional learning outcomes and learning assessment procedures can be found in the office of the Associate Vice President of Instruction.

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 five essential general education competencies.

General Education Competencies

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

- 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.

Spartanburg Community College 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 provides funds for student scholarships, faculty and staff development, curriculum upgrades and capital improvements.

As a 501(c)(3) tax-exempt organization, the SCC Foundation seeks and accepts gifts and contributions to support the College's mission. The Foundation is home to the SCC Alumni Association which actively connects SCC graduates to their alma mater.

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. Publication 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. Students concerned about a faculty member's ability to write and speak fluently in the English language should utilize the *SCC Student Grievance Procedure* (SCC Procedure VI-330.1). 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 Central Campus – (864) 592-4647
- SCC Cherokee County Campus – (864) 206-2802
- SCC Downtown Campus – (864) 592-4050
- SCC Tyger River Campus – (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 central 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: Non-Discrimination Statement:

Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin, veteran status or disability in its admission policies, programs, activities or employment practices. 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 campus in the Dan L. Terhune Building, room 167. Employees and prospective employees should contact the Director of Human Resources, Rick Teal, at (864) 592-4617, located on the central 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: 2016-2017 SCC Student Planner & Handbook, published July 2017, Spartanburg Community College, Post Office Box 4386, Spartanburg, S.C. 29305

Student-Right-To-Know: As defined by federal Student-Right-To-Know (SRTK) legislation,

Spartanburg Community College's graduation rate for the 2013 cohort year is 19%, and transfer-out rate for 2013 cohort year is 14%. 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 15%.

The 4-year Average Student-Right-To-Know Transfer-out Rate is 15%.

* Information at the time of printing of this publication.

Services to Students with Disabilities: 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) 641-7425 (Video Phone), or DisabilityServices@sccsc.edu, or visit the office in the P. Dan Hull Building, room E-4. Ron Jackson, SCC vice president of student affairs, 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.

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

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

Student Handbook Definitions

Academic Advising

Academic advising is a process in which the student and assigned academic advisor meet to help establish goals which are consistent with the student's career, academic and personal needs. It is recommended that each student meet with his/her advisor prior to registering for the next term.

Academic advisors maintain scheduled office hours during 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 via their SCC email address or telephone number. Students needing assistance in determining their academic advisor may contact the Advising Center at (864) 592-4990.

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 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 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, www.sccsc.edu/records 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, located on the central campus in the Dan L. Terhune Student Services Building, room 174, include:

- Academic advising for all students enrolled in zero-level (031, 032) transitional studies courses and **all health science students** until completion of all transitional courses including 100-level courses (RDG 100, ENG 100, BIO 100 and CHM 100) and **new (first semester) curriculum-ready students**;
- Guidance along academic and career paths commensurate with student's abilities, interests and values;
- Help with determining short-term and long-term educational and career goals;
- Career exploration information and information about the College's programs;
- Assistance with course selection, scheduling and using Self Service on the MySCC 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; and
- Course schedule development and Student Planning training.

AIM Center

The AIM Center receives federal funding through the Carl D. Perkins Career and Technology Improvement Act 2006 (Perkins IV) to provide career counseling and financial assistance for books, city bus tickets, and childcare services to economically disadvantaged men and women enrolled in career and technical education credit programs. The AIM Center serves special populations including single parents, displaced homemakers, individuals with limited English proficiency, individuals with disabilities, students who are economically disadvantaged and students enrolled in non-traditional technology programs.

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. Each student will receive a brochure concerning activities and services that the College provides to assist students who may encounter problems related to drug or alcohol abuse.

Alerts – Campus Closings and Emergency Notifications

Important information in the event of an emergency or unexpected event (such as campus closings and delays) is posted on the SCC website as soon as possible. Alerts appear on the home page, and details are available at www.sccsc.edu/alert, and by phone at (864) 592-4325. Text message alerts to mobile phones are available by signing up to follow SCC911 via Twitter at www.twitter.com/SCC911 (instructions are on the SCC website). SCC administration manages this information.

Alumni Association

The SCC Alumni Association is an active organization for graduates so they may stay connected to their alma mater. All graduates are welcome to join as we would like to keep you informed of the College's activities, events and programs. Visit www.sccsc.edu/alumni.

Application Fee Payment

Application fee: A \$25 non-refundable application fee is required in order to submit an application to SCC. This fee does not guarantee admission to the College. Please check the SCC website at www.sccsc.edu/appfee for the most updated information.

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

Students are responsible for punctual and regular attendance in all classes, laboratories, clinicals, practica, internships, field trips and other class activities. When illness or other emergencies occur, the student is responsible for notifying instructors. Students should

also inform the instructor in advance if they know they are going to miss class. Students must take responsibility for completing missed work if approved for late submission by instructors. Students 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. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors.

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. – 6:00 p.m. and Friday from 9:00 a.m. – 1:00 p.m. The Book Inn's telephone number is (864) 592-4650. The purpose of the book store is to provide the required texts, materials and supplies to support the academic programs of the College. The College bookstore offers textbooks, school supplies, electronics, and culinary and health science uniforms, as well as college logo sportswear, bookbags and gift items. 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 www.sccsc.edu/bookstore.

The bookstore can special order textbooks (such as supplemental texts) for students. Orders must be paid in advance. The Book Inn also offers a used book program to provide students with used textbooks whenever possible. Also, during end-of-semester exam days and the beginning of each semester, an independent representative is available to purchase textbooks from the students providing up to fifty percent of new textbook value for qualified textbooks that are purchased for the bookstore.

Book Inn Refund Policy – Full refunds will be made within 10 days after purchase, provided books are in as-purchased condition and are accompanied by the cash register receipt. During pre-registration, this refund period is extended. Absolutely no refunds will be made without a cash register receipt. Defective non-electronic merchandise may be returned for a full refund or exchange if the request is made within 15 days from date of purchase. Defective laptops and tablets must be accompanied with a case number from the manufacturer before being considered for an exchange. Electronic items returned for exchange or refund must be accompanied by the original sales receipt, the carton, warranty and instruction papers.

SCCTyger River Campus Bookstore – There is also a bookstore at SCC Tyger River Campus that offers all texts for classes held at this campus, along with a variety of supplies and SCC logo items. Normal operating hours are Monday through Thursday from 8:00 a.m. until 4:30 p.m. and Friday from 8:00 a.m. until 1:00 p.m., and the phone number is (864) 592-6230.

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:

Central Campus: Leslie Cagle (864) 592-4752, caglel@scsc.edu, P. Dan Hull Building, Room E-30D.

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

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

Tyger River Campus: Kim Cansler, (864) 592-6206, canslerk@scsc.edu, Room 206

Union County Campus: Cathy Freeman, (864) 466-1060, freemanca@scsc.edu, Room 113.

Campus Crime Awareness

SCC Campus Police - Campus safety and security is coordinated by the SCC Campus Police. SCC Campus Police can be reached at 592-4911 or on the Cherokee County Campus at 206-2711. All safety/security incidents should be reported to this office.

Campus Security Force - Twenty-four hour-a-day campus security is contracted to an outside security agency. All officers are registered with the South Carolina Law Enforcement Division. Under South Carolina Code Law, Title 40, Chapter 17 these officers have the same authority and power as sheriffs 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 radio-telephones 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 campus extension 4911 or 592-4911 from outside campus or on the Cherokee County Campus by dialing extension 2711 or 206-2711 from outside campus. 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 and other emergencies on campus can be reported directly by any student, faculty/staff member, or employee to the SCC campus policy by dialing extension 4911 or 592-4911 from outside the campus, extension 2711 or 206-2711 from outside on Cherokee County Campus, extension 6208 or 592-6208 from outside the Tyger River Campus, or extension 4050 or 592-4050 from outside the Downtown Campus.

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 provides 24-hour-per-day security. Alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on campus. Emergencies and criminal actions should be reported to the office of campus police at extension 4911 or 592-4911, extension 2711 outside the central campus, or 206-2711 from outside the Cherokee County Campus, extension 6208, or 592-6208 from outside the Tyger River

Campus, or extension 4050 or 592-4050 from outside the Downtown Campus.

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/right 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 www.sccsc.edu/career.

Cellular Phones and Electronic Devices

Cellular phones and similar electronic devices are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior." For more information on the "classroom behavior" section of the student code, please refer to that section of the Student Planner & Handbook.

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 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 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. Cell Phones, Pagers/Beepers, MP3 Players, CD's, Headphones and Electronic Devices

Students may not receive or send telephone calls, text messages, or pages during class. They are responsible for turning off cell phones and beepers upon entering class. (An exception will be made for public service employees on call.) Unless required for a course,

MP3 players, CD's and headphones are not allowed in any class/lab at any time.

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 the vice president of student affairs 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 term to take student ring orders. 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 roseveare@scsc.edu.

Counseling Services

Counseling Services provides solution-focused, student-centered counseling services to enhance personal growth and development. Counseling Services is a support service available to currently enrolled students.

Services include:

- Limited crisis intervention and counseling – timely response to student crisis situations.
 - Interventions by electronic means – contact through electronic means provided by Spartanburg Community College for non-life threatening concerns and for initial contact.
 - Short-term face-to-face interventions – more in-depth interventions to assist with emotional distress, life transition, or deeper personal challenges.
- Community referrals for physical needs– assistance with connections to local social service organizations that help with these needs.
- Counseling referrals for ongoing needs – connection with local providers who can assist with continued personal wellbeing.
- Educational opportunities to enhance personal and life skills –workshops and events to cultivate personal growth and to work through challenges students face.
- Linking to self-help applications related to your needs – connection to electronic media including apps and websites to assist with specific needs.

To schedule an appointment to begin services you may stop by the Counseling Services Office located in Room 179 on the first floor of the Terhune Student Services Building on Spartanburg Community College's Central Campus, call (864) 592-4943, or e-mail inlown@scsc.edu for assistance.

You may also contact the Office of Vice President of Student Affairs at (864) 592-4806 to schedule an appointment. Should you need accommodations, let us know when you schedule your appointment.

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 www.sccsc.edu/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.

SERVICEMEMBERS 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.

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 directory information may be made available to the public by the College unless students notify the records office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. Major Field of study or program
3. Dates of attendance (enrollment status - full-time, part-time)
4. Awards earned
5. Photographs

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 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 records office, on the SCC website at www.sccsc.edu and on the student records department 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 SCC's current learning management system. It is used to access online courses and provide supplements for traditional courses that are offered on campus. D2L Brightspace provides students access to course syllabi, online readings, multimedia, links to related Internet sites, calendars and online tests. Students can interact with instructors through e-mail, instant messaging, live chat, and online discussions. Orientation sessions are scheduled at the beginning of each semester and are also available online. 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 <http://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 Select a Course menu at the top of the screen or the My Courses area.

It is highly recommended that students use the System Check tool to ensure that their computers meet minimum technical requirements for D2L Brightspace. Current technical requirements and other information about D2L Brightspace can be found on the SCCOnline support website at <https://online.sccsc.edu>. All students have 24/7 access to the SCCOnline Orientation, which includes tutorials for the student tools in D2L Brightspace.

For technical support, contact SCCOnline at (864) 592-4961, (888) 364-9080 (toll free), or e-mail to sconline@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 Central 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 the executive director Judy Sieg 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, 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

Spartanburg Community College's campus police office furnishes portable radio-telephones 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. Response to a call will be immediate and the security officers have the authority to make an arrest, if necessary. All crimes and emergencies should be reported to campus police or security, who will report to the appropriate agencies.

Evaluation of Instruction

Spartanburg Community College seeks the input of students to improve its services and instructional programs. Each semester, students have the opportunity to evaluate the courses, instructors, facilities, equipment and other aspects of the instructional process through a formal evaluation instrument. As part of this evaluation, students rate their satisfaction with the availability of their instructors (information requested every semester) and advisors. If you do not have an opportunity to complete an evaluation in every class, please contact your advisor, department chair or academic dean.

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 www.sccsc.edu/catalog.

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 records 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 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 financial aid office's website at www.sccsc.edu/FinancialAid.

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

Veterans Assistance

Spartanburg Community College is approved by the State Approving Agency for training service persons, veterans, dependents and reservists under Title 38, U.S. Code of Federal Regulations, for the following VA educational benefits: New G.I. Bill – Active Duty Educational Assistance Program (Chapter 30), New G.I. Bill – Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), Vocational Rehabilitation (Chapter 31), Reserve Educational Assistance Program (Chapter 1607) 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 in a reasonable period of time. 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 status will be evaluated after each semester in which the student was enrolled. Students placed on financial aid warning or suspension will be notified by an email to their SCC email account. The complete policy is published 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 www.sccsc.edu/catalog.

Communication With Students

The majority of communications from the financial aid office will be sent to your SCC e-mail

account. Through the MySCC Portal, you must review your e-mail and announcements regularly to ensure you have the latest information about your 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.
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 at www.sccsc.edu/safety

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, P. Dan Hull Building, office E-30D, 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) 592-4752 for more information.

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	$\frac{\text{Course Grade Points (18)}}{\text{Credit Hours Attempted (7)}} = 2.57 \text{ GPA}$				

Grading System

Spartanburg Community College uses the following system of grades:

	<i>Description</i>	<i>Quality Points</i>	<i>Used in GPA Calculation</i>	<i>Credit Hours Awarded</i>
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.

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 records 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 Student Records 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 Central Campus in the Powers Building room D19, Hull Building room 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; \$1,500—accidental death; \$1,500—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.

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 computers usage. Assistance is available in-person at any of our locations, by phone, or via our Ask-A-Librarian email service.

The Library's four locations are:

- Central 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.

Hours

SCC Central Campus

Monday – Thursday: 7:30 a.m. – 9:00 p.m.

Friday: 7:30 a.m. – 1:30 p.m.

Saturday and Sunday: Closed

SCC Cherokee County Campus

Monday – Thursday: 7:30 a.m. – 8:30 p.m.

Friday: 7:30 a.m. – 1:00 p.m.

Saturday and Sunday: Closed

Phone, chat, and e-mail reference services is also available via the central campus library during their normal hours (as listed above), for off-campus users.

SCC Downtown Campus

Monday – Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 8:00 a.m. – 1:00 p.m.

Saturday & Sunday: Closed

Phone, chat, and e-mail reference services available via the central campus library during their normal hours (as listed above), for off-campus users.

SCC Tyger River Campus

Monday – Thursday: 7:30 a.m. – 9:00 p.m.

Friday: 7:30 a.m. – 1:30 p.m.

Saturday and Sunday: Closed

Phone, chat, and e-mail reference services is also available via the central campus library during their normal hours (as listed above), for off-campus users.

Virtual Library: <http://library.sccsc.edu>

- Accessible 24 hours a day and seven (7) days a week
- SCCOnline students have access to all of the above-mentioned services via the library's website and the D2L portal.

Contact Numbers

- Central Campus Library, (864) 592 -4764 or 1-866-542-2779 (toll free)
- Cherokee County Campus Library, (864) 206-2656
- Downtown Campus Library, (864) 592-4075
- Tyger River Campus Library, (864) 592-6220

Library Services

For more detailed information regarding the library's services or resources, visit the library's website at <http://library.sccsc.edu>, text or e-mail askalibrarian@sccsc.edu, or call (864) 592-4764 or 1-866-542-2779 (toll free).

Circulation – Students may borrow books for three weeks and videos for three days. Books may be renewed for an additional three weeks and videos for an additional three days, unless someone else has requested them.

Reserves – Materials that are needed by an entire class may be placed on reserve at the circulation desk by an instructor. This ensures that the materials will be available for student use. Instructors specify check out for three days or for use in the library only. (Check with your instructor to make sure which campus library is holding the reserve.)

Research Databases – The library subscribes to 60+ online databases which allow students to access 70,000+ e-books, magazine, journal and newspaper articles, encyclopedias, literary criticism and other reference materials 24/7 via the library's website. Students can log into the databases off-campus using their portal WebID and password.

Reference Assistance – Library staff are available on each campus and online to help students locate information in the library and to provide research guidance. For more information contact us by phone, e-mail, text, or come into any of our campus libraries.

Interlibrary Loan – If students need books or articles that are not owned by the SCC library, they may request the books or photocopies of the article from another library. Most items can be picked up seven (7) days after making the request.

Library Instruction – The librarians teach classes and individuals how to locate information using SCC library resources. Please contact staff to schedule one-on-one research assistance.

Photocopying – Photocopiers are in or nearby each campus library for student use. Copies are \$.10 each.

Student Workshop – The library offers several different workshops students can attend including Research Skills and Basic MLA format. Please contact staff for additional dates.

Student Responsibilities

Students are responsible for all items and materials (including laptops and MP3 players) checked out in their names. For this reason, it is not advisable for a student to check out items for anyone else or lend materials already checked out. Students use their SCC IDs for checkout of library materials.

Computers – The central campus library has nearly 100 computers and laptops for student use, including two (2) Macintosh computers and two (2) assistive technology stations. Computers are available for student use at the SCC Tyger River Campus, the SCC Cherokee County Campus, and the Downtown Campus libraries. Computers are available for student use in the computer lab at the SCC Union County Campus. If others are waiting, computer use should be limited to 30 minutes. Internet users may not display materials that may be objectionable to others. All computer resources and facilities of Spartanburg Community College are to be used solely for legitimate and authorized academic, instructional, research, administrative and public services purposes. Misuse will cause a user's access to be revoked. Students who abuse the system will be referred to College disciplinary policies as outlined in the Student Code, SCC Procedure – Computer Resource Use.

Overdue Materials – There is no fine for books returned within five days of the due date. After the fifth day, a five cents per day fine is charged. A 25 cents per day fine is charged for reserve items returned late, with no grace period. DVDs, videos, and other AV items are \$1.00 per day. All overdue books and fines must be cleared before the end of each term. Students with overdue materials are not allowed to register or receive grades.

Lost Materials – If a student loses a book or video, the library should be notified as soon as possible. The charge for lost/unreturned materials includes a replacement fee plus a \$10 processing fee. If lost materials are found and returned within a short period, the cost will be refunded. The \$10 processing fee is non-refundable. Students who owe fees for lost material are not allowed to register or receive grades.

Lost and Found

The College operates a lost and found service, located in the campus police office. Any articles found should be turned in to public safety. Lost and found on the Cherokee County Campus is located in the library. Lost and found on the Tyger River Campus is located at the security desk in the front lobby. Lost and found at the Downtown Campus is located at the security desk in the Broad Street lobby in the Evans Academic Center.

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! SCC's NSO is delivered online and available to all new and re-enrolling students via their MySCC Portal account. Accessing the online New Student Orientation is easy! Students should visit the SCC website at 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.

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.

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 WebAdvisor. 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 office of student life, P. Dan Hull Building.
 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, P. Dan Hull Building, room E-30D. 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, P. Dan Hull Building, Room E-30D:
 - 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

Program Change Process

SCC students who want to enroll in a new program of study must complete a SCC Request for Program Change form indicating the new program of study. Request for Program Change forms are available in the admissions center or the advising center located on any SCC campus.

Re-Admission 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 Records 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 records office.

Records and Transcripts

All inquiries about grades, transcripts and records should be directed to the student records office located in room 156 of the Dan L. Terhune Student Services Building, via email at Records@scpsc.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 www.scpsc.edu/records.

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 records 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 records office in writing by the third week of the term that such information is not to be made available.

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

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

If a student desires that the above information not be released, he or she should request a non-disclosure form in the records 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 complete associate degree options in the Associate in Arts, Associate in Science, Management, Management with Fire Service Electives, Management with Marketing Electives and a certificate option in Accounting Specialist.

Online courses allow students to take classes at home or on the go, while balancing work, family, or military obligations. Hybrid courses combine some on-campus instruction with online learning. Courses offered by SCCOnline cover the same material as traditional courses taught in the classroom. Proctored exams are taken at the SCC Testing Center or other approved location for students outside the local area. Online students have access to all student services, including tutoring through the Rita Allison TLC, Career Services, online book ordering at the Book Inn, and online books and research services through the library.

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 programs and courses offered on-campus.

For more information, 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 scconline@sccsc.edu.

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 2.5 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) 592-4122 or visit the SCC website at www.sccsc.edu/recruit.

Senior Citizens

South Carolina residents who are 60 years of age or older 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 Student Records and the Business Office.

Services for Students with Disabilities

SCC complies fully 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 Joshua Holmes, coordinator of student disability services at (864) 592-4818, (864) 641-7425 (Video Phone), or DisabilityServices@sccsc.edu, or visit the office in the P Dan Hull Building, room E-4. Ron Jackson, SCC vice president of student affairs, coordinates ADA/Section 504, EEO/Title IX for students and can be contacted at (864) 592-4817 or visited on the central campus in the Dan L. Terhune Building, room 165.

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. Student Affairs provides pre-employment and career counseling services to assist students with their career choices and preparation for the world of work.
2. Student Affairs assists 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. Student Affairs ensures due process to all students regarding disciplinary matters and student grievances.
4. Student Affairs through TRIO offers 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. Student Affairs provides limited student intervention, counseling and referral services for students experiencing life challenges.

SCC Student Ambassadors and 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 2.5 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) 592-4122 or visit the SCC website at www.sccsc.edu/recruit.

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.

ABSTRACTION: An Artistic Publication

Abstraction is an online artistic publication for Spartanburg Community College showcasing original poems, stories, music, paintings, sculptures, photographs, and other forms of creative expression. Abstraction is student edited and run. Membership is open to enrolled SCC students. New members will work with one or more of the current editors to learn duties related to editing a publication and possibly become an editor.

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.

Campus Crusade for Christ (CRU)

Campus Crusade for Christ (CRU), an inter-denominational international organization, is open to any interested student, faculty or staff of the College. The club's mission is twofold: to allow Christians to come together and discuss issues that are relevant to their lives and to provide a non-threatening environment and support system for spiritual seekers. Additionally, CRU provides its members with opportunities for personal and spiritual development, leadership skills and fellowship.

Hispanic Student Organization (HSO)

The mission of SCC's Hispanic Student Organization is threefold: to strengthen and empower the Hispanic/Latino community both inside and outside of the college; to increase awareness of Hispanic/Latino culture; and, to establish a bond between Hispanic/Latino students and faculty to promote the development of educational and community service opportunities. Membership is open to enrolled SCC students with an interest in the Hispanic Student Organization. Membership dues are \$10 per

semester to support the activities and projects of the HSO. Meetings are held regularly on campus. For more information, email HSO@sccsc.edu.

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 spring plant sale.

Medical Investigators Club

The purpose of the Medical Investigators club is to promote the clinical laboratory profession on the campuses of Spartanburg Community College and within the surrounding service area. Members of this club also participate in projects that support local and international charitable organizations. The Medical Investigators Club is open to all Spartanburg Community College students, faculty and staff with an interest in the laboratory profession. Students enrolled in the Medical Laboratory Technology (MLT) program are automatically granted membership.

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.

SCC Technology Club

The SCC Technology Club welcomes any SCC students or graduates who have an interest in technology to become a member. The purpose of the club is to promote free exchange of knowledge and information about any new technology among the members and the community. The SCCTC mission is to keep our students' technology knowledge up-to-date. The club meets at least twice per semester.

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/life skills development programs. Students who are interested in serving on Student Government should contact the interim advisor for additional information.

Student Medical Assisting Club

The Student Medical Assisting (SMA) Club is open to students who are currently enrolled in the Medical Assisting Program at Spartanburg Community College. The club exists to help Medical Assisting students develop competence and confidence related to their chosen profession, to stress leadership to the campus and community and to raise funds throughout the year to offset the costs of certification exams and other program-related expenses.

Student Nurses' Association

The SCC Student Nurses' Association (SNA) is open to all pre-nursing and nursing students enrolled at Spartanburg Community College. This organization promotes and enhances nursing professionalism, leadership, community involvement and educational opportunities. SNA is an interactive organization that recognizes students within the College and also provides networking opportunities at the state and national level. The SNA participates in campus and community projects that support the mission and goals of the organization. Meetings are conducted monthly during the academic year and a guest speaker representing the nursing community speaks once per semester.

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.

Surgical Technology Club

The objectives of SCC's Surgical Technology Club are to help students understand and appreciate their chosen profession, stay abreast of changes within the field of Surgical Technology and develop skills that foster lifelong learning. Surgical Technology Club members participate in campus and community activities that stress leadership, professionalism, teamwork and personal growth. They also coordinate various fundraisers throughout the year to offset costs associated with national exams, student conferences and other opportunities. Membership is open to students currently enrolled in the SCC Surgical Technology Program.

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.

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 Commons

The Student Commons 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 Commons is to promote a sense of community and connection through both organized and informal activities. Located in the P. Dan Hull Building, Room E30F, the Student Commons is open Monday through Thursday with hours of operation posted each semester. Student Commons 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 My SCC 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), Federal Direct Loans and/or aid through the TRIO Student Support Services (SSS) Program. 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 student records to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to student records 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 institutional 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.

If a student attends one class of the second course in a two-block sequence, the student is not eligible for a refund. A student who never attends the second course in the sequence will receive a 100 percent refund for that course.

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 | 6. LIFE Scholarship |
| 2. Sponsorships | 7. S.C. Need Based Grant |
| 3. Tuition Waivers | 8. Other aid or assistance |
| 4. SCC Scholarships | 9. Lottery Tuition Assistance |
| 5. Outside or Community Scholarships | |

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

Public Telephones: On central campus, courtesy telephones are located near the canteen or vending areas in each building. 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 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 E-3) on the central campus, the testing center offers a range of assessment services including make-up testing and proctored online testing for students at SCC as well as those from other colleges nationally. Instructors/students in need of further information should visit the website at www.sccsc.edu/testingcenter. Hours of operation for the central campus are posted in the testing center each semester and on the website. Comparable testing services are also available for SCC students at the SCC Cherokee County Campus (call 864-206-2713), SCC Downtown Campus (call 864-592-4052), SCC Tyger River Campus (call 864-592-6190) and SCC Union County Campus (call 864-466-1060), all by appointment.

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
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

The Rita Allison Learning Center (TLC)

Located in the P. Dan Hull Building in rooms E-2, E-5 and E-6 on the central 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 as well as computer technology tutoring. 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" and "Ask-A-Geek" via the College website at www.sccsc.edu allow online students to submit papers or questions to tutors. Tutoring services are also available at the other SCC campuses. Please check the website for the available hours at each location.

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 and activities focus on students' individual learning needs. TRIO SSS not only help 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 East Building on the central campus) or download from our website, at <https://www.scc.sc.edu/trio-sss/>. 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) 592-6207 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 864-866-1060.

Vending

Vending machines are located in each student canteen area. They provide a selection of drinks, chips, candy, pastries and coffee. Vending refunds are available on the central campus in the Book Inn (the campus bookstore) located on the ground floor of the Dan L. Terhune Building. Refunds are available on the SCC Cherokee County Campus in room 125 of the Harvey S. Peeler, Jr. Academic Building. Refunds on the SCC Tyger River Campus are available during the day in room 206 in the Tyger River Building and during the evening in room 114 in the BMW Center. Refunds on the Downtown Campus are available in room 144E in the Evans Academic Center. Refunds on the Union County Campus are available in room 113 in the QuickJobs Development Center.

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 Admissions & 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 Colleges sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

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

II. Principles

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

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

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

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

*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.

III. Solutions of Problems

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

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

IV. Definitions

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

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. "Student" means a person taking any course(s), credit or non-credit, offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "SGA" means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
- J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed.

Student Code

I. Student Rights

- A. Freedom from Discrimination -- There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. Freedom of Speech and Assembly -- Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.

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

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

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

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

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

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

II. Student Responsibilities

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

Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

III. Student Conduct Regulations

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

A. Academic Misconduct

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

1. Cheating on tests is defined to include the following:
 - a) Copying from another student's test or answer sheet.
 - b) Using materials or equipment during a test not authorized by the person giving the test.
 - c) Collaborating with any other person during a test without permission.
 - d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
 - e) Bribing or coercing any other person to obtain tests or information about tests.

- f) Substituting for another student, or permitting any other person to substitute for oneself.
- g) Cooperating or aiding in any of the above.

2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.

3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.

4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

B. Abuse of Privilege of Freedom of Speech or Assembly

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

C. Falsification of Information and other Acts Intended to Deceive

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

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

D. Actions which Endanger Students and the College Community

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

- 1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
- 2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
- 3. Setting fires or misusing or damaging fire safety equipment.
- 4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
- 5. Endangering the health, safety, or 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 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, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

F. Other Acts which Call for Discipline

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

*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.

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

IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

A. Interim Suspension

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

The interim suspension process follows:

1. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first class day following the decision to impose the interim suspension.
2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's address on record within two (2) instructional weekdays of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two (2) instructional weekdays of receiving the information from the President, or designee.

This letter must include the following information:

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

B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will 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.
3. If the student is found responsible for the academic misconduct, within five (5) instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven (7) instructional weekdays of the date of the Chief Academic Officer's letter.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student's address of record. This letter must contain the following information:
 - a) a restatement of the charge(s);
 - b) the time, place, and location of the appeal;
 - c) a list of witnesses that may be called; and
 - d) a list of the student's basic procedural rights.

These rights follow:

- 1) The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
- 2) The right to present witnesses on one's behalf.
- 3) The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
- 4) The right to know the identity of the person(s) bringing the charge(s).
- 5) The right to hear witnesses on behalf of the person bringing the charges.

- 6) The right to testify or to refuse to testify without such refusal being detrimental to the student.
- 7) The right to appeal the decision to the President.
- e) A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
- 6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
 - a) Accept the decision and the sanction imposed by the instructor.
 - b) Accept the instructor's decision but impose a less severe sanction.
 - c) Overturn the instructor's decision.

Within two (2) instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five (5) instructional weekdays of the receipt of the Chief Academic Officer's decision.

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

- a) Accept the decision and the sanction imposed
- b) Accept the decision, but impose a less severe sanction
- c) Overturn the decision
- d) Remand the case to the Student Hearing Committee to be re-heard.

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

C. STUDENT MISCONDUCT

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

1. Preliminary Hearing

Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information

presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

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

- a) Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b) Restitution--Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c) Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d) Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e) Loss of Privileges-- Suspension or termination of particular student privileges.
- f) Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
- g) Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h) Any combination of the above.

Within five (5) instructional weekdays of the investigation, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee

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

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

b) The Hearing Committee shall perform the following functions:

- 1) Hear cases of alleged violations of the Code of Student Conduct.
- 2) Insure that the student's procedural rights are met.
- 3) Make decisions based only on evidence and information presented at the hearing.
- 4) Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:

a) Academic Misconduct (cases sent to the Hearing Committee by the President)

- 1) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- 2) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
- 3) Assign a failing grade for the course.
- 4) Require the student to withdraw from the course.

b) Student Misconduct

- 1) Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- 2) Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- 3) Restitution—Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
- 4) Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- 5) Loss of Privileges-- Suspension or termination of particular student privileges.
- 6) Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the

suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.

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

- 8) Any combination of the above.

c) Hearing Committee Procedures

- 1) The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.

- 2) At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's address of record. The letter must contain the following information:

- a) A statement of the charge(s).
- b) A brief description of the incident that led to the charge (s).
- c) The name of the person(s) submitting the incident report.
- d) The date, time, and place of the scheduled hearing.
- e) A list of all witnesses who might be called to testify.
- f) A statement of the student's procedural rights. These rights follow:
 - 1) The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 - 2) The right to present witnesses on one's behalf.
 - 3) The right to know the names of any witnesses who may be called to testify at the hearing.
 - 4) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 - 5) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 - 6) The right to know the identity of the person(s) bringing the charge(s).
 - 7) The right to hear witnesses on behalf of the person bringing the charges.
 - 8) The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 9) The right to a fair and impartial decision.
 - 10) The right to appeal the Hearing Committee's decision.

- 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 President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
- 2) Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.
- 3) The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
- 4) Witnesses shall be called in one at a time to make a statement and to respond to questions.
- 5) After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "preponderance of evidence," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
- 6) The Chair of the Hearing Committee will send a certified letter to the student's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

3. Appeal

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

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

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

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 age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

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

II. DEFINITIONS

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

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.
- G. "Days" means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.

- H. "Student" means a person taking any course(s) offered by the college.
- I. "Instructor" means any person employed by the college to conduct classes.
- J. "Staff" means any person employed by the college for reasons other than conducting classes.
- K. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

III. GRIEVANCE PROCESS

A. Filing a Complaint

This procedure must be initiated by the student within thirty (30) instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the ten (10) day period.

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

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B. Pre-Hearing

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

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

As a part of the effort to resolve the matter, the supervisor, or the South Carolina

Technical College System's Vice President for Academic Affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

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

C. Student Grievance Hearing

1. Requesting a Hearing

- a) The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.
- b) If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
- c) Within two instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

- a) Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
 - 1) Three students recommended by the governing body of the student body.
 - 2) Two faculty members recommended by the Chief Academic Officer.
 - 3) One Student Services staff member recommended by the Chief Student Services Officer.
 - 4) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
 - 5) The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
- b) Ad hoc Committee of Presidents—The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
- c) The Chief Student Services Officer, or designee, will send copies of the student's

request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.

- d) The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

3. Hearing Procedures

- a) The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:
 - 1) a brief description of the complaint, including the name of the person filing the complaint;
 - 2) the date, time, and location of the meeting;
 - 3) the name of any person who might be called as a witness.
- 4) a list of the student's procedural rights. These rights follow:
 - a) The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
 - b) The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
 - c) The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
 - d) The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
- b) At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- c) Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
- d) Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After

resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.

- e) The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- f) Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
- g) The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.
- h) The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
- i) The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

B. Appeal Process

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

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

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 aboveoutlined 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: SCC Directory of Services

Unless otherwise noted, services below are located at the SCC central campus in Spartanburg.

Admissions Center

Dan L. Terhune Building, office 129
Alison Cann, Director

Advising Center

Dan L. Terhune Building, office 174
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
Cecil Hutcherson, Business Manager

Business Office

Ledbetter Building, office 224
Reggie Browning, Director of Finance

Campus Police

P. Dan Hull Building, office E-63
Call (864) 592-4911

Career Services

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

Counseling Services

Dan L. Terhune Building, office 179
Natasha Inlow, Director

Cherokee County Campus

Peeler Academic Building

Daryl Smith, Executive Director, office 126
Cynthia Duncan, Admin. Asst., office 125

L. Hoke Parris Business Training Center

Sabrina Sims, Counselor, office 105

Cashier's Office

Ledbetter Building, office 220
Barbara Suttles, Accounts Receivable
Coordinator

Downtown Campus

Evans Academic Center
Judy Sieg, 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 Services

Financial Aid and Veteran Affairs

Dan L. Terhune Building, office 147
Jeffery Boyle, Director, office 144
Kay Walton, Assistant Director, office 142
Kathy Payne, Veteran Affairs Coord., office 148

Information Center

Dan L. Terhune Building Lobby

Library Learning Resource Center

Katherine Stiwwinter, Director, office 137

Recruiting Services

Dan L. Terhune Building
Quiana Reed, Coordinator, office 116
Ira Pace, Recruiter, office 114

SCCOnline

Library Learning Resource Center, office 130
Neil Griffin, Director

Student Disability Services

P. Dan Hull Building, office E-30B
Leila McKinney, Director
Joshua Holmes, Coordinator

Student Affairs

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

Student Life

P. Dan Hull Building, office E-30D
Vacant, Student Life Coordinator

Student Records

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

The Learning Center

P. Dan Hull Building, offices E-2 and E-5
Linda Klinzing, Director

Transitional Studies

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

TRIO Student Support Services

P. Dan Hull Building, office E-44
Omega Honeywood, Director

Tyger River Campus

Anya Sebastien, Director, office 206
Kim Cansler, Admin. Specialist., office 206
Laura Moore, Counselor, office 127

SCC Union County Campus

Office 113
Isaac McKissick, Director
Cathy Freeman, Administrative Specialist

Appendix V

2017-2018 Exam Schedules: Fall, Spring, Summer

2017 Fall Term Exams

Friday, December 1 – Wednesday, December 6, 2017

1 st 7.5-WEEK TERM Day/time class begins		Exam Time	Date
All class times		Final exams will be given on the last day of class	
FULL SEMESTER (15 weeks), 2 nd 7.5-WEEK TERMS Day/time class begins		Exam Time	Date
MW	8:00 AM	8:00 AM-10:00 AM	Wednesday, December 5
MW	9:30 AM	8:00 AM-10:00 AM	Tuesday, December 5
MW	11:00 AM	10:30 AM-12:30 PM	Wednesday, December 6
MW	12:30 PM	1:00 PM-3:00 PM	Wednesday, December 6
MW	2:00 PM	1:00 PM-3:00 PM	Tuesday, December 5
MW	3:30 PM	3:30 PM-5:30 PM	Wednesday, December 6
MW	4:30 PM	3:30 PM-5:30 PM	Wednesday, December 6
TTH	8:00 AM	8:00 AM-10:00 AM	Monday, December 4
TTH	9:30 AM	10:30 AM-12:30 PM	Tuesday, December 5
TTH	11:00 AM	10:30 AM-12:30 PM	Monday, December 4
TTH	12:30 PM	1:00 PM-3:00 PM	Monday, December 4
TTH	2:00 PM	3:30 PM-5:30 PM	Monday, December 4
TTH	3:30 PM	3:30 PM-5:30 PM	Tuesday, December 5
TTH	4:30 PM	3:30 PM-5:30 PM	Tuesday, December 5
MON	6:00 PM	6:00 PM-8:00 PM	Monday, December 4
TUE	6:00 PM	6:00 PM-8:00 PM	Tuesday, December 5
WED	6:00 PM	6:00 PM-8:00 PM	Wednesday, December 6
THU	6:00 PM	8:15 PM-10:15 PM	Monday, December 4
FRI	All class times	Regular class time	Friday, December 1
SAT	All class times	Regular class time	Saturday, December 2
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 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.			

Appendix V

2017-2018 Exam Schedules: Fall, Spring, Summer

2017 Fall Term Exams – Continued

Friday, December 1 – Wednesday, December 6, 2017

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 6
MW	10:10 AM	10:30 AM-12:30 PM	Wednesday, December 6
MW	12:30 PM	1:00 PM-3:00 PM	Wednesday, December 6
MW	2:40 PM	3:30 PM-5:30 PM	Wednesday, December 6
TTH	8:00 AM	8:00 AM-10:00 AM	Monday, December 4
TTH	10:10 AM	10:30 AM-12:30 PM	Tuesday, December 5
TTH	12:30 PM	1:00 PM-3:00 PM	Monday, December 4
TTH	2:40 PM	3:30 PM-5:30 PM	Tuesday, December 5
MON	6:00 PM	6:00 PM-8:00 PM	Monday, December 4
TUE	6:00 PM	6:00 PM-8:00 PM	Tuesday, December 5
WED	6:00 PM	6:00 PM-8:00 PM	Wednesday, December 6
THU	6:00 PM	8:15 PM-10:15 PM	Monday, December 4
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.			
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.			

Appendix V

2017-2018 Exam Schedules: Fall, Spring, Summer

2018 Spring Term Exams

Friday, April 20 - Saturday, April 28, 2018

1st 7.5-WEEK TERM & 1st 5-WEEK TERM Day/time class begins		Exam Time	Date
All class times		Final exams will be given on the last day of class	
FULL SEMESTER (15 weeks), 2nd 7.5-WEEK TERMS Day/time class begins		Exam Time	Date
MW	8:00 AM	8:00 AM-10:00 AM	Friday, April 27
MW	9:30 AM	8:00 AM-10:00 AM	Saturday, April 28
MW	11:00 AM	10:30 AM-12:30 PM	Friday, April 27
MW	12:30 PM	1:00 PM-3:00 PM	Friday, April 27
MW	2:00 PM	1:00 PM-3:00 PM	Saturday, April 28
MW	3:30 PM	3:30 PM-5:30 PM	Friday, April 27
MW	4:30 PM	3:30 PM-5:30 PM	Friday, April 27
TTH	8:00 AM	8:00 AM-10:00 AM	Thursday, April 26
TTH	9:30 AM	10:30 AM-12:30 PM	Thursday, April 26
TTH	11:00 AM	1:00 PM-3:00 PM	Thursday, April 26
TTH	12:30 PM	10:30 AM-12:30 PM	Saturday, April 28
TTH	2:00 PM	3:30 PM-5:30 PM	Saturday, April 28
TTH	3:30 PM	3:30 PM-5:30 PM	Thursday, April 26
TTH	4:30 PM	3:30 PM-5:30 PM	Thursday, April 26
MON	6:00 PM	8:15 PM-10:15 PM	Thursday, April 26
TUE	6:00 PM	6:00 PM-8:00 PM	Thursday, April 26
WED	6:00 PM	6:00 PM-8:00 PM	Friday, April 27
THU	6:00 PM	8:15 PM-10:15 PM	Friday, April 27
FRI	All class times	Regular class time	Friday, April 20
SAT	All class times	Regular class time	Saturday, April 21
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.			

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.			

Appendix V

2017-2018 Exam Schedules: Fall, Spring, Summer

2018 Spring Term Exams – Continued

Thursday, April 27 - Saturday, April 29, 2018

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 27
MW	10:10 AM	10:30 AM-12:30 PM	Friday, April 27
MW	12:30 PM	1:00 PM-3:00 PM	Friday, April 27
MW	2:40 PM	3:30 PM-5:30 PM	Friday, April 27
TTH	8:00 AM	8:00 AM-10:00 AM	Thursday, April 26
TTH	10:10 AM	10:30 AM-12:30 PM	Thursday, April 26
TTH	12:30 PM	10:30 AM-12:30 PM	Saturday, April 28
TTH	2:40 PM	3:30 PM-5:30 PM	Thursday, April 26
MON	6:00 PM	8:15 PM-10:15 PM	Thursday, April 26
TUE	6:00 PM	6:00 PM-8:00 PM	Thursday, April 26
WED	6:00 PM	6:00 PM-8:00 PM	Friday, April 27
THU	6:00 PM	8:15 PM-10:15 PM	Friday, April 27
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.			
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.			

2018 Summer Term Exams

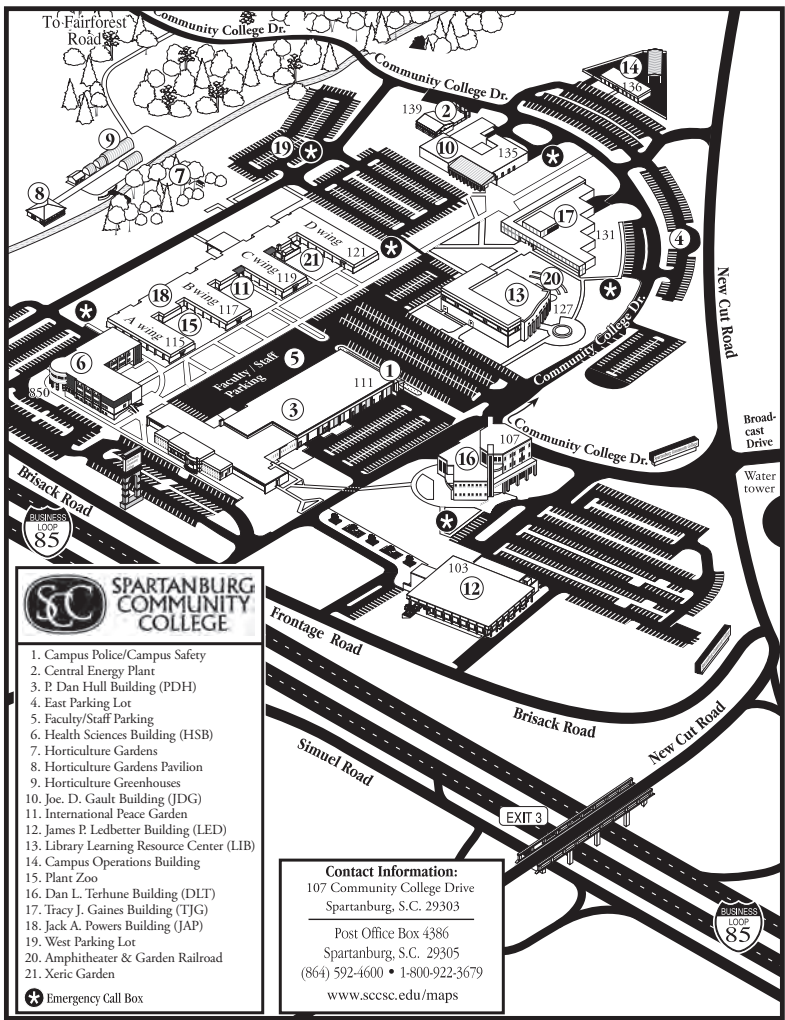
Last day of class term

FULL TERM 05/14/18-07/19/18 Day/time class begins		Exam Time	Date
MW	All class times	During scheduled class time	Wednesday, July 18
TTH	All class times	During scheduled class time	Thursday, July 19
FLEX TERM 05/29/18-06/28/18 Day/time class begins		Exam Time	Date
MTWTH	All class times	During scheduled class time	Thursday, June 28
1st 5-WEEK TERM 05/14/18-06/14/18 Day/time class begins		Exam Time	Date
MTWTH	All class times	During scheduled class time	Thursday, June 14
2nd 5-WEEK TERM 06/18/18-07/19/18 Day/time class begins		Exam Time	Date
MTWTH	All class times	During scheduled class time	Thursday, July 19

Appendix VI
SCC Central Campus Map



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



Appendix VII

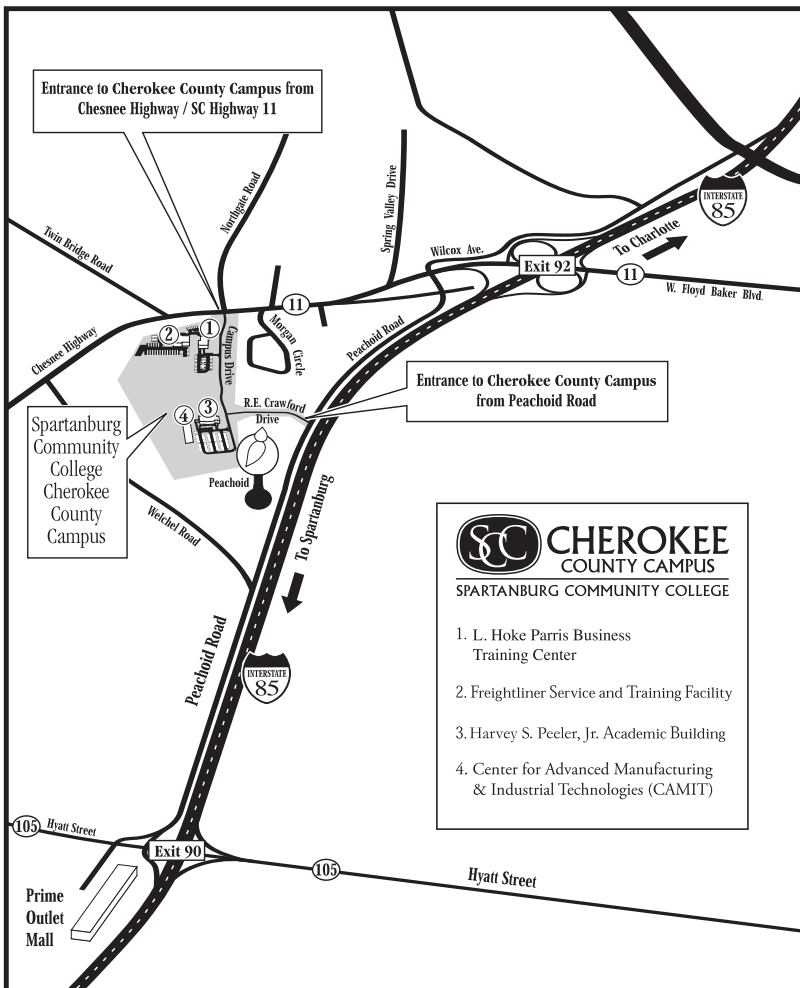
SCC Cherokee County Campus Map



523 Chesnee Highway (Highway 11)

Gaffney, SC 29341

(864) 206-2700 • 1-800-922-3679

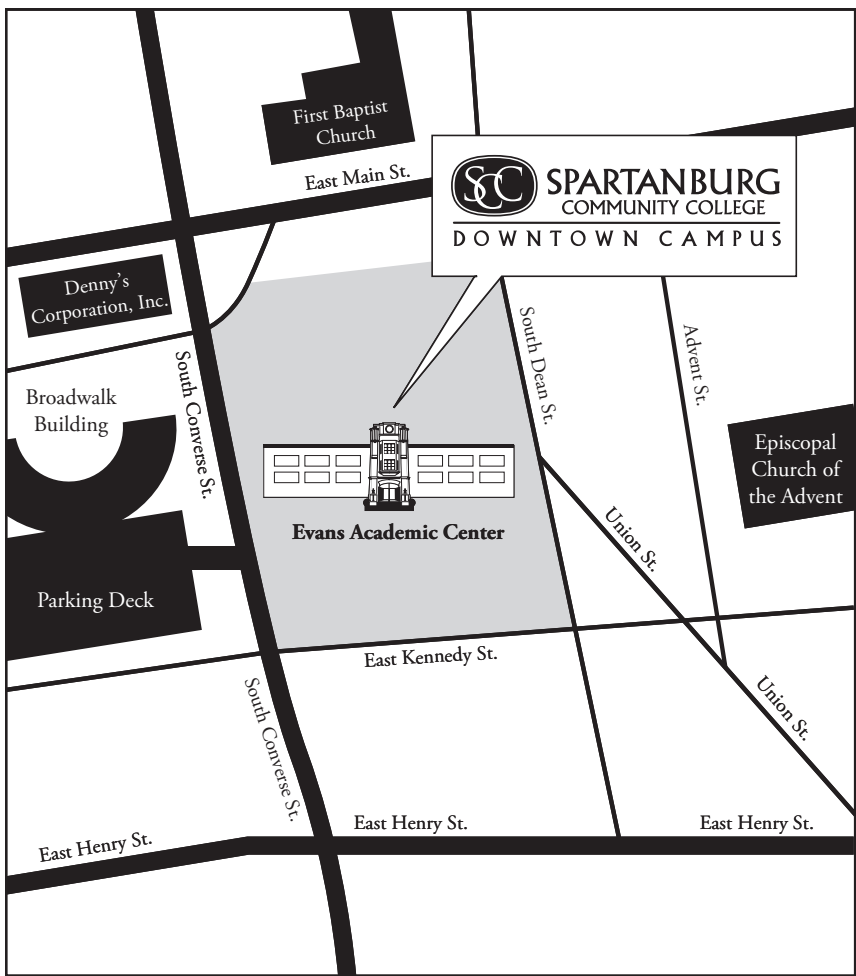


Appendix VIII

SCC Downtown Campus Map



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

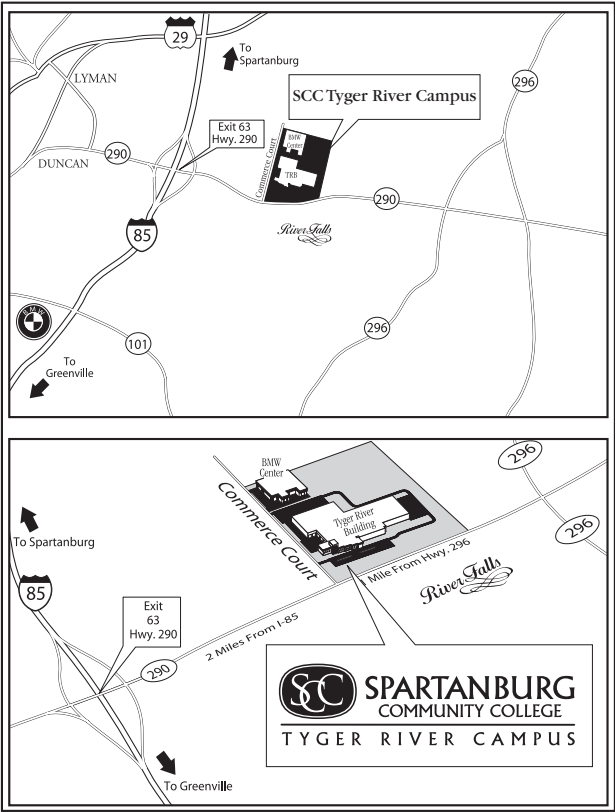


Appendix IX
 SCC Tyger River Campus Map



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



Appendix X

SCC Union County Campus



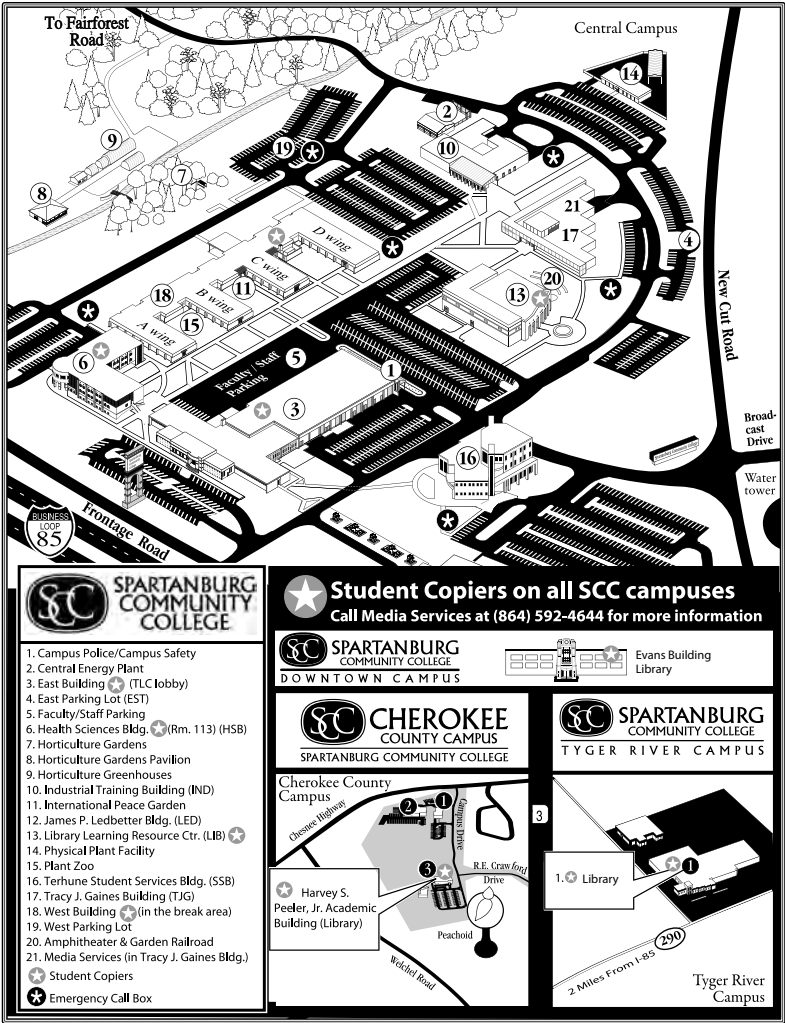
1401 Furman L. Fendley Highway (Highway 176)

Union, S.C. 29379

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



Appendix XI
 Student Copier Locations



Referral Contacts

Position	Contact	Phone Ext.	Office
President	Henry Giles	4616	DLT 322
Administrative Coordinator to the President	Geraldine Mahaffey	4619	DLT 329
Administrative Assistant to the President	Betty Hall	4942	DLT 330
Senior Vice President of Academic Affairs	Cheryl Cox	4613	DLT310
Executive Assistant to the President and Director of Economic Development	Mike Forrester	6204	TRB 204
Executive Director of Advancement and SCC Foundation		4805	DLT 223
	Bea Walters Smith	4448	DLT 103
Vice President of Business Affairs	Ray Switzer	4610	DLT 322
Vice President of Student Affairs	Ron Jackson	4817	DLT 167
Associate Vice President of Instruction	Patricia Jones	4634	PDH 10B
Associate Vice President of Enrollment	Lynn Dale	4815	DLT 118
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)	Michael Harvey	4686	DLT 156
Administrative Specialist in Student Records	Gail Reeves	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	Beverly Booker	4628	DLT 137
Director of Applicant/Advising Services-Admissions	Alison Cann	4991	DLT 124
Admissions Specialist - Residency	Connie Wolfe	4829	DLT 184
Director of Campus Operations	Gladden Smoke	4157	PPF I-4
Director of Career Services	Jennifer Little	4808	DLT 174
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	Omega Honeywood	4781	PDH 44
Director of TLC (Learning Center) and Testing Center	Linda Klinzing	4284	PDH 02
Coordinator of Recruiting	Quiana Reed	4122	DLT 116
Recruiter	Ira Pace	4367	DLT 114
SCC Campus Police Chief	Vacant	4774	PDH 63
Student Life Coordinator	Vacant	4752	PDH 30
Director of Finance	Reggie Browning	4660	LED 226
Dean, Learning Resources (Library, SCCOnline)	Mark Roseveare	4763	LIB 114
Director, Library	Katherine Stiwinter	4296	LIB 138
Director, SCCOnline (distance learning)	Neil Griffin	4897	LIB 130
Business Manager, Book Inn	Cecil Hutcherson	4693	DLT G13
Division Dean - Health Services	Berta Hopkins	4262	HSB 145
Division Dean - Technologies	Jeff Hunt	4727	PDH 12
Division Dean - Arts & Sciences	Kem Harvey	4795	JAP D05
Department Chair Computer and Engineering Technologies	Marcia Schenck	4839	LED 289
Department Chair Business Technologies	Renee Trammell	4840	EAC
Department Chair Manufacturing Technologies	Jay Coffer	4933	PDH 56B
Department Chair Industrial Technologies	Mark Cramer	4734	PDH 56A
Executive Director SCC Cherokee County Campus	Daryl Smith	2702	PAB 126
Site Coordinator, SCC Union County Campus	Isaac McKissick	1065	Union 102
Executive Director SCC Tyger River Campus	Anya Sebastien	6207	TRB 207
Executive Director SCC Downtown Campus	Judy Sieg	4051	EAC 145
Dean of Corporate & Community Education	Robert Leslie	4910	TJG 19
Student Counselor	Natasha Inlow	4943	DLT 179



P.O. Box 4386

Spartanburg, S.C. 29305

(864) 592-4600 • (866) 591-3700

www.sccsc.edu