

The Student-Centered College

Marion Technical College's highest priorities are student learning and success, which are the means by which faculty and staff measure their success. We are committed to creating learning experiences that add value to students' lives while fostering intellectual, social, emotional, and developmental growth. These experiences occur in an environment that is supportive and conducive to learning. In this "community of learners," we celebrate individual differences for their unique contributions to the whole. Furthermore, the rights and privileges of the individual are balanced with the responsibilities each person has to the college community.

To affirm these values, we hold the following expectations within our college community:

The College – Student Compact

You, the student, can expect the college to:

- Employ faculty and staff who are caring, knowledgeable, and prepared to fulfill their responsibilities.
- Provide a supportive learning environment that is challenging, both intellectually and personally.
- Emphasize teaching and learning that increases one's ability to effectively communicate, successfully solve problems and make decisions, use information technology and mathematics, and practice a high-level of interpersonal and professional behavior, including lifelong learning.
- Provide a quality education at an affordable price that is valued in the marketplace.
- Prepare you for a career in your field and/or transfer to another college.
- Treat you as a valued member of the college community by listening to your ideas regarding issues that affect you.
- Provide high-quality student services in a convenient, effective, and efficient manner.

The college expects you, the student, to:

- Make learning a top priority in your life.
- Actively participate in the learning process both in and out of the classroom.
- Be highly motivated to learn and prepare beforehand for each learning experience.
- To spend a *minimum* of two hours studying outside of formally scheduled class time for every one hour of formally scheduled class time.
- Commit to being an equal partner in the teaching-learning process.
- Be open to new ideas and ways of doing things
- Be proactive and specific in telling us the help you need to succeed.
- Make the college community a better place through your contributions of time and talent while a student, and later as an alumnus.
- Take responsibility for your own learning and behavior, and accept related consequences.

All members of the college community are expected to:

- Demonstrate mutual respect and trust.
- Appreciate differences among people.
- Adhere to high standards of ethical conduct and academic integrity.
- Honor the rights and freedoms of others by treating each member of the community, as you would want to be treated.
- Respect the campus environment.
- Be good citizens of and contributors to the college, improving the quality of campus life for everyone.
- Take pride in and ownership of the college.

Student Consumer Information

As a "student centered campus" and in accordance with the 2008 Higher Education Opportunity Act, MTC maintains a variety of important Student Consumer Information online at <http://www.mtc.edu/about/studentconsumerInfo.html>
For additional information, visit the HEOA website at <http://www2.ed.gov/policy/highered/leg/hea08/index.html>

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Academic Advising

MTC is committed to providing you with career and academic advising throughout your enrollment at the college. Various college staff and faculty participate in advising in order to provide assistance you need before, during, and after your attendance. As adults, students are expected to be proactive to seek the specific advising help they need to ensure success anytime throughout their enrollment.

First-Year Advising

If you are a first term student, you may be assigned a first-year advisor in the Student Resource Center. A first-year advisor will meet with you often during your first few terms at MTC to answer questions and help you adjust to the demands of college. You will usually have contact with this advisor four to six times during a term, depending on your needs.

After one to three successful terms, you will normally begin advising with your faculty advisor through your graduation.

Program Advising

If you are a general admission student seeking a degree, you will meet with an administrator or faculty from your chosen program following admission counseling and ACCUPLACER testing (if applicable) to discuss your courses and program requirements, including your first term class schedule. This would be a good time to ask any questions not answered during admission counseling.

Academic Advising

Most students will be assigned a faculty advisor during their first term of study. Your advisor is available to assist you throughout your enrollment. You are encouraged to become acquainted with him or her as soon as possible.

Most students increase their likelihood of success when they actively participate in the advising process. Participation means meeting and developing an ongoing relationship with your advisor, developing a plan of study, discussing any academic problem that you may experience, and contacting the advisor to schedule required advising sessions or anytime that you would like to review your educational goals and progress, or have questions.

Please remember that your advisor is one of many resources available to help you succeed at MTC. As an adult student, the college believes that **YOU** are in the best position to make decisions about when to take the courses that comprise your program or will help you achieve your goals. Although your advisor may make suggestions or discuss options concerning courses in your program, he or she will not make decisions for you. You are responsible for knowing course prerequisites as indicated in the catalog, and which required and elective courses are necessary to complete your certificate, degree, or other goals. You are also responsible for knowing the approval or disapproval status of any transfer, examination, or life experience credit.

You are strongly encouraged to develop both short-term and long-term plans for completing courses for your certificate or degree program when you meet with your advisor. (See the "Preparing for Advising" on Page 5.) The advisor can answer your questions or help you obtain information.

When You Must Meet With an Advisor

After their first term, all MTC students should schedule an appointment with their advisor at two specific times throughout their enrollment:

- To register for your second term; and,
- During the term after you have earned 40-45 credit hours toward an associate degree (usually around your third term, if attending full-time or about 20 credit hours from program completion).

Other times when you would be required to meet with your advisor, dean, or director include:

- If your cumulative grade point average (GPA) drops below 2.0 ("C" average).
- If, by the fifth or sixth week of any term, it becomes evident that your academic work is below satisfactory (less than a grade of "C"), you will receive an **Academic Improvement Notice** from your instructor that indicates the course(s) in which you are deficient. If it is unclear how you can improve after talking to your course instructor, please see your academic advisor or program dean/director who will suggest strategies for improvement.
- If your academic record warrants **academic warning, probation, or dismissal status**, your department dean or director will notify you. (See the Academic Warning, Probation, and Dismissal section of this book for details.) If you are on warning or probation status, you must meet with your department dean or director and together develop strategies and a plan for improvement.
- It is in your best interest to meet with your academic advisor at least **one full academic term before you plan to graduate** to make sure you plan to complete all of your program course requirements as expected and on schedule. Waiting until you are about to begin your final term is normally too late to correct deficiencies or other problems. Before registering for your last term of enrollment, you must meet with your advisor to ensure that you have fulfilled all degree or certificate requirements.
- Whenever you desire assistance and especially upon experiencing any circumstance which interferes with your success as a student, make an appointment to see your advisor.

If you are not required to meet with your advisor as indicated previously **and** have a clear understanding of which courses you should take next, you may register for classes without seeing an advisor. Be sure to register for classes that follow your academic plan.

Preparing for Advising

Listed below are suggestions to prepare you for a more productive advising session. Advanced preparation will increase the likelihood of getting the courses you desire and being placed into courses that are compatible with your skill level.

Your advisor's role is not to choose your course schedule, but to discuss options, offer advice, and help you make sure you are on track to achieve your academic goal. It is important to be well prepared for your advising appointment.

Before the advising session:

It is recommended that you prepare a permanent folder to take to each advising session, which contains the following:

- Your MTC Basic Skills Assessment (ACCUPLACER) and Technology Skills Test (TST) results
- Any previous college transcripts, high school transcripts
- GED results, or articulation forms
- Your current MTC class schedule
- A self-assessment of your strengths and weaknesses that may affect your course selections. (For example, are you a morning person, a good time-manager, a self-starter?)
- A clear understanding of your career goal, transfer plans, and possibly a formal career interest assessment.
- Course enrollment policies and requirements of any financial aid that you receive.
- A tentative schedule for the upcoming term, with several alternate courses selected. (Be careful not to "over-schedule" or to take too many demanding courses at one time. Ask your advisor for suggestions. Note: **12 credit hours** = full time for financial aid purposes, but will not allow you to complete a degree in **6** semesters.)

During the advising session:

- Clarify your career and/or transfer goal with your advisor.
- Tell your advisor how you are currently performing in your courses and about any trouble you had in previous courses. Be honest. Let your advisor know, for example, if you lack confidence in certain areas or disliked certain types of courses in the past.
- Share your tentative schedule with your advisor.
- Do not take on more courses than you can handle.
- For example, taking a heavy course load while you are working more than half time and/or parenting children who are still at home may not be in your best interest.

Academic Load

To be considered a full-time student, you must be enrolled in at least 12 credit hours of classes or more. To be considered a half-time student, you must be enrolled in at least six credit hours of classes. Your academic load may not exceed 18 credit hours unless (1) it is required by your academic program as listed in the college catalog or (2) if you have written approval from the dean or director of your department. Should your academic load exceed 18 credit hours, you will be charged a per credit hour fee for each excess credit hour of enrollment.

Academic Misconduct

Examples of dishonest or unacceptable scholarly practice at Marion Technical College include but are not limited to:

- A. Work copied verbatim from an original author;
- B. Work copied practically verbatim with some words altered from the original without proper credit, i.e., reference citations, being given;
- C. Copying answers from another's test paper, quizzes, notes, book, etc.;
- D. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice, such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students;
- E. Falsification of clinical, practicum, or laboratory records; or
- F. Plagiarism.

By committing any academic misconduct, you face the following possible consequences:

- A. The first offense will result in an equivalent grade of "F" being given for the particular test, project, paper, etc., on which the behavior has occurred.
- B. The second offense in a given class will result in a failing grade for that course.

- C. Three total offenses (not necessarily in one course) will, based on the recommendation of the vice president of academic services, result in dismissal from the college for one full academic term.

Upon readmission, any subsequent single offense involving a dishonest academic practice subjects you to dismissal.

If you feel you have been wrongly accused, you may appeal the decision through procedures outlined in the College Code. The penalty for a proven case of dishonest scholarly practice will stand through appeal. If the Judicial Committee reverses the original decision, then:

- A. For the first offense, the test, project, paper, etc., will be re-graded on the criteria for that assignment,
- B. For the second offense, your grade will be reevaluated based on the criteria of the course.

Copies of the student appeals procedures are available from the Student Resource Center (SRC). All misconduct information is removed from your records if your appeal is successful.

Academic Renewal

If you experienced academic difficulty during an earlier enrollment at MTC, you may be eligible to request **Academic Renewal**, which provides a “fresh start” to your cumulative grade point average (GPA). Academic Renewal affirms the college ideal of providing a second chance for future educational success without regard to the academic mistakes of the past. A minimum of three (3) calendar years must have elapsed since completion of the coursework to be disregarded and you can only request this once in your time here at MTC. For more information about academic renewal, please see your academic dean or director.

Academic Warning, Probation, or Dismissal

To be in good academic standing, a student must maintain a minimum cumulative grade point average (GPA) of 2.0. A student whose cumulative GPA is less than 2.0 will receive a notice of academic warning, probation or dismissal based upon his/her previous record and accumulative GPA.

A student not in good academic standing is permitted to register for classes only when approved by the program dean, director or designee, and after the student has documented an “individual success plan” with their advisor to increase the likelihood of academic success and their return to good academic standing.

Academic Status

The Office of Student Records (OSR) will notify students who have an cumulative GPA of below 2.0 of their academic status by indicating the following on their semester student grade report:

Warning	Below 2.0 cumulative GPA [1.50-1.99]. Registration restricted to advisor approval.
Probation	Below 1.5 cumulative GPA [1.00-1.49]. Registration restricted to advisor approval.
Dismissal	Below 1.0 cumulative GPA [0-.99]. Registration Denied.

If the student’s cumulative GPA is below 1.0 and the dean/director determines that academic progress is unlikely at the present time, notice of dismissal from the college shall be sent to the student by the department dean/director. Only position levels at or above the dean/director may academically dismiss a student.

Students who have been dismissed for academic reasons may be reinstated to resume classes pursuant to the provisions of the college’s policy on “Reinstatement after Dismissal.”

A student on academic probation must follow a restricted enrollment status as follows:

Development of a customized success plan/contract.

The student must meet with the dean, director, or designee of the department to reflect upon past learning and develop an Individual Success Plan (ISP) to help overcome past impediments to learning; and, to obtain authorization to register for courses while on academic warning or probation status.

It is typically good practice for the student to take the appropriate developmental foundation courses before continuing other coursework, or in some cases but not all, retake the courses that contributed to the academic deficiency in order to more quickly raise the GPA. At the end of each succeeding term, the student’s performance is reviewed and the student appraised of his/her academic status.

Reinstatement after Academic Dismissal

Once you have been dismissed due to poor grades, you must observe a waiting period of one academic term before filing a formal petition for reinstatement with the department dean or director. If reinstatement is granted, the dean or director, in conference with you, will outline the conditions necessary for your re-enrollment and goal to achieve your satisfactory academic standing.

Admission to Graduation Checklist

First Semester

- All new and returning students are strongly recommended to meet with an admission counselor prior to enrolling in the first term at MTC.

Second Semester

- Schedule an appointment with your academic advisor to discuss second term classes. Academic advisor lists are posted on bulletin boards throughout Bryson Hall, one week prior to registration. An academic administrative assistant can help you locate an advisor list. Also, you can work with your advisor electronically through MAPS (My Advising Plan for Semesters). This software application can be accessed from MTC's home page, by selecting the "My Plan" tab.
- Register for classes with your advisor or during registration periods; pay tuition and fees by the published deadline.
- Attend scheduled classes. To drop a class, withdraw from the college, change from day to evening classes or vice versa, or request a tutor, see the appropriate sections of this Handbook for details. If you have a question, problem, or concern, contact an admission counselor or your academic advisor.

Other Terms

- You should schedule an appointment to see your academic advisor when you have accumulated a total of 40-45 credit hours.
- You should contact your advisor any time you have a question or problem, especially when you are experiencing academic difficulty. Your advisor's office hours will be posted on his or her office door.

In order to graduate:

- Two terms before you plan to graduate, you are strongly encouraged to meet with your academic advisor to review your progress toward meeting all course requirements. Before registering for your last term of enrollment, you must meet with your advisor to ensure that you have fulfilled all of your degree or certificate requirements.
- Before the first week of the term, you intend to graduate, complete and submit the "online" **Petition for Graduation** on the College Website. If you would like assistance in locating employment, contact the MTC Works! Career Services by sending e mail to mtcworks@mtc.edu. Information is also available online at www.mtc.edu.
- All financial obligations to the college must be paid (including completing an exit interview for Stafford/Guaranteed Student Loan recipients).

Assessment of Student Learning

Student learning is the primary focus of MTC. In order to measure how well MTC fulfills its mission of providing an enriched and personal educational experience for students, all programs and courses include a variety of assessments that measure learning success.

Each academic program at MTC has a list of learning outcomes (skills) that students who graduate will have learned upon successful completion of the program. In addition to program-specific learning outcomes, MTC has defined a set of common skills that each graduate should possess. These skills are collectively called the **College Graduate Competencies**, or CGC's.

The faculty has defined specific CGC's in **six** areas:

(1) Mathematics, (2) Communications, (3) Information Technology, (4) Problem-Solving and Decision-Making, (5) Interpersonal and Professional Behavior, and (6) Diversity. These skills are taught, reinforced, and/or periodically measured in various courses throughout the curriculum in every degree program. You are strongly encouraged to focus on the CGC's as you learn throughout your program.

In addition to standard assessments in a specific course such as tests, quizzes, and assignments, assessment can also include scores on special projects, standardized tests, evaluations from internships or co-ops, and rubric scores – any assessment that provides reliable information about how well you are learning. Assessment results are used to help MTC continually improve its programs and courses, and to create a more meaningful learning experience for students.

Audio/Video-Taping by Students

The privilege of audio-taping, video-taping, or recording photos or images during class time is allowed only with the permission of the instructor. Students must assume that all such activity is prohibited unless expressly permitted orally or in writing by the instructor. A student with a documented learning disability that allows audio-taping is an exception to this rule.

Recording conversations of any kind without the express written consent of the person(s) involved is illegal.

Auditing a Course

If you want to take a course for informational purposes without earning credit, you may do so by auditing the course. To register as an auditing student, you should complete an audit registration form when registering for classes. Health Technologies courses require the appropriate director's permission to audit. The regular per credit hour fee is charged for audited courses. A change from "audit" to "credit" or vice versa must be made within the first 14 calendar days after the first day of class.

Students auditing courses are entitled to participate in the class as much as credit-seeking students; however, examinations and assignments are optional. Courses that are audited are not included in the computation of your cumulative grade point average (GPA) and do not apply toward completion of any graduation requirements. A mark of "R" is recorded on your permanent record to denote audited courses.

Student Services

Whether you are 18 or 80, the student services provided by Marion Technical College are available to you. If you are an evening student, an administrator is available most evenings to answer your questions and provide assistance.

For more information about Adult Student Services, contact the Student Services Counselor (BR Room 176D).

Basic Skills Assessment/College Placement Testing

Assessing incoming students' basic academic skills is closely linked to a successful college experience. Studies – and experience – show that individuals inadequately prepared for college-level courses often flounder, while students with higher skills placed in College Foundation courses tend to be bored and unchallenged. The result in both cases is a negative experience that can affect both grades and college persistence.

MTC uses a variety of assessment tools to evaluate incoming students' skills in English, reading, writing, computer applications, and math. Assessment results properly place students into the following courses:

- English Courses
- Math Courses
- Computer Basics (OIS 1200) or Computer Applications (OIS 1240)

The **ACCUPLACER** assessment focuses on English, mathematics, reading, and writing. The **Technology Skills Test (TST)** is a two-part test that covers basic keyboarding skills, basic e-mail usage, Internet experience, and Windows navigation.

In addition to high school transcripts and other information available to advisors, results of ACCUPLACER and the TST are used to determine if you might benefit from enrolling in certain College Foundation courses or taking a proficiency examination in math or English to earn credit for the course.

Basic skills assessments are administered by the Student Resource Center in Room 183 of Bryson Hall. Individuals may start tests anytime between 9 a.m. and 5:30 p.m., Monday through Thursday. Limited hours are available on Fridays and Saturdays *by appointment only*. The TST can also be taken in the Academic Computer Lab (BR 193) during regular hours throughout fall, winter, and spring terms.

Between terms and during summer semester, assessment testing may begin anytime between 9 a.m. and 1 p.m. – Mondays, Wednesdays, and Thursdays, or between 9 a.m. and 5:30 p.m. on Tuesdays. Friday testing is by appointment only.

Basic skills assessment testing is a **FREE** service. Students should arrive a few minutes before their intended start time with their social security number. Allow three hours for testing, although most students finish in about two hours. Tests are scored immediately, and your results will be explained during registration by an academic advisor.

Scores on the American College Test (ACT) may also be used for course placement for students enrolled in certain programs. (see the **college catalog**.) Students required to take the ACT may inquire at the Office of Admission or the Student Resource Center about test dates and locations.

Financial aid students who have not completed high school or earned their GED are required to take the ACCUPLACER basic skills assessment to demonstrate "ability to benefit" in accordance with federal regulations.

Bookstore

Supplies used in classes and laboratories may be purchased at the Marion Campus Bookstore located in the George H. Alber Student Center. Books are purchased through MTC's Online Bookstore, <http://mtc.ecampus.com/>.

The bookstore is open during the term breaks and throughout the summer; special holiday and summer hours are observed.

Bus Service

Marion Area Transit vehicles will stop on campus once an hour, on the hour. However, you must call the Marion Area Transit at **740.382.9850** in order to arrange this service. Buses run from 8am–2pm, Monday through Friday. Please check with the service to determine exact costs.

Additionally, special door-to-door service is available through a partnership between Marion Area Transit and Marion County Department of Job and Family Services for individuals meeting certain criteria. Call **740.387.8560 (Ext. 245)** for more information.

Career Services

Career Interest Testing/Career Planning

If you are undecided about a career direction or college major, you may complete the Strong Interest Inventory. This inventory helps you make decisions by enabling you to see your interest in light of the world of work. You can complete the inventory online at the web address listed below. This service is open to the public; however, a nominal fee is charged.

Career Coach as a tool to use as careers are being researched. You can obtain regional information on, What will you do within a career, Pay ranges, and if a career is growing or declining. Also, take a look at Hot Jobs. This tool is available at <http://www.mtc.edu/mtcworks>.

Canvas Course Management System

Canvas is a course management software product used by faculty to deliver course materials via the Internet for nearly all courses. Registered MTC students can access Canvas using a Web browser such as Microsoft Internet Explorer[®]. Students are automatically enrolled in the Canvas courses when classes begin each term. The Canvas tool can be accessed on MTC's Website, www.mtc.edu.

Canvas enables instructors to create discussion forums, deliver online tests and quizzes, keep track of student grades, provide copies of PowerPoint presentations, create external links to supplemental material, present video and audio, and other similar functions. In addition, Canvas provides calendaring and e-mail functions for students.

Instructors may provide an orientation session during the first week of class. If you are unfamiliar with using Canvas, please let your instructor know. Students who enroll in an online course are expected to be proficient with successfully navigating Canvas prior to enrolling. Support for Canvas is available by e-mailing helpdesk@mtc.edu.

Cancellation/Change of Classes

Courses that have fewer than 12 students enrolled may be canceled prior to the first day of class. Should a class be canceled, you will be notified in advance to the extent possible.

In the event individual class sessions are canceled by the instructor, signs will be posted in the classroom.

Cell Phone/Communication Device Usage

Instructors may request that personal communication devices are turned off during class sessions.

Children on Campus

Children must be under adult supervision at all times while on campus. Marion Technical College cannot assume responsibility for your child's entertainment or safety.

No children are allowed in college classrooms or laboratories during class sessions or in open labs as they may distract other students and instructors.

For the welfare and safety of all concerned, please make appropriate child care arrangements while you are on campus.

Class Attendance

You are expected to attend all scheduled classes. If you must miss a class on a rare occasion, you are advised to notify the instructor *in advance* and inquire about make-up assignments. Not all exams or assignment can be made-up, and some departments have special provisions regarding missed work and absences.

On-line class attendance will be recorded based upon successful completion of weekly assignments. If a student has not participated within the first two weeks of the course, the student may not be afforded the opportunity to make-up missed work. Please refer to individual course syllabi for additional information and make-up policies.

Class Schedule

The schedule of classes lists the courses scheduled for the academic term (along with the days and times offered) and is published each term before registration opens. The class schedule is available on the MTC website.

Class Section Transfer

To transfer from one class section to another after the fifth day of the semester and before the tenth business day before the end of the semester, you must complete a section transfer form available from the Office of Student Records. Approval from a department dean or director is needed in order to change class sections.

College Catalog

The official **college catalog** contains information on program requirements and course descriptions. Changes in courses, policies, and/or degree requirements are usually reflected in the most recent catalog. View College Catalog at www.mtc.edu.

College Closing

In case of bad weather, power outages, or other emergencies, the closing of MTC will be announced on: www.mtc.edu, Facebook, Twitter, 740.389.4636 (recorded message). In addition, you may register your cell phone number with Buckeye Alert as text messages will also be sent in the event of a closing.

Commuting/Carpooling

The MTC Carpooling Program is for students who wish to share the cost of transportation to and from the campus. You may sign up for carpooling by following the procedure on the carpooling board to the left of the entrance of the bookstore, located in the Student Center.

Computer Services for Students

Use of MTC Electronic Media and Services

Marion Technical College's electronic communication, telecommunication, and computing resources may be used for purposes related to the instructional and administrative mission of MTC.

Electronic media and services include, but are not limited to, computers, computer software and applications, networks, wireless networks, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, online services, intranet, Internet, and the World Wide Web. This policy applies to all users of MTC electronic media and services, whether affiliated with the college or not, and whether on campus or from a remote location.

MTC reserves the right to limit, restrict, or extend access and usage privileges to these college resources. Electronic documents and data are subject to the Family Educational Rights & Privacy Act (FERPA). All users are required to comply with all applicable college policies, including, but not limited to, FERPA, sexual harassment, copyright, privacy, and licensing regulations. Any activity that violates local, state, or federal law and/or college policy constitutes a violation of this policy.

MTC's policies against sexual and other harassment apply fully to these media and services, including use of e-mail and the Internet. Therefore, except for curriculum-prescribed research, no e-mail messages shall be created, sent, or solicited, and no Internet sites shall be accessed if such action would constitute a violation of these policies. Additionally, the Internet and e-mail system shall not be used for any form of gambling.

Users should not send information that does not correctly identify the sender. Further, users should not disguise or attempt to disguise their identity or the identity of the part of the electronic system they are using unless this activity is being performed as a part of legitimate coursework and with the knowledge of the college administration.

Incidental and occasional use of these resources for personal purposes is subject to all aspects of college policies including provisions relating to monitoring and access. Personal use shall not impede the ability of the user or other users to fulfill their academic responsibilities nor shall it adversely affect access to or use of these resources for college purposes. Users should not use these resources for any activity that constitutes a conflict of interest with the college or to conduct any portion of a personal commercial business.

Privacy

Notwithstanding the college's right to retrieve and monitor information on the system, electronic files and documents should be treated as confidential by other users and accessed only by the intended recipients and users. Users are not authorized to retrieve, read, alter, or delete electronic files or documents intended for other recipients or users, except as authorized by MTC administration.

Though MTC utilizes numerous methods to prevent unauthorized access to systems and private files, users of these resources should have no expectation of privacy. Information can be revealed by malfunctions, by hackers, through normal operational procedures, and by other means. Confidentiality cannot be assumed even when passwords or other security measures are used.

MTC's electronic systems are designed and maintained exclusively for the benefit of the college, and the college administration reserves the right at any time and without notice to monitor, access, or review any data that is either stored or transmitted.

Any user who discovers misuse of college electronic media or services (including e-mail or Internet) should contact his/her Academic Advisor or the Director of the MTC Computer Center.

This policy may be modified at the discretion of the college. All users are bound by the terms and conditions of this policy and all future modifications and amendments. The reading and signing of MTC's User Agreement in conjunction with the use of MTC's electronic media or services constitutes acceptance of these stipulations.

Enforcement

Users who violate this policy may be subject to disciplinary action up to and including suspension/termination, and/or civil or criminal liability. Violations will be handled through the college disciplinary procedures applicable to the user.

MTC may temporarily suspend or block a user's access to electronic and/or computing resources prior to the initiation or completion of disciplinary procedures when the integrity, security, or functionality of the college or computing resources is at risk or to protect the college from liability. MTC may refer suspected violations of applicable law to appropriate law enforcement agencies. An individual desiring to challenge charges of violation or disciplinary action must follow the applicable college grievance procedure.

Cooperative Education (Co-Op)

Students enrolled in Business, Information and Engineering Technologies may earn academic credit for on-the-job experience through **Cooperative Education (Co-Op)**. This should not be confused with Life Experience Credit. Through Cooperative Education, students are learning specific competencies required in their degree program. Co-Op permits a blending of theory and practice through classroom instruction and appropriate work assignments for current students who engage in employment related to their area of study.

Most degree programs in the Business and Information Technologies Department require a cooperative education experience. Students will enroll in BUS2800-Co-Op Preparation and submit a cooperative education experience application through that course. Upon successful completion of BUS2800, students find placement in a work setting related to their degree field. Once placed, students enroll in BUS2900-Cooperative Education Experience.

If your program offers a Cooperative Education experience, you must complete the steps specified by your department, and gain the approval of your dean or director prior to registration.

Copyright Infringement Policies and Sanctions (including Computer Use and File Sharing)

Marion Technical College intends to comply with the U.S. Copyright Law (Title 17, U.S. Code). All Marion Technical College students, faculty, and staff are expected to adhere to and respect the provisions of this law. Failure to do so may result in individual liability for copyright infringement.

Illegal distribution of copyrighted material, including unauthorized peer-to-peer (P2P) file sharing, may subject you to civil and criminal liabilities and/or college disciplinary action. This information is provided to help you understand what is legal and what is not. Use the links in this document to learn more.

The 1998 Digital Millennium Copyright Act (DMCA) makes it illegal to copy or share intellectual property without the permission of the copyright owner. This includes music, videos, games, software, and other materials. Manufacturers, publishers, copyright holders, and individuals use access control technologies, referred to as Digital Rights Management (DRM), to control the usage of digital content and devices.

The 2008 Higher Education Opportunity Act (H.R. 4137) (HEOA) is a reauthorization of the Higher Education Act of 1965. It includes provisions intended to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer file sharing.

It is copyright infringement to reproduce, distribute, perform, publicly display, or create a derivative work using any copyrighted work without the permission of the copyright owner. There are civil and criminal penalties for copyright infringement. Record and motion picture companies are suing college students for downloading and sharing music and movie files without authorization. Marion Technical College (MTC) adheres to the regulations and guidelines outlined by the DMCA and HEOA. Copyright infringement is against the law and in violation of MTC's computer user agreement. Such activity could subject you to legal and/or college disciplinary action.

Peer-to-peer sharing of copyrighted material without the copyright holder's permission is illegal, whether you download or serve it. In most cases, the software you use to download files automatically makes your machine into a server. You may be serving files without realizing it.

Under federal law, copyright infringement does not require intent or knowledge on the part of the alleged infringer. "Peer-to-peer" (P2P) programs are designed to allow for the sharing of files. When you download a file using those types of applications, it will generally be stored in a manner that can be accessed by others. Many of the files found on such sites are made available for downloading and sharing without the copyright holder's permission. To protect themselves from liability, peer-to-peer programs may include a disclaimer stating that they do not condone copyright infringement, and disclaiming any liability for downloading and sharing of files in violation of copyright law. That does not exempt you from liability.

Educause, a nonprofit association whose mission is to advance higher education by promoting the intelligent use of information technology, provides links to sources for legal downloading. Generally, these services have some kind of revenue: simple sales, monthly fees, or advertising. See Legal Sources of Online Content.

The doctrine of fair use provides for limited sharing of copyrighted materials, especially in an academic setting. However, the vast majority of online music and movie sharing does not meet the criteria for fair use. For an explanation of "fair use," see the United States Copyright Office site.

In an attempt to curb illegal file sharing, the Recording Industry of America (RIAA), a trade group made up of copyright holders such as Sony and RCA, use automated methods to detect even small amounts of sharing. They track an "offender" through the Internet Protocol (IP) address assigned by the Internet Service Provider (ISP). When the RIAA detects infringing activity, it notifies the ISP which is MTC in this case.

When MTC receives notification that an IP address on its network has been used to violate a copyright, it reviews its network activity records to validate the legitimacy of the complaint. If the complaint appears valid, the college suspends the offending computer's network access until the infringing material is removed. First offenders regain network access once proof of removal is provided and an acknowledgement is signed. Repeat offenders will be dealt with through the appropriate disciplinary process.

The college notifies the sender of the Notice that, a) appropriate removal actions have been taken, or b) the allegation could not be validated through network activity records. The college does not provide any user identifying information to the sender of the notice unless the notice is accompanied or followed by a lawfully issued subpoena. Likewise, the college does not forward a copy of the notice itself to the alleged infringer.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages of not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. Costs and attorneys' fees may also be assessed. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, see Frequently Asked Questions on the U.S. Copyright Office site. Another resource is Duke University's Copyright FAQ. If an individual uses MTC's information technology systems in violation of any laws or college policies or user agreements, the college may take disciplinary action. Such action will be in accord with applicable laws, policies, and codes, including but not limited to Responsible Use of college Electronic Communication Systems and Computing Resources (#146), Copyright Policy (#3357:10-1-50), Computer Software Duplication (#145), Student Disciplinary Action (#420), employee disciplinary action (Employee Handbook), College Code (Student Handbook), and employee Code of Conduct (#330).

Credit by Examination and Prior Learning Assessment Review

In some areas of study, a student may be permitted to progress to higher-level courses if they can demonstrate and provide documentation of competency in entry-level courses.

If a student has qualifications from previous education, job training, certifications, self-study, occupational, or other experiences, they may be able to earn credit in certain courses by successfully completing a proficiency examination or by applying for life experience credit.

Either or both processes may be used to reduce the number of courses required to complete a degree or certificate, provided the qualifications are equivalent in content and quality to those the student would acquire by enrolling in those courses offered by the college.

Students must see the dean or director of their program if they are considering participating in MTC's credit-by-exam or requesting a prior learning assessment (PLA). More about PLA credit is available on MTC's web site.

A maximum of 32 semester hours of credit may be earned through exam, life experience, or any combination thereof. A per credit hour, nonrefundable fee must be paid to the Business Office before a proficiency examination is taken or credentials for prior learning are evaluated.

Dean's List

If you achieve a 3.5 or higher GPA on college-level courses that receive letter grades (excluding "S," "U," "X," or "EM") for "full-time" attendance during any academic term, you will be named to the Dean's List. Dean's List status appears on your official transcript. Full-time students must complete a minimum of 12 credit hours in qualifying courses within one term to meet Dean's List criteria.

Students who maintain "part-time" status (less than 12 hours) throughout the previous year are named to the Dean's List after the spring term by achieving a 3.5 or higher GPA. Twelve or more semester hours are included in the calculation (excluding "S" or "U" graded courses).

Publicity will be sent to your local paper, based on your address on file. Only those students who marked "yes" to release directory information will be included in the publicity.

Disability Services

Marion Technical College is committed to serving students with disabilities by providing reasonable accommodations and other support services when approved. Students with a disability are highly encouraged to meet with the director of the Student Resource Center (SRC) during the admissions process. Students with certain types of disabilities may be eligible for special academic provisions. In order to receive academic provisions, it is essential that you meet with the director of the SRC. A student who has received services from other institutions related to his or her disability should also contact the SRC director for possible continuation of those services at MTC.

In all cases, it is the student's responsibility to initiate contact with the director of the SRC. This contact in turn will introduce you to the services available in the Office of Students with Disabilities. Depending on the disability, accommodations might include additional time on a test, adaptive hardware or software, note taking, audio taped textbooks, tutors, success strategies, select advising, and advocacy to name a few. For more information about Disability Services, contact the director of the Student Resource Center (BR Room 183E).

Dropping or Adding Classes for Full Session

You may **drop or add classes** from your schedule during any registration period. You may **add classes** only through the fifth business day of the term. **Classes may be dropped** up to ten business days before the term ends. (A "business day" is any day that the Office of Student Records is open.) A student may register for a flexibly scheduled class up until the first meeting of the class.

Dropping a class or classes is subject to the following indications on your transcript:

- A. No indication of course registration is recorded on your transcript when you drop a class on or before the end of the fifteenth calendar day of the academic term.
- B. If you drop a class on the sixteenth calendar day through the tenth business day before the end of the term, you will receive a "W" (withdrew) on your transcript.
- C. After the tenth class day before the end of the term, no drop or section transfer forms will be accepted. Dates are determined by the day the form is received in the Office of Student Records.

Drug/Alcohol Information

In compliance with the Drug Free School and Communities Act Amendment of 1989, MTC publishes "Drug-Free Information," a brochure describing MTC's policies and applicable federal and state laws and sanctions. The brochure also describes possible risks and includes area agencies that may provide assistance. Drug-free information brochures are available from the brochure rack outside the MTC Information Center or from the Student Services Office. Additional support can be found at www.drugfreeworld.org or by contacting the Student Resource Center (BR Room 183E).

E-Mail

MTC uses email as the primary means of communicating information to students. MTC provides e-mail service to all active, registered students. Students can access the student e-mail system using a Web browser such as Microsoft Internet Explorer®. Functions in the e-mail system include sending and receiving mail, storing frequently used contacts, sending attachments, and managing mailboxes.

MTC student e-mail can be accessed by clicking MY MTC and then MyMail e-mail link at MTC's Web site, www.mtc.edu.

Student use of all MTC Electronic Services (including but not limited to computer labs, Canvas, Student E-mail, and wireless access) is subject to MTC's acceptable use policy.

FERPA: Family Education Rights and Privacy Act (Buckley Amendment)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords students certain rights with respect to their education records.

These rights are:

- The right to inspect and review their education records.
- The right to seek to amend their education records.
- The right to have some control over the disclosure of information from their education records.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Marion Technical College to comply with the requirements of FERPA.

Who is a student?

- A student is any individual who is or has attended at Marion Technical College.
- A student who has applied to the college is not considered a student under this rule and therefore has no rights for inspection of their records under FERPA.

What are education records?

- Education records are all records that contain information directly related to a student and are maintained by an educational agency or by a party acting for the agency or institution.
- They are not:
 - Sole possession records maintained by a single person as a memory jogger and are not shared with any other individual.
 - Records created and maintained by a law enforcement unit for a law enforcement purpose.
 - Employment records (unless contingent upon attendance).
 - Medical records made and maintained in connection with treatment and disclosed only to individuals providing treatment.
 - Records that only contain information about an individual after he or she is no longer a student at the institution (i.e., alumni records).
- They are records maintained in any way, including, but not limited to:
 - Handwriting
 - Computer media
 - Print
 - Video or audio tape
 - Film
 - Microfilm and microfiche
 - Document imaging

What information is contained in education records?

- Personally identifiable information includes, but is not limited to:
 - Student's name.
 - Name of the parent or other family members.
 - Address of the student or student's family.
 - A personal identifier such as a social security number or student number.
 - A list of personal characteristics or other information that would make student's identity easily traceable.
 - Directory information is information not generally considered harmful or an invasion of privacy if disclosed. Directory information cannot include the student identification numbers or social security numbers.
- Marion Technical College has identified the following listing of information as directory information:
 - Name
 - Address including county
 - E-mail address
 - Telephone number
 - Field of study
 - Dates of attendance and designation of full-time or part-time
 - Degrees and awards received (including Dean's List)
 - Photographs

What can I do if I disagree with my records?

- Students may ask to amend a record they believe is inaccurate or misleading. The steps for challenging records are:
 - Submit a written request to amend the record to the appropriate administrator responsible for the records stating the specific information in question and the reasons for the challenge.
 - The administrator will review the request and notify the student of the decision.
 - If the record is not amended, the administrator will advise the student of his or her right to a hearing regarding the request for amendment, along with information regarding the hearing procedures at MTC.
- This procedure should not be used when disputing grades. Refer to the procedures for appealing a grade.

Who has access to student records?

- Students have access to view their own records. To do so they must:
 - Submit a written request to the OSR that identifies the record they wish to inspect.
 - OSR will arrange for access and notify students the time and place where the records may be inspected. If the office does not maintain the records, the students will be notified of the correct office to which the request should be addressed.
 - MTC will comply with the request within 45 days.
 - Copies of records are not provided unless failure to do so would effectively deny access of the records, such as a former student who does not live within a commuting distance. A fee is charged for copies of education records.

- MTC will not destroy records if request for access is pending; however, MTC follows a retention schedule for destruction of records no longer deemed necessary.
- Students may not inspect records of other students, nor may they inspect records for which they have previously waived their right to review, nor may they inspect financial records of their parents.
- MTC does not re-release records that were not originated from MTC, such as high school and college records, GED or ACT scores, etc. to third parties. Students should request the information from the original source.
- Students may allow access to their records by signing and dating written consent forms. The consent must state:
 - What records may be disclosed.
 - The purpose for the disclosure.
 - Identification of the party or class of parties to whom disclosure may be made.
- FERPA authorizes disclosure without consent in some instances. These include but are not limited to:
 - School officials with legitimate education interests. A school official is a person employed by MTC in an administrative, supervisory, academic, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor, clearinghouse, or collection agent); a person serving on the Board of Trustees; or a student who is employed in the colleges' offices. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Compliance with a judicial order or subpoena that specifies not to notify.
 - For health or safety emergencies.
 - Directory information (as previously defined).
- Students have the right to refuse Marion Technical College from disclosing their directory information. This may mean, however, that if students receive recognition for honors or achievements, the college will be unable to publish the information in newspapers or other publications. Students are advised to consider the consequences of their decision to withhold "directory information."
- Each term students have an opportunity to change their directory information status. The deadline for accepting the change is the Friday before the start of classes each term.

What students may do if they believe the college is not complying with the Privacy Act:

- Students should contact the OSR when they believe that FERPA is not being followed.
- OSR will review the allegation and notify the student of its findings.
- Students may also file complaints with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Financial Aid

An important consideration for every student is the financing of a college education. MTC realizes that the costs of education may be difficult for students to pay. However, you should not assume that you will be unable to attend college for financial reasons. Sources of financial assistance are many and varied, and may be explored by contacting the Financial Aid Office.

How to Apply For Financial Aid

- All financial aid information is available online at <http://www.mtc.edu/financialaid/index.html>
- Complete the Free Application for Federal Student Aid (FAFSA) online. This application is used to determine your eligibility not only for the Pell, but for the Federal Supplemental Education Opportunity Grant (FSEOG), Direct Student Loan, College Work-Study, and most scholarships.
- Submit a Scholarship Application (available online) if you wish to apply for various scholarships available to MTC students. This application is due by **May 1**.

You are encouraged to apply for financial aid by **April 1** to ensure that applications are complete and on file by **May 1**. You must reapply each academic year if you wish to be considered for financial aid the following year. (Fall term begins the new academic year.) Applications for financial aid and financial advising are available from the Financial Aid Office.

Types of Financial Aid

Scholarships

Scholarships are monetary gifts, which do not involve repayment. All scholarships vary in amounts according to the funds available and the number of eligible applications received by **May 1**.

Numerous scholarships are available to MTC students. To improve your chances of receiving scholarships, complete the application thoroughly, neatly, and give it plenty of thought before you start writing. Historically, the students who have spent the most time on their application are those receiving the largest scholarships.

Your Student Aid Report, the results of the Free Application for Federal Student Aid (FAFSA), must also be on file at the college by this time. Contact the Financial Aid Office for a complete listing or watch the Financial Aid Bulletin Board and Web site for details.

Grants (Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), and Ohio college Opportunity Grant

Grants are also monetary gifts that involve no repayment. You must meet normal academic requirements and demonstrate financial need in order to be eligible. The Pell Grant is a common grant assisting MTC students. The amount of assistance you may receive through the grant is determined on the basis of your own and your family's financial resources.

To be considered for the grant, you must establish your eligibility by completing the Free Application for Federal Student Aid (FAFSA) available online at <http://www.mtc.edu/financialaid/index.html>. Both full-time and part-time students are eligible.

Loans

Loans are forms of financial aid that must be repaid at a specified time. Direct Loans are administered through the college, funded by the Federal Government, and carry a low interest rate.

Marion Technical College Emergency Loan

This loan is intended to provide a means of financial assistance to students for a **short period of time**. The loan is available to students in good standing with the college. A \$20 service charge is assessed for loans up to \$300. All loans must be repaid prior to registering for the subsequent term and before the end of the current term.

Direct Student Loans

This program enables students to borrow directly from a participating lender. You may apply for the Direct Student Loan, which can be up to \$3,500 (first-year students) per academic year, if you are enrolled or have been accepted at MTC as at least a half-time (6 credit hours) student and have a 2.0 GPA. Additional unsubsidized amounts are available for those who qualify.

You must complete at least 30 semester/credit hours between loans. Repayment of the subsidized loan and interest charges is deferred until six (6) months after you cease to be enrolled in at least six (6) credit hours of classes. You must establish eligibility by completing the Free Application for Federal Student Aid (FAFSA) and submit a separate loan application (MPN), loan request form, and online entrance counseling before the loan can be processed. Prior to leaving MTC or dropping below 6 credit hours, an online exit interview must be completed.

Student Employment

Students wishing to work for a portion of their educational expenses may apply for the College Work-Study or Student Employment programs. Employment may be in college offices, laboratories, and other on-campus areas. Student employment is also available for students as reading tutors in area elementary schools. Salaries for these types of positions are at least minimum wage.

To apply, you must complete an MTC Application for Student Employment and the Free Application for Federal Student Aid (for work-study applicants only).

Deferred Payment

This payment plan breaks your tuition into four payments plus a processing fee. Contact the Business Office for information.

Additional Financial Aid Sources

You are also encouraged to seek outside sources of financial assistance, such as the following:

Veterans' Benefits

A veteran who has been discharged or released under honorable conditions may be entitled to receive benefits. Benefits may also be available for children/spouse of deceased or disabled veterans.

The veteran must be seeking an associate degree and only taking classes that apply toward graduation to receive benefits. **It is the responsibility of the veteran to notify the MTC Veterans Administration (VA) certifying official of classes being dropped or added. Failure to comply will result in reduction or termination of benefits.**

Students who are receiving veteran's educational benefits and have failed to improve their deficiency point status by the end of their second probationary term must be reported to the VA for termination of their educational benefits. This procedure is a regulation requirement of the VA. Contact the Financial Aid Office for forms and further details.

Bureau of Vocational Rehabilitation (BVR)

If you have a disability that is handicapping to employment, you may be eligible for financial assistance from the BVR. Contact your local BVR office for details.

TRA/NAFTA

The Training Readjustment Act (TRA) and the North American Free Trade Act (NAFTA) offer tuition, books, and supply funding for individuals that were employed with a company that relocated to Canada or Mexico. This benefit is available through the Ohio Department of Job and Family Services.

Workforce Development

Several unions have Workforce Development money available to their members. To obtain this, please consult with your union.

Workforce Investment Act (WIA)

The Workforce Investment Act (WIA) is available through the county Job and Family Services. Funding may be available for those who qualify available for training at certified educational providers for individuals to increase their skills and improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of companies. This funding is available through the local one-stop facility.

Contact the County Job and Family Services office in your county for details. Access http://ohioheretohelp.ohio.gov/links_grantsscholarships.stm.

Ohio National Guard Scholarship

Any member of the Ohio National Guard who enlists, re-enlists, or extends his or her service for a period of six years is entitled to this scholarship at MTC. Contact your local National Guard unit for more details.

Employer Assistance

Employers often offer scholarships to their employees or children of employees. Many area employers also have tuition reimbursement programs.

American Opportunity Tax Credit

The American Opportunity Tax Credit is a tax credit available to eligible students during their first four years of postsecondary education. The tax credit may be taken for up to \$2,500 of tuition and fees that the student (independent student) or student's parents (for a dependent student) pay. 100% of the first \$2000 paid is eligible followed by 25% of the next \$2000 paid.

To be eligible, a student must be enrolled in a degree, certificate or other program leading to a recognized education credential (i.e. associate degree, certificate of proficiency, etc.). Eligible individuals may claim the credit when they file their federal income tax forms.

Contact your tax advisor for specific information. You may also find additional information on the [IRS](#) website.

Federal Student Loan Interest Deduction

A student may deduct up to \$2,500 per year of interest paid on education loans for expenses of students enrolled in higher education. The maximum deduction is \$2,500. The deduction is allowed only for the first 60 months of interest payments. Months during which the loan is in deferral or forbearance do not count against the 60-month period. Eligibility for this deduction is phased out for single filers with incomes between \$50,000 and \$65,000 (adjusted annually for inflation) and joint filers with incomes between \$100,000 and \$130,000.

Contact your tax advisor for specific information. Income limits are adjusted for inflation. You may find additional information on the IRS Web site at www.irs.gov (publication 970).

Alternative Funding Sources

Frequently banks, churches, schools, and service and professional organizations sponsor loans and scholarships. Information on other sources of financial aid is posted on the bulletin board in the main hallway of Bryson Hall.

Financial Aid Web Sites

If you would like to explore additional information sources on financial aid, the following list is a great place to start:

- www.mtc.edu
- www.studentaid.ed.gov
- www.fastweb.com
- www.saltmoney.org/mtc
- www.collegeboard.com
- www.marioncommunityfoundation.org
- www.scholarships.com
- www.uncf.org
- <http://ohiomentor.org/www.ohnurse.org>

Explore these sites individually to access information or financial aid.

Financial Aid FAQ

Q: What can I apply for/what am I eligible for?

A: You can apply for all types and sources of financial aid available. Those commonly used at MTC are the Pell Grant, FSEOG, MTC scholarships, and student loans. Other places to find information are the financial aid bulletin board, the college catalog, student handbook, the campus library, local public libraries, churches, service organizations, etc. The only way to find out if you are eligible is to apply.

Q: How much financial aid will I get if I attend less than full time?

A: The Pell Grant is prorated depending on your eligibility and the number of credit hours for which you are registered. To determine how much you will receive, multiply the amount of Pell Grant listed on your award notice by the following percentages. If this calculation is less than \$185, you are not eligible for Pell assistance.

12+ hours	=	100 percent
9 - 11 hours	=	75 percent
6-8 hours	=	50 percent
1-5 hours	=	25 percent

Q: Why is financial aid calculated on last year's income when this year is when the money will be spent?

A: Last year's income for most people is the best predictor of their financial situation. Using the last taxable year's income makes it easier to provide accurate information on the FAFSA. If your current income is significantly less than the prior year, contact the Financial Aid Office to see if you qualify for "Special Circumstances."

Q: How do I receive my financial aid?

A: When you receive your Financial Aid Award Notice from MTC listing your financial aid and have registered for classes, your financial aid is automatically accepted and applied towards your tuition.

If your financial aid is less than your tuition and fee charges, you must pay the difference. If your financial aid is more than these charges, a check for the difference will be mailed to you approximately 30 days after the term begins.

A new loan recipient must first complete an Entrance Counseling and Master Promissory Note (both online) before these funds can be disbursed. These must be completed each year by all loan applicants. Students must also complete a hard copy Loan Request Form indicating the monetary amount of loans requested and terms/semesters they wish to request loans. **IMPORANT: In order for loans to be processed, the student must be enrolled/registered for the term in which they plan to use the loan (minimum of 6 credit hours required).**

Q: How often do I apply for Financial Aid?

A: Every academic year. The academic year begins with fall and continues through the summer term. The Renewal Applications and FAFSA's are available October 1st for the next academic year.

The Direct Loan may be spread over all terms and the Pell and FSEOG Grants may be used all terms if you attend less than full-time

Q: How do I apply for a student loan?

A: The FAFSA must be processed and on file in the Financial Aid Office. You complete the online steps for applying for a Direct Loan at <http://www.mtc.edu/financialaid/index.html>. The entire process can take up to 4 weeks, so students should plan accordingly.

Financial Aid Satisfactory Academic Progress (SAP) Regulations

MTC is required to define and enforce Standards of Progress for those students receiving financial assistance. These Standards of Progress require that you satisfactorily complete a prescribed number of credit hours each term. The number of hours you must complete is based on your plan to enroll full time or part time as indicated on your registration form.

These standards are established only for those students who are receiving financial assistance from one or more of the following programs: Pell Grants, FSEOG, OCOG, College Work-Study Program, MTC Scholarships, and Direct Loan Programs.

Full-Time Students

Students whose aid is based on a full-time status must complete a minimum of 12 credit hours per term.

Half-Time Students

Students whose aid is based on a half-time status must complete a minimum of six (6) credit hours per term.

Maintaining SAP

A student will be considered to be maintaining SAP if they meet all the following requirements:

1. Maintain the required cumulative grade point average (GPA); **AND**
2. Satisfactorily complete the necessary number of credit hours (67%) per term; **AND**
3. Will graduate within 150% of the credit hours required to complete their program of study.

Explanation:

1. Students must maintain an appropriate GPA as determined by the college to retain eligibility for federal aid.

Total Credit Hours Attempted	Required Grade Point Average
1-30	1.50
31-60	1.75
61 or more	2.00

2. Students must satisfactorily complete 2/3 (67%) of attempted credit hours each term. Successful completion is defined as receiving any of the following grades: A, B, C, D or S (Satisfactory). The following grades are not considered successful completion of a course: F, FN (failing due to non-attendance) W (Withdraw), U (Unsatisfactory), I (Incomplete)* or R (Audit)**.

(Example: A student attempting 12 credit hours must complete 8 credit hours.)

The attempted credit hours include developmental (foundation) coursework and hours the student may have attempted even if Federal aid was not received.

*Incomplete (I) grade will be treated the same as a failing until changed to a letter grade. It is the student’s responsibility to notify the Financial Aid Office when this occurs.

**Audits (R) - Audit courses receive no credit and do not influence GPA. They are not counted in credits attempted.

3. A student must complete his/her program of study within a time frame not exceeding 150% (in credit hours) of the published program length.

Example – For an academic program of 70 credit hours, the maximum time frame for the program may not exceed 105 credit hours.

Change major/degree - If a student changes majors, he/she is still required to complete the degree or certificate within the maximum time frame.

Monitoring

All current financial aid recipients will have their completed credit hours and grades monitored at the end of each term to see if they have met the requirements stated above.

Financial Aid Warning

If a student fails to meet any of the above criteria in a term, the student will be placed on Financial Aid Warning and notified in writing. A student on Financial Aid Warning may receive financial aid for the next academic term of enrollment. He/she will be monitored during the next term of attendance. To regain SAP status, the student must satisfactorily complete all courses for which they are registered. Withdrawing from a course is not considered satisfactory completion. A student who is on Financial Aid Warning and does not meet SAP will be suspended from Federal financial aid.

Financial Aid Suspension

A student who does not meet SAP requirements after being placed on Financial Aid Warning will have their financial aid suspended resulting in the termination of all financial aid. Students having their financial aid suspended will be notified in writing and required to pay for tuition/fees themselves. Students suspended may appeal the suspension.

Reinstatement

Reinstatement of financial aid eligibility may be granted after completing, at your own expense, the number of hours necessary to return to the minimum standard.

Appeal Procedures

If a student feels there are extenuating circumstances (i.e., illness/injury of student, serious illness/death within the immediate family, or other circumstances beyond the reasonable control of the student) they may appeal Financial Aid Suspension in writing to the Financial Aid Office. A student must complete the Satisfactory Academic Progress Appeal Form and return it with all supporting documentation to the Financial Aid Office for review by the Financial Aid Coordinator. The student will be notified in writing of the action taken on their appeal. The decision made on the appeal is final. If the appeal is approved and the student fails to meet SAP a second time, there is no second appeal. Students may also regain Financial Aid eligibility by completing coursework at their own expense until all conditions of SAP are met.

Financial Aid Refund

Financial aid awarded for any term is to be used toward meeting the cost of attending MTC for that period. If you withdraw from the college or change academic status, a recalculation of the award may be necessary. This recalculation will be based upon your new status and the time of the term in which the change was made. By withdrawing from classes, or if you stop attending before 60% of the enrollment period is complete, you may be responsible for repaying Federal Student Aid (such as Pell Grants and Direct Loans). Check the financial aid bulletin board or the fee update sheet for specific dates.

Class Attendance

Students who fail to attend classes and do not withdraw are also subject to refund and repayment of financial aid.

Repayment

A Financial Aid Officer will compute the repayment and notify the Business Office of the amount you owe. You will be billed and instructed how to make repayment. Future financial aid and grades/transcripts may be withheld until repayment is made.

If repayment is not made, your debt shall be turned over to a collection agency for collection assistance. All refunds are returned to the source from which they came.

"First Year Focus"

For many students, the greatest challenges and pressures occur during the first year of college. One website, called "First Year Focus," offers an orientation to college that appeals to a wide variety of student types. The site provides generalized support information for students, with tips for navigating through your first year of college. Topics include grades, money, health and wellness, social life, careers, and much more. First Year Focus can be accessed at www.abacon.com/firstyearfocus.

College Foundation Courses

If you have been out of school for a while and need to strengthen your academic skills, or if you feel your high school courses or your performance did not prepare you for college work, MTC College Foundation courses may be exactly what you need.

The Arts and Sciences Department offers College Foundation Courses in math, science, English, and study skills. In order to maximize the likelihood of success in college-level courses and subsequently your career, you are encouraged to enroll in them as needed early in your college experience. You may take College Foundation Courses whenever they are on the class schedule. Some students find it helpful to take College Foundation Courses during the spring or summer prior to beginning other courses in the fall. Placement into certain English, math, or other courses is dependent upon scores achieved on the ACT/SAT or the ACCUPLACER assessment. The ACCUPLACER assessment is provided by MTC at no cost.

College Foundation Courses are identified by a course number below 1000. While credit earned in College Foundation Courses does not count toward degree requirements, it may significantly enhance your performance in degree courses. In other words, if an honest evaluation of your abilities indicates some weaknesses in basic skills, College Foundation Courses are a wise investment. Discuss your plans with your advisor if you are uncertain about your needs.

Grades

Student Evaluation

The quality of your work in courses is indicated by letter grades that you receive at the conclusion of each term. Each letter grade carries quality points, which are used in computing your cumulative grade point average (GPA). The evaluation system is as follows:

"A"-Superior

For each credit hour, four quality points are earned.

"B"-Above average

For each credit hour, three quality points are earned.

"C"-Average

For each credit hour, two quality points are earned.

"D"-Below average

For each credit hour, one quality point is earned.

"F"-Failing

"FN" – Failing for non-attendance

No quality points are earned. Credit for a course in which a grade of "F" or "FN" has been received may be earned only by repeating and passing the course.

"I"- Incomplete

"I" indicates that (1) your course work is qualitatively 75% satisfactory, but for legitimate reasons a small amount remains to be completed and (2) your academic record justifies the expectation that a passing mark would have been obtained if you had completed all course requirements.

You must complete the work no later than six weeks into the subsequent term. (Note: The only exception to this procedure would be "incompletes" given in spring term. In this case, you have six weeks into the following fall term to complete work). If the work is not completed within the time provided, the grade becomes an "F."

With approval from your instructor, you may petition the Vice President of Academic Services for additional time in which to complete the work; however, in no case shall this be any longer than the end of the term subsequent to the one in which the "I" was received.

Credit hours for the incomplete course in question shall not be counted or considered until the final grade is recorded. You may not register for a subsequent course that has the incomplete course as a prerequisite or a sequence of the course for which the "I" has been recorded unless you first receive the approval of your academic program dean/director.

"S"-Satisfactory

Indicates satisfactory progress in or successful completion of work (grades "A"- "C") if the course has been officially designated as one for which this grade may be assigned. The "S" is counted as hours only and is not considered in determining your cumulative GPA.

"U"-Unsatisfactory

Indicates unsatisfactory work (grades "D"- "F") in courses that you would be entitled to the grade of "S" if your work had been satisfactory. No credit is given for work graded "U," and it is not considered in determining your cumulative grade point average.

"W"-Withdrawal

Indicates you have withdrawn from the course between the fifteenth calendar day after the term begins and the tenth calendar weekday before the end of the term. A "W" carries no credit points and is not computed in your cumulative grade point average. (If you withdraw during the first fourteen calendar days of classes, no indication is made on your transcript. After the tenth calendar weekday before the end of the term, course withdrawal is not possible. A student who withdraws from a course cannot initiate or pursue an appeal of a grade in that course.

Proficiency Credit

Grade is "S" with credit type of life experience. Indicates you have demonstrated your proficiency in a particular course, usually by passing a proficiency examination. The grade carries no credit points and is not computed in your cumulative grade point average.

Transfer

Grade is "A, B, C, D, or S" with credit type of transfer. Indicates you have received credit for a course transferred from another institution. The grade carries no credit points and is not computed in your cumulative grade point average.

"R"-Audit

Indicates you have taken the course without credit. The grade of "R" carries no credit points and is not computed in your cumulative grade point average.

Prior Learning Assessment/Life Experience

Grade is "S" with credit type of life experience. Indicates you have received credit for a course based on experience through specialized training, work, or self-study. The grade carries no credit points and is not computed in your cumulative grade point average.

Appealing a Final Course Grade

Students who feel the grade they have earned for a particular or course is not accurate and wish to appeal the grade are responsible for initiating the procedure outlined below:

1. Discuss your concerns with the instructor. If the instructor who awarded the grade is no longer employed at the college, the student may begin with step 2.
2. If results of meeting with the instructor are not satisfactory, discuss your concerns with the dean or director of the department responsible for the course.
3. If results are still not satisfactory, you may discuss your concerns with the Vice President of Academic Affairs . A student who withdraws from a course cannot initiate or otherwise pursue an appeal of a grade in that course.

Appealing a Score or Grade for an Assignment, Exam, or Other Evaluation within a Course

Students who believe the grading or an evaluation within a course is not accurate and wish to appeal the grading are responsible for initiating the procedure outlined below:

1. Discuss your concerns with the instructor. If the instructor who awarded the grade is no longer employed at the college, the student may begin with step 2.
2. If results of meeting with the instructor are not satisfactory, discuss your concerns with the dean or director of the department responsible for the course. The dean or directors decision is final.

A student who withdraws from a course cannot initiate or otherwise pursue an appeal of a grade in that course.

Grade Point Average (GPA)

Your cumulative GPA is computed at the conclusion of each term by dividing the total number of quality points earned by the number of credit hours you have attempted throughout your enrollment. To arrive at this calculation, use the following grade values to determine the total number of quality points earned:

- A=4 points
- B=3 points
- C=2 points
- D=1 point
- F=0 points

Example: A student with 13 credit hours who received an "A" in a three credit hour course, a "B" in a four credit hour course, a "C" in a two credit hour course, a "D" in a one credit hour course, and an "F" in a three credit hour course, would compute the grade point average in this way:

A = 4	points	x	3	credit hours	=	12
B = 3	points	x	4	credit hours	=	12
C = 2	points	x	2	credit hours	=	4
D = 1	point	x	1	credit hour	=	1
F = 0	points	x	3	credit hours	=	0 (or FN)
			13			29
				29	quality points	
		÷	13	credit hours		2.2308
						GPA

Graduation

Unique Degree and Certificate Requirements

To qualify for a degree: Associate of Applied Science, Associate of Applied Business, Associate of Arts, Associate of Science, or an Associate of Technical Study degree you must:

1. Earn a minimum of 21 semester hours of credit taken at MTC of which at least 11 must be earned through technical courses in your declared program. College Foundation Courses cannot be used toward graduation requirements.
2. Satisfactorily complete the required credit hours for the curriculum you are pursuing. Credit hours are considered as "satisfactorily completed" only if you have received the mark of "A," "B," "C," "D," "K," or "S," in those hours. A grade of "D" is not considered satisfactory in technical courses in the Health Technologies area.
3. For all courses, earn a grade of "C" or better for any required prerequisite or sequential course of the curriculum. You are not permitted to enroll in any course for which you have received a grade of "D," "F," "I," or "U" in the required prerequisite course.
4. Earn credit points totaling at least twice the number of credit hours attempted at MTC for which calculable grades ("A," "B," "C," "D," or "F") are given. This includes a requirement of a 2.0 average in your technical courses.
5. Satisfactorily meet all additional college and curricular requirements for the degree involved.
6. File an application for the degree in accordance with rules under "Graduation: Application and Participation" in this handbook.
7. If you are enrolled in a Health Technologies area, you must earn a grade of "C" or better in all required courses.
8. To obtain a certificate from MTC, you must comply with requirements 2 through 8 above.

Graduation: Application and Participation

To apply for graduation, you must meet with your academic advisor to make sure that you have met all degree or certificate requirements; and, fulfill all prior financial obligations and federal loan program requirements. Petitions are to be completed and submitted online through the College Website according to the published timeline for each term.

Fall Term = November 15

Spring Term = January 15

Summer Term = July 15

Upon receipt of the petition, all students' academic records are reviewed to verify completion of degree requirements and eligibility. Students who have not completed requirements or who owe the college any monies are notified by the Office of Student Records of their ineligibility to graduate.

If you completed your degree requirements during summer or fall term, you may participate in the subsequent spring graduation ceremony.

Students who have classes yet to take, may not participate in the spring ceremony. All graduates are completers only, those student who have completed all of their degree requirements by the end of the spring term.

All students participating in the spring ceremony are required to wear a black cap and gown, which can be purchased at the campus bookstore.

A Graduation Procedures mailing will be sent to petitioners in early March each year.

Graduating with Honors

If you graduate with an outstanding cumulative GPA, you will have the following academic distinction noted on your diploma and official transcript: Summa Cum Laude (GPA 3.90-4.00), Magna Cum Laude (GPA 3.70-3.8999), Cum Laude (GPA 3.50-3.6999).

Harassment/Discrimination

(The complete Policy #141 is available to you in the President's Office or Human Resources Office).

Marion Technical College's policy against sex discrimination and harassment is applicable to discrimination and harassment on all bases protected by law, such as race, color, national origin, sex, disability, age, military status, or sexual orientation.

Marion Technical College prohibits sexual harassment of its employees and students. It is a violation of this college policy and of federal/state law for any employee or student to harass another employee or student, or to condone such conduct by any employee, student, or third party. A violation of this policy may result in disciplinary action up to and including dismissal or other action as appropriate. It is everyone's responsibility to maintain a discrimination- and harassment-free work and educational atmosphere.

Consensual romantic and sexual relationships between supervisors and their employees or between instructors and their adult students are strongly discouraged. Any consensual romantic and sexual relationship between employees and minor students (under age 18), under Ohio Revised Code Section 2907.03(A)(8), is a third degree felony and is strictly prohibited.

Reporting Process

Students who have a complaint or concern about possible sexual harassment of any student in connection with incidents they have experienced, or of which they are aware, are required to report such complaint or concern immediately to the Civil Rights Compliance Coordinator (Title IX-Section 504 Coordinator). **Although students and parents may choose to discuss the concern or complaint with a professor, administrator, or peer, such a report does not fulfill this reporting requirement, nor should those people conduct investigations.**

Retaliation against an employee or student because of a report under this policy or participation in an investigation is prohibited and may result in disciplinary action up to and including dismissal. Employees and students are required to timely report allegations of retaliation to:

Title IX/Civil Rights Compliance Coordinator
Brenda Feasel
1467 Mt. Vernon Ave., Marion, OH 43302
740.389.4636, ext. 4189

Hazardous/Infectious Materials Management

In order to safeguard students, instructors, maintenance, and cleaning personnel, the Hazardous/Infectious Materials Management Policy #160 (available from the President's Office) will be followed. This policy complies with OSHA and Center for Disease Control regulations.

Help Desk

Forgot your login name and password? Need help with your student e-mail account? Contact the Help Desk at helpdesk@mtc.edu or 740.389.4636 x 288.

Individual Investigation and Special Topics

Through **Individual Investigation** and **Special Topics** courses, you may participate in advanced or interdisciplinary studies, special projects, research activities, or field experiences not otherwise offered in your program curriculum. As the course titles imply, a student approved for such courses must be capable of independent, self-disciplined study with less instructor supervision and guidance than is provided in most courses.

If you are interested in enrolling in an individual investigation or special topics course, you must meet with your academic advisor who will discuss with you whether the course will fit into your program course requirements, and how to complete the necessary Individual Investigation Form and plan of study.

Information Sources

Information Center

The MTC Information Center, (college receptionist) located in the east lobby of Bryson Hall, serves as a site for a variety of student needs. In addition to providing general college information, referrals, and lost and found services, the Information Center also provides very basic first-aid supplies.

The Information Center hours are fall and spring terms, Monday-Thursday, 7:30 a.m. to 7:30 p.m., and Friday, 8 a.m. to 5 p.m. During summer term and breaks, office hours will vary. Call **740.389.4636** to check the hours. You can also check out our Web site at www.mtc.edu.

Messages at the Switchboard

Only emergency messages will be delivered to students in the classroom. The college reserves the right to limit messages for those who may abuse this service.

Electronic Communication Monitors (Televisions)

Electronic monitors are located in the common areas of Bryson Hall and the Student Center. The monitors provide information about current and upcoming events.

MTC Website

The MTC website – www.mtc.edu – links students to calendar information, Campus news, documents such as class schedules and the MTC catalog, and other programming details.

Bulletin Boards

Bulletin boards are located in each building, displaying flyers and posters with important information about pertinent activities and events on and off campus. Students may post information on the bulletin board in the Student Lounge of Bryson Hall; all other bulletin boards are reserved for college and community (non-profit organizations) information.

Electronic Messaging Center

MTC maintains a programmable messaging center along the front of campus (Mt Vernon Avenue) which displays dates and times for registration, campus events, program details, and more.

Instructional Formats

... or When Does My Class Meet?

To accommodate the multiple demands faced by students, MTC offers a variety of formats for courses. The most common format is the traditional face-to-face format, where the class meets once or twice per week at the designated time.

MTC offers courses that are designated as having a **WEB COMPONENT**, a small portion of web applications used to augment traditional course delivery.

Another type of course format is **BLENDED**. Blended courses consist of a mix of face-to-face and online instruction (roughly half-and-half). In **ONLINE** courses, there is no regularly scheduled class meeting time; all of the work is completed through an online instructional format. Courses with special guidelines are listed as such in the college's semester class schedule.

As an example of different course formats, consider OIS1240-Computer Applications. This is a course offered in all three formats: traditional, blended, and online.

Sample Schedule

Course	Sect	Cr	Title	Time	Format	Prereqs
OIS 1240	01	3	Computer Applctns	MW 9:30 AM- 10:50 AM	--	Placement or OIS1200
OIS 1240	02	3	Computer Applctns	M 9:30 AM- 10:50 AM	Blended	Placement or OIS1200
OIS 1240	50	3	Computer Applctns		Online	Placement or OIS1200

Section 01 of OIS1240 meets Mondays and Wednesdays from 9:30–10:50AM. This is a traditional face-to-face format course.

Section 02 of OIS1240 meets Mondays from 9:30AM – 10:50AM. This is a blended format course; the class meets in a traditional format once per week with additional materials provided online.

Section 50 of OIS1240 utilizes a totally online format; the class does not meet in a face-to-face session.

Learning Resources

MTC wants you to be successful in your academic endeavors, so we strongly encourage you to use MTC's learning resources, services, and facilities as needed.

Audio-Visual Aids and Equipment

In addition to demonstrations, lectures, and hands-on activities, some courses in MTC's curriculum include the use of audio-visual aids outside the classroom. The Student Resource Center (SRC) houses most of these aids and provides students with a place and the equipment to view and/or listen to them.

Educational Materials

The SRC houses a variety of supplemental educational materials regarding English, math, science, spelling, and study skills. There are also materials designated for specific courses. You may borrow books from the SRC for up to two weeks.

Study Areas

The Library/Classroom Building, the Student Lounge in Bryson Hall, and the SRC are available as study areas.

Workshops

Throughout the year, workshops may be scheduled to assist students. Topics focus on personal and academic issues that promote student success in college.

Additional Support Programs and Resources

MTC focuses on helping students achieve academic, as well as, personal goals. The college hosts or supports other types of services to assist students in making the most of the "college experience."

Marion Campus Library

The Marion Campus Library is located in the Library/Classroom Building. The local collection includes over 52,000 books, periodical titles, and a variety of other information resources. Several special collections as well as a media collection are available for use.

Materials in the library and the University Libraries system are located thru the online catalog, which can be accessed from the library website <http://marionlibrary.osu.edu>. The local collection is part of a larger statewide catalog called OhioLINK, which contains nearly 50 million items from the member libraries as well as access to many public library collections through the SearchOhio option. A collection of electronic resources, including e-books, e-journals, and research databases is also available through the libraries and OhioLINK. Many of the resources from OhioLINK can be accessed off-campus. Students must have a current campus-issued photo ID to check out library materials, reserve study rooms in the library or to access library resources off-campus.

The library offers casual seating and a leisure reading space, study areas, 28 workstations and offers rotating displays and exhibits of educational interest as well as access to MTC wireless.

The library staff will be glad to provide you with research help, instruction in doing research, general library use assistance and even tours; just ask!

Students are responsible for all materials checked out on their library record. Fines and fees will be assessed if materials are not returned or renewed on time. Check the **Services tab** on the library website for more information and to read the Student Handbook.

Hours, information, and announcements are posted on the library news blog, <http://marioncampuslibrary.blogspot.com>, outside the library and on library bulletin boards located in Bryson Hall and Morrill Hall. Be sure to visit the library website <http://marionlibrary.osu.edu> (click on the Marion Technical College link at bottom) for more information on what the library offers.

Make-Up Testing

Most courses have scheduled midterms and final exams during the term. You should make every possible effort to attend class. However, should an emergency arise, some instructors may permit you to arrange a make-up test. The SRC and Academic Computer Lab serve as locations to "make-up" tests missed during class. You are responsible for promptly communicating your absence and arranging your make-up test with your instructor who will likely leave the test for you to take in the SRC or Academic Computer Lab.

Open Computer Lab

MTC provides an open computer lab for use by registered MTC students. The open lab is available throughout the day and evening; specific lab hours are posted on the lab doors and in all computer-lab classrooms. The open computer lab is staffed by a combination of full-time lab technicians and part-time student lab assistants. The computer lab personnel ensure that the open computer lab systems are functioning properly and they can provide limited assistance with standard MS-Office software products (Word, Excel, and PowerPoint).

Priority seating is given to students who are enrolled in courses that require computer-based assignments outside of normal class hour, and to students enrolled in MTC online courses.

Parking Fee

A parking fee is charged each semester to each student enrolled on campus.

Parking Regulations

Marion Campus parking regulations apply to MTC and OSUM students, as well as campus visitors. Regulations are enforced to enhance fair and safe parking for everyone on campus.

Student parking for all students on the Marion Campus is available in the three parking lots south of Morrill Hall (Lot 1, Lot 2, and Lot 3) and the two lots southeast of Bryson Hall (Lot 5 and Lot 6). One half of Lot 1 is designated for faculty, staff, handicapped students, and visitors only; Lot 4, immediately adjacent to Bryson Hall, is designated for faculty/staff, disabled students, and visitors only.

The following are major parking violations to avoid on the Marion Campus:

- A. Parking in the fire lane (in the oval north of the buildings).
- B. This warrants immediate towing.
- C. Parking within ten feet of a fire hydrant. This warrants immediate towing.

- D. Parking on a roadway that constitutes a hazard or obstruction. This warrants immediate towing.
- E. Parking in a faculty/staff or handicapped parking space.
- F. Parking in an "official vehicle only" area.
- G. Parking on the grass or outside the designated limits of a parking space.

Students with three (3) or more outstanding parking violations may have their vehicles impounded. Failure to pay parking fines may result in withholding your transcript and/or diploma until the fines are paid. Parking fines may be paid at the Business Office in Maynard Hall (Room 140).

You may appeal any violation to the Campus Parking Commission. An Appeal of Citation must be filed within five (5) working days of the date of citation. Forms are available in the Student Activities Office in the Student Center.

Marion Campus parking regulations are detailed in the "Parking Regulations Booklet" also available in the Student Center, and a new parking brochure is available.

Paying Fees

To complete the registration process, you must pay your tuition and fees by the published last day to pay fees. You are not formally registered and will not be permitted to attend classes until fees have been paid. *Fee payment deadlines are listed in the official College Calendar and on the MTC website.*

Your course registration will be canceled if your tuition and fees are not paid by the fee payment deadline. This applies to all registrations, regardless of the source of funds with which fees are paid. If you owe the college money from a prior term, you will not be able to complete your registration until the balance is paid in full.

For more information about the cost of attending MTC, please see the "What Will it Cost?" table in the Appendix of this Handbook.

A complete list of all tuition and fees is available on the MTC website.

Personal Counseling

Personal counseling is available on a limited and/or emergency basis only. You are encouraged to consult the campus counselor on topics such as depression, stress, anxiety, and substance abuse. Local health care agencies are also available with a full range of counseling services for personal problems that may interfere with academic progress. The Student Resource Center staff is available to provide academic guidance and support for students placed on academic probation or who are academically dismissed. They are also available to discuss other academic concerns.

Phi Theta Kappa

MTC sponsors a chapter of Phi Theta Kappa, an international honor society that recognizes the academic accomplishments of two-year college students and provides opportunities for personal growth through scholarship, leadership, service, and fellowship programming. Phi Theta Kappa is the largest honor society in American higher education, boasting chapters throughout the United States, U.S. territories, Canada, and Germany.

The local MTC chapter, Beta Nu Pi, was founded in March 2005. This group has participated in national convention and regional planning activities, and has completed several local service projects.

Like all Phi Theta Kappa chapters, membership in Beta Nu Pi is based on academic achievement and opens the door to many scholarship opportunities. Please contact the chapter advisor (Christy Culver, Ext. 4182) for more information.

Places to Study

Looking for a place to study? Try the Campus Library, Bryson Hall student lounge, Student Center lounge, the study room in the Student Resource Center, or a vacant classroom. The Student Center also offers a Wi-Fi hot zone.

Plagiarism

The Random House Unabridged Dictionary defines plagiarism as the "unauthorized use or close imitation of the language and thoughts of another and the representation of them as one's own original work." Plagiarism can be intentional or accidental. The following web site has helpful links to assist you to properly cite references in your work, or determine whether you have plagiarized another's work. https://www.ohiolink.edu/content/how_cite_sources_paper. The "Cite it Right" Canvas course includes information about proper citations.

Prerequisite Courses

You must achieve a grade of "A," "B," "C," or "S" in a course that serves as a prerequisite for another course. Grades of "D," "F," "I," or "U" will not qualify you to enroll in the next course in the sequence or the next higher-level course in the curriculum for which the course serves as a prerequisite. Courses and prerequisites are noted in the course description section of the college catalog.

Professional Liability Insurance Fee

Students registered for certain courses in the Nursing, Medical Assisting, Medical Sciences (MLT, PBT, and PhT), Occupational Therapy Assistant (OTA), Physical Therapist Assistant (PTA), Radiography, Sonography, and Human and Social Services programs will be charged a fee for professional liability insurance. The fee will be automatically included on your tuition/fee bill.

This insurance is required by outside agencies and institutions before you can participate in clinical experiences. Coverage is for the entire academic year and is nonrefundable if you should withdraw from classes. The premium is established by the insurance carrier and is approximately \$17. A complete description of the coverage is available from your department dean or director or the Business Office.

The fee for this insurance is charged to all students registered for NUR1000-Nurse Aide Training. Coverage is for the semester the student is registered for NUR1000 and is non-refundable if you should withdraw from the course.

Program Options at MTC

Associate Degree

An associate degree is awarded upon completion of courses as published in the *college catalog*.

MTC offers the associate degrees listed below. Each degree prepares a graduate for one or more goals, for example, immediate employment, transfer to another college, or both. Advisors can answer your questions and help guide you to the degree that is right for you.

- Associate of Applied Business (AAB) in Business Technologies, Information Technologies, Criminal Justice
- Associate of Applied Science (AAS) in Engineering Technologies, Health Technologies, and Human and Social Services
- Associate of Technical Studies (ATS) degree (*see below*)
- Associate of Arts (AA)
- Associate of Science (AS)

Associate of Technical Studies (ATS) Degree

The **Associate of Technical Study (ATS)** degree allows students to combine courses from at least two disciplines to create a unique individually planned degree that meets a viable and more specialized employment objective than an established degree program.

Individuals interested in pursuing an ATS degree work closely with an academic advisor and must complete a separate application form, whereby the student proposes the specific employment objective for which the degree will prepare him/her. Such application must be formally approved before the student can proceed to schedule courses for an ATS degree. Individuals have two options: (1) combining portions of established programs to create a hybrid curriculum, or (2) handpicking nearly all courses (in accordance with degree requirements) to create a truly unique program that leads to a viable employment opportunity.

Certificate Programs

Ranging from three to fifteen months, MTC's **Certificate Programs** are designed to provide specific skills so individuals can enter the workforce for positions that require less preparation than a degree. Short-term certificates tend to target specific employer needs to quickly prepare a competent employee. Technical certificates are similarly targeted but tend to be completed over several terms.

Generally, courses in one plus one certificate programs consist of the first year of an associate degree program, providing individuals with the opportunity to apply credit toward a degree program, usually at another college.

Industry (External) Certifications

Through its on-site Pearson VUE and Prometric Testing Centers, MTC now offers a wide array of **Certification Options** to current students and working professionals in addition to the certifications that can be earned through some associate degree and certificate programs. Certifications are typically earned by passing external exams that allow individuals to demonstrate and document specific skills and knowledge to employers. In some industries, certification credentials are used as criteria for initial hiring or in-house promotions. The Pearson VUE and Prometric Testing Centers are located in the Center for Workforce Development (CWD) facility east of the Bryson Hall.

Refund of Fees

If you withdraw from one or more regularly scheduled credit courses prior to the fifteenth calendar day of the term, you will receive a 100% refund of your tuition. There is no refund of tuition for courses dropped after the fifteenth day. (The official date of withdrawal or course drop is determined by the date the drop/add form is received by the Office of Student Records.) Refunds for flex courses not meeting a full session are prorated.

The return of fees policy carries the following exceptions:

- A. Students dismissed from Marion Technical College or withdrawing at the insistence of the college are not entitled to any refund of fees.
- B. If fees are paid under mistake of law or paid for courses canceled by the college, they are returnable in full.

- C. Laboratory fees for a dropped course will be refunded in full from the time fees are paid through the census date.
- D. The following fees are non-refundable:
 - Application Fee
 - Credit-by-Examination Fee
 - Deferred Payment Fee
 - Late Registration Fee
 - Life Experience Evaluation Fee
 - Parking Fee
 - Insurance Fees
- E. Refunds to students on financial aid are repaid to the source from which they came and not to the student. Students receiving federal financial aid may have to repay a portion of this upon withdrawing from the college or if they stop attending classes before 60% of the enrollment period is complete (see Financial Aid Refund section.) Federal regulations require that the college keep attendance records and recalculate financial aid based on the last day that a student attended.

Registering for Classes

Registering for classes is a critical activity for all students. Each term it is necessary for you to select the specific courses you want to take, complete the necessary registration forms, and pay the appropriate fees as part of the registration process. You are responsible to know the various registration terms, times, and policies.

MTC uses what is called a “continuous registration” process. This simply means that once registration begins, it continues until the published ending date. Registration typically begins about halfway through the prior term, with spring and summer fall term registration occurring simultaneously. (*Check the college calendar on the MTC website for specific registration dates and times.*)

Continuing students (students who attended during any of the previous three terms) are afforded the first opportunity to register for classes during three days of online registration:

- Day One – registration opens for **continuing students with 45+ credit hours**
- Day Two – registration opens for **continuing students with 20+ credit hours**
- Day Three – registration opens for **continuing students with 9+ credit hours**

After the three days of online registration, “face-to-face” registration opens for **continuing students with less than 9 credit hours**. These students must register either at the Records Office or with their academic advisor. Online registration remains open to continuing students after face-to-face registration begins. In addition to registering online, continuing students can register with the Office of Student Records during regular office hours (*in person or by telephone¹*) or with their academic advisor (*by appointment*).

Registration for **new and returning students** opens approximately one week later. All new and returning students must register “face-to-face” at the Records Office or with their academic advisor.

Repeating a Course

You may repeat a course in which you received a failing or low grade. Although the original course and grade will remain on your transcript with a notation that you repeated the course, only the quality points for the repeated course will be computed in the cumulative GPA. This is true even if the grade earned in the repeated course is lower than the grade originally earned. Courses graded on an “S/U” basis and credit types of life experience and transfer are not calculated in the grade point average. Health Technologies students should refer to their respective section in this handbook for additional information about acceptable grades and limitations for repeating courses.

Safety & Security

The Marion Campus Public Safety Office is located in Morrill Hall Room 140. **See the Appendix of this Handbook for more detailed information about safety and security.**

Service Excellence Award

Win a \$250 scholarship!

Has an MTC faculty or staff member gone above and beyond to provide you with a good experience at MTC? Nominate him or her for the Service Excellence Award. If your nominee is selected for the award, you will win a \$250 scholarship for your next term of attendance at MTC.

To nominate someone:

1. Complete a nomination form or submit a typed statement that includes the faculty or staff member’s name and indicate why you feel this person deserves to be recognized.

¹ Phone registration is not available on scheduled registration dates.

2. Provide your name, address, email address, and phone number along with your signature and the date.
3. Place your completed nomination in a sealed envelope with "Service Excellence Award" written on the envelope and drop it off at the MTC Receptionist in Bryson Hall.

Deadlines — March 15 and October 15

Nomination forms are available on our website, from the MTC receptionist or in the publications rack in the hallway.

Student Complaints

These procedures apply to any grievance/complaint that may arise in matters of general administration and matters involving rights that directly affect the personal interest and well-being of students. All problems involving grades are excluded from the scope of this policy. A student believing that he or she has a legitimate claim arising from the action(s) of a person(s) acting for the college may file a grievance or complaint under these procedures. The Dean of Student Services shall serve as advisor/interpreter of all matters pertaining to this policy.

If a student believes that he or she has a grievance or complaint, an earnest effort shall be made to settle such differences immediately in the following manner:

- Step 1. The student shall meet with the person against whom he or she has a complaint (within five [5] class days). If there is no resolution of the problem, the student shall proceed with Step 2.
- Step 2. The student shall document the grievance in writing (or by completing a grievance form) and submit it to the appropriate department dean or director or respective department head within five (5) class days after completing Step 1. The written complaint submitted by the student should include the nature of the complaint, the facts and circumstances leading to the complaint, reasons in support of the complaint, and the remedy or remedies requested. The written complaint should also note what attempts were made at informal resolution and should include any evidence pertinent to the issues identified. The department head shall provide the student with a written decision within five (5) class days of receiving the complaint or grievance form.
- Step 3. Upon receipt of the written disposition, the student shall respond in writing whether the decision is satisfactory or dissatisfactory. If the student is not satisfied with the decision given in Step 2, he or she shall within ten (10) class days forward the written grievance or complaint and department head's decision to the vice president of student services for consideration. The vice president of student services shall provide the student with his or her written decision within 20 class days of receiving the complaint or grievance form.
- Step 4. Within ten (10) class days of receiving the written disposition from the vice president of student services, the student shall sign the form and indicate whether the decision is satisfactory or dissatisfactory. If the student is dissatisfied with the decision, he or she may request a review by the college president. The review shall take place within 20 class days after it is requested.
- Step 5. The college president shall present his or her decision to the student. The president's decision shall be considered final and is the last step internally for due process.

Record of Student Complaints

To comply with federal regulations and institutional accreditation regulations, the President's Office will keep a record of all formal, written student complaints received by the college.

Formal, written complaints that are signed by a student and addressed to and received by the president, vice presidents, academic department deans or directors, or administrative department directors will be recorded.

For purposes of this procedure, *student* is defined as (1) an individual who is currently enrolled, (2) an inactive student who has attended within the past academic year that can return without reapplying for admission, and (3) a graduate of less than two years.

A student who files a written complaint or grievance should be aware that information pertaining to the complaint must be shared with institutional accrediting agencies. Appropriate measures will be taken to preserve student privacy and ensure anonymity for complainants.

College representatives who receive a complaint as defined above are required to submit information to the President's Office for the official *Record of Student Complaints*. The records and disposition of any formal complaint or grievance shall be maintained separate from academic records in the President's Office for a minimum of three (3) years.

Student Conduct: College Code

Purpose

In order to promote a safe, engaging, and respectful learning environment for students, faculty, and staff, the college has defined and outlined expectations and actions necessary to maintain such an environment.

Definitions

- A. The term "college" means Marion Technical College.
- B. The term "student" means any person enrolled in a course(s) at Marion Technical College at the time of the alleged violation of this code, or any person on college or college-related premises, for any purpose related to registration for enrollment on the campus.

- C. The term “registered student organization” means a group or association of students who has received recognition from the Office of Student Activities.
- D. The term “student publication” means written material, including but not limited to brochures, newsletters, and special interest material edited and/or published by students for distribution to members of the campus community.
- E. The term “college document” means any MTC record or form, whether written or created in an electronic format.
- F. The terms “college premises” and “college property” means all property, equipment, lands, buildings, and facilities owned, leased, used, on loan to, or controlled by MTC.

Charges

Any student, registered student organization, faculty, and/or staff member may file charges with the vice president of Student Services against any other student, registered student organization, faculty, or staff member for actions happening on-campus or off-campus at any college sanctioned event or activity. Actions that warrant such charges include, but are not limited to:

Misuse of Electronic and Computing Resources

Use of college electronic and computing resources must comply with all federal, Ohio, and other applicable laws; all generally applicable college rules, policies, and directives; and all applicable contracts and licenses.

Academic Misconduct

Including all forms of academic misconduct wherever committed, illustrated by but not limited to cases of plagiarism and dishonest practices in connection with examinations. (See Page 20 for more information.)

Disorderly or Disruptive Conduct

Disorderly or disruptive conduct that interferes with college authorized activities.

Endangering Health or Safety

(intentional or negligent) — Taking or threatening any action that endangers the safety, physical or mental health, or life of any person whether intentionally or because of recklessness or gross negligence.

Destruction of Property

Intentionally or negligently damaging, destroying, or defacing college property or property of any person while on college premises or at a college-related activity.

Theft/Unauthorized Use of Property

Theft or unauthorized use of college property or property of any person while on college premises or at a college-related activity.

Sexual Harassment/Misconduct

Physical or non-physical contact of a sexual nature, or conspiring to commit any act, that injures, degrades, disgraces, or tends to injure, frighten, degrade, or disgrace any person.

Unauthorized Presence

Unauthorized entrance or presence in any facility on college premises.

Dishonest Conduct

Conduct including, but not limited to, making a false report of an emergency, false accusation of misconduct, forgery, alteration of college documents, or submitting information known by the submitter to be false.

Failure to Comply With College Authority

Failure to comply with legitimate directions of college officials in performance of their duties, including, but not limited to, following prescribed emergency procedures, and violation of the terms of a disciplinary sanction.

Possession of Dangerous Weapons or Devices

Possession or keeping of a firearm, weapons, or dangerous devices of any description in any area of the college premises or at a college-related activity unless authorized by an appropriate college official or permitted by college policy.

Use, Possession, or Distribution of Illegal Drugs and Alcohol

Use, possession, or distribution of illegal drugs or alcohol on college premises, college-related premises, or at a college function except as authorized by law and college policy.

Communicable Diseases

Any person who poses a threat to another due to a communicable disease may be counseled and appropriate action taken depending on the nature of the disease. Infectious and/or nuisance diseases such as chicken pox, strep throat, scarlet fever, head lice, tuberculosis, hepatitis, impetigo, pink eye, etc., are all included. A physician’s statement indicating that the person is not of danger to others/free of infection/nit free may be required before the person is permitted to return to campus.

Tobacco

The college prohibits the use of tobacco, in any form, in any building on campus.

Gambling

Playing a game for money or for something of value or selling, bartering or disposing of a ticket, order or any interest in a scheme of chance, by whatever name, on college premises or at a college-related activity.

Pets

No pets are allowed in any campus building at any time (except those that assist disabled persons).

Disciplinary Action

If you violate the Marion Technical College Code of Conduct, you may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and immoral conduct are grounds for probation or immediate dismissal. In a technology that includes employment internship, good standing with the cooperating employer is expected and is essential for continuation in the program.

Procedure

This procedure is used when a student is accused by another student, faculty, or staff member of violating the college code. Charges against a faculty or staff member are referred to that employee's vice president and/or the director of Human Resources.

Depending on the seriousness of the violation, the student may be given an interim suspension while the investigation is conducted and during the hearing process.

A. Complaint made:

1. A complaint is made in writing to the Dean of Student Services.
2. A preliminary investigation is conducted by the vice president (or designee); if the student is believed to be in violation, an Administrative Meeting is scheduled.

B. Administrative Meeting*:

1. The student is presented with the charges, & sanctions are set, by the Dean of Student Services.
2. If the student does not admit the violation or accept the sanctions, the student may request that a Judicial Committee Hearing be scheduled.
3. If the student fails to attend/respond to this meeting, charges and sanctions are presumed acceptable.

C. Judicial Committee Hearing*:

1. This committee consists of two students and two faculty or administrators.
2. The student is officially notified of charges, the alleged regulation violated, witnesses, and the time of the hearing.
3. The student may be found not in violation; if so, the case is dismissed.
4. If the student is found in violation, sanctions are determined.
5. If the student chooses to appeal, the college president may review the case.

D. President's Review:

1. The president may reverse or affirm the Judicial Committee's decision.

Any further appeals must be directed to a state, local, or civil Court of Appeals.

Victims of crimes of violence or non-forcible sex offenses may request in writing the results of campus disciplinary proceedings.

*An audio recording will be made at these hearings.

Appeals

The right of appeal, for any parties involved, is guaranteed by way of appeal to the vice president of Student Services. Questions regarding this process should be directed to the Vice President of Student Services.

Disciplinary Sanctions

The following administrative disciplinary action may be imposed upon students by the Dean of Student Services and/or the Judicial Committee.

Dismissal

Permanent dismissal from the college.

Suspension

Dismissal from the college for a specified time:

- A. Indefinite Suspension - Dismissal from the college for not less than two semesters.
- B. Suspension - Dismissal from the college for not more than one semester.
- C. Interim Suspension - Temporary suspension, including immediate suspension, with a hearing to follow. Interim suspension may lead to further suspension following the hearing.
- D. Suspension Revoked - A suspension that is revoked if the student agrees to remain in school under certain conditions or as long as he/she does not violate specified conditions.

Withdrawal

The student is given the opportunity to withdraw from the college. He/she may return to school at the end of a specified time as stated in writing.

Probation

A student is subjected to a time period restriction, after which college authorities will determine if his/her behavior has improved.

Restitution

The student is held accountable for public or private property that he or she damaged or destroyed.

Reprimand

An oral or written admonition issued by the vice president resulting from the student's misconduct/violation.

Removal of Privileges

A limitation on the student's right to participate in social or other activities, such as collegiate event/extracurricular activities or visiting the student lounge and/or recreation facilities.

Hold on Transcript

A sanction used until all monies, fines, etc., owed the college have been paid.

Student ID

An MTC student ID is required for entrance in our Fitness Center, intramural sports, equipment checkout, checking out books at our library and attending events on campus. Many businesses offer student discounts upon showing a valid student ID. A current list of participating businesses is available on our website.

ID photos are taken throughout the term. For more information, contact the Marion Campus Recreation located in the Alber Student Center.

Health Insurance

If you are in need of health insurance, there are many options available through the Patient Protection and Affordable Care Act. For general information about your options visit www.healthcare.gov. **MTC provides this for student information only and does not endorse this or any insurance product.**

Student Lockers

Student lockers are available in Bryson Hall and the Health Technologies Center. Located in the North hall outside Room 136, the lockers may be rented for a \$5 semester fee. Only college owned-locks may be placed on the lockers. All others will be removed.

Applications for lockers are available in the Student Services Office. Contact the Student Services Receptionist (BR 176). Lockers in the Student Center may be used on a daily basis only.

Student Opinion of Instruction

Faculty and staff are interested in knowing what you think about the teaching and learning that you are experiencing. Therefore, you will periodically be requested to complete opinion forms related to your instructors and courses. Please provide candid, constructive, and concrete feedback regarding the quality and/or quantity of services provided. Both positive and negative feedback is desired, particularly comments that specify what helps you to learn and recommendations for additions, deletions, and/or changes in services provided.

If you have concerns about teaching and learning, first discuss them with your instructor. Should you desire further discussion, speak next with your department dean or director.

Student Records: Reporting and Disclosure of Information

In compliance with Part 668 of Title 34 of the Code of Federal Regulation, Marion Technical College makes available and distributes upon request the information described below:

The **college catalog** contains cost of attendance, financial aid information, academic programs and instructional, laboratory, and related physical facilities, names of associations, agencies, or governmental bodies that accredit, approve, or license the college and its programs, special facilities and services for disabled students, and the names and titles of all college personnel.

The **Student Handbook** contains requirements and procedures for officially withdrawing from the college, refund policies including the return of unused Title IV grants and loans, and a directory of services including the contact person.

Informational Fliers are available upon request from the Office of Student Records (OSR) on Graduation and Transfer-Out Rates, and from the Receptionist/Student Services Office on Security Policies Crime Statistics and the Drug-Free Workplace Act.

All information is free and readily available upon request.

Student Resource Center

The Student Resource Center (SRC, Room 183 of Bryson Hall) provides a variety of services, materials, and equipment that promote academic success.

The SRC is open Monday through Saturday, and a lab assistant/technician is available to provide assistance as needed.

Transcripts

Official transcripts of your grades may be requested by completing the proper form (available in the Office of Student Records) or by sending a letter or fax to the registrar. Transcripts can also be requested on the MTC website. Transcripts are available free of charge for your MTC placement file. All other requests require a per-copy fee. No transcript is processed without written authorization and proper payment.

Transfer of Credit

Courses equivalent to MTC courses that are completed at public or private higher education institutions accredited through regional accrediting associations recognized by the Council on Higher Education Accreditation (CHEA) by the U.S. Department of Education or the Guide to the Evaluation of Educational Experiences in the Armed Services shall be considered for applicable transfer credit. Credits from career, professional, and specialized schools and programs may also be submitted for evaluation and possible transfer. Learning experiences and courses successfully completed through Ohio Public Career and Bryson Hall adult programs transfer to MTC through the Ohio Career-Technical Credit Transfer (CT²) program (www.regents.ohio.gov/careertechtransfer) more information is provided below.

Approval of transfer credits occurs through the department dean, director, or the Office of Student Records for courses pre-approved for transfer. Generally, courses must have been completed with a "C" (or a "satisfactory" on a satisfactory/unsatisfactory evaluation scale). (see "Successful Completion of Pre-requisite Courses" on Page 17.) A course completed at the "D" level will be transferred when a D-grade in the same course is accepted toward graduation by MTC students in the normal MTC course.

At least 20 credit hours for any degree program must be earned at MTC, of which 12 must be in technical courses in all applied degree programs. The AA and AS degrees must also complete 20 credit hours at MTC but are excluded from meeting the technical course credit hour requirement. The number of transfer credits accepted toward the degree or certificate will vary depending upon how well they match course requirements for your program.

College Transfer Agreements

MTC works closely with Ohio colleges to maintain transfer agreements to ensure transfer of credits and advanced standing for MTC graduates pursuing bachelor degrees. Some colleges do not establish formal written agreements, yet offer excellent transfer opportunities for two-year college students who wish to transfer. See the college's transfer brochure or information at www.mtc.edu for more information.

Guaranteed Transfer of MTC Credits to Ohio Colleges and Universities

In addition to successfully transferring their courses to many public and independent colleges and universities through transfer agreements, MTC students can also complete individual courses or groups of courses "in the major" that are **guaranteed to transfer** to Ohio public universities. Ohio H.B. 95 allowed that the Ohio Department of Higher Education to establish policies and applicable to all state colleges and universities that now ensures students can begin their higher education at any state community college, technical college, or university, and transfer credits to any other state college or university without unnecessary barriers and needing to re-take approved courses. Since Marion Technical College is a state college, this allows students, parents, and guidance counselors to develop versatile educational pathways for students using all the resources of the public higher education system from high school through college. Three key stipulations of H.B. 95 mandated that public colleges and universities:

- Assure transfer of course credits and degrees without unnecessary duplication.
- Use a universal course-equivalency classification system to eliminate inconsistent judgment in transfer credit application.
- Admit transfer students to state public universities on an equally competitive basis with native students for specific programs.

It is now possible for most students to complete 50% of their bachelor's degree at MTC depending upon their chosen major field of study. According to state policy, students can maximize the transfer of college credit to Ohio public institutions through the three primary means highlighted below.

Transfer Assurance Guides (TAGs)

TAGs are groups of foundational and beginning courses "in the major" that represent commonly accepted pathways to specific bachelor degrees and majors. TAG courses are guaranteed to transfer and apply to degree/program requirements as a group or on an individual course-by-course basis according to each major. Each of Ohio's 38 TAG areas typically includes introductory or core courses in a college major, e.g., business or psychology, plus recommended courses from within the Ohio Transfer Module, e.g., English composition or sociology. How MTC TAG courses can transfer to other colleges and universities can be seen at the Ohio Department of Higher Education

interactive Bulletin Board www.regents.ohio.gov/transfer/tagcourses/. Please see your MTC advisor for additional guidance concerning TAG transfer courses.

Ohio Transfer Module (OTM)

The OTM is a subset of the complete set of a college's or university's general education requirements, which represent a body of knowledge and academic skills common across Ohio colleges and universities in: 1) English composition; 2) mathematics; 3) arts/humanities; 4) social and behavioral sciences; and, 5) natural and physical sciences. The OTM provides students the opportunity to transfer course credits. Please see your MTC advisor for additional guidance concerning OTM transfer courses.

Any college's OTM courses are guaranteed to transfer among Ohio public institutions of higher education as a block or on an individual course-by-course basis. Students can transfer credit for successful completion of OTM courses without completing the entire transfer module.

Ohio Career - Technical Credit Transfer (CTAGs)

If you completed courses at one of Ohio's Career and Bryson Halls as an adult, you may qualify to earn college credit for that learning under certain circumstances. Ohio's Career-Technical Credit Transfer Program, or (CT)², authorized by Amended Substitute House Bill 66, enables students to take **equivalent technical courses** anywhere within the public educational system and transfer technical credits without unnecessary duplication or institutional barriers. If you completed, for example, courses in the following areas, you may be able to convert your prior learning to college credit or its equivalency:

- Medical Assisting (must be certified or licensed)
- Information Technology & Networking
- Electrical and Mechanical Engineering
- Nursing (LPN to RN) (must be certified or licensed)

For more information, please see your academic dean or director.

The goal of all of the above efforts is to allow students to easily transfer credits and be guaranteed that courses apply to specific degree programs. This improves the ability of students to progress toward degree requirements without duplication of effort or cost. The overall intent is clear. Ohio needs more college-educated citizens. MTC's and Ohio's articulation and transfer policies provide an important element in the strategy for achieving this goal. By making transfer easier at every step along the way, it is likely that more students will pursue higher education and create better lives for all Ohioans.

Seeking Assistance with Transfer Credit Decisions at Other Institutions

A student seeking help during the appeal of a decision on the acceptance of transfer credit at another institution must have exhausted all campus level appeals at the institution where the transfer credit final decision was made. Please bring documentation of the outcomes of all appeals to your department dean or director when asking her or him to inquire about the matter.

Steps in the Process for Transfer Credit Decision Made at MTC, Including Appeals

1. Student applies for admission and asks previous college(s) to send a certified original academic transcript of coursework to the MTC Office of Admission. Only official transcripts can be used for official evaluations, which means they must be in a sealed envelope if hand delivered.
2. MTC evaluates transcript of students accepted for admission.
3. MTC decides on the equivalency and applicability of credit and sends the evaluation outcome to the student along with a notification of the 90-day period for filing an appeal.
4. If the student accepts the evaluation, the process ends.
5. If the student does not accept the evaluation, he/she may informally inquire about why one or more courses were not accepted.
6. If the student does not accept the results of the informal inquiry, he/she may formally appeal the evaluation outcome.
7. MTC initiates its multi-level internal appeal process that involves individuals who did not participate in the original decision. At each appeal level, the institution shall respond to the appeal within 30 days of the receipt of the appeal.
8. The institution notifies the student and the department in writing of judgment and informs the student of the right to a state appeal process and the address to which appeals may be sent.
9. If the student accepts the evaluation of MTC's formal internal review process, the process ends.

If the student challenges the final evaluation, he/she may inform the institution at which the credits were earned and request them to contact the Ohio Department of Higher Education, or alternatively, the student may personally contact the Ohio Department of Higher Education.

College Tech Prep Credit

As part of their College Tech Prep program, high school students can earn related college credit for advanced work completed in high school. To earn the college credit, the student must achieve at least a "B" average on the competencies that directly relate to the college

courses. At high school graduation, the student's high school College Tech Prep teacher completes the College Tech Prep Competency and Articulation form that certifies which college courses the student is eligible for credit. The form is usually included in the student's high school PASSPORT portfolio. Not later than two years after high school graduation, and upon application to the college, the student provides a copy of the form to their college department head. The form is then approved and processed as transfer credit to appear on the student's college transcript after he/she completes the first term of study at MTC. Some College Tech Prep courses are also offered for "dual credit", in which credit is granted immediately upon successful completion. CTAG Courses can also be transferred to MTC. Contact the Office of Admission for details.

Student Activities

The Office of Student Activities and Recreational Sports is committed to providing the finest programs, services, facilities, and equipment to enrich the learning experience. We also want to foster a lifetime appreciation of wellness and recreational sports and activities among our students, faculty, and staff.

The college organizes a variety of activities for students of all ages, including dances, family movies, concerts, lectures, trips, intramural athletics, art shows, and mid-day coffeehouse performances.

Activities planned each year often depend on the individual interests of MTC students. If you have new ideas or questions concerning student activities, you should contact the Student Activities Office.

A Student Activities calendar is available in the Student Activities Office (Room 104, Alber Student Center). The calendar lists all activities, recreation and intramural programs, as well as Student Center hours.

Recreational Sports Program

As an MTC student, you and your family can participate in all recreational sports program, which includes flag football, soccer, softball, coed volleyball, basketball, racquetball, and badminton. Contact the Student Activities Office for further details.

Program of Outdoor Pursuits

MTC is one of the few colleges in Ohio to offer a Program of Outdoor Pursuits (P.O.P.). The P.O.P. Program gives you a chance to participate in a variety of instructional classes and outdoor programs, including camping, backpacking, rock climbing, skiing, fly fishing, spelunking, and much more. P.O.P. also provides trip planning—we can provide a map to Columbus or out of state for a vacation.

Along with the P.O.P., Marion Technical College is one of the few colleges in Ohio to have an indoor rock climbing facility featuring a 384-square foot climbing wall. Hours for the climbing facility and programs in climbing are posted and available in the Student Activities Office.

For more information on any of the above services, contact the Student Activities Office in the Student Center, Room 104.

Tutoring

If you are having difficulty in an MTC class, you may request free tutoring from the Tutoring Program in the Student Resource Center (SRC). Tutoring is available for most general education courses and for many technology courses.

There are two types of tutoring services available. With **One-on-One Tutoring**, a student or a small group of students are assigned and meet regularly with a specific tutor. To request this type of tutoring, students should come to the SRC and complete a "Tutor Request" form. The tutor coordinator will match the student(s) with a tutor for an initial appointment. The tutor and student(s) then set their own schedule of tutoring times for the term. Under most circumstances, one-on-one tutoring is limited to no more than three hours a week per course requested. Permission for more than three hours a week must be given by the tutor coordinator.

Open Lab Tutoring consists of predetermined hours when a course-specific tutor is available to help any MTC student who drops by. Students are welcome to stay as long or as little as they need during these open labs. Tutoring labs vary from term to term depending on the need. Watch for fliers announcing the days, times, and locations of such labs each term.

You should seek out tutoring assistance when you first perceive a problem. You should not wait until you are behind in work or failing a course.

Remember that tutoring is no substitute for being an **active learner**. Active learning involves attending class, completing assigned readings in the textbook, doing homework, preparing for quizzes and tests, asking questions in class, and communicating with your instructor about a variety of concerns. No amount of tutoring can take the place of active learning. In fact, you cannot receive tutoring services unless you demonstrate regular class attendance and a sincere effort in being an active learner.

Vending Machines

Food and beverages are available in vending machines located in most campus buildings. Food and drinks are permitted only in the Alber Student Center, and lounges of the Bryson Hall, Morrill Hall, Center for Workforce Development and Library/Classroom Building.

Voter Registration Information

Voter registration information is available on the Ohio Secretary of State website at <http://www.sos.state.oh.us/SOS/elections/Voters/register.aspx>

Waiting List

1. **Get on a Waiting List**

You can be placed on a waitlist if you are unable to schedule a course because the class is already full. All prerequisites must be met in order to be added to a waiting list. Students are placed on a waiting list on a first-come, first-serve basis as seats become available.

2. **Read your email**

You will receive an email in your MTC e-mail account giving you permission to register for the wait-listed course. You will only have 72 hours from the time the email is sent to you to register for the course. It is your responsibility to check your MTC e-mail account daily and register in time. If you fail to do so, the next student on the waiting list will be offered the seat.

3. **Register for the course**

You may register online, if you have attended at least one of the previous 3 terms with 13 or more earned credit hours prior to the current term, in MyMTC Self-Service, or in person at the Office of Student Records.

Withdrawal from the College

If you wish to withdraw from the college, you may do so by completing a drop/add form available from the Office of Student Records.

APPENDIX

OFFICE HOURS

Academic Success Center (ASC)	Monday through Thursday Friday	8:30 a.m. - 9 p.m. 8 a.m. - 4 p.m.
Administrative Offices	Monday through Friday	8 a.m. - 5 p.m.
Admission Office	Monday through Friday	8 a.m. - 5 p.m.
Business Office	Monday through Friday	8 a.m. - 5 p.m.
College Receptionist	Monday through Thursday Friday	7:30 a.m. - 7:30 p.m. 8 a.m. - 5 p.m.
Center for Workforce Development (CWD)	Monday through Friday	7:30 a.m. – 4:00 p.m.
Financial Aid Office	Monday through Friday	8 a.m. - 5 p.m.
Help Desk (during the semester) Hours will vary between terms	Monday through Thursday Friday	8:30 a.m. - 8 p.m. 8:30 a.m. - 4 p.m.
Marion Campus Library Hours will vary between terms	Monday through Thursday Friday Saturday	8 a.m. - 8 p.m. 8 a.m. - 5 p.m. (Weekend hours vary; please check the posted schedule)
Marion Campus Bookstore (Alber Student Center)	Monday thru Thursday Friday	8 a.m. - 6 p.m. 8 a.m. – 4 p.m.
MTC Works! Career Services	Monday - Friday	7:30 a.m. – 4 p.m. (or by appointment)
Office of Student Records (OSR)	Monday through Friday	8 a.m. - 5 p.m.
Pearson VUE Testing Center (CWD)	Monday Tuesday Wednesday, Thursday, Friday	9:00 a.m. – 11:30 a.m. 12:00 pm – 3:30 p.m. (By appointment only)
George H. Alber Student Center	Monday through Thursday Friday	8 a.m. - 9 p.m. 8 a.m. - 5 p.m.
Student Computer Lab	Monday through Thursday Friday Saturday	8:30 a.m. - 9 p.m. 8:30 a.m. - 5 p.m. 10 a.m. - 3:30 p.m.
Student Resource Center (SRC)	Monday through Thursday Friday	8 a.m. - 7:30 p.m. 8 a.m. - 4 p.m.
<i>Note: Summer and hours between terms may vary!</i>		

Faculty Office Hours

MTC full-time faculty members maintain posted office hours (usually on each person's office door) on a walk-in basis to confer with you concerning assignments, study methods, test results and other measures of academic achievement, and to serve as academic advisors. You are responsible to contact faculty for appointment times other than posted office hours when the need arises.

At the beginning of the semester, adjunct faculty will provide a phone number and/or e-mail address at which they can be reached.

Administrative office hours vary during the summer months and between terms so it is always wise to confirm days and hours (740.389.INFO). For more complex inquiries, it is advisable to make an appointment; otherwise, you may visit on a walk-in basis. Appointments for admission counseling are available during the day or evening.

SERVICES AND CONTACTS

(for phone extensions and office locations, go to www.mtc.edu)

ABLE - Adult Basic Literacy Education Program	Kathy Rice
Admission Counseling	Brandon Mooney, Tony Box, Kristi Butler
COMPASS Testing (Basic Skills Assessment)	Student Resource Center
Canvas Support	Vickie Axline, Help Desk, helpdesk@mtc.edu /740.389.4636 Ext. 288
Books/Supplies	Marion Campus Bookstore (Student Center)
Car Pooling/Bus Services	Shannon Niedzwicki (Student Center)
MTC Works! Career Services	Shannon Niedzwicki
Center for Workforce Development (CWD) (business/industry training Services)	Tami Galloway
College Tech Prep	David Gorenflo
Cooperative Education	Your Department Academic Secretary
Credit-By-Examination	Your Department Academic Secretary
Disability Services	Mike Stuckey (Student Resource Center)/Susan Konves (Admission)
Early College/College Credit Plus Program Administration	Tiffany Wade
Employer Services	Tami Galloway
Evening Services	College Receptionist
Financial Aid	Deb Langdon/Amy Krzysiak/Janice Teeter/Diane Mayne/Joan Gerrein
Financial Aid Reimbursement	Business Office
Graduation Application	MTC Web site or Office of Student Records/Registrar
Help Desk	Vickie Axline, helpdesk@mtc.edu
Individually Planned Degree Options	Your Department Dean, Director, or Advisor
Library Services	Pat Wood/Betsy Blankenship
Prior Learning/Life Experience Credit	Your Department Academic Secretary
Lockers (Student Center)	Shannon Niedzwicki (Student Center)
Lockers (Bryson Hall TEC) Lockers HTC ?	Business Office
Lost and Found	Receptionist, Bryson Hall
Marion Law Enforcement Academy	Greg Perry
Notary Public	Kelly Flinchbaugh/Brenda Feasel
Safety/Security/Parking	Ron Kuszmaul (Morrill Hall)
Phi Theta Kappa–Beta Nu Pi Chapter	Christy Culver
Pre-Health Student Advisor	Millie Williams
Public Relations, Marketing, Social Networking (FaceBook, Twitter/Blog, etc)	Justin Dean
Registration/Transcripts/Schedule Changes/Grade Reports/Enrollment Verification/Schedule Drops and Adds	Office of Student Records
Student Activities/Athletics/Clubs/Organizations	Shannon Niedzwicki (Student Center)
Student Copier	Business Office
Student E-mail Support	Vickie Axline, Help Desk, helpdesk@mtc.edu
TRA Contact/Contract Preparation	Diane Mayne
Transfer Services (General Education to Universities)	Student Records
Transfer Assurance Guides (TAG) & Ohio Transfer Module (OTM) Coordinator	Bob Haas
Transfer - Career-Technical Credit Transfer (CT) ² Validation Center	Bob Haas
Tutoring	Kathy Rice/Student Resource Center
Vending Machine Problems	College Receptionist or Leeann Grau (TEC), Darlene Lewis (HTC)
Veterans' Benefits (Financial)	Diane Mayne
VUE Testing Center	Tami Galloway
WIA Monthly Progress Reports	Tami Galloway

What Will It Cost?

Please note that these are average annual costs for Ohio residents. Also consider indirect costs such as transportation, child care, specialized equipment, and meals when planning college finances. Marion Technical College reserves the right to change any fee with proper notification as financial conditions warrant. The tuition figures are based on \$170 per semester credit hour.

Associate Degrees		Full Time Annual Cost (based on 2 Years)	Part Time Annual Cost (up to 4 years)	Other Expenses
Business, Public Service Technologies and Arts and Sciences	MTC Application Fee (one time)	\$20	\$20	
	Estimated Tuition	\$4,900	\$3,100	
	Lab Fees	\$215	\$112	
	Books/Supplies (average)	\$1,350	\$650	
	Average ANNUAL Cost	\$6,485	\$3,882	
Health Information Technology (HIT)	MTC Application Fee (one time)	\$20	\$20	
	Estimated Tuition	\$5,536	\$2,768	
	Lab Fees	\$330-\$900	\$125-\$425	
	Liability Insurance	\$17	\$17	Immunizations/Physical/CPR
	Books/Supplies (average)	\$875-\$1,350	\$450	Certification Exam
	Average ANNUAL Cost	\$6,778-\$7,823	\$3,380-\$3,680	\$540 \$200-\$300 \$740-\$840
Information and Engineering Technologies	MTC Application Fee (one time)	\$20	\$20	
	Estimated Tuition	\$4,500-\$5,400	\$2,750-\$3,500	
	Lab Fees	\$565-\$765	\$285-\$385	
	Books/Supplies (average)	\$850-\$1,350	\$450-\$725	
	Average ANNUAL Cost	\$5,935-\$7,535	\$3,505-\$4,630	
Medical Sciences Technology (MLT, MA (ATS))	MTC Application Fee (one time)	\$20	\$20	
	Estimated Tuition	\$5,200-\$5,500	\$2,700	
	Lab Fees	\$500-\$900	\$250-\$425	
	Liability Insurance	\$17	\$17	
	Lab Coats/Uniforms	\$100	\$100	Immunizations/Physical/CPR
	Books/Supplies (average)	\$875-\$1,350	\$500	Certification Exam
	Average ANNUAL Cost	\$6,712-\$7,937	\$3,587-\$3,762	\$540 \$125-\$200 \$665-\$740
Nursing (R.N.) Technology	MTC Application Fee (one time)	\$20	\$20	Uniforms
	ACT Registration Fee (one time)	\$40	\$40	Nursing Pin
	Estimated Tuition	\$5,800	\$2,900	Ohio Board of Nursing
	Lab Fees	\$375	\$175	Application Fee
	Liability Insurance	\$35	\$35	NCLEX-RN Exam Fee
	Books/Supplies (average)	\$1,582	\$791	Other Supplies
	Average ANNUAL Cost	\$7,852	\$3,961	Immunizations/Physical/CPR
				\$202
				\$50
Occupational Therapy Assistant (OTA) and Physical Therapist Assistant (PTA) Technology	MTC Application Fee (one time)	\$20	\$20	Ohio OT, PT, AT Board Application Fee
	Estimated Tuition	\$6,200	\$4,100	NPTE Exam/Site Fee (PTA)
	Lab Fees	\$520-\$560	\$320-\$340	Jurisprudence Exam (PTA)
	Liability Insurance	\$17	\$17	NBCOT Exam Fee (OTA)
	Books/Supplies (average)	\$400	\$300	Immunizations/Physical/CPR
	Average ANNUAL Cost	\$7,157-\$7,197	\$4,757-\$4,777	Background Check (PTA & OTA)
				\$100
				\$435
Radiography and Diagnostic Medical Sonography	MTC Application Fee (one time)	\$20	\$20	Immunizations/Physical/CPR
	Estimated Tuition	\$5,000	\$3,500	PDA
	Lab Fees	\$705	\$353	Certification Exam
	Liability Insurance	\$30	\$30	
	Uniforms	\$200	\$100	
	Books/Supplies (average)	\$1,000	\$500	
	Average ANNUAL Cost	\$6,995	\$4,503	\$540 \$350 \$200-\$1,000 \$1,090-\$1,890
All Certificate Programs	Estimated Total Cost	\$4,870-\$7,660	\$4,870-\$7,660	Med. Asst. Cert. Exam
	Annual Tuition, Fees, Books, and Supplies			Immunizations/Physical/CPR
Marion Law Enforcement Academy	Admission Fee	\$20		Uniforms
	Estimated Tuition	\$4,470		
	Lab Fees	\$400		
	Uniforms	\$100		Background Check
	Books/Supplies (average)	\$70		
Total Program Cost	\$5,060		\$65	

UNIQUE ACADEMIC PROGRAM REQUIREMENTS

Business Programs

Grade Policy

To assure students are learning at expected performance levels, a grade of “C” or higher is required for all technical courses in the Business programs. Courses in which a grade of “D” or “F” is received must be repeated to meet graduation requirements. Additionally, a passing grade of a “C” or better is required for all Arts and Science prerequisite courses. Courses in which grades of “D” or “F” are received must be repeated.

Business Online Program Grade Requirements

Students enrolled in the Business Online programs must maintain a 2.0 minimum accumulative grade point average for continuation in the online program. Students who do not meet this requirement will be moved into the traditional program. To graduate with an Associate of Applied Business degree, students must have a minimum grade of “C” in all required technical courses and a 2.0 minimum accumulative grade point average to graduate with an A.A.B. degree.

Criminal Justice Programs

Grade Policy

To assure students are learning at expected performance levels, a grade of “C” or higher is required for all technical courses in the Criminal Justice programs. Courses in which a grade of “D” or “F” is received must be repeated to meet graduation requirements. Additionally, a passing grade of a “C” or better is required for all Arts and Science prerequisite courses. Courses in which grades of “D” or “F” are received must be repeated.

Nursing Program

The MTC Nursing Program has several unique requirements for its students. This section of the Student Handbook is dedicated to the MTC Nursing student and the requirements of the program.

Philosophy

The associate degree program in Nursing (RN) Technology is based on the belief that the patient, the central concern of nursing, is viewed holistically. Each individual is a whole, greater than the sum of the parts, which encompasses biological, psychological, cultural, spiritual, and social aspects of the person. The individual continuously interacts with society in which conditions and circumstances influence the development and behavior of individuals.

Health is a dynamic state in which the individual reaches for the highest level of functioning on a wellness-illness continuum. The maximum level of functioning may differ among individuals based upon available internal resources, external supports, and the ability to utilize resources to meet individual needs. All people have a right to health care resources necessary to achieve a maximum level of functioning.

Nursing, an art and an applied science, is an ever-changing and expanding discipline. Nursing is based on the application of biopsychosocioculturalspiritual sciences and principles. Nursing builds on the relationship between theory, practice, and research. Nursing is a dynamic, caring interaction between the patient, family, and nurse, which is designed to promote, support or restore an optimal level of functioning. The practice of nursing occurs in a variety of health care settings.

The scope of nursing practice encompasses five roles: provider of care, communicator, teacher, manager of care, and member of the profession. The associate degree (AD) nurse functions in all five roles. The AD nurse provides care in a variety of health care settings using established policies, procedures, and protocols.

Preparation for nursing is attained through higher education. Learning opportunities for each student are provided in cooperation with community health care agencies. The curriculum of nursing includes general studies in the biopsychosocioculturalspiritual sciences as well as courses in nursing theory and practice. Integration of this body of knowledge provides the foundation for the graduate to apply the knowledge, skills, attitudes, and values of nursing necessary to utilize the nursing process in her/his practice. The nursing process consists of assessing, analyzing, planning, implementing, and evaluating.

Although the responsibility for learning is placed on the student, the faculty assists with creating a facilitative learning environment. Optimum learning is enhanced by providing an environment that encourages freedom of inquiry and considers individual differences. The learning environment is enhanced by concurrent classroom and clinical experiences. In addition, learning experiences are designed to provide sequential learning opportunities that build from simple to increasingly complex situations.

Education for nursing is not complete upon graduation. The graduate will learn that continuing education is a personal and professional responsibility. Through continuing education, each nurse will continue to grow and develop in knowledge and skill, and will continue to maintain professional standards.

Student-Faculty Conferences

Student-faculty conferences will be scheduled at regular intervals at the faculty's discretion and as needed by the student. Topics discussed include student progress in the clinical and classroom areas, utilization of learning resources, and other pertinent academic matters.

Nursing Skills Lab

Faculty are to assist nursing students in learning essential nursing skills in the lab. Students are also scheduled in lab for specific periods of time. Simuations take place in the lab classroom as well in the Sims Labs. Lab attendance is mandatory (see course syllabus).

Affiliate Health Care Facilities

Nursing students gain clinical experience in area nursing homes/rehabilitation centers, as well as the following OhioHealth facilities: Marion General Hospital, Grady Memorial Hospital-Delaware, Morrow County Hospital-Mt. Gilead, and Riverside Hospital/Grant Medical Center– Columbus; and Hardin Memorial Hospital-Kenton; AVITA Health facilities: Galion Community Hospital, and Bucyrus Community Hospital. Additional facilities utilized include Wyandot Memorial Hospital-Upper Sandusky, Med Central Health Systems-Mansfield, and Knox Community Hospital-Mt. Vernon. These clinical sites have medical, surgical, intensive care, obstetric, and emergency departments. Students fulfill their pediatric rotation at Nationwide Children's Hospital-Columbus. Other health care facilities throughout a seven-county area such as the Marion Medical Campus, Harding Pointe-Marion, New Horizon's Surgery Center-Marion and Dublin Springs-Columbus are used for special learning experiences.

Lab Fee

A laboratory fee is charged for specific nursing courses. These fees cover costs of practice materials, testing, drug screening, background checks, computer and audiovisual programs, manikins, and instruction.

Nursing Program Policies -- Student Employment

Full-time nursing students may find it difficult to work and adequately complete their education. Students are expected not to work within the 24-hour period preceding the clinical experience.

Attendance

Student attendance and preparation is expected in all classes and clinical learning experiences. In the case of illness or an emergency, notification must be given as detailed by the syllabus and/or faculty.

The student must fulfill attendance requirements for the clinical and lab settings. Failure to successfully complete clinical will result in a grade of "D" for the course.

The student who is ill, unprepared, or under the influence of drugs or alcohol and comes to the clinical setting will be considered unsafe, sent home, and counted absent.

Student Illness/Medical Absence

When a student has an illness, injury, or disability, the clinical instructor may require a physician's statement detailing student safety and/or necessary accommodations. A student who has been absent due to illness, injury, surgery, or pregnancy may be required to present verification of wellness from the attending physician prior to attending the clinical setting. The verification should state when the student may return and list any limitations. Students able (with reasonable accommodation) to fulfill the learning objectives of the clinical setting will be accepted into the nursing class.

CPR Certification

Students are required to obtain certification in cardiopulmonary resuscitation (CPR) prior to entry in the first nursing class and maintain certification throughout the program. Basic Life Support (BLS) for Health Care Providers is the required certification.

Uniforms

Students wear a specific uniform, which includes blue pants and top, a white jacket with school patch, white hosiery or socks, white shoes, and photo MTC name badge. White shoes with closed heels and toes must be polished. Shoelaces must be clean.

A neat appearance and good personal hygiene must be maintained. Hair should be clean and off the collar and a natural color for a professional appearance. Facial hair must be neat and trimmed. Long hair must be secured; no hair bows or large barrettes are permitted. Nails must be kept short and clean; no artificial nails and/or nail polish are permitted. Light natural-looking makeup may be worn. No jewelry is permitted except wedding/engagement rings, watches, MTC name badge, and one pair of small stud (no hoops) earrings for pierced ears. All tattoos must be covered, and no body piercings may be in sight.

A uniform lab coat is to be worn over neat attire with hosiery or socks when students are in the clinical areas preparing for their clinical assignment. Students are not permitted to wear jeans, shorts, or sweatpants and sweatshirts in the hospital.

Physical Examination

Nursing students must have a physical examination to meet the health requirements of the clinical agencies. The physical examination includes a 2-step TB skin test followed by an annual TB skin test. In addition, a rubella, rubeola, varicella, and mumps titers, serology, and an up-to-date immunization record as well as a drug screening are required. Immunization requirements are Tdap and hepatitis B series. The physical examination with laboratory reports and immunization record must be submitted two weeks prior to the start of the

first nursing course with a clinical. Failure to complete this requirement will prohibit the student from being admitted to the clinical setting. All requirements must be current for continuation in the nursing program.

Drug Screening

All students will be required to pass a drug screening prior to entry into the first nursing clinical course. Positive drug screens may result in immediate dismissal from the program. Periodic drug screenings may be required at any time during the nursing program. Any student who refuses/fails to complete any required drug screening will be considered "positive" and dismissed from the program.

Student Professional Liability Insurance Program

Students enrolled in the MTC Nursing Program are required to purchase professional liability insurance. Contracts for a student's clinical experience with outside agencies and institutions require this insurance coverage before a student is permitted to participate in a clinical experience.

Students enrolled in NUR1011, and/or NUR2011, pay an insurance premium. This charge is recorded under "Other Fees" on the student's fee statement. The professional liability insurance provides coverage for students in academic clinical areas. No refunds will be made for unexpired coverage due to dropouts for any term.

Background Check

Prior to nurse aide training, admission into the Nursing Program, and prior to graduation, each individual will be subject to a background check including, but not limited to, an analysis of fingerprints and review of prior criminal records. All record checks are pursuant to Ohio Revised Code (ORC 109.572) Criminal Records Check. Checks will be conducted by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI), and facilitated by Marion Technical College. The submission of any false information to MTC or any federal/state agency shall be cause for immediate dismissal from the Nursing Program. Students with ANY criminal record (this includes certain sealed or expunged records) may not be permitted to enter certain clinical sites who have adopted a zero tolerance policy.

Self-disclosure of a criminal record: Students are to remain free of a criminal record while enrolled in the program. Students are required to notify the Director of Nursing within one week of the offense/conviction. Disclosure information by the student must include appropriate documentation, such as court journal entry, docket entry, etc.

Acceptable Grades

To assure that students are functioning at expected performance levels, a grade of "C" or better must be achieved in all required courses. Both the clinical and theory grade are recorded as one grade. An unsatisfactory clinical grade is recorded as "D" for the course. If this happens, the student will not be able to continue in the nursing sequence. A student who receives less than a "C" in a course, if readmitted, may be required upon return to repeat all or part of the last successful nursing course as a 2990 student (Individual Investigation) in order to show knowledge retention. The student will sign a contract that details these requirements. Upon successful completion of the Individual Investigation course, the student may enter the next sequential nursing course.

A minimum 2.5 accumulative grade point average (AGPA) is required for admission and a 2.0 for continuance in nursing. All nursing curriculum courses must be completed with a "C" or better. There is a five (5) year time limit from the start of a student's first nursing course until graduation.

Progress Alert/Student Conduct Policy

A student may be placed on progress alert as a formal indicator of a need for improvement in clinical performance when the student is not meeting criteria as defined in the course syllabi, the Student Handbook, college catalog, or the Student Conduct Policy (in syllabus).

The student is made aware of specific areas in need of change and is given the opportunity to show improvement. Each individual situation is unique and is discussed with the student. During this period, the student is expected to work closely with the faculty to improve in the specific area of difficulty. A contract with guidelines for improvement/change will be developed, read, and signed by the faculty and student. Student progress will be reviewed regularly with the student for the duration of the clinical experience for that term. If the student does not show improvement, a grade of "D" will be recorded for the course. A student may fail clinically without being on Progress Alert, depending on the situation.

Program Probation

To ensure continued satisfactory progression in the program, any student on Progress Alert will meet with the instructor during the subsequent term of nursing. Any secondary incidents of similar behavior(s) may result in Program Probation and possible dismissal from the program. The faculty will maintain weekly contact regarding progress reports with any student on Program Probation.

Dismissal

The nursing department faculty reserve the right to recommend the withdrawal of a student who appears academically, clinically, and/or personally unable to fulfill professional responsibilities in nursing. Such decisions would be reached only after consultation with the student.

Confidentiality

Students in MTC's Nursing Program are required yearly to sign a confidentiality statement prior to the first clinical experience. Violation of confidentiality will result in disciplinary action, which may include a clinical grade of "D" and failure of the nursing course.

Substance Abuse

Students under the influence of alcoholic beverages or illegal drugs are prohibited from reporting to class and clinical sites. A zero tolerance policy will be enforced, meaning no consumption, under the influence, exuding an odor of alcohol, or performance that endangers or adversely affects the health and safety of others. Infractions may result in dismissal from the nursing program.

Student Conduct

Students enrolled in MTC's Nursing Program are expected to behave responsibly and are obliged to behave in a manner compatible with the philosophy and objectives of the nursing department and Marion Technical College. The Nursing Department recognizes its responsibility to the nursing profession and to the consumers of health care. Therefore, any action by a nursing student considered unprofessional conduct shall be deemed cause for disciplinary action and/or dismissal. Any violation of expected conduct while providing patient care may result in immediate dismissal. A code of expected conduct as defined by the Ohio Board of Nursing will be distributed to each student in his/her first term of nursing.

Readmission Procedure

A student who has withdrawn or failed may request readmission to the program. The student should complete a Student Petition for Readmission to the Nursing Program and return it to the nursing office. Students will be readmitted based on space availability, accumulative GPA, and past clinical performance.

The order of priority for continuing in the Nursing sequence is: (1) successful continuing students, (2) LPN's from Transition course, (3) returning nursing students, and (4) transferring students. See the Director of Nursing for specific information.

Audio Taping by Students

The privilege of audiorecording in the classroom is allowed at the individual instructor's discretion. If allowed, a Student Audio Recording Agreement must be signed by the student and faculty member. Audiorecording of conversations with faculty and other college employees without the expressed written consent of the employee is prohibited.

Responsibility for Treatment

Students needing medical treatment during college-related activities, (including on-campus and off-campus clinical experiences) will sign a Responsibility of Treatment form. The student will assume the cost of treatment or care for injury or medical condition.

Mental Health Guidance and Counseling

Mental health guidance and counseling is provided through the Student Resource Center. The Ohio Board of Nursing Licensure Application will request information on treatment of any mental disorder, including schizophrenia and bipolar disorder within five (5) years prior to application.

Diagnostic Medical Sonography Program

The Diagnostic Medical Sonography Program (DMS) has several unique admission requirements. All details can be found in the DMS Student Handbook. This publication is available upon request from the DMS program director or you may view it at www.mtc.edu/health/dms/index.html.

Health Information Technology Program

The Health Information Technology (HIT) Program at Marion Technical College has several unique admission requirements. All details can be found in the HIT Student Handbook, which is available online or upon request from the HIT program director. Admission requirements and the HIT Student Handbook are available online at www.mtc.edu/health/hit/hit.html.

Medical Assisting Programs

The Medical Assisting Programs (MA) have several unique admission requirements. All details can be found in the Student Handbook that is specific for the programs. The handbook is available on-line on the college website. To view the handbook and the admission requirements, see Medical Assisting programs at www.mtc.edu/health/index.html.

Medical Science Programs

The Medical Science Programs (MS) have several unique admission requirements. All details can be found in the Student Handbook that is specific for the program. This handbook is available on-line on the college website. To view the handbook and the admission requirements, see individual Medical Science programs at www.mtc.edu/health/index.html.

Occupational Therapy Assistant Program

The Occupational Therapy Assistant (OTA) Program at Marion Technical College has several unique admission requirements. All details can be found in the OTA Student Handbook, which is available upon request from the OTA program director. Admission requirements are available online at www.mtc.edu/health/ota/ota.html.

Physical Therapist Assistant Program

The Physical Therapist Assistant (PTA) Program at Marion Technical College has several unique admission requirements. All details can be found in the PTA Student Handbook, which is available upon request from the PTA program director.. Admission requirements can also be found online at www.mtc.edu/health/pta/pta.html.

Radiography Program

The Radiography Program (at Marion Technical College has several unique admission requirements. All details can be found in the Radiography Program Student Handbook. This publication is available upon request from the radiography program director. Admission requirements may be viewed at www.mtc.edu/health/rad/radiography.html.

Human and Social Services (HSS) Program

The number of students admitted to the Human and Social Services (HSS) program is limited each year. The limited enrollment is designed to monitor the balance between the needs of our graduates and the needs of the human and social service community. Additionally, limiting enrollment allows for optimal utilization of agencies where students will be engaged in practicum experiences.

HSS Policies -- Acceptable Grades

To assure students are learning at expected performance levels, a grade of “C” or higher is required for all HSS courses, which include Human Service electives and practicums. Courses in which a grade of “D” or “F” is received must be repeated to meet graduation requirements. Additionally, a passing grade of a “C” or better is required for all Arts and Science prerequisite courses. Courses in which grades of “D” or “F” are received must be repeated.

Student Professional Liability Insurance

Students are required to obtain professional liability insurance prior to enrolling in their first practicum (field placement) experience. Students enrolled in HSS2040 and HSS2050, and/or HSS 2900 or HSS 2910 are required to pay an insurance premium-via a charge that is recorded under “Other Fees” on the student’s fee statement. The professional liability coverage extends for a period of one academic year and will need to be renewed the second year for the remainder of the student’s practicum experiences. The professional liability insurance is limited to the practicum experience. No refunds will be made for unexpired coverage due to dropouts, failure of, or dismissal from a practicum experience.

Background Check

Many agencies and institutions require students to submit to a background check and fingerprinting prior to acceptance for engaging in a practicum experience. Expenses for background checks and fingerprinting are the responsibility of the student. According to State law, agencies that work with children and adolescents are prohibited from hiring an individual with a record of a felony conviction. Subsequently, these agencies do not accept students who have incurred a felony conviction. Moreover, certain felony convictions may prohibit a student from entering any practicum experience which could result in not being able to complete coursework for graduation. Students are expected to disclose any prior or current convictions and to discuss the nature of such convictions with the Program Director prior to application to the program.

Recording by Students

The privilege of recording in the classroom is allowed only with the individual instructor’s permission. If allowed, the Student Recording Agreement must be signed by the student and the faculty member. Recording of conversations with faculty or other classroom events, and photography without the expressed written consent of the individuals involved is prohibited. Photography and recording at Practicum sites is prohibited unless specifically planned by the Practicum site supervisor, and written permission is acquired from all individuals involved.

Credit for Life Experience

Students with prior work experience in the human and social service field may be granted Life Experience Credit for a maximum one practicum experience (HSS2040). In order to receive Life Experience Credit, the student must do the following:

- A. Complete and return the Life Experience Credit Form.
- B. Submit a portfolio of documented work experience to the HSS Program Director. Pay the applicable life experience per credit hour fee to the Business Office.

Submitting an application does not guarantee the awarding of life experience credit. It should be noted that life experience for consideration will consist of paid employment, documented work in the human services field and the work must constitute the equivalent of one year of full-time employment. The student will also submit documentation from a current or past employer verifying their employment, job description, dates of employment and overall standing. Volunteer or unpaid work will not be considered. Upon verification of acceptable experience and payment of fees, the student will receive credit for the campus course. The HSS Director can provide additional details concerning the content and structure needed for the portfolio.

Advancement Opportunities

MTC's HSS program is a great stepping-stone to further educational/professional development in social work and addictions studies. The HSS program has established transfer agreements with colleges such as The Ohio State University, Mount Vernon Nazarene University and Capital University to provide a seamless transition from MTC directly into a bachelor's degree in social work. MTC graduates typically transfer on with full junior status.

Dismissal

The Human and Social Services faculty reserve the right to dismiss a student who is academically or behaviorally unable to fulfill responsibilities in human and social services. Such a decision would be reached after consultation with the student.

All students participating in practicum experiences are required to adhere to social work ethics and guidelines. Unprofessional behavior, lack of adherence to social work ethics, and/or a violation of any practicum agency or organization's policies and procedures may result in dismissal from a practicum experience and could result in dismissal from the program.

Agencies serving as practicum sites through affiliation with the Human and Social Services program at MTC reserve the right to accept, deny, and/or dismiss a practicum student at their discretion.

Substance Abuse

Students under the influence of any substance that causes any impairment are prohibited from reporting to class or Field Placement. A zero tolerance policy will be enforced. This means no consumption, being under the influence of, exuding an odor of alcohol, or display of any performance problems that could possibly endanger or adversely affect the health and safety of others. Infractions may result in dismissal from the program.

SAFETY AND SECURITY

MTC is committed to providing a safe environment for its students and other members of the campus community. We continually evaluate existing safety programs and look for new ways to enhance campus security. Each class day more than 3,000 students, faculty, staff, and visitors use Campus facilities. While we attempt to provide the most secure surroundings possible, all students and visitors should take responsibility for their own safety while on Campus. This includes the following: being sure not to walk alone to the parking lots, especially during evening hours; locking car doors; not leaving possessions in plain view in cars; and parking in well-lit areas whenever possible.

We encourage prompt and accurate reporting of any crime or suspicious activities or incidents. Should you need to make a report, contact the MTC switchboard operator by dialing zero (0) from a campus phone at which time the operator will contact the appropriate campus officer. While on campus, students can dial 911 from any pay phone (without cost) to be connected with the dispatch centers for police, fire, or medical emergencies.

In compliance with the Student Right to Know and Security Act of 1990, MTC publishes "Safety and Security Information." This brochure describes campus responsibilities and programs, as well as listing crime statistics on campus. Copies of this brochure are available from the brochure rack outside the Information Center or from the Student Services Office.

Tornado/Fire Safety Instructions

In the event of fire, an alarm will be sounded which rings continuously. In an orderly manner, please leave the building by means of the fire exit as posted in each classroom. Do not enter the building until instructed to do so.

If a tornado is spotted or a warning received, instructions/announcements will be made throughout each building. In an orderly manner, move to an inner office or classroom location away from all outside walls and windows. Everyone should assume a position away from possible falling objects. Remain in the inner office/classroom location until an all clear announcement is made.

National Security/Emergency

Marion Technical College continually monitors homeland security levels. Response protocols for the Campus are in place and are adjusted to match the level of the situation. If the threat condition is elevated to "Level Red," the college, working in collaboration with area safety officials, will immediately assess the situation and make appropriate responses.

In the event that a terrorist alert reaches a "Level Red" in Central Ohio, faculty, staff, and students should listen to the radio, check the MTC Web site, or call the college to see if classes are in session. If a "level red" is declared while classes are in session, the senior administrator will determine the appropriate action to take.

If an emergency occurs, MTC communications would be available on the college web site www.mtc.edu or by calling 740.389.4636.

For further information regarding overall preparedness, you may visit www.fema.gov, www.state.oh.us/odps/default.htm, Redcross.org, Prepare.org, Ready.gov, and www.dhs.gov/dhspublic.

Safety Tips

Whether on or off Campus, every individual needs to take responsibility for the issue of safety. The following tips can help you stay out of harm's way and ensure the safety of you and your personal property.

General Safety

- Please follow all signs and other indicators (ropes, fences, barriers, etc.) around Campus, especially while we are undergoing construction and renovations.
- During icy weather, reduce vehicle speed to allow yourself more reaction time. Also, while on foot on Campus, observe the conditions of paths and walkways. Although our Maintenance Staff arrives early to begin clearing snow and ice, winds and accumulation can make some areas slippery.

Protecting Personal Property

- While on campus, do not leave personal items unattended.
- Don't leave valuables in plain sight.
- Make sure your books contain your name and some identifying mark inside them or on the binding.
- Lockers may be rented in the Student Center or in the Bryson Hall to store items while you are on Campus.
- Always lock your vehicle - you may wish to place valuable items inside the trunk.

Personal Protection

- If you need to work in an isolated area, make sure someone know you are there.
- In the parking lot; have your keys ready as you are walking toward your car, check under your car and in the back seat before getting in, and walk to your car with someone you know; especially if it is dark.
- Don't put yourself in a situation of potential danger. Do not argue or try to reason with someone who is irrational or under the influence of drugs or alcohol.
- If you find yourself in an uncomfortable situation, keep your voice and body language calm, and get help.
- Trust your instincts.

Protecting Against Assault

- Don't be alone with someone you just met.
- If you go somewhere with friends, do not leave unless everyone is accounted for.
- Being under the influence of alcohol or drugs can compromise your safety. "Date Rape Drugs" can be odorless and tasteless and easy to slip into your drink. Play it safe...never leave beverages unattended or accept a drink from someone you do not know.

Computer Safety

- Cyberspace is not necessarily a safe space.
- Don't give out personal information to people you do not know – identity theft is real and should be a concern.
- More and more people are getting acquainted online. If you choose to meet someone with whom you have been communicating online, meet in a public place ... do not be alone with someone you do not know.
- Report cyberstalking ... stalking is never a game!

Injuries/Accidents

- If you or someone with you becomes injured, stay calm – look for help or emergency communications outlets (call boxes, someone with a cell phone, etc.) to notify the appropriate authorities.
- If someone is bleeding, apply pressure to the affected area and ask someone else to get help.
- Stay out of the way of medical/emergency personnel.
- Don't move someone who is injured – you could do more harm than good.

Aiding Authorities

- If possible, during a crisis politely volunteer to help in a non-interfering way.
- If witnessing a crime or crisis/emergency situation, accurate descriptions can sometimes be important:
 - When describing a person, notice permanent features such as hair color, height, facial structure, scars/marks, tattoos or birthmarks, etc – clothing is important, but it can be easily changed.
 - When describing a car or object, be aware of size, color, and shape. Write down any characteristics including a license plate number (any portion may help) and other identifiers.
 - When describing an incident, be objective. Provide the "who, what, when, where, and why" like a reporter, keeping things in order as much as possible.

Stay Calm. Stay Cool. Trust Your Instincts.

COLLEGE TERMS

Advising

The process of discussing academic program requirements with the dean/director or faculty member in your chosen technology and then selecting appropriate courses. Your class schedule is developed so that you are ready to register for classes.

Add/Drop

The process of adding and/or dropping a course from your class schedule. Most classes can be dropped up to ten (10) calendar weekdays before the term ends and most adds may be done through the fifth day of the term (refer to the college calendar for exact dates for each term). Students need to obtain forms from the Office of Student Records and follow the proper procedures in order to add or drop a class, or withdraw from the college. In addition, students who are on financial aid should contact the Financial Aid Office to determine how dropping a class may affect their aid.

Admission

The process of applying to attend Marion Technical College. MTC has an open door policy. If you are a high school graduate or have successfully completed a GED, you are eligible for admission to the college. Application requirements vary with certain limited enrollment programs. Refer to the catalog or online for additional details.

Articulation

A process where college level competencies are taught within specially designated high school courses, usually College Tech Prep. The students earn related college course credit without having to pay tuition or buy textbooks. The college credit is held in escrow for when the student enrolls at the college. Student must submit an articulation form from their high school to claim the credit.

Canvas

A course management system that is accessed through the Internet and used by faculty and students for learning on a course-by-course basis, accessed through www.mariontech.org.

College Tech Prep

An opportunity for high school students to start their career preparation while still in high school. Students enter a College Tech Prep career program usually at their high school in the 11th grade, continue through the 12th grade, and then on into college. High school College Tech Prep students can earn up to 15 hours college credit and a \$1,200 scholarship at MTC, giving them a serious jump-start on their college program.

Continuing Student

A student who is currently attending or has attended in one of the previous two terms.

Credit Hour

A unit of time awarded for course work. Credit hours are used in computing grade point average, the status of a student as full time or part time, and for fulfillment of graduation requirements. Also denotes the actual time spent in class or online

College Credit Plus (CCP)

Current high school students who are also enrolled in college courses. Students should contact their high school counselor and MTC advisor before making any changes to their schedule or withdrawing from classes

Course Number

Numbers and letters assigned to a course within a specific program of study (e.g., the course Computer Basics is OIS1200; OIS indicates Office Information Systems and 1200 is the course number).

Course Section

Each MTC is assigned a course section number.

Section numbers 01 - 19 indicate day classes (approx. 8AM to 4 PM) offered at the MTC's Marion Campus location; section numbers 20 - 29 indicate night classes (approx. 4 PM to 10 PM) offered at the Marion Campus.

Section number 40 indicates Weekend College classes that are offered Friday evenings and Saturdays.

Section numbers in the 50's indicates courses which are offered entirely online and carry the classification ONLINE. Other courses with Web-based content are denoted as BLENDED (roughly half online, half traditional classroom delivery) or WEB COMPONENT (only a portion of course delivered online or augmented with Web applications).

Numbers in the 60's indicate classes that are offered at the Marion Division of the Whirlpool Corporation.

Numbers in the 70's indicate classes which are offered at sites off-campus other than Whirlpool, usually the college's "Extended Campus" sites at area high schools.

Section numbers that begin with letters are special sections and enrollment is limited.

An "OSUM" designation indicates specific Transfer Module or Interactive Media courses which are offered by The Ohio State University at Marion.

Additionally, some sections are offered as a "flex course," meeting for only a portion of the full academic semester. *typically indicates a class offered during the first 8 weeks of the term; ** usually denotes a course that meets for the second 8 weeks of the term.

Early College Options: MTC offers several options for high school students to obtain college credit including PSEO, dual credit, AP credit, and College Tech Prep articulated credit. Contact the Office of Admission for details.

Elective

A course that can be chosen by the student to complete a specified number of credit hours required in an area of study. The course must be acceptable for a degree or diploma program. Advisors can suggest electives for a particular program.

Full-Time Status

Any student enrolled in at least 12 credit hours per term.

Grade Point Average (GPA)

See Page 19 for details.

Half-Time Status

Any student enrolled in 6 to 11 credit hours.

Lab Fees

Lab fees are assessed to cover a portion of the direct costs associated with specific MTC courses, including costs of consumable materials, instructional software and media, and lab support personnel.

Part-Time Status

Any student enrolled in less than six (6) credit hours.

Pass/Fail Option

Certain courses are offered on a pass/fail basis in which the final grade is an "S" or "U." A "Satisfactory" (S) or "Unsatisfactory" (U) will not be computed in the GPA. (See Page 18-19 for details).

Prerequisite

A course that must be taken and successfully completed with a grade of "C" or better before a higher-level course is taken (e.g., Financial Accounting ACC1400 is a prerequisite for, Intermediate Accounting ACC2210).

Registration

See Page 24 for details.

Returning Student

A student who is returning to MTC after an absence of 12 consecutive months or one year.

Syllabus

A course outline distributed by instructors listing topics to be covered during the term. Also included will be important dates, objectives of the course, and other important information regarding course content.

Transcript

The official academic record of a student on file in the MTC Office of Student Records (OSR). Each student's transcript lists courses attempted, grades received, and the cumulative GPA (refer to the catalog for further information on the confidentiality of transcript records), also contact the OSR. To obtain your MTC transcript, contact the OSR for a transcript request form.

Tuition

Tuition is defined as the charge for instruction, and is comprised of both direct and indirect instructional costs such as instructional personnel expenses, program/course development, student services, plant operation and maintenance, etc.

Marion Technical College

2017-2018 Public College Calendar

Dates and Deadlines	12-Week Summer Semester	8-Week Summer Semester	16-Week Fall Semester	8-Week (first half) Fall Semester
MTC SEMESTERS BEGIN/END	May 15 to August 5, 2017	June 5 to July 29, 2017	Aug 28 to Dec 16, 2017	August 28 to October 21, 2017
ONLINE REGISTRATION (45 + cr hrs)	March 1, 2017 (W)	March 1, 2017 (W)	March 1, 2017 (W)	March 1, 2017 (W)
ONLINE REGISTRATION CONTINUING STUDENTS	March 6, 2017 (M)	March 6, 2017 (M)	March 6, 2017 (M)	March 6, 2017 (M)
NEW/RETURNING STUDENT REGISTRATION	March 13, 2017 (M)	March 13, 2017 (M)	March 13, 2017 (M)	March 13, 2017 (M)
(Priority) Financial Aid Deadline (FAFSA)	March 27, 2017 (M)	March 27, 2017 (M)	June 30, 2017 (F)	June 30, 2017 (F)
MTC Scholarship Deadline	May 1, 2017 (M)	May 1, 2017 (M)	May 1, 2017 (M)	May 1, 2017 (M)
FEES (last day to pay)	April 27, 2017 (Th)	May 18, 2017 (Th)	August 10, 2017 (Th)	August 10, 2017 (Th)
New Student Orientation	May 16, 2017 (T) @ 4pm	May 16, 2017 (T) @ 4pm	August 22, 2017 (T) @ 10 am and 5:30 pm	August 22, 2017 (T) @ 10 am and 5:30 pm
BOOKSTORE Credit Open Online	(May 8 - 19, 2017)	(May 30 - June 9, 2017)	(Aug 21 - Sept 1, 2017)	(Aug 21 - Sept 1, 2017)
Financial Aid Distribution (mailed to student)	June 22, 2017 (Th)	July 12, 2017 (W)	October 5, 2017 (Th)	December 1, 2017 (F)
Course (class) (last day to ADD)	May 19, 2017 (F)	June 9, 2016 (F)	September 1, 2017 (F)	September 1, 2017 (F)
Course (class) withdrawal period (no transcript entry)	Prior to May 31, 2017	Prior to June 19, 2017	Prior to Sept 12, 2017	Prior to Sept 12, 2017
Course (class) withdrawal period (with transcript entry "W")	May 31 to July 24, 2017	July 17, 2017 (M)	Sept 12 to Nov 27, 2017	Sept 12 to Nov 27, 2017
100% refund (last day)	Prior to May 31, 2017	Prior to June 20, 2017	prior to Sept 12, 2017	Prior to Sept 12, 2017
0% refund	May 31 to July 24, 2017	June 20 to July 29, 2017	Sept 12 to Nov 27, 2017	Sept 12 to Oct 9, 2017
Exam Date(s)	On last class day	On last class day	Dec 11 to Dec 16, 2017	On last class day
Dates and Deadlines	8-Week (second half) Fall Semester	16-Week Spring Semester	8-Week (first half) Spring Semester	8-Week (second half) Spring Semester
MTC SEMESTERS BEGIN/END	Oct 23 to Dec 16, 2017	January 8 to May 5, 2018	January 8 to March 3, 2018	March 5 to May 5, 2018
ONLINE REGISTRATION (45 + cr hrs)	March 1, 2017 (W)	November 1, 2017 (W)	November 1, 2017 (W)	November 1, 2017 (Wednesday)

ONLINE REGISTRATION CONTINUING STUDENTS	March 2, 2017 (R)	November 6, 2017 (M)	November 2- 3, 2017 (R/F)	November 2- 3, 2017 (R/F)	
NEW/RETURNING STUDENT REGISTRATION	March 13, 2017 (M)	November 13, 2017 (M)	November 13, 2017 (M)	November 13, 2017 (M)	
Spring Break		March 26 to 31, 2018	March 26 to 31, 2018	March 26 to 31, 2018	
(Priority) Financial Aid Deadline (FAFSA)	September 5, 2017 (T)	November 14, 2017 (T)	November 14, 2017 (T)	January 5, 2018 (F)	
MTC Scholarship Deadline	May 1, 2017 (M)	May 1, 2017 (M)	May 1, 2017 (M)	May 1, 2017 (M)	
FEES (last day to pay)	October 5, 2017 (Th)	December 14, 2017 (Th)	December 14, 2017 (Th)	February 15, 2018 (Th)	
New Student Orientation	August 22, 2017 (T) @ 10 am to 5:30 pm	January 3, 2018 (W) @ 4pm	January 3, 2018 (W) @ 4pm	January 3, 2018 (W) @ 4pm	
Bookstore (credits open online)	(October 16 to 24, 2017)	(January 2 to 12, 2018)	(January 2 to 12, 2018)	(February 26 to March 9, 2018)	
Financial Aid Distribution (mailed to student)	December 1, 2017 (F)	February 15, 2018 (Th)	February 20, 2018 (T)	April 19, 2018 (Th)	
Course (class) (last day to ADD)	September 25, 2017 (M)	January 12, 2018 (F)	January 12, 2018 (F)	February 5, 2018 (F)	
Course (class) withdrawal period (no transcript entry)	November 6, 2017 (M)	Prior to January 23, 2018	Prior to January 23, 2018	March 19, 2018 (M)	
Course (class) withdrawal period (with transcript entry "W")	December 4, 2017 (M)	January 23 to April 16, 2018	February 19, 2018 (M)	April 23, 2018 (M)	
100% refund	Prior to November 7, 2017	Prior to January 23, 2018	Prior to January 23, 2018	Prior to March 20, 2018	
0% refund	November 7 to Dec 4, 2017	January 23 - April 16, 2018	January 23 - February 19, 2018	March 20 to April 23, 2018	
Exam Date(s)	On last class day	April 30 to May 5, 2017	On last class day	On last class day	
COMMENCEMENT		May 12, 2018 (Sa)	May 12, 2018 (Sa)	May 12, 2018 (Sa)	

