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COLLEGE RULES

Rules adopted by the College Board of Trustees are published by the Legislative Service Commission in the Register of Ohio and are published in the Ohio Administrative Code.
3357:10-1-01 Legal authority.

The Marion technical college district is chartered as a technical college by the authority of the Ohio board of regents in accordance with Chapter 3357. of the Revised Code.

The district is incorporated as a political subdivision of the state of Ohio and a body corporate with all the powers of a corporation as described in Chapter 3357. of the Revised Code.
3357:10-1-02 District and place of business.

The Marion technical college district shall include all of the territories of Marion, Morrow, and Wyandot counties.

The permanent principal place of business of the district is designated as Marion technical college, 1467 Mt. Vernon Avenue, Marion, Ohio 43302.
3357:10-1-03 Board of trustees: membership.

(A) Qualifications. Members of the board of trustees (hereinafter referred to as the “board”) shall be qualified electors residing in the Marion technical college district.

(B) Number and manner of appointment. The board shall consist of nine members.

(1) Three trustees shall be appointed by the governor with the advice and consent of the senate.

(2) Six trustees shall be appointed by a joint caucus of the county, city, and exempted village boards of education of the school districts whose territories are embraced in the technical college district. Prior to the appointment of the trustees, the president of the board of education of the city school district having the largest pupil enrollment shall call a caucus of the board of education of the foregoing boards of education at a time and place designated by such president. At such caucus, the board members shall select the six trustees by majority vote of the attending members. All vacancies on the board, whether caused by resignation, death, or otherwise, are to be filled by the authority who made the original appointment.

The secretary of the board shall be charged with the responsibility of maintaining such records and the giving of such notices to the appointing authority as will properly insure the timely appointment and the term thereof. In the case of the normal expiration of terms of office, ninety days written notice shall be given by the secretary to the appointing authority. In all other cases notice shall be given as soon as the office of trustee becomes vacant. Authority making initial and vacancy appointments shall be those described by section 3357.05 paragraph (b) of the Revised Code.

(C) Term of office. The term of office for each trustee shall be three years, with terms arranged so that no more than three terms expire in a given year.

(D) Date of appointment and expiration. Based upon the date of original appointments, new appointments become effective on May first, unless otherwise indicated by the appointing authority. Likewise, terms expire on
April thirtieth, or on a later date if so indicated by the appointing authority. Any trustee shall continue subsequent to the expiration date of his or her term until a successor takes office, or until a period of sixty days has elapsed, whichever occurs first.

(E) Oath of office. Each member of the board, before entering his or her official duties, shall take and subscribe to an oath that he or she will honestly, faithfully, and impartially perform the duties of his or her office.

(F) Powers and duties. The board shall have the power to make plans for, to promote, construct, own, develop, maintain, and operate the college as provided by law under section 3357.09 of the Revised Code.

(G) Authority of members. No member of the board shall have the power to act in the name of the board outside regular or special board meetings unless so directed by the board.

(H) Compensation. Members of the board shall serve without compensation, but may be paid for their necessary expenses when engaged in the business of the board and authorized by the board.

(I) Conflict of interest. When any purchase of goods and/or services by the college is made which normally requires board approval which is from a source that any member of the board is an officer, director, employee, owner, or has any significant connection therewith, then that purchase shall be separately noted by the treasurer and voted on separately so that the trustee has the opportunity to abstain from voting on the purchase. Members of the board shall make every effort to avoid situations where participation by the board member would create an appearance of conflict.

(J) Ohio ethics code. All members of the board shall comply with the provisions of the Ohio ethics code.

(K) Attendance. In accordance with section 3.17 of the Revised Code, any member of the board shall attend at least three-fifths of the regular and special meetings held by that board during any two-year period or shall forfeit his or her position on the board.

(L) Removal of trustees. Any trustee may be removed from the board by a vote of two-thirds of the members of the board.
Bonding of office and/or employees. The treasurer and such officers or employees as shall handle money on behalf of the college shall first secure a suitable bond by a responsible bonding company. Such bond(s) shall be paid for by the college.
(A) The officers of the Marion technical college board of trustees (hereinafter referred to as the “board”) shall consist of a chairperson, vice chairperson, secretary, and treasurer and such other officers as the board may deem necessary. In accordance with section 3357.10 of the Revised Code, the treasurer shall not be a member of the board. The board may designate additional officers and delegate authority to perform designated duties.

(B) Officers of the board shall be elected by majority vote.

(C) Duties of officers.

(1) Duties of the chairperson.

(a) Preside at all meetings of the board.

(b) Perform all duties prescribed by law and as directed by the board.

(c) Call all special meetings.

(d) Appoint members of all board committees, unless otherwise ordered by majority vote of the board.

(e) Be an official/ex-officio member of all committees.

(f) Shall have the general powers and duties of supervision and management of board meetings usually vested in the office of chairperson.

(2) Duties of the vice chairperson.

(a) Perform the duties of the chairperson in his or her absence.

(b) In the absence of the chairperson and the vice chairperson, the board shall elect a chairperson pro tempore from the attending members of the board.

(3) Duties of the secretary.

(a) Keep records on all the meetings of the board.
(b) Provide for the posting of all legal notices.

(c) Sign all regular documents of the board.

(d) Maintain all records of the board.

(e) Send each member of the board prior to meetings a copy of the minutes of the preceding board meeting.

(f) Notify trustees of all board meetings.

(g) In the absence of the secretary, any person appointed by the chairperson shall perform the duties of the secretary of the meeting and shall keep the minutes thereof.

(5) Duties of the treasurer.

(a) Receive, safeguard, and make payment of funds as directed by the board.

(b) Be responsible for financial records belonging to the board and to maintain full and accurate account of all receipts and disbursements.

(c) Report to the board all transactions of funds, as directed.

(d) May serve as secretary under section 3357.06 of the Revised Code.

(e) Serve as the fiscal officer of the college.

(f) Certify that funds of the college otherwise unappropriated are sufficient prior to expenditure of monies or entering into contracts.

(g) Maintain all monies, books, papers, and other property of the college.

(h) In the cases of absence or disability of the treasurer or a vacancy in the office of treasurer, the deputy treasurer shall perform all of the duties of the treasurer until the treasurer
resumes office or until such vacancy is filled. The deputy treasurer shall from time to time perform duties of the treasurer as may be directed by the treasurer.

(6) Vacancy in office. In the event of a vacancy in the office of the chairperson, the vice chairperson shall become chairperson. In the event of a vacancy in the office of the vice chairperson or secretary, the vacancy shall be filled by election at the next regular meeting of the board.
3357:10-1-05  Board of trustees: meetings.

(A) The Marion technical college board of trustees (hereinafter referred to as the “board”) shall comply with all provisions of the Ohio open meeting law as set forth in section 121.22 of the Revised Code.

(B) Types of meetings.

(1) Regular meetings. Regular meetings will be convened by the chairperson at a time and place established by the board. During regular meetings, the board may consider action on items duly presented before the board. The chairperson may change any date, time, and/or place of any regular meeting by giving a three day written notice to each member of the board, or by announcement at the prior regular meeting and given three day written notice to any member of the board who was not present at such prior regular meeting.

(2) Special meetings. Special meetings may be convened by the chairperson or by a majority vote of the members of the board to consider action on specific items for which the meeting was called. A notice of the meeting, including a list of items to be considered, shall be conveyed to the members of the board at least three working days in advance of the meeting or as far in advance of the meeting as practicable.

(3) Special emergency meetings. Special emergency meetings may be convened by the chairperson or by a majority of the members of the board to consider action on specific items for which the meeting was called. Items to be considered must be of an emergency nature. A notice of the meeting, including a list of items to be considered, shall be conveyed to the members of the board as far in advance of the meeting as practicable.

(4) Planning or work sessions. The chairperson or the president of the college may call planning or work sessions outside regular or special meetings of the board. No formal business of the board shall be transacted during planning or work sessions.

(C) Quorum. A majority of the board shall constitute a quorum. Should a quorum not be present at any meeting, a roll call can be taken and a notation shall be made of those present and those absent. Those members
present may then adjourn the meeting. Except as herein otherwise specified, no matter may be acted upon except by a majority vote of the whole membership of the board.

(D) Executive session. The board may hold an executive session only at a regular or special meeting, in accordance with section 121.22 of the Revised Code.

(E) Meeting location. Meetings of the board shall be held in an appropriate location designated by the board.

(F) Order of business. The chairperson of the board shall determine the order of business considered at regular and special meetings of the board.

(G) Agenda. The president of the college, in consultation with the board chairperson, shall have prepared and delivered to each member of the board, at least three working days prior to each regular and special meeting, a written agenda of business to be considered during the meeting. The president of the college shall deliver, at least three working days prior to each regular meeting, the unapproved minutes of the previous meeting or meetings.

(H) Rules of order. Unless in conflict with these rules or the laws of the state of Ohio, “Roberts Rules of Order” as revised shall govern the procedure of all board meetings.

(I) Minutes. The minutes of each regular or special meeting shall be duly recorded. Typed minutes of each meeting will be considered, corrected, and approved at the next regular meeting of the board. The minutes shall be maintained in the official board files and open to public inspection after adoption by the board.

(J) A resolution, rule, or formal action of any kind by the board is valid only when adopted in a regular or special meeting of the board. A resolution, rule, or formal action adopted in an open meeting of the board not open to the public is invalid unless the deliberations were conducted at an executive session of the board held in compliance with the Revised Code.

(K) Public participation. Any person, other than a member of the board or an officer of the college, who wishes to address the board, must request
permission from the president at least fourteen calendar days prior to the board meeting. The request must be made in writing and state the requestor’s purpose for addressing the board. Proper decorum is expected of individuals addressing the board. The chair reserves the right to terminate an individual’s speaking privileges if proper decorum is not maintained. The board will not consider requests including but not limited to pending legal matters, personnel decisions, or other confidential matters.

(L) Meeting notice. Public notice of all board meetings shall be posted on the college public website.

(1) Any person may contact or visit the college president’s office during regular office hours to determine the time, place, and purposes of any known regular or special board meetings; and specific types of public business to be discussed at such meeting, if known at that time.

(2) Any individual may request advance notification of meetings by contacting the college president’s office to be placed on a list for future notification of meetings.

(3) Any representative of the news media may request advance notice of special meetings by contacting the college president’s office to request such notice be provided. The request shall provide the name of the individual media representative to be contacted, the mailing address and telephone numbers where the media representative may be contacted.

Except in the event of an emergency requiring immediate official action, a special meeting shall not be held unless at least twenty-four hours advance notice of the time, place, and purpose of the meeting is given to news media representatives who have requested such advance notice. In the event of an emergency meeting requiring immediate official action, the board secretary or his or her designee shall immediately provide notice to news media representatives who have requested such advance notice.
(4) The board secretary shall maintain a list of all individuals and media representatives who have requested advance notice of board meetings.
3357:10-1-06  Board of trustees: committees.

(A) Standing committees. The Marion technical college board of trustees (hereinafter referred to as the “board”) may appoint standing committees as deemed appropriate. It shall be the function of each standing committee to serve in an advisory capacity to the full board. Each committee’s actions and/or recommendations shall be reported to the board for information, approval, or confirmation.

(B) Special or ad hoc committees. The board chairperson shall appoint special committees as are deemed necessary by the board. A special committee shall report recommendations to the board for appropriate action. A special committee shall be dissolved when its report is complete and accepted by the board.

(C) Committee membership. Standing committees shall consist of no fewer than three members each and shall be appointed by the board chairperson. The board chairperson shall be an ex-officio member of all committees. The president and/or his or her designee shall attend the meetings of all board committees.

(D) Committee meetings. The committee chairperson shall call meetings at such time and place as he or she may determine, by a majority of the committee, or by the board chairperson.
3357:10-1-07  Board of trustees: policy, rules, and procedures.

In accordance with section 3357.09 of the Revised Code, the Marion technical college board of trustees (hereinafter referred to as the “board”) has the authority to prescribe rules for the effective operation of the college. To that end, the board shall establish board policies and college rules necessary for the management of the college.

(A)  Board bylaws. The bylaws of the board may be adopted, amended, or rescinded at a regular or special meeting, by majority vote of the board. No such action shall be taken unless the bylaws proposed for adoption, amendment, or rescission shall have been included in the notice of the meeting at which such action is proposed to be taken or the notice requirement is waived by unanimous consent of all the trustees eligible to vote thereon.

(B)  Board policy. The board shall develop board policy concerning those functions essential to the operation of the college. If adopted, these policies may be amended or repealed under the procedures outlined in the board bylaws.

(C)  College rules. Rules for the government and conduct of the college may be adopted, amended, or rescinded by a majority vote of a quorum of the board and shall become effective as provided in section 111.15 of the Revised Code. The president of the college:

(1)  May amend any rule of the college, except a bylaw of the board, that will clarify or correct the language of the rule but would not constitute a substantive revision, as defined in division (A)(4) of section 111.15 and division (J) of section 119.01 of the Revised Code; or conform the rule to applicable laws or regulations.

(2)  May adopt, amend, or rescind rules of the college that implement action approved or taken previously by the board. These adoptions, amendments, and rescissions shall be effective as provided in section 111.15 of the Revised Code.

(3)  May adopt, amend, or rescind rules of the college that constitute internal management rules, as defined in division (A)(3) of section

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111.15 of the Revised Code, which action shall become effective as provided in section 111.15 of the Revised Code.

(4) Shall report to the board, for information at its next regular meeting, any rules adopted, amended, or rescinded.

(D) Administrative procedures. The president (or his or her designee) shall ensure appropriate and necessary administrative procedures are established to implement college rules adopted by the board.
3357:10-1-20  Policy adoption.

(A) Adoption and promulgation of college rules or policies is the prerogative of the Marion technical college board of trustees. The college president may make administrative policy decisions in the absence of stated board policy, as authorized by the board.

(B) Adoption of policy recommendations shall be dependent upon consistency with the college mission and other college-wide parameters, economic desirability, and quality of improved service to students.

(C) The president shall establish the necessary administrative procedures for the implementation of this rule.
3357:10-1-21 Academic calendar.

The official academic calendar for Marion technical college will comply with Ohio department of higher education and federal financial aid regulations. The academic year shall be at least thirty weeks in length, excluding a compressed summer term. The calendar shall consist of three semesters: summer, fall, and spring.

The president shall approve the annual academic calendar and establish procedures to implement this rule.
3357:10-1-22   Media communications and publications.

All Marion technical college news releases, public service announcements, or other media communication shall be issued through the college public relations office. All contacts from media should be reported to the public relations office. Statements made on behalf of the college or pertaining to college-related matters must be cleared through the public relations office prior to being made to media.

All promotional materials, including the college catalog, student handbook, program brochures, and other official college publications shall be developed in cooperation with the appropriate department, printed, and distributed by the public relations office.
3357:10-1-24  Institutional review board.

(A) As a publicly funded institution of higher education, Marion technical college (MTC) is responsible for providing a safe environment for students and employees that conduct human subject research and for the individuals that are part of a MTC institutional review board (IRB) approved research project.

(B) Research studies, projects, and surveys initiated and conducted by MTC faculty, staff, students, and managers, or those studies, projects, and surveys utilizing MTC faculty, staff, students, and/or managers as subjects, must be reviewed and approved in writing by the IRB before the research study, project, or survey is initiated.

(C) The President shall establish procedures to implement this policy to ensure compliance with the federal regulations that govern an IRB as codified in the code of Federal Regulations, Title 45, Part 46 and any additional federal, state, local laws, or professional guidelines.
3357:10-1-30 College closing.

In the event of inclement weather or other emergency conditions that create a safety concern or affects the college’s ability to maintain operations, the president has the responsibility and authority to close the college or delay class(es).

The president shall establish procedures to implement this rule.
3357:10-1-42 Tobacco free college.

(A) Definitions.

(1) "Using tobacco” or “tobacco use” means inhaling, exhaling, burning or carrying any device intended for burning tobacco or otherwise ingesting nicotine, including but not limited to a lit cigar, lit cigarette, lit pipe, or electronic cigarettes, or chewing tobacco, or snorting tobacco, or otherwise ingesting any form of tobacco.

(2) “Tobacco” is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, electronic cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, nasal tobacco or any other items containing or reasonably resembling tobacco or tobacco products (e.g., herbs, other non-tobacco substances). It does not include any nicotine replacement therapy product intended for the purpose of cessation.

(B) Marion technical college recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its faculty, staff, students, and visitors.

(C) Effective August 1, 2016, the use of all types of tobacco products is prohibited in all buildings and vehicles owned, leased, or operated by the college, including parking lots and all outside areas.

(D) Any employee, student, or visitor of the college who violates this policy will be asked to cease their use of tobacco or move to an area where tobacco use is permitted.

(E) Any individual who refuses to comply with the request will be asked to leave college property. In addition, the college reserves the right to administer sanctions to any employee or student found in violation of this policy by referral through the appropriate college disciplinary process.

(F) Compliance with this policy is mandatory. All employees and students have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement. Those using tobacco are expected to show consideration for the health and safety of others at all times.
Title IX: sex/gender-based harassment, discrimination, and sexual misconduct.

(A) Introduction.

Marion technical college (the College) is committed to providing safe learning environment that is free from sex/gender-based harassment, discrimination, and sexual misconduct. The college prohibits all forms of sex/gender-based harassment, discrimination, and sexual misconduct, including sexual violence, sexual harassment, and sex-based discrimination in all of its programs and activities.

(B) Scope of the policy.

This policy extends to all students, employees, visitors, guests, and third-party vendors connected to college operations and/or college-sponsored programs or events whether they be on campus, off-campus, or online.

(C) Assistance options.

1 In the event an individual is in immediate danger, the individual should:

(a) Get away from the attacker and find a safe place as fast as possible. Call 911.

(b) Call someone the individual trusts or a hotline, such as the National Sexual Assault Hotline at 800-656-HOPE (4673).

(c) Protect any evidence. Do not clean any part of the body or comb hair. Do not change clothes. Try not to touch anything at the crime scene.

(d) Go to the nearest hospital emergency room right away. The individual should be examined and treated for injuries. Ask to be screened for sexually transmitted infections (STIs) and for emergency contraception to help prevent pregnancy, if appropriate. The hospital also can collect evidence like hairs, saliva, semen, or clothing fiber that the attacker may have left behind.

(e) Discuss filing a police report. If the individual is not sure whether they want to file a report, ask hospital staff to
collect evidence without filing a report. It is best to collect evidence as soon as possible.

(2) Student mental health services are available in the student resource center located in the technical education center (office 183); telephone number (740) 389-4636 ext. 271. Community crisis information is available through this office as well.

(3) Employee assistance program services are available through employee health insurance programs. Specific information is available through the human resources office.

(4) Emergency numbers for on- and off-campus safety and law enforcement are listed below and available on the college website.

(a) Marion Campus Public Safety Office (740) 725-6300
(b) Marion County Sheriff (740) 382-8244
(c) Marion Township Fire Department (740) 387-5404
(d) State Highway Patrol (740) 383-2181

(5) A victim of sexual misconduct (or the individual’s advocate) may request the interim measures listed below. The college (after consulting with the victim or victim’s advocate) will determine which measures are appropriate to ensure the victim’s safety and equal access to educational programs and activities.

(a) Academic accommodations.
(b) Medical and mental health services, including counseling.
(c) Assistance in arranging for alternative college employment arrangements and/or changing work schedules.
(d) A “no contact” directive pending the outcome of an investigation.
(e) Providing an escort to ensure that the individual can move safely between college programs and activities.
(f) Transportation accommodations, such as shuttle service, cab voucher, or parking arrangements to ensure safety and access to other services.

(g) Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services.

(6) A student who is a victim of sexual misconduct (or the individual’s advocate) may request the following academic accommodations as interim measures. After consulting with the victim (or the individual’s advocate), the college shall determine which accommodations are appropriate to ensure the student’s safety and equal access to educational programs and activities. Requests for academic accommodations may include assistance in:

(a) Transferring to another course section.

(b) Rescheduling an academic assignment or test.

(c) Accessing academic support (e.g., tutoring, disability services).

(d) Arranging for incompletes, a leave of absence, or withdrawal from college.

(e) Preserving eligibility for scholarships and financial aid, if possible.

(D) Title IX Coordinator.

(1) The Title IX coordinator has primary responsibility for overseeing and coordinating the college’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the college operations, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The coordinator reports to the president of the college.
Title IX Coordinator
Director of Human Resources
Bryson Hall
Office 108C
(740) 389-4636

(2) The Title IX deputy coordinator(s) assist the coordinator in fulfilling Title IX responsibilities.

Title IX Deputy Coordinator
Chief of Staff
Bryson Hall
Office 178
(740) 389-4636

(E) Definitions of prohibited conduct.

(1) “Sexual harassment” is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; quid pro quo; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

(2) “Hostile environment caused by sexual harassment” is defined as when sex-based harassment is sufficiently severe, persistent, or pervasive and objectively offensive that it denies or limits the individual’s ability to participate in or benefit from the college’s programs or activities.

(3) “Sexual assault” is defined as actual or attempted sexual contact with another person without that person’s consent, including non-consensual sexual contact and non-consensual sexual intercourse.

(4) “Domestic violence” is defined as a “felony or misdemeanor crime of violence committed by:

(a) A current or former spouse or intimate partner of the victim.
(b) A person with whom the victim shares a child in common.

(c) A person who is cohabitating with or has cohabitated with the victim and may or may not have been a spouse or intimate partner.

(d) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction.

(e) Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

(5) “Dating or intimate partner violence” is defined as violence committed by a person.

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(b) Where the existence of such a relationship shall be determined based on a consideration of the length and type of the relationship and the frequency of interaction between the persons involved in the relationship.

(6) “Sexual exploitation” is defined as when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent.

(7) “Stalking” is defined as repetitive and/or menacing pursuit, following, harassment, and/or interference with the peace and/or safety of a member of the community, or the safety of any of the immediate family of members of the community.

(8) “Retaliation” is defined as intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s informal or formal complaint or participation in a school or OCR investigation or proceedings related to sexual violence or other civil rights concerns.

(9) “Intimidation” is defined as implied threats or acts that cause an unreasonable fear of harm in another.
(10) For the purposes of this rule, “consent” shall be defined as the act of voluntarily, knowingly, and affirmatively agreeing to engage in a sexual activity. Effective consent must be:

(a) Informed: all parties demonstrate a verbal, clear, and mutual understanding of exactly what they are consenting to.

(b) Freely and actively given: agreed to without coercion, force, threats, intimidation, or pressure.

(c) Mutually understood: expressed in words or actions that indicate a clear willingness to do the same thing, at the same time, in the same way, with each other. Silence or absence of resistance is not consent.

(d) Specific to a given situation: past consent does not imply future consent; consent may be withdrawn at any time, even after consent is given. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

(11) “Incapacitation” shall be defined as an individual’s inability to provide consent due to the use of drugs or alcohol or because of an intellectual or other disability that prevents the individual from having the capacity to give consent.

(12) Threatening or causing physical harm, extreme verbal abuse, or other conduct that threatens or endangers the health or safety of any individual.

(13) Discrimination, defined as actions that deprive individuals of educational or employment access, benefits or opportunities on the basis of sex or gender.

(14) Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.

(15) Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any individual, when related to the
admission, initiation, pledging, joining, or any other group-affiliation activity.

(16) Bullying, defined as repeated and/or severe aggressive behavior to intimidate or intentionally hurt, control, or diminish another person (physically or mentally) on the basis of sex or gender that is not otherwise protected by the First Amendment.

(E) Reporting policies and protocols.

(1) All college employees (faculty, staff, administrators, adjunct faculty) are required to report actual or suspected discrimination or harassment immediately to the Title IX coordinator or deputy coordinator. Employees are required to share all information and are strongly encouraged not to share personally identifiable details with any individual, other than the Title IX coordinator or deputy coordinator. Licensed professional counselors, clergy/chaplains, rape crisis counselors, domestic violence resources, and local/state assistance agencies are exempt from this requirement.

(2) Filing a sexual misconduct complaint does not require the individual to pursue criminal charges. If the incident did not occur on college-controlled property or at a college-sponsored event, the report should be filed with local law enforcement.

(a) To file a criminal complaint, the individual may contact:

(i) Call 911; or

(ii) Call the Marion Campus Public Safety Office at (740) 725-6300; or

(iii) Call the Marion County Sheriff’s Office at (740) 382-8244.

(b) To file a sexual misconduct complaint with the college, the individual should:

(i) Contact the Title IX coordinator or the deputy coordinators; or
(ii) Complete the online incident report form available on the college website.

(G) Confidentiality and privacy.

No employee may grant confidentiality or promising not to report a violation of this policy to an individual. The college will make every effort to keep all complaints, incidents, and personally identifiable information as private as possible.

(H) Timely warning reporting obligations.

The college is required to issue immediate timely warning notices for incidents that pose a substantial threat of bodily harm or danger to the campus community. The college will not disclose a claimant’s name and other identifying information (during this phase of the policy only), but will release enough information for the campus to make safety decisions in light of the danger.

(I) False reporting.

The college does not tolerate intentional false reporting of incidents. Intentional reports of false of incidents may result in suspension/expulsion from the college, violations of state criminal statues and civil defamation laws, and/or result in criminal/civil prosecution.

(J) Amnesty for claimants and witnesses.

The college encourages the reporting of misconduct and crimes by complainants and witnesses. It is in the best interests of this campus that as many complainants as possible choose to report to college officials, and that witnesses come forward to share what they know. To encourage reporting, the college pursues a policy of offering complainants of misconduct and witnesses amnesty from minor policy violations related to the incident.

(K) Parental notification.

The college reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The
college may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the college may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The university also reserves the right to designate which college officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

(L) Investigation procedures and protocols.

The procedures and protocols for conducting investigations of sexual misconduct complaints are located in the procedures document associated with this rule.

(M) Adjudication procedures.

The procedures for adjudication of sexual misconduct complaints are located in the procedures document associated with this rule.

(N) Prevention education and training.

The college shall provide appropriate educational programs and training for students and employees to increase awareness and understanding of sexual assault and misconduct, domestic and dating violence, stalking, and bystander intervention and provide prevention information through publications and ongoing programs offered at various times throughout the academic year.
Suicide prevention program.

(A) Purpose. Marion technical college is committed to providing education, prevention, emotional support, intervention, and postvention to all students, faculty, and staff at a high risk for suicide and those impacted by suicide with the goal of reducing suicides and other self-destructive behaviors. In accordance with section 3345.37 of the Revised Code, Marion technical college shall formally address suicide prevention through the development and implementation of this policy to advise students, faculty, and staff on suicide prevention programs available on and off-campus.

(B) The following suicide prevention and response resources are available to Marion technical college students, faculty, and staff:

1. For immediate crisis intervention:
   a. For immediate help in a crisis situation, dial 911;
   b. National Suicide Prevention Hotline - 1-800-273-TALK (8255);
   c. Additional resources can be found on the college's Suicide Prevention web page found at: http://www.mtc.edu/current-students/health-safety-services/suicide-mental-health.

(C) Marion technical college's suicide prevention efforts shall include:

1. Collaboration with local and statewide community mental health agencies and organizations to offer on-site mental health trainings to our entire campus community.
2. A campus-wide suicide prevention awareness campaign.
3. Online access on the availability of local mental health agencies and organizations with both crisis and non-crisis mental health resources.
4. Online access to information for national, state, and local suicide prevention hotlines.
5. Multimedia application access, including crisis hotline contact information, suicide warning signs, resources offered, and free-of-cost applications.
6. Student communication plans, which consist of creating outreach plans regarding educational and outreach activities on suicide prevention.
7. Postvention plans, which include creating a strategic plan to communicate effectively with students, staff, and parents after a loss of a person to suicide.
(D) The president shall establish the necessary procedures to implement this rule.
Ethics policy.

(A) It is policy of the Marion technical college (the “college”) board of trustees (the “board”) to carry out its mission in accordance with the strictest ethical guidelines and to ensure that members of the board and employees of the college conduct themselves in a manner that fosters public confidence in the integrity of the board, the college, and its employees, processes, and accomplishments.

(B) General standards of ethical conduct.

(1) The board and employees must, at all times, abide by protections to the public embodied in Ohio’s ethics laws, as found in Chapters 102 and 2921 of the Revised Code, and as interpreted by the Ohio ethics commission and Ohio courts.

   (a) Within fifteen days after a college official or employee begins the performance of official duties, the college shall furnish the official or employee a copy of Chapter 102 and section 2921.42 of the Revised Code, and may furnish such other materials prepared by the Ohio ethics commission, as appropriate. The official or employee shall acknowledge their receipt in writing. This requirement does not apply at the time of reappointment or reelection.

(2) Board members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

(3) A general summary of the restraints upon the conduct of all board members and employees includes, but is not limited to, those listed below. No board member or employee shall:

   (a) Solicit or accept anything of value from anyone doing business with the college;

   (b) Solicit or accept employment from anyone doing business with the college, unless the official or employee completely withdraws from board activity regarding the party offering employment, and the board approves the withdrawal.
(c) Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;

(d) Be paid or accept any form of compensation for personal services rendered on a matter before, or sells goods or services to, the college;

(e) Be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods or services to, any state agency other than the college, unless the board member or employee first discloses the services or sales and withdraws from matters before the board of trustees that directly affect officials and employees of the other state agency, as directed in section 102.04 of the Revised Code;

(f) Hold or benefit from a contract with, authorized by, or approved by, the board of trustees, (the ethics law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under section 2921.42 of the Revised Code are met);

(g) Vote, authorize, recommend, or in any other way use his or her position to secure approval of a contract with the college (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;

(h) Solicit or accept honoraria (see paragraph (H) of section 102.01 and 102.03 of the Revised Code);

(i) During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the college;
(j) Use or disclose confidential information protected by law, unless appropriately authorized; or

(k) Use, or authorize the use of, his or her title, the name “Marion Technical College,” or “MTC,” or the college logo in a manner that suggests impropriety, favoritism, or bias by the college or the official or employee;

(4) For purposes of this policy:

(a) “Anything of value” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. “Value” means worth greater than de minimis or nominal.

(b) “Anyone doing business with the college” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the board of trustees of Marion technical college.

(C) Financial disclosure. Every board member or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ohio ethics commission by April fifteenth of each year. Any member or employee appointed, or employed to a filing position after February fifteenth and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

(D) Assistance. The Ohio ethics commission is available to provide advice and assistance regarding the application of the ethics law and related statutes.

(E) Penalties. Failure of any college official or employee to abide by this policy, or to comply with the ethics law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

(F) Changes. Only a majority vote of the board of trustees may change this policy.
(A) Competitive bidding.

(1) Projects for capital improvements, whether local or state funded, in amounts exceeding one-hundred ninety-nine thousand dollars must follow the formal competitive bidding process, including advertising, in accordance with sections 9.312, and 3357.16 and Chapter 153. of the Revised Code.

(2) Capital improvement projects with a total project cost less than two hundred thousand dollars are not required to follow the formal competitive bidding process, including advertising, in accordance with sections 9.312, and 3357.16 and Chapter 153. of the Ohio Revised Code.

(B) Quotes.

(1) Improvement projects that exceed seventy-five thousand dollars but are less than one-hundred ninety-nine thousand dollars must obtain at least three written quotes and follow the general purchasing policy of Marion technical college, and include prevailing wage rates in the bidding specifications and in the contract.

(a) All prevailing wage projects shall be managed by the college’s prevailing wage coordinator.

(b) All bids, regardless of amount, will be received and maintained by the prevailing wage coordinator of the college.

(1) Improvement contracts below seventy-five thousand dollars shall obtain at least three written quotes whenever possible. If less than three quotes are available, the reasons must be documented in writing.

(C) All projects greater than seventy-five thousand dollars must require certifications from the prime contractor that prevailing wages have been paid.

(D) For all construction projects, regardless of size, the following are required:
Issue a “notice of commencement,” using the appropriate state of Ohio form. A copy of the notice shall be sent to all contractors and to all subcontractors that the college is aware of, and shall be posted on the college website.

Use a contract form, not just a purchase order, and include the time for completion of the project.

The contract shall contain the non-discrimination clauses provided for in section 153.59 of the Revised Code.

Obtain a lien release in the form of the attached letter, before making final payment to the contractor.

Ensure that no contractors are barred from doing business with the state of Ohio.

Require that each contractor have a drug free safety policy approved by the Ohio bureau of worker’s compensation.

Ensure each improvement contract includes a provision for findings for recovery.

Ensure each contractor is registered to do business with the Ohio secretary of state’s office.

The chief financial officer will make a case-by-case decision as to when a bid bond and performance and payment bond will be required for all projects less than two-hundred thousand dollars. In general, a bond will not be required unless the project involves demolition, excavation, utility work, hazardous materials, specialized construction, or roofing.

For projects requiring a bond, insurance coverage will also be required, in the following amounts:

(a) Not less than five hundred thousand dollars on account of bodily injury to or death of one person, and one million
dollars on account of bodily injuries or death of more than one person as a result of any one accident or disaster, and two hundred fifty thousand dollars for property damage in any one accident.

(b) Such insurance shall be written by a company or companies authorized to engage in the business of general liability insurance in the state of Ohio with an A.M. Best rating of at least “A” or be otherwise approved in writing by the college.

(c) Any insurance policy required herein shall include an endorsement naming the college and the state of Ohio as additional insureds.

(G) Bid advertising.

Improvement projects exceeding one hundred ninety-nine thousand dollars shall be advertised (after the notice calling for bids has been published) once a week for three consecutive weeks in at least one newspaper of general circulation within the Marion technical college district where the work is to be done.

(H) Awarding of contract.

(1) The college shall award the project to the lowest responsive and responsible bidder considering the bidder criterion set forth in section 9.312 of the Revised Code.

(a) Such contracts shall be accompanied by or shall refer to plans and specifications for the work to be done.

(b) Such contracts shall be approved by the board of trustees and signed by the chairperson of the board and by the contractor.

(2) The college treasurer shall certify there are sufficient funds for the project in accordance with section 3357.10 of the Revised Code.

(3) The college shall obtain a bid bond and performance and payment bond for all projects exceeding one hundred ninety-nine thousand
dollars.

(4) In the event the college determines to reject a bidder, the college shall follow the procedure set forth in section 9.312 of the Revised Code and consult with legal counsel at the attorney general’s office.

(5) Clarification of bids or additional information on bids will be sought only through the business office and after consultation with legal counsel at the attorney general’s office.

(6) No changes to specifications or prices may be made after bid due date. Any change to specifications may require a rebid from all bidders.
Bereavement leave.

(A) In the event of a death of an immediate family member, a regular employee who works full-time or part-time shall be granted up to three paid days for bereavement leave, or prorated based on the number of hours they are normally scheduled to work each week. Additional bereavement days may be taken as needed using other types of paid leave according to the college policy. Compensation shall be at the employee's current rate of pay. Proof of death and relationship to the deceased may be required.

(B) For the purposes of this rule, immediate family members shall include spouse, child, stepchild, stepparent, stepsibling, grandchild, parent, grandparent, brother, sister, mother in-law, father in-law, son in-law, daughter in-law, brother in-law, sister in-law, legal guardian or other person who stands in loco parentis.

(C) The president shall establish the necessary procedures to implement this rule.
3357:10-3-53.1 Sick leave payout at retirement.

(A) An employee with ten or more years of service in a position that accrues sick leave at the college may elect, at the time of retirement from active service, to be paid in cash for one-fourth of the value of his or her accrued but unused sick leave credit up to a maximum two hundred forty hours.

(B) An eligible employee must retire simultaneously from active service with the college and state teachers’ retirement system, school employees’ retirement system, public employees’ retirement system, or Ohio alternative retirement plan. For the purposes of this rule, “retirement” is defined as disability or service retirement under any state of Ohio retirement system.

(C) Payment shall be based on the employee’s rate of pay at the time of retirement and eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The college shall issue payment within sixty days of receiving confirmation of retirement or retirement account withdrawal from an Ohio retirement system, in which under normal circumstances the employee would qualify for a retirement pension as defined under any of the state of Ohio retirement systems. The same provisions shall apply to an employee who dies with ten or more years of service with the college, with the sick leave payout paid to the employee’s estate.

(D) The president shall establish the necessary administrative procedures for the implementation of this rule.
3357:10-4-19 Valuing veterans and service members.

(A) Definitions.

(1) “Service member” means a person who is serving in the armed forces of the United States.

(2) “Veteran” means any person who has completed service in the armed forces, including the national guard of any state or a reserve component of the armed forces, and who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

(B) Purpose.

(1) Marion technical college (the “college”) seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, the college has adopted this policy as required by section 3345.421 of the Revised Code. The purpose of this policy is to set forth the support and assistance the college will provide to service members and veterans.

(C) Policy.

(1) The college will provide support and assistance to service members and veterans.

(a) Establish and maintain service member and veteran student services.

(b) Refer service members and veterans to proper local, state, and/or federal agencies in the event the college believes that the service member or veteran is eligible for services.

(c) Work with the Ohio board of regents to develop a veteran-friendly campus that increases the opportunity for service members and veterans to succeed academically.
(d) Work with other Ohio institutions of higher education to disseminate and share promising practices for serving service members and veterans effectively.

(e) Promote veteran-friendly campuses by utilizing the board of regents’ structure to disseminate and share promising practices statewide for serving service members and veterans effectively.

(f) Train appropriate faculty and staff to increase awareness of the mindset and unique needs of service members and veterans returning from combat zones and/or tours of duty overseas.

(g) Create “safe zones” for service members and veterans through a student service member/veteran club, organization, or association and campus-wide awareness training.

(h) Provide a portion of student orientation (or a separate session) specifically for service members and veterans.

(i) Recognize the service of service members and veterans at various events such as graduation, community service awards, honors awards, and an appreciation day.

(j) Regularly evaluate institutional policies and procedures that create barriers to service member and veteran success.

(k) Empower those working directly with service members and veterans to provide services designed to promote educational achievement.

(l) Provide training, in partnership with veterans’ affairs, in the proper certification methods for certifying officials on each campus.
(m) Develop a clear outreach strategy to communicate with eligible persons about educational and training benefits to encourage the use of GI bill benefits, as well as services and assistance offered by the institution.

(n) Work with the legislature, workforce, and higher education community to identify and develop statewide policies to ensure the transition to higher education is seamless for all students, including service members and veterans. (This may include, but is not limited to, issues such as transfer, credit for prior learning and/or experience, career ladders, support services, etc.).

(o) Ensure the campus community is aware of benefits associated with the new post 9/11 GI bill and through our campus veterans’ services and veteran coordinator(s) to find ways to connect returning service members and veterans with the services offered by the department of veterans affairs.

(D) The president shall establish procedures for the implementation of this rule.

Board Approved 12-1-14
LSC Corrections Made 8-11-15
Marion technical college shall comply with the Family Educational Rights and Privacy Act of 1974, as amended. In accordance with the act, students shall be afforded the right to inspect and review and/or request an amendment of their educational records, limit disclosure of personally identifiable information, and file a complaint with the United States department of education concerning the college’s alleged failure to comply with the act.

The president shall establish procedures for the implementation of this rule.
(A) Purpose.

(1) The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of Marion technical college by:

   (a) Fostering free speech, assembly and other expressive activities on college property by all persons, whether or not they are affiliated with the college.

   (b) Maintaining an appropriate educational and work environment for all persons present on college property, including but not limited to students, faculty, employees, customers, and visitors.

   (c) Maintaining the personal security of all persons present on college property and protecting the property of the college and of persons present on college property.

(2) In developing this policy, the college recognizes the constitutional freedoms guaranteed by the United States and Ohio constitutions, including freedom of speech, press, and assembly. The college also recognizes the need to preserve and protect its property, students, guests and employees of the college, and to ensure the effective operation of educational, business and related activities of the college. Expressive activities on the college’s campus may be subject to reasonable regulation with regard to the time, place, and manner of the activities. College employees will not consider the content of expressive activities when enforcing this policy. No policy can address every possible activity or situation that may occur on college property, and the college reserves the right to address such situations as circumstances warrant.

(3) This policy does not apply to use of college facilities and grounds for official events sponsored by the college. Expressive activities carried out under this policy shall not be considered to be speech made by, on behalf of, or endorsed by the college. This policy supersedes any provisions in any other earlier-adopted college policies that address similar or overlapping issues, such as use of outdoor spaces.
(B) Outdoor areas of campus generally available for use.

(1) General access.

(a) Any person or group may use, without prior notification, any publicly accessible outdoor area of the college's campus except parking lots, garages, and driveways. Federal, state, and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the college.

(b) Use of the general access areas may include speaking, non-verbal expression, distributing literature, displaying signage, and circulating petitions. There is no limit to the number of times a month a person or group may access those areas.

(c) During work and class hours or if the area is currently in use for an official college event, amplification may be restricted if it unreasonably interferes with college operations or noise ordinances are violated.

(2) Large groups.

(a) Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the Marion campus public safety office at least two business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Security and clean-up costs will not be charged to the person or group.

(b) Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event
does not conflict with any other scheduled use of the outdoor space, and that sufficient college resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the college with as much advance notice as circumstances reasonably permit.

(C) Student use.

(1) In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the office of student activities and recreation.

(2) Any request by a student or student organization to reserve such area or space shall be made at least one business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

(3) A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

(D) Prohibited activities.

(1) Any event or activity that disrupts the ability of the college to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include but are not limited to excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.

(2) No activity may damage college property. Prohibited actions include but are not limited to driving stakes or poles into the
ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure, or fixture.

(3) Distribution/solicitation by placing any material on vehicles in the parking lots or garages is prohibited. Leaving trash, litter, materials, or pollutants in any area is prohibited.

(E) Enforcement.

The Marion campus public safety office and local law enforcement shall enforce the provisions of this policy. Any person who violates paragraph (D) of this policy may be subject to an order to leave college property. Employees in violation of this policy may be subject to discipline, up to and including termination.

(F) Dispute resolution.

Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this policy may file a complaint with the college president’s office.

The president may adopt procedures to administer this policy.

Board Approved 2-18-14
LSC Corrections Made 8-11-15
ADMINISTRATIVE POLICIES/PROCEDURES

Administrative policy/procedures are internal operating procedures that implement the College rules. Administrative policy/procedures are approved by the President and published on the College website.
AP 120  Policy Adoption  

POLICY:

(A) Adoption and promulgation of policy is the prerogative of the Marion Technical College Board of Trustees. The College President may make administrative policy decisions in the absence of stated Board policy, as authorized by the Board.

(B) Adoption of policy recommendations shall be dependent upon consistency with the College mission and other College-wide parameters, economic desirability, and quality of improved service to students.

(C) The President shall establish the necessary administrative procedures for policy initiation or revision.

(D) Each policy shall be reviewed no more than five years after it was last approved by the Board to determine whether the policy should be re-approved without revision, revised, or rescinded.

(E) Policy recommendations may be proposed by individual faculty and staff. Proposed policies shall be shared with all faculty and staff for review and comment.

(F) Policy recommendations shall be reviewed by the Vice Presidents and appropriate administrative staff to ensure their consistency with College purposes and to examine them for administrative implications prior to final adoption by the College President and Board of Trustees.

(G) The President’s Office shall maintain the official Policy Book and ensure employee access to all policies.

(H) Individual employees shall be responsible for their awareness of and compliance with College policies.

PRIOR EFFECTIVE DATES 11-16-99; 11-21-03
POLICY:

(A) By May 1 of each year, the Registrar’s Office will prepare the official calendar for the following academic year using the previous year’s calendar as a guideline and the tenets established herein. The calendar will be labeled “proposed calendar” until it has been reviewed by the College and approved by the President.

(B) Required tenets:

1. The 12-week summer term begins two Mondays before Memorial Day.
2. The 8-week summer term begins on the first Monday in June.
3. The 16-week fall term begins on the Monday of the last full week (M-F) in August.
4. The 16-week spring term begins on the first non-holiday Monday.
5. Spring break is the last full week (M-F) of March.

(C) The calendar shall comply with Ohio Department of Higher Education (ODHE) guidelines and include the following standard information:

1. Semester beginning and ending dates
2. Registration dates
3. Financial aid disbursement dates
4. New student orientation dates
5. Last day to pay fees
6. Fee postmark deadline
7. Refund periods
8. Course withdrawal periods
9. Last day to drop a class
10. Holidays and breaks
11. Graduation
12. Faculty in-service and preparation dates
13. Other information as deemed necessary or helpful.

PROCEDURE:

(A) The Registrar’s Office will first forward the proposed calendar to Financial Aid and the Business Office to ensure all included dates are correct.
The proposed calendar will then be shared with the (1) Administrative Staff Committee chairperson(s), (2) Professional Staff Committee chairperson(s), (3) Faculty Senate and (4) Deans and Directors for review and input. The Registrar’s Office will incorporate requested changes as feasible and appropriate.

By July 1, the Registrar’s Office will incorporate revisions as appropriate and forward the proposed calendar to the President’s Cabinet for conflict resolution and approval.

By August 1, the President’s Cabinet will submit the proposed calendar to the President with a “Recommendation to the President” form indicating their approval or disapproval.

The President will approve or disapprove the proposed calendar by September 1. If disapproved, the calendar will be returned to the President’s Cabinet to resolve concerns noted by the President.

1. Upon the President's approval, the label "Proposed Calendar" will be replaced with "Approved Calendar" and will be signed by the President.

2. The Registrar’s Office will distribute copies of the approved calendar to all employees and post the approved calendar on the College website for college-wide viewing.

All appropriate dates printed in official College publications shall be consistent with the approved College calendar.

PRIOR APPROVAL DATES: 11-17-98; 11-19-02; 1-26-17
MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 122 Publications/Promotions
Established 6-20-89
Approved 4-2-18

POLICY:

(A) Marketing the College is the joint responsibility of every employee/department and is coordinated by the Marketing and Communications Department.

(B) The Marketing and Communications Department serves as an institutional resource for developing both specific and broad-ranging marketing strategies for the college as a whole, and creating promotional information to ensure consistency with the College’s image. A large portion of this responsibility takes the form of publications and promotional releases disseminated to various audiences.

(C) The Director of Marketing shall initiate, update, review/approve, and/or release the following:

1. All news releases (NRs) and public service/public address announcements (PSAs/PAAs) to the media and/or public, including Marion Campus joint activities and services. (All media contacts should be reported to the Marketing and Communications Department; statements to the media or interviews on behalf of the College or College-related matters must be cleared through the Marketing and Communications Department prior to being made.)

2. All program or event advertising.

3. All College Priority I publications (of College-wide interest), including the College Catalog, Viewbook, fact sheets, and the Student Handbook.

4. All College Priority II publications (special interest pieces), such as admission applications and collateral information, business cards, graduation programs, fliers, etc. (Priority III publications – supportive pieces for individual program or service promotions – may be independently produced, but must adhere to College design and quality standards.)

5. All non-academic information to be placed on the College’s website.

6. All branded promotional items used to market the College, academic programs, departments and/or services

PROCEDURES:

(A) The strategic planning process shall be followed to create a publications plan for the upcoming academic year to allow appropriate budgeting; NRs and PSAs/PAAs, having a more immediate nature, will be drafted, edited, and disseminated in a much shorter time frame.
(B) Appropriate personnel will be asked for information/input into projects requiring their expertise. Same personnel will proof all Priority I and Priority II pieces:

(1) During copy development/design stage.

(2) Before type/layout production.

(3) At final layout before printing.

(C) For any bid or purchasing of materials associated with the Marketing and Communications Department’s budget, the department shall follow AP 235 – Purchasing.

(D) Printed pieces will be maintained by the Marketing and Communications Department with a one term’s supply located on the loading dock and the remainder housed in the Maintenance/Storage facility.

(E) Upon completion, copies of publications will be routed to appropriate personnel, as well as being presented to the College’s Board of Trustees during regular meetings.

PRIOR APPROVAL DATES: 6-20-89; 4-18-00
MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 123 Public Records Policy

Established 2-19-08
Approved 12-14-17

PURPOSE

The purpose of this policy is to implement the Ohio Public Records Act (Revised Code section 149.43), and provide for the consistent and prompt handling of requests for the inspection and copying of public records at Marion Technical College (“MTC”).

DEFINITIONS

(A) A “record” is defined to include the following: A document in any format – paper, electronic (including, but not limited to business e-mail) - that is created, received by, or comes under the jurisdiction of MTC that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

(B) A “public record” is a “record” that is being kept by MTC at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law.

POLICY

(A) It is the policy of MTC to strictly adhere to Ohio’s Public Records Act. MTC’s public records will be organized and maintained so that they are readily available for inspection and copying.

(1) All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

(B) Public records. The Ohio Revised Code defines public records as any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization’s functions, policies, decisions, procedures, operations, or other activities of the office. All records of MTC are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

(1) Public records do not include some medical records, trial preparation records, law enforcement investigatory records, intellectual property records, donor profile records, privileged communications, student educational records as defined by the Family Educational and Right to Privacy Act (20 USC §1237g), or other nonpublic records as defined by Section 149.43 of the Revised Code.
(C) **Records requests.** Each request for public records will be evaluated for a response using the following guidelines:

1. Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the requester shall be contacted for clarification and informed of the manner in which the office keeps its records.

2. Generally, the requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is MTC’s general policy that this information is not to be requested. However, the law does permit MTC to ask for a written request, the requester’s identity, and/or the intended use of the information requested, but only if: (1) a written request or disclosure of identity or intended use would benefit the requestor by enhancing MTC’s ability to identify, locate, or deliver the public records that have been requested; and (2) the requester is first told that a written request is not required and that the requester may decline to reveal the requester’s identity or intended use.

3. Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; the necessity for any legal review and redaction of the records requested; and other facts and circumstances of the records requested.

4. Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests may include, but are not necessarily limited to, requests for meeting minutes (in both draft and final form), budgets, salary information, forms, and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows.

It is the goal of MTC that all requests for public records should be acknowledged in writing or, if feasible, satisfied within five (5) business days following the office’s receipt of the request. If a request is deemed significantly beyond “routine,” such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement may include the following:

(a) An estimated number of business days it will take to satisfy the request.

(b) An estimated cost if copies are requested.

(c) Any items within the request that may be exempt from disclosure.
(5) Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

(D) **Costs for Public Records.** Those seeking public records will be charged only the actual cost of making copies. The Business Office shall determine the cost of making copies on an annual basis.

(1) The charge for paper copies will be per page.

(2) The charge for downloaded computer files to a compact disc is per disc.

(3) There is no charge for documents e-mailed.

(4) Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

(E) **E-mail.** Documents in electronic mail format are records as defined by the Ohio Revised Code when they otherwise satisfy the definition of “record” and are not subject to applicable exemptions from disclosure under Ohio or federal law. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

(1) Records in private e-mail accounts used to conduct public business are subject to disclosure. It is MTC’s general policy that college business should be conducted through college e-mail accounts, however employees or representatives of MTC are instructed to retain their e-mails that relate to public business and to copy them to their business e-mail accounts.

(2) When they otherwise satisfy the definition of “record” above, e-mails from private accounts will be considered records of the public office and will be made available for inspection and copying in accordance with the Public Records Act.

(F) **Communication of public records policy.** This policy will be posted in a conspicuous place in those offices and departments most likely to receive records requests from members of the public. It will also be published on the College Web site and in student and employee handbooks.

(G) **Managing Records.** MTC’s records are subject to records retention schedules. MTC’s current schedules are kept by the President’s Office, a location readily available to the public as required by Ohio Revised Code 149.43(B)(2).

**PROCEDURES**

(A) Responsibility for maintaining and producing the public records.
Responsibility for maintaining and producing the public records resides with the head of the respective unit where the records are kept. Such vice president or executive director is accountable for developing procedures for maintaining and providing the public records within that unit to assure compliance with state law, and with the College’s records retention policy.

(B) **Intake of request**

(1) College personnel should direct all persons requesting permission to access the College’s records to the President’s Office.

(2) College personnel may inform the requestor that the request should be reasonably specific and clearly describe what is being sought. Written requests can be encouraged, but cannot be required.

(C) **Collection**

(1) The College must comply with requests for public records by collecting the requested public records as promptly as possible.

(2) The Ohio Public Records Act does not require that a new public record be created in response to a request.

(D) **Review**

(1) The President’s Office will work with the appropriate department to obtain the records required to fulfill the public records request and consult MTC’s attorney prior to their release to ensure fulfillment of the public records request and compliance with the Ohio Public Records Act.

(E) **Response**

(1) The President’s Office will respond to the requestor within a reasonable period of time.

(2) In most cases, if the request is to inspect the public records, the inspection will take place at the location where the records have been collected, ordinarily during regular business hours and under the supervision of the President’s Office, or their designee.

(3) If the request is for copies, the President’s Office, or their designee, will make arrangements for any copying of the requested public records. The fees received for making copies should be remitted to the Business Office.

(4) The President’s Office is responsible for tracking in a common institutional database the public records requests received by the College, including name of requestor; a summary description of records being sought; date request received; date request completed; and what records were provided or denied.
PRIOR APPROVAL DATES: 2-19-08
The following procedures implement College Rule 3357:10-1-24.

(A) Introduction

(1) Purpose – To ensure that all research involving human subjects is conducted in conformance with ethical principles relating to the health, welfare, safety and rights of the participants, and in accordance with policies and regulations established by the United States Department of Health and Human Services, Marion Technical College (MTC) has established an Institutional Review Board. The Institutional Review Board (“IRB”) shall evaluate all human subject research as defined by this procedure and 45 CFR Part 46.

(2) Scope – This procedure applies to all MTC faculty, employees, and students of MTC who propose to engage in human subject research, development, and related activities. This procedure also applies to researchers who are not faculty, employees, or students of MTC, but who propose to use human participants in research, development, and related activities affiliated with MTC.

(B) Definitions and Acronyms

(1) Acronyms

(a) CFR – Code of Federal Regulations

(b) DHHS – United States Department of Health and Human Services

(c) FDA – Food and Drug Administration

(d) FWA – Federal Wide Assurance

(f) IEC – Independent Ethics Committee

(g) IRB – Institutional Review Board

(h) OHRP – Office for Human Research Protection

(2) Definitions

(a) “Approved Assurance” means a written agreement between an institution and a federal department or agency that the institution will comply with regulatory requirements of that department or agency.

(b) “Certification” means the official notification by MTC or other institution to the supporting federal department or agency, in accordance with this
policy, that a research project or activity involving human subjects has been reviewed and approved by the IRB in accordance with an approved assurance.

(c) Chair of the IRB is a regular voting member.

(d) “Department or agency head” means the head of any federal department or agency and any other officer or employee of any department or agency to whom authority has been delegated.

(e) “Expedited review” means the IRB review process used when no more than a minimal risk to human subjects exists as explained in detail in Section 3.5 of this procedure.

(f) “Exempt status” means the status granted to a research proposal which falls into one or more of the categories listed in 45 CFR 46.101(b) and which is determined by the IRB or a primary reviewer to pose no risk to human subjects.

(g) “Generalizable knowledge” means knowledge expressed in conclusions, theories, principles, and/or statements of relationship, for the purpose of benefiting people beyond those who are participants in the research or investigation. Although participants may benefit directly from the research or investigation, this benefit is never the only or the primary goal of the research or investigation. If publication or presentation is the intended outcome of the proposed project, it is likely that the project is intended for the purpose of developing or contributing to generalizable knowledge. However, a project may not be ruled out simply because there is no intent to publish or present the project results.

(h) “Human subject” means a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.

(i) “Human subject research” means a systematic investigation (including research development, testing and evaluation) designed to develop or contribute to generalizable knowledge and involving a living individual about whom the investigator conducting the research obtains data through intervention or interaction with the individual or identifiable private information.

(j) “Identifiable private information” means private information (as defined in 45 CFR 46.116 and defined in this document B.24.) in which the identity of the subject is or may be readily ascertained by the investigator or associated with the information.
(k) “Informed consent” means the legally effective consent obtained by the investigator from the subject or his or her representative, which satisfies the requirements set forth in 45 CFR 46.116 and section C.3. herein.

(l) “Institutional Review Board (IRB)” means the board at MTC responsible for conducting initial and continuing reviews of, and providing oversight for all human subject research conducted at MTC or under the authority of MTC.

(m) “IRB approval” means the determination of the IRB that the research has been reviewed and may be conducted within the constraints established by the IRB and other institutional and federal requirements.

(n) “Investigator (or researcher)” means any faculty, staff, employee, or student of MTC or another institution who engages in any research activity.

(o) “Legally authorized representative” means an individual or judicial or other body authorized under applicable law to consent on behalf of a prospective subject to the subject's participation in the procedure(s) involved in the research.

(p) “Minimal risk” means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

(q) “Principle investigator (or lead investigator)” (PI) means the lead investigator or researcher involved in an investigation and who is ultimately responsible for the project, its investigators, participants, human subjects, and data.

(r) “Private information” means information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record).

(s) “Research/Investigate” means (as defined by CFR part 46) a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.

(t) “Research subject to regulation” means research for which a federal department or agency has specific responsibility for regulating research activity.
“Quorum of the IRB” means a majority of the appointed members of the IRB including at least one member whose primary concerns are in a non-scientific area.

(C) Researcher’s Submission and Documentation

(1) Any MTC faculty member, employee, or student, and any researcher from another institution who wishes to engage in human subject research, must submit the following electronic copies to the Chair of the IRB a minimum of one month prior to conducting the research:

(a) IRB Application for Exempt, Expedited, and Full Board (Form 12-101a)

(b) Description of Research Proposal describing the rationale for the study, research questions to be answered, methods, procedures, data analysis plan, and other required information. The Description of Research Protocol is defined more fully in section C.2

(c) Copies of any questionnaires, surveys, or similar instruments to be used in the proposed research

(d) Evidence of completion of the OHRP Human Subject Assurance Training modules for researchers (or equivalent training)

(e) Informed Consent Forms; (Form 12-101b), (Form 12-101c)

(f) For researchers from other institutions, copy of home institution’s IRB approval;

(g) Approval forms from applicable government agencies.

(2) Description of Research Protocol. A paper describing the proposed research must be submitted prior to approval by the IRB. The description should contain the following sections: abstract, the protocol, research method, subjects, potential benefits, potential risks, management of risks, personnel, compensation, and other.

(a) The Abstract should contain a summary of the proposed study including the duration of research, the focus of the research, and a summary of the risks, benefits and risk management procedures.

(b) The Protocol should be written in such a manner as to communicate easily the research proposal to those from diverse disciplines. It should contain the following information:

(i) A brief literature review of prior research on the same topic or issue and why this research is needed.
(ii) A discussion of objectives, methods, and potential results of the research.

(iii) Justification of the use of human subjects.

(iv) Explanation of specific questions and hypotheses to be tested.

(c) The method for data collection and research on human subjects must include an explanation of the interaction with the subjects. Any questionnaires or tests to be used in the research must be included as well as the procedure for protecting confidentiality. Any devices, new drugs, or sources of radiation not customarily encountered by the subjects in their daily lives must receive approval from the appropriate governmental organization prior to submission to the IRB. A tentative time line or flow chart should be included. Frequencies, duration, and locations should be included for each research tool used.

(d) The subjects section should include a discussion of the sample size and method of obtaining the sample group. Justification must be made for the use of members of the desired population especially those populations who have limited or no capability of providing informed consent. The use of pregnant women, human fetuses, neonates, children (under the age of eighteen), mentally disabled, economically disadvantaged, educationally disadvantaged, and prisoners require additional justification and explanation of adherence to the rules and standards of 45 CFR 46, subpart B, C, and D.

(e) The potential benefits section should highlight the justification of the study focusing on the significance of new knowledge and its contribution to society.

(f) The potential risks section must disclose all risk of harm or discomfort the subjects may experience as a result of the research including physical, psychological, or social. Violations of normal expectations should also be specified. Based on the researcher’s knowledge, any extraordinary moral, legal, or ethical concerns related to this type of research should be identified.

(g) The management of risk section will explain the procedures for protecting and/or minimizing potential risks. The means of protecting confidentiality will also be discussed in this section. Assessment of the expected effectiveness of the risk management techniques should be included. This section should include the management of risks to both the individual and the sample population.

(h) The personnel of the research team and any additional organizations (such as MTC) involved with the research should be listed. Included with the
names should be the individual’s qualifications for research and their role in the project. Documentation of approval and agreement from any personnel or department at MTC or any other organization involved in the research should be included with this section.

(i) The compensation of subjects section should discuss if or how the subjects will be compensated for their participation in the research as well as how this will influence the subjects and the research. If extra credit is given for student participation, permission must be received from the appropriate instructor and consideration must be given to students opting not to be included in the research. If prizes are used, the researcher must provide the means of maintaining confidentiality of the participants as well as the means of ensuring equitable opportunity to receive a prize.

(j) The other section is used for the researcher to address any pertinent information not previously identified.

(3) Informed Consent Forms: 45 CFR 46.116 states that “no investigator may involve a human being as a subject in research … unless the investigator has obtained the legally effective informed consent of the subject or the subject's legally authorized representative.” The purpose of an informed consent is to insure the safety and security of human subjects involved in research, to comply with federal regulations (45 CFR 46), and to protect the Marion Technical College and the investigator from negligence or liability. (Form 12-101b), (Form 12-101c)

(a) Rules of an Informed Consent: As stated in 45 CFR, “except as provided elsewhere in this policy, no investigator may involve a human being as a subject in research covered by this policy unless the investigator has obtained the legally effective informed consent of the subject or the subject’s legally authorized representative. An investigator shall seek such consent only under circumstances that provide and that minimize the possibility of coercion or undue influence. The information that is given to the subject or the representative shall be in language understandable to the subject or the representative. No informed consent, whether oral or written, may include any exculpatory language through which the subject or the representative is made to waive or appear to waive any of the subject’s legal rights, or releases or appears to release the investigator, the sponsor, the institution or its agents from liability for negligence.”

(b) Informed Consent Documentation: An informed consent shall contain the following information, according to this procedure and 45 CFR 46: (Form 12-101b), (Form 12-101c)

(i) A statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures which are experimental;
(ii) A description of any reasonably foreseeable risks or discomforts to the subject;

(iii) A description of any benefits to the subject or to others which may reasonably be expected from the research;

(iv) A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject;

(v) A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained;

(vi) For research involving more than minimal risk, an explanation as to whether any compensation and an explanation as to whether any medical treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained;

(vii) An explanation of whom to contact for answers to pertinent questions about the research and research subjects' rights, and whom to contact in the event of a research-related injury to the subject; and

(viii) A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled. (45 CFR 46)

(c) Other Possible Informed Consent Documentation: When appropriate, an informed consent may require additional information according to the type of research involved. Examples related to specific types of research (45 CFR 46):

(i) A statement that the particular treatment or procedure may involve risks to the subject (or to the embryo or fetus, if the subject is or may become pregnant) that are currently unforeseeable;

(ii) Anticipated circumstances under which the subject's participation may be terminated by the investigator without regard to the subject's consent;

(iii) Any additional costs to the subject that may result from participation in the research;

(iv) The consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by the subject;
(v) A statement that significant new findings developed during the course of the research that may relate to the subject's willingness to continue participation will be provided to the subject; and

(vi) The approximate number of subjects involved in the study. (45 CFR 46)

(d) Informed Consent Waiver: The informed consent shall be approved by the IRB, as according to this procedure, and the IRB may waive some components of the regulations if they meet one of the following criteria:

(i) The research or demonstration project is to be conducted by or subject to the approval of state or local government officials and is designed to study, evaluate, or otherwise examine:

(a) Public benefit or service programs;

(b) Procedures for obtaining benefits or services under those programs;

(c) Possible changes in or alternatives to those programs or procedures; or

(d) Possible changes in methods or levels of payment for benefits or services under those programs; and

(e) The research could not practicably be carried out without the waiver or alteration. (45 CFR 46).

(ii) Also, the IRB may waive an informed consent procedure if the research process meets one or more of the following criteria:

(a) The research involves no more than minimal risk to the subjects;

(b) The waiver or alteration will not adversely affect the rights and welfare of the subjects;

(c) The research could not practicably be carried out without the waiver or alteration; and

(d) Whenever appropriate, the subjects will be provided with additional pertinent information after participation. (45 CFR 46)

(iii) As further stated by 45 CFR 46, the informed consent does not “preempt any applicable federal, state, or local laws which require additional information to be disclosed in order for informed
consent to be legally effective.” And, as stated by federal regulations, “Nothing in this policy is intended to limit the authority of a physician to provide emergency medical care, to the extent the physician is permitted to do so under applicable federal, state, or local law.”

(D) Procedures for Initial Review of Research

(1) Submission: The Chair of the IRB must receive the investigator’s electronic documents no later than two weeks before the second Friday of the month. The electronic documents include the following:

(a) IRB Application for Exempt, Expedited, and Full Board; (Form 12-101a)

(b) Description of Research Protocol describing the rationale for the study, research questions to be answered, methods, procedures, data analysis plan, and other required information. The Description of Research Protocol is defined more fully in section C.2;

(c) Copies of any questionnaires, surveys, or similar instruments to be used in the proposed research;

(d) Evidence of completion of the OHRP Human Subject Assurance Training modules for researchers (or equivalent training);

(f) Informed Consent Forms; (Form 12-101b), (Form 12-101c)

(g) For researchers from other institutions, copy of home institution’s IRB approval;

(h) Approval forms from applicable government agencies.

(2) Distribution: The Chair of the IRB will dispense to the appropriate IRB members electronic copies of the complete documentation no later than one week before an expedited or full review. If the Chair decides on an expedited review, the Chair will submit these forms to two members of the IRB. If the Chair or the expedited review team decides on a full review, the Chair will submit these forms to all members of the IRB.

(3) Preliminary Evaluation: Upon receipt of the submissions described in section D.1. above, the Chair of the IRB shall evaluate exempt status and then take one or more of the following actions:

(a) Determine that the proposed research activity does not constitute Human Subjects Research, and, therefore, does not require IRB review. The Chair shall document this determination, provide an electronic copy of the Preliminary Evaluation Form to the researcher within two weeks of the meeting, and keep an electronic record of the application forms for MTC.
(b) Determine that the proposed research activity involves human subjects but only in one or more of the categories set forth in 45 CFR 46.101(b), and is, therefore, exempt from IRB expedited and full review. The Chair shall document this determination and follow the process stated in D.3.a.; or

(c) Determine that the proposed research activity is Human Subjects Research that is eligible for expedited review under 45 CFR 46.110 and this policy, and involves no more than minimal risk to human subjects. The Chair shall submit such proposals to two IRB members for expedited review; or

(d) Determine that the proposed research activity is Human Subjects Research that is not exempt or eligible for expedited review, e.g., involves more than a minimal risk to human subjects. The Chair shall submit such proposals to the full IRB for action at a convened meeting.

(e) Determine that the proposed research activity is difficult to categorize as exemption status. If this occurs, the Chair may submit such proposals to two IRB members for them to evaluate exemption status.

(4) Exempt Research Review Process: Upon receipt of the documents submitted in accordance with section D.1., the IRB Chair shall perform the Exempt Review Process.

(a) Categories of Research Eligible for Exempt Review Process: 45 CFR 46.101(b) sets out those categories of research that may be reviewed using the Exempt Review Process. However, if the IRB Chair determines that any risk to human subjects is posed by research which is otherwise exempt according to 45 CFR 46.101(b), the Chair shall determine the appropriate review status according to the process described in section D.3. The following categories of research are eligible for the Exempt Review Process if they pose no risk to human subjects:

(i) Accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(ii) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
(iii) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(iv) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(v) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.

(vi) Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

(b) Categories of Research Not Eligible for Exempt Review Process: Even if a category of research is listed in section D.4.a., human subjects research under that category is not eligible for the Exempt Review Process if it involves vulnerable populations, such as the following defined by 45 CFR 46 and this policy: “prisoners, mentally disabled persons, economically-deprived persons, pregnant women,” and children under the age of eighteen.

(c) Action: A proposed research activity to be reviewed under the Exempt Review Process as described in Section D.3.

(d) Communication: The Chair shall document the determinations as described in Section D.3.
(5) **Expedited Review Process:** Upon receipt of the electronic documents submitted in accordance with section D.1, two appointed members of the IRB shall conduct the Expedited Review Process.

(a) **Categories of Research Eligible for Expedited Review Process:** As authorized by 45 CFR 46.110(a), OHRP sets out the following categories of research, which may be reviewed using the Expedited Review Process when no more than minimal risk to human subjects is involved:

(b) **Action:** For the Expedited Review Process, the Chair shall select two members of the IRB (one of whom shall be a member who best represents the area of research contained in the proposal) to review the research proposal. The two members must reach consensus for the proposal to be accepted. The two IRB members shall have the authority to take one or more of the following actions:

(i) Approve the proposal for one year or less;

(ii) Defer the proposal to allow the researcher to modify the proposal as requested before the next evaluation period for resubmission;

(iii) Submit the proposal to the entire IRB for further review if (a) the two members are unable to reach a consensus; (b) the two members recognize that the proposal poses more than a minimal risk to human subjects; or (c) another issue related to the proposal arises.

(iv) Communication to IRB: The expedited approval actions shall be provided in electronic form for all IRB members. Also, during the next subsequent meeting of the IRB, the selected reviewers shall discuss their approval actions.

(v) Communication to Researchers: The two members of the IRB shall document all actions and any required modifications or clarifications, and shall provide these electronic records and, if applicable, the IRB Approval Form to the researcher. The chair will be included in all communications.

(vi) The Expedited Review Team is not authorized to reject a proposal (45 CFR 46).

(6) **Full Review Process:** All submissions for initial review, continuing review, or review of modifications to previously approved research determined by the IRB Chair to be ineligible for exemption or review by expedited procedures must be reviewed and approved at a fully convened IRB meeting. The IRB follows this process to conduct a thorough review of each protocol, in accordance with federal regulations (45 CFR Part 46 and 21 CFR 50 and 56).
Action: The members must reach consensus for the proposal to be accepted. The IRB members shall have the authority to take one or more of the following actions:

(a) Approve the proposal for one year or less;

(b) Defer the proposal to allow the researcher to modify the proposal as requested before the next evaluation period for resubmission;

(c) Disapprove the proposal and prepare a statement of action to the investigator and other involved agencies; or

(d) Communication to Researchers: The IRB shall document all actions and any required modifications or clarifications, and shall provide these electronic records and, if applicable, the IRB Approval Form to the researcher.

(e) Communication from Researchers: All researchers have the right to respond to any of the IRB decisions.

Procedures for Review of Continuing Research:
HHS Guidance for Continuing review All Human Subjects Research activities that have been approved by the IRB through the Exempt Review, Expedited Review or Full IRB Review Process are subject to continuing review. The Continuing Review shall be performed at intervals appropriate to the degree of risk involved in the research activity, but not less than once a year, and shall meet the following criteria:

(1) Continuing IRB review must be substantive and meaningful.

(2) Continuing IRB review may be conducted using the Expedited Review Process if it satisfies the requirement of Section D.5.a.9). In the case of Expedited Review of Continuing Research, the appointed two members of the IRB shall receive and review all of the information described in section E.3. The expedited reviewers shall document the specific permissible categories justifying the expedited review and the review and action taken by the two IRB members, and any findings required under federal regulations.

(3) In conducting continuing review of research not eligible for Expedited Review, all IRB members should receive and review at least a protocol summary and a status report on the progress of the research, including

(a) the number of subjects accrued;

(b) a summary of any adverse events or unanticipated problems involving risks to subjects or others and of any withdrawal of subjects from the research or complaints about the research since the last IRB review;
(c) a summary of any relevant recent literature, findings obtained thus far, amendments or modifications to the research since the last review, any relevant multi-center trial reports, and any other relevant information, especially information about risks associated with the research; and

(d) a copy of the current informed consent document.

(4) The minutes of the IRB meetings must document separate deliberations, actions, and votes for each protocol undergoing continuing review by the convened IRB.

(F) Procedures for Review of Protocol Changes: A researcher shall not implement any changes to an IRB approved protocol without prior IRB review and approval, except where necessary to eliminate apparent immediate hazards to subjects. If after a research proposal is approved and the researcher desires to modify the research process in a way that differs from the approved proposal, the investigator shall obtain approval from the IRB by submitting to the Chair an addendum to the original proposal and IRB Change Form (Form 12-101d).

(1) As required by 45 CFR 46.108(b), review of proposed protocol changes must be conducted by the IRB at convened meetings at which a Quorum is present, except where expedited review is appropriate under 45 CFR 46.110(b)(2).

(2) Minor changes in previously approved research may be approved under an expedited process in accordance with 45 CFR 46.110(b)(2). The IRB shall adopt policy describing the types of minor changes in previously approved research by means of an Expedited Review Procedure.

(G) Suspension or Termination of IRB Approved Research: The IRB has the authority to suspend or terminate previous approval of research that is not conducted in accordance with the IRB’s requirements or that has been associated with unexpected serious harm to subjects.

(1) If the ongoing research is not conducted in the manner described in the approved proposal or if potential or immediate risk of harm is elevated during the approved period, the IRB shall have the right to require the investigator to modify the proposal for an expedited or full review, and or to evaluate the approved proposal for termination of approval.

(2) Any suspension or termination of approval shall include a statement of the reasons for the IRB’s actions and shall be reported promptly to the researcher, the appropriate institutional officials, the Department or Agency Head, and others as appropriate. This statement of action shall be submitted in writing by the IRB.

(H) Appeals

(1) If the application is disapproved, a principal investigator may appeal by requesting a second review by the IRB. The principal investigator must submit the
request in writing and include a specific response addressing the IRB comments on the Report to Investigator. Every attempt will be made to resolve the identified problem(s). Decisions of the IRB on a second hearing represent the final decision of the IRB and the final decision of MTC. The principal investigator, however, may appeal to the Vice President for Learning on procedural irregularities. If on appeal the Vice President for Learning determines that the IRB failed to follow its procedures, the sole remedy available shall be the return of the proposal to the IRB with a direction that the IRB follow its procedures.

(I) Limitations of IRB Approval Authority

(1) Limitations of IRB Approval Authority: IRB approval only signifies that the research proposal satisfies the human subject protections established by the OHRP. IRB approval does not guarantee access to subjects, facilities, or records.

(2) The IRB’s approval of an application in no way authorizes research that is otherwise prohibited under federal, state, or local law.

(3) Additionally, MTC, through its President, reserves the right to disapprove research approved by the IRB on a scientific and ethical basis if the President deems the research harmful to MTC and/or the community.

(J) Institutional Review Board

(1) Procedural Responsibilities

(a) The IRB will be appointed by the President and will function under the direction of the Dean of Institutional Effectiveness, whose office will maintain all IRB related documentation.

(b) The IRB shall review and have authority to approve, require modifications to (to secure approval), or disapprove all Human Subject Research activities. The IRB shall evaluate proposed research projects and determine the appropriate level of review in accordance with this policy and 45 CFR Part 46. The IRB will review the proposed research activities to ensure that:

(c) All risks to human subjects and investigators shall be minimized.

(d) Risks to human subject participants shall be reasonable in relation to the anticipated benefits of the human participants, if any, and the knowledge expected to be acquired from the research. (Knowledge, in this example, represents the outcome of the research itself and not implied future knowledge, such as the following: How will this research influence the reduction in poverty?)

(e) The investigators shall select the subjects equitably and impartially.
(f) The investigators protect the rights of participants who are or may be vulnerable to exploitation, coercion, or undue influence, such as children under the age of 18, prisoners, mentally disabled persons, pregnant women, and economically- or educationally disadvantaged persons. Where members of these populations are included in the participants, the research proposal must include additional safeguards to protect the rights and welfare of these participants, satisfying the requirements of 45 CFR Part 46.

(g) The information given to subjects as part of the informed consent process conforms with 45 CFR 46.116 and that the informed consent shall be obtained from each participant, or from the participant’s legally authorized representative, to the extent required by 45 CFR 46.116 and 46.117.

(h) Informed consent will be appropriately documented in a writing signed by each participant, or the participant’s legally authorized representative, in conformance with and to the extent required by 45 CFR 46.116 and 46.117.

(i) Where appropriate to safeguard the safety of participants, the research proposal sufficiently provides for the monitoring of the data collected.

(j) Where appropriate, the research proposal adequately provides for protection of the privacy of participants and the confidentiality of data.

(2) Reporting:

(a) IRB action regarding proposed research and any modifications or clarifications required by the IRB as a condition of IRB approval shall be reported to investigators electronically within two weeks after the regularly convened meeting of the IRB by the Chair.

(b) IRB shall review and act upon modifications and clarifications made by the researcher in response to IRB requests within two weeks of the regularly convened meeting of the IRB by the Chair.

(c) The IRB Chair shall notify the following institutional officials of IRB findings and actions annually: the President’s Cabinet. Such notification shall be performed electronically.

(d) The Chair of the IRB is responsible for prompt notification of the IRB, appropriate MTC officials, any supporting Agency or Department Head, and OHRP of any (i) unanticipated problems involving risks to subjects or others; (ii) any serious or continuing noncompliance with 45 CFR Part 46 or the requirements or determinations of the IRB; and (iii) any suspension or termination of IRB approval.
(3) Membership:

(a) The Institutional Review Board shall consist of no fewer than five members, including the chair, and must possess an understanding of the diversity of the people and the programs at MTC and in the community. Whenever possible, IRB members should possess a terminal degree in their discipline.

(i) At all times, the IRB shall have at least one member from a scientific area, at least one member from a non-scientific area, and at least one member from the community at large who is not affiliated with MTC and not a member of the immediate family of a person who is affiliated with MTC.

(ii) At all times, the IRB shall also have a member who is a representative from the Health Professions and a representative from the Social Sciences.

(iii) The IRB Chair must review each research proposal to determine whether the IRB has the necessary expertise to review the proposal. If the IRB chair determines that the IRB does not have the necessary expertise to review a proposal, the IRB shall obtain the necessary additional expertise from a consultant who is independent of the IRB. The consultant shall not have voting privileges.

(b) Selection Process: IRB members, through their collective experience, knowledge and skills, shall be qualified to ascertain the merits of proposed research, its appropriateness to MTC and the community, its conduciveness to MTC’s mission, values and goals, and, most importantly, its risk to human subjects.

(i) Members shall be recommended by the President’s Staff and appointed by the President.

(ii) Members shall serve for a term of four years, except that the terms of the original IRB members may be for a period of less than four years. Terms shall be staggered so that no more than one third of the IRB membership shall be appointed in the same year, in the absence of unusual circumstances.

(c) Conflict of Interest: No IRB member may participate in the IRB’s initial or continuing review of a project in which the IRB member has a conflicting interest, except to provide information requested by the IRB. Except when requested to be present to provide information, any IRB members with a conflict of interest shall absent themselves from the
meeting room when the IRB reviews research in which they have a conflicting interest. Such absence shall be noted in the IRB minutes.

(4) Training: All IRB members shall complete the OHRP Human Subject Assurance Training modules available online at http://ohrp-ed.od.nih.gov/CBTs/Assurance/newuserreg_1.asp. The IRB Chair shall maintain records of completion of the required training.

(5) Meetings:

(a) Except where the Exempt Review Process or the Expedited Review Process is appropriate, Initial and Continuing Reviews of proposed research requiring full IRB review must be conducted by the IRB at convened meetings at which a majority of the members of the IRB are present, including at least one IRB member whose primary concerns are in non-scientific areas (a quorum).

(b) The Chair shall distribute the proposal and all of the investigator’s documents to IRB members at least one week before the meeting.

(c) The IRB shall convene with at least a quorum of its members on the second Friday of every month, and shall discuss new and continuing research proposals that require full IRB review and were submitted for review at least two weeks prior to the meeting. The IRB shall review the merits and risks of each research proposal, and the members shall vote to approve, disapprove, or require the researcher to resubmit the proposal with changes. The Chair shall inform the IRB of any research proposals that were handled administratively (e.g., denied, determined to have exempt status, or handled by expedited review) since the previous meeting.

(d) Approval of research shall be by a majority vote of the members present. Should the quorum fail during a meeting (e.g., loss of a majority through early departure or recusal of member due to conflict of interest, or absence of a nonscientist member), the IRB may not take further actions or votes unless and until the quorum is restored.

(e) Minutes: The Chair will keep a record of the minutes of the IRB meeting and submit them electronically to each IRB member. The minutes must include all the following information:

(i) Sufficient detail to show attendance at the meetings, actions taken by the IRB; the vote on those actions including the number of members for, against and abstaining; the basis for requiring changes in or disapproving research; and a written summary of the discussions of controversial issues and their conclusions.
(ii) The late arrival, early departure and temporary absence of members;

(iii) The presence or absence of any member with a conflicting interest in a research proposal;

(iv) The IRB’s determination of which protocols require continuing review more often than annually, as appropriate to the degree of risk, and the approval period determined to be appropriate;

(v) A list identifying and verifying that the IRB was informed of all actions handled administratively by the Exempt Review Process and the Expedited Review Process since the last meeting.

(f) The IRB Chair may cancel an IRB meeting if no proposals were timely submitted for full IRB review.

(K) Records Retention

(1) The Office of Institutional Research (Office of Record for IRB records) shall retain all IRB records for at least three years after completion of the research. Records shall include, but shall not be limited to, the full contents of the proposal package, correspondence between the researcher and the IRB, records of continuing review activities, and progress reports concerning the research. IRB records shall include, but shall not be limited to, minutes from IRB meetings reflecting attendance, voting records and summary of actions taken by the IRB. Additionally, the IRB shall retain a list of its members identified by name, earned degrees, area of expertise, licenses, relationship to the institution and record of completion of OHRP Human Subject Assurance training.
POLICY:

(A) The President (or the President’s designee) will decide when classes are to be delayed or cancelled, or when the College is to be closed because of inclement weather or other emergency conditions.

(B) In the President’s absence, the following administrators will act on his or her behalf in making the decision to delay or cancel:

1. Inclement weather – Chief Academic Officer (CAO)
2. All other emergencies – Chief Fiscal Officer (CFO)

(C) Classes held at off-campus locations are subject to the following cancellation or delayed start procedures:

1. If the college is closed or has a delayed opening due to inclement weather, classes scheduled at off-campus locations are also cancelled or delayed, unless otherwise specified by the applicable academic Dean or Director.
   
   a. Off-campus classes, clinicals, practicums, internships, and/or co-ops, may be held as scheduled depending upon agency/accreditation requirements.

2. If the college is closed or has a delayed opening due to an emergency that only affects the campus, classes held at off-campus locations will run as scheduled unless otherwise specified by the applicable academic Dean or Director.

3. If the College is open and the off-campus site has issued a closing or schedule change, the College classes held at that site will follow the schedule change issued by the off-campus site.

(D) For the purposes of communicating delays and cancellations, class times are defined as follows:

1. Morning classes begin before 11:00 a.m.
2. Afternoon classes begin at or after 11:00 a.m.
3. Evening classes begin at or after 4:30 p.m.

(E) Payroll issues related to College closings:
(1) When the College is closed or operating under a delay, no employees need report to work for that period of time. However, certain employees who provide essential services may be required to report to work during closings due to inclement weather or emergencies. Their immediate supervisor will notify employees if they are required to work.

(2) When the College is closed or operating under a delay, employees are excused from work with pay for that period of time. Weather or other emergency essential employees who are required to work will be paid at their regular rate of pay.

PROCEDURES:

(A) The President (or President’s designee) shall contact key staff according to the established “college closing phone tree” to communicate the closing or delay. Those staff members are responsible for contacting individual employees within their area as necessary.

(B) College closing and delays will be communicated to students and employees via:

(1) College website and official college social media sites: announcements will be posted by the Webmaster, Public Relations Director, or site administrator.

(2) College learning management system site: announcements will be posted by the IT administrator.

(3) Recorded message at the main college phone number: message will be recorded by the College Receptionist or the Receptionist’s supervisor.

(4) Area radio and television stations: contacts will be made by Public Relations and President’s Office staff.

(C) When possible, decisions for closing the college will be made no later than 6:00 a.m. for day classes and before 4:00 p.m. for evening classes.

PRIOR APPROVAL DATES: 4-15-97; 1-15-02; 11-1-10
AP 140 Non-Discrimination

POLICY:

(A) Marion Technical College provides equal opportunities regardless of race, color, national origin, sex, disability, age, military status, or sexual orientation.

(B) This policy shall prevail in all College policies concerning employees and students.

PROCEDURE:

(A) The President shall appoint the College Compliance Coordinator(s).

(B) The Coordinator(s) shall be responsible for compliance with all civil rights legislation, including Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability), Age Discrimination Act of 1975 (age), as amended, 20, U.S.C., etc. Seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, and the Americans with Disabilities Act (ADA).

(C) Inquiries and/or complaints concerning the application of this policy should be referred to the designated coordinator(s).

(D) The policy statement shall be included in all College job advertisements and major recruitment and promotional materials.

(E) The following general access statement shall be included in all student publications and special program or event announcements:

“Reasonable accommodations are provided for people with disabilities. Contact Student Services at (740) 389-4636 for specific requests. If possible, requests related to access and facilities should be made at least three weeks before the program or event. Requests related to classes and/or learning issues should be made at least eight weeks before the first day of class.”

PRIOR APPROVAL DATES: 10-17-00
The State of Ohio and the Marion Technical College established drinking age for alcoholic beverages is twenty-one (21) with no exception. This policy governs the campus community including but not limited to the students, faculty, staff, alumni, and guests of the Marion campus.

PROCEDURES:

(A) The sale and general distribution of any alcoholic beverage must comply with the State Board of Liquor Control; whereby an F-Permit must be obtained. In addition to meeting the State codes for distribution of alcoholic beverages, student clubs and organizations may only sell alcoholic beverages in conjunction with and as directed by the Office of Student Activities. All sales of said beverages will be coordinated by the Office of Student Activities with the profits of sales going to Student Activities.

(B) Open container laws of Marion County and the State of Ohio prohibit open containers on the premises except in conjunction with a campus-sponsored activity whereby the beverage has been sold or distributed by the Marion Campus. Violation of the open container laws will result in the confiscation of the beverage in question and possible removal of violating individuals from the Marion Campus following notification of local law enforcement officials.

(C) The campus encourages responsibility in the consumption of alcoholic beverages through the following means:

(1) Soft drinks and other nonalcoholic beverages are provided at events where alcohol is served.

(2) Consumption is monitored by servers/sponsors and the appropriate action taken should an individual appear to be intoxicated. Such action includes: confiscation of car keys, calling/arranging a ride home, or contacting the Sheriff's office. "Designated Drivers" and the "Buddy System" are encouraged.

(3) The MTC Student Services Office makes information regarding alcohol awareness available to students, including videos, films, guest lectures, and literature. Referral information is also provided to individuals as needed.

(4) The serving of alcoholic beverages at student functions to those over the age of 21 is facilitated by the use of non-removable/transferable wristbands.

(D) Any student, faculty, or staff member found to be in violation of federal, state, and/or local law, or who violates the college's alcohol and other drug policies, are subject to College disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. Campus disciplinary sanctions include, but are not limited to, written warnings, loss of privileges, probation, participation in an alcohol or other drug
assistance or rehabilitation program, suspension, and/or dismissal. Sanctions may also apply to registered student organizations and to off-campus conduct involving activities sponsored or authorized by the College.

(E) If alcohol violations occur, the following systems may be utilized:

(1) Students are subject to appropriate discipline by staff or by the Office of Student Services. Disciplinary action could include suspension or expulsion.

(2) Employees are subject to appropriate disciplinary actions described in the college policy, up to and including termination of employment.

PRIOR APPROVAL DATES:
POLICY:

(A) It is the policy of Marion Technical College (MTC) to maintain a workplace that is free from the effects of drug, alcohol, and substance abuse. Employees who appear to be impaired by any such use of alcohol or drugs will be removed from the campus.

(B) This policy is adopted by the College in recognition of the fact that alcohol, drugs, and substance abuse by MTC employees can adversely affect all aspects of its operations. The goals of this policy are to ensure a safe, productive environment to safeguard College property, to protect the health and safety of employees and the public, to promote positive relationships between the College and its customers, and to set a positive example within the community.

(C) The Federal anti-Drug Abuse Act requires MTC to establish drug-free awareness programs and procedures.

(1) Prohibited Activity

(a) The unlawful manufacture, use, sale, transfer, distribution, dispensation, or possession of alcohol, inhalants, drugs, or controlled substances by any faculty or staff member is prohibited on campus. MTC strictly prohibits any employee on campus under the influence of alcohol, inhalants, drugs, or controlled substances.

(b) “Under the influence” is defined as being unable to perform work in a safe and productive manner; being in physical or mental condition which creates a risk to the safety and well-being of the employee, co-workers, the public, or MTC property.

(c) Any employee found in violation of this policy will be subject to discipline, including termination from employment.

(2) Awareness Programs

(a) The President’s Office publishes and distributes annually a “Drug-Free Information” brochure to faculty/staff.

(b) Drug abuse videotapes are available in the Student Resource Center for review by any person on campus.

(c) The Office of Student Services publishes a listing of “Area Agencies for Personal Counseling and Alcohol/Drug Related Concerns.”
(3) Notification of Supervisor

(a) Anyone taking or using an inhalant, drug, or other medication, whether or not prescribed by the employee’s physician for a medical condition, which is known or advertised as possibly affecting or impairing judgment, coordination or other senses, or which may adversely affect ability to perform work in a safe and productive manner, must notify his or her supervisor or Human Resource Director prior to starting work. The supervisor or Human Resource Director will decide if the employee can remain at work and/or what work restrictions, if any, are deemed necessary.

(b) Employees who are experiencing work-related problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. College required counseling or referral is to be kept confidential and is to have no influence on performance appraisals. Job performance alone, not the fact that an employee seeks counseling, is to be the basis of all performance appraisals.

(4) Employee Compliance

(a) All employees will have access to this policy on the College Intranet or will be provided a copy. As a condition of employment, all employees must comply with this policy.

(b) Any employee convicted under any criminal drug statute for a violation occurring on campus must notify the area vice president or Human Resource Director within five (5) working days and may be required to complete a drug abuse assistance or rehabilitation program as a condition for continued attendance or continued employment.

(c) The Human Resource Director (or Area Vice President) will notify all appropriate federal agencies\(^1\) when an MTC employee is convicted of a drug offense that is connected in any way to the College.

(5) Contractors and Visitors

(a) MTC strictly prohibits any visitor or contractor from being on campus or worksites while under the influence of alcohol, drugs, or controlled substances. Violation of this policy will result in refusal onto campus or immediate removal from campus.
(6) Cooperation

(a) Cooperation in the conduct of inspection is required as a condition of employment if the College believes there is a reasonable suspicion of violation of this policy. Inspection may be conducted under the supervision of the Human Resources Office or by a public law enforcement agency when the College has a reasonable suspicion of violation of this policy. Entry on campus constitutes consent to such inspection.

(7) Reporting Violations

(a) Employees are expected to act as responsible representatives of the College and as law-abiding citizens. It is each employee’s responsibility to report known manufacture, distribution, dispensing, possession, sale, purchase, or use of drugs or alcohol on College premises to his/her immediate supervisor.

(8) Ohio Peace Officers Academy

(a) Exception to this policy is the use of alcohol in the training as required and conducted by the Ohio Peace Officer Academy, under the supervision of the Instructor and/or Academy Commander.
AP 148 Social Media Policy

Established 11-1-10
Approved 3-30-18

POLICY:

(A) Definitions

(1) “Social media” is defined as a type of Internet or mobile-based technology that stores and delivers information between many people (e.g., Facebook, Twitter, LinkedIn, Instagram, YouTube, Snapchat, etc.).

(B) Official College-Affiliated Social Media Sites

(1) The Director of Marketing is responsible for overseeing the coordination of all official, College-affiliated social media activity.

(2) An individual who intends to create an account/page for his or her department or office must consult with the Director of Marketing to ensure the proposed social media venture fits with the College’s goals and strategy related to social media.

(3) A College-affiliated social media account must have a site administrator who is responsible for monitoring and updating the site on a regular basis (preferably every workday).

(a) The site username and password must be shared with the Director of Marketing and the Webmaster to ensure that the site can still be managed should the administrator be unexpectedly away from work.

(C) Moderating Content

(1) MTC will not block or remove content posted by the public from its social media sites unless:

(a) The content is defamatory, obscene, causes panic, incites crime, and/or is threatening.

(b) The content violates the social media site’s “terms of use” or “terms of conduct,” which includes copyright infringements.

(c) Violates any federal or state law, including the Family Educational Rights and Privacy Act (FERPA).

(d) The content is a photo of a minor without written permission from his or her parent/guardian.

Policy Owner: VP of Planning & Advancement and Director of Marketing
(e) The content is associated with someone who specifically requests that the content be removed.

(2) If negative content is posted to MTC’s social media sites, the site administrator will:

(a) Allow some time for other community members to respond.

(b) Respond to correct misinformation and rumor, but will not necessarily delete content just because it says something negative about the College.

(c) Consult with the Director of Marketing if unsure how to respond.

(D) Personal Use

(1) MTC recognizes that the use of social media extends beyond the confines of peoples’ professional lives. Employees using social media in their personal lives should keep the following in mind:

(a) No employee may use the College logo on a social media site without proper authorization from the Marketing and Communications department.

(b) Employees who maintain personal social media pages should ensure that profiles, pictures, videos, and other content do not reflect negatively or bring disrepute on MTC, even unintentionally. Personal communications or other content that could be deemed unprofessional, inappropriate, or abusive have the potential to expose the organization or the employee to negative publicity or litigation.

(c) Personal use of social media while at work should not impede the ability of the user to fulfill his or her job responsibilities. Individual supervisors may impose further restrictions upon an employee’s personal use of social media at work.

(E) Enforcement

(1) Users who violate this policy may be subject to disciplinary action up to and including termination and/or civil or criminal liability.

(2) Violations will be handled through the College disciplinary procedures applicable to the user.

(3) 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.
(4) MTC may refer suspected violations of applicable law to appropriate law enforcement agencies.

(5) An individual desiring to challenge charges of violation or disciplinary action must follow the applicable College grievance procedure.

PRIOR APPROVAL DATES: 11-01-10
POLICY:

(A) In accordance with Occupational Safety and Health Administration (OSHA), Center for Disease Control regulations, as well as State of Ohio Environmental Protection Agency (Ohio EPA), infectious materials used by Marion Technical College (MTC) for instructional purposes shall be handled in a manner to protect persons coming in contact with the material and follow specified regulations regarding the disposal of infectious waste. These safeguards are in place for the protection of students, instructors, maintenance workers, and cleaning personnel.

(B) Infectious materials include but are not limited to:

1. Human body fluids: semen, vaginal secretions, cerebrospinal fluids, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, saliva, any body fluid that is visibly contaminated with blood and all body fluids where it is difficult or impossible to differentiate between body fluids

2. Any unfixed tissue or organ from a human

3. Bacteriological cultures

4. Materials that have been in contact with infectious waste: paper towels, applicator sticks, gloves, etc.

5. Sharps: needles, lancets, broken glass, etc.

(C) To protect employees and students and to comply with OSHA’s Blood Borne Pathogen Standards, Title 29 Code of Federal Regulations 1910.1030, MTC has established an Exposure Control Plan (ECP) which will:

1. Identify exposed employees/students

2. Reduce or eliminate potential exposure that will reduce the risk of infection through engineering and work practice controls

3. Identify personal protective equipment

4. Identify housekeeping standards

5. Provide information on blood borne pathogen hazards that must be communicated to all potentially exposed employees/students, while including
provisions for affected employees/students to receive Hepatitis B vaccinations, training, and, if necessary, confidential medical evaluations.

The Plan will be reviewed on an annual basis by all affected departments.

(D) In accordance with Ohio EPA standards regarding the disposal of infectious waste, Marion Technical College will:

(1) Hold a Registration Certificate with the Ohio EPA as a Large Generator of Infectious Waste.

(2) Segregate and properly package infectious waste for removal, transport, and treatment by an Ohio EPA approved waste transporter.

(3) Maintain appropriate documentation for a three-year period pertaining to handling of infectious waste.

(E) Departments that use infectious materials shall be responsible for developing and implementing appropriate procedures for the implementation of this policy.

PRIOR APPROVAL DATES: 4-21-98
POLICY:

This Policy has been developed in accordance with guidelines and procedures established by the American College Health Association, the U.S. Public Health Services, and the Ohio Department of Health.

In dealing with infectious diseases, the College shall respond to each case, situation, or concern on an individual basis as determined by the medical facts involved.

No person shall be denied enrollment to the College, services, benefits, or discriminated against in any way due to a disease that is not spread by casual contact (i.e., HIV/AIDS). Furthermore, it is not a legitimate reason for a person to drop a class, expect a refund, or expect other considerations because another person on campus is infected with a disease that is not spread by casual contact.

The key elements of an appropriate response to infectious diseases are education and communication. The faculty in the Health Technologies division will instruct all Health Technologies students in the safety measures described by the Guidelines and Procedures by the Center for Disease Control, the American College Health Association, and the Ohio Department of Health. The office of Student Services shall always have available a variety of HIV/AIDS and other health related literature on display and in the Vice President of Student Services Office. HIV/AIDS and other health related videos are shown each year and speakers are scheduled for on campus presentations.

AIDS AND THE HEALTH TECHNOLOGIES

A student in the Health Technologies Department who has revealed a diagnosis of an infectious disease must keep the Director and current clinical faculty informed of any change in health status. Students having open lesions or prolonged productive coughing or other respiratory symptoms will be advised to seek medical assistance. A statement from a physician may be required indicating any limitations. Student attendance in the clinical setting will be permitted in accordance with the policy of each individual health care facility.

Students studying Health Technologies may face potentially hazardous clinical experiences during the course of their education. Patients with all types of diagnoses may be assigned to nursing students, including those who may have an infectious disease. MLT and Multi-Competency students will be working with clinical specimens in the campus simulated clinical laboratory as well as in hospitals. There is always a possibility that these specimens may be from an infected patient. Students may be assigned known infected patients and use clinical specimens only after having been educated on the universal blood and body fluid precautions as established by the Center for Disease Control. Certain affiliating health care facilities may stipulate additional specific guidelines.
A student who refuses to care for a patient with an infectious disease will be given another assignment. Subsequently, the reasons for his/her refusal will be identified and, if necessary, further instruction will be provided regarding transmission factors and proper techniques of care.

It is recognized that the student ultimately has the right to refuse to care for these stated clients or to work with clinical specimens, however, the student is advised to examine his or her own attitude in this matter as it relates to future employment expectations.

AIDS AND THE EMPLOYEE

Co-workers will be expected to continue working relationships with any employee who has AIDS or HIV infection. Managers are encouraged to contact the Human Resources Office for assistance in providing employees with general information and information about AIDS and HIV infection. Any employee who is unduly concerned about contracting AIDS may be further assisted through individual counseling.

An employee’s health condition is private and confidential. An employee with AIDS or HIV infection is under no obligation to disclose his or her condition to a manager or any other employee. Managers are expected to take careful precautions to protect the confidentiality of information regarding any employee’s health condition, including an employee with AIDS or HIV infection.

An employee with AIDS or HIV infection is expected to meet the same performance requirements applicable to other employees, with reasonable accommodation if necessary. MTC treats AIDS and HIV infection as disabilities in accordance with our policy on Equal Employment Opportunity (EEO) and the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. If an employee becomes disabled, managers will make reasonable accommodation, as with any other employee with a disability, to enable the employee to meet established performance criteria. Reasonable accommodation may include, but is not limited to, flexible or part-time work schedules, leave of absence, work restructuring, or job reassignment.

PROCEDURE:

In general, no specific or detailed information regarding concerns, complaints, or diagnosis shall be provided to faculty, administrators, family members or the public without the expressed written consent of the student or employee.

Persons working in an area where exposure to body fluids or blood spills is likely shall take all necessary precautionary actions (see Policy #950 - Treatment of Infectious Wastes).

PRIOR APPROVAL DATES:
PURPOSE

The purpose of this policy is to ensure compliance with federal regulations associated with the College's eligibility for federal financial aid.

POLICY:

(A) The Director of Financial Aid is responsible for ensuring institutional compliance with Title IV regulations, including the publishing of gainful employment data.

(B) A Title IV Compliance Team shall be established with departmental representation appropriate to specific Title IV regulations (e.g., Admissions, Financial Aid, Business Office, Academic Programs, Facilities, Campus Security, Public Relations, etc.). The Title IV Compliance Team shall:

(1) Develop a plan to monitor compliance with federal regulations and prepare an action plan for any item requiring corrective action.

(2) Establish administrative policy/procedures, as needed.

(3) Review and approve all materials related to consumer information disclosures.

(4) Establish an annual calendar for dissemination of information to prospective and current students and employees in accordance with Title IV regulations.

(C) The Director of Financial Aid shall submit a report to the VP of Planning and Advancement at the end of each academic year to document Title IV compliance activities and report on corrective actions being taken to ensure full compliance. The VP of Planning and Advancement shall report to the President any compliance concerns or issues.
AP 201  Budget Preparation & Adoption  Approved 1-26-17

POLICY:

(A) Fiscal Responsibility

According to the Ohio Revised Code, sections 3357.06, 3357.07, and 3357.09, the Board of Trustees is inherently responsible for establishment of the financial framework within which the technical college must operate. This framework must identify sources of income and application of expenditures to meet instructional objectives.

(B) Preparation and Approval

(1) The Board of Trustees shall delegate to the President the authority to prepare the budget for all areas of the College.

(2) The Board shall approve and adopt the initial budget after incorporating revisions by its June - meeting prior to the fiscal year.

(3) The President shall present a revised budget to the Board at its January meeting (if needed); the Board will then approve the budget as presented or after incorporating revisions.

(4) By approval, the Board authorizes expenditure of funds itemized therein for purposes identified, restricted only by limitations expressed in other Board policies. The President shall have authority to redirect allocation of funds only within the framework of each fund account and limited by total budget amounts.

(5) The Board must approve permanent transfer of funds between or among fund accounts.

(6) Disposition of surplus or deficit balances in each fund account will be made as approved by the President.

(C) Distribution of the Budget

(1) The budget will be distributed on prescribed forms to proper agencies by given dates.

(2) Copies of the budget will be distributed to all cost center supervisors.

PROCEDURES:

(A) The budget will be prepared in concert with the Strategic Plan.
(1) With input from the Board of Trustees and faculty/staff, President’s Staff will revise the mission statement; analyze internal and external environments; identify strategic issues; develop and evaluate strategies; and develop enrollment and financial assumptions by the second week of March.

(2) The chief finance officer will distribute a budget preparation packet to each cost center supervisor and an area summary to each Vice President and President by the first week of April.

(3) The cost center supervisor will develop a budget for the areas of personnel, supplies, and departmental marketing and submit the plan to the area Vice President by the first week of May.

(4) The area Vice President will complete cost center reviews; complete the area summary; and submit detailed budget packets and area summary by the second week of May to the chief finance officer.

(5) The chief finance officer will compile College budget totals by the third week in May and submit them to the President by the first week of June.

(6) The President will submit the initial College budget to the Board of Trustees at its June meeting prior to the fiscal year.

(7) If a revision to the approved budget is necessary, the President will submit the revised College budget to the Board of Trustees at its January meeting.

PRIOR APPROVAL DATES: 11-25-95; 4-18-00
AP 210  Computer and Computer-Related Equipment Financing  Approved 1-26-17

POLICY:

(A) The Board of Trustees authorizes the interest-free financing of computer and computer-related equipment for regular full- and part-time employees. Financing of computer and computer-related equipment may be handled through payroll deductions over a period not to exceed thirty months or an outstanding balance of $3,000.

(B) This program is established to facilitate Marion Technical College (the “College”) in meeting its objective of increasing faculty and staff computer literacy by assisting regular full- and part-time employees with their purchase and financing of computer and computer related equipment for personal and professional home use. Adjunct faculty are not eligible for this program.

(C) The College will set aside funds through which regular full- and part-time employees may finance computer and computer related equipment for personal and professional home use and subsequently repay the College without interest through payroll deduction.

(D) Employees are solely responsible for the procurement, delivery, maintenance, warranty, and repair of eligible computer and computer related equipment. To obtain financing through the College on their purchase, eligible employees have two options:

(1) Option One

(a) Employees can purchase eligible computer and computer related equipment directly from an outside vendor and submit paid receipts and supporting documentation to the Business Office.

(b) The Business Office will prepare the appropriate collateralized installment note and have it signed by that employee.

(c) Upon receipt, review, and approval by the Controller, the College will forward funds payable to the employee for the amount financed and commence automatic payroll deductions on the amount financed.

(2) Option Two

(a) Employees can submit an authorized sales order from an outside vendor with supporting documentation to the Business Office.

(b) The Business Office will prepare the appropriate collateralized installment note and have it signed by the employee.
Upon receipt, review, and approval by the College Controller, the College will forward funds payable to the outside vendor for the amount financed (a check will be prepared payable to the outside vendor and given to the employee who is responsible to forward it to the outside vendor) and commence automatic payroll deductions on the amount financed.

Purchase of the following items are eligible for College financing:

1. Computer hardware\(^1\) and peripheral devices\(^2\);
2. Software;
3. Extended warranty agreements on computer hardware/peripheral devices;
4. Applicable installation, freight, and delivery charges; and
5. Related sales tax.

The purchase of smartphones, cameras, video equipment, and smart TVs are excluded from this program.

Supplies, equipment repairs, and equipment maintenance are not eligible for College financing.

Fully supported sales order or sales receipt documentation must be submitted to the Controller, including a list of items purchased along with related serial identification numbers. The amount financed will be the sales price and applicable sales tax for eligible items purchased, plus any applicable security interest filing costs.

Terms.

1. The minimum purchase amount that can be financed by an eligible employee is $250. The maximum outstanding balance allowed at any time for an employee’s financed purchases is $3,000.
2. Eligible employees can obtain College financing of their computer and computer-related equipment purchases no more than once each fiscal year, and separate collateralized installment notes will be prepared for each financing transaction.
3. The maximum period allowed for an employee to repay each collateralized installment note (through automatic payroll deduction) is 30 months from the date the employee signs each note.

\(^1\) Computer hardware includes the following: personal computer (PC), desktop computer, laptop computer, notebook, tablet, Chromebook, or similar device.

\(^2\) Peripheral devices include the following: mouse, keyboard, printer, webcam, printer, scanner, external drive(s), graphics card(s), or CD-ROM.
(a) If an employee does not have sufficient payroll funds to complete a scheduled installment payment against their note through automatic payroll deduction (i.e., uncompensated leave of absence, insufficient hours worked for that pay period), then the employee is obligated to complete that scheduled installment remittance through direct payment to the College within seven (7) days of the scheduled remittance date.

(4) The collateralized installment note may be prepaid, in whole or in part, without penalty. If an employee leaves employment on a voluntary or involuntary basis before the note is fully paid, the outstanding balance must be paid in full as of the last date of employment. All or a portion of the balance due will be deducted from the employee’s final paycheck.

(5) A security interest is held by the College on the goods financed by the employee’s purchase. A listing of collateral will be attached to the signed collateralized installment note and applicable filings will occur. If any security interest filing costs are incurred, they will be added to the amount financed.

(6) The employee is solely responsible for procurement, delivery, maintenance, warranty, and repair of computer and computer related equipment financed by the College and is fully bound to repay the collateralized installment note through automatic payroll deduction should there be any problem in these areas. The College takes no responsibility in these areas.

(I) The College shall establish a separate account in the General Fund to control each employee’s executed collateralized installment note(s). The original note, including its collateralized security listing and related documents, will be retained in the Business Office. Additionally, relevant security interest documents will be filed with the County. When complete payment is made on the note, it will be returned to the employee.

(J) The College is not compelled to comply with the Truth in Lending Law as no interest is charged and no charge in lieu of interest is made.

(K) The College reserves the right to expand, alter, modify, or terminate this plan when it determines it is appropriate.

PROCEDURE:

(A) The employee will contact the Business Office on how to apply for the Computer and Computer-Related Equipment Financing Program.

PRIOR APPROVAL DATES: 4-23-96; 2-20-01
DEFINITIONS:

(A) Equipment is defined as any fixed asset that was purchased at a price of $500 or more.

POLICY:

(A) The Board of Trustees authorizes the disposal of equipment that has exceeded its useful life at the College.

(B) The equipment disposal policy of Marion Technical College shall conform to the statutes as required in the Ohio Revised Code.

(C) The Business Office is delegated the authority by the President to approve all equipment disposal requests.

PROCEDURES:

(A) Any employee wishing to dispose of obsolete equipment must complete an Equipment Disposal form from the Business Office.

(B) The requesting employee will recommend a method of equipment disposal.

   (1) Sealed Bid -- The preferred method of equipment disposal is to acquire sealed bids for the purchase of the used equipment (contact the Business Office for sealed bid procedures). These items will be removed from the inventory list after the sale is completed.

   (2) Auction Item -- Equipment submitted for auction. These items will be removed from the equipment inventory list after the auction is completed.

   (3) Trade-In -- Equipment traded-in on the purchase of new equipment. These items will be removed from the equipment inventory list upon the receipt of the new equipment.

   (4) Throw Away -- Immediate disposal of equipment with little or no value. These items will be removed from the equipment inventory list after the completed form is submitted to the Business Office.

   (5) Donation -- Equipment with little or no value may be donated to certain non-profit organizations. The organization will be required to provide proof that it is a non-profit organization.
(C) Approval on the Equipment Disposal form is required from the immediate supervisor and area Vice President before any college equipment may be disposed. Any disapproval of the Equipment Disposal form will be documented and returned to the requesting employee.

(D) The Equipment Disposal form is forwarded to the Business Office for final approval. The Business Office will return a copy to the original requesting employee. A copy of any form that relates to the auction will be forwarded to the Office of Facilities and Operations.

(E) The Business Office will issue a letter to the organization to which the equipment is being donated (1) specifying the equipment that is being donated and (2) requesting the organization sign a statement that it is a 501(c)(3) organization, and (3) requesting a copy of its IRS determination letter stating that it is a tax exempt organization.

PRIOR APPROVAL DATES: 4-21-98; 9-21-04
(A) Marion Technical College (the “College”) is a state supported institution. Since this support represents only a portion of the costs of operation, tuition and fees are charged to students to supplement this income and to help meet the expenditures of the College.

(B) The College reserves the right to change any fee as financial conditions warrant, within restrictions imposed by the state of Ohio.

(C) The assessment of tuition and fees for College Credit Plus students shall be in accordance with the rules and guidelines established by the Ohio Department of Higher Education.

(D) The following fees are to be paid at the Business Office, in order to complete registration for each academic term, by the dates designated in the College calendar and/or class schedule.

   (1) Tuition – supports the instructional and non-instructional costs of the College.

   (2) Non-Ohio Resident Surcharge – This fee is charged to all students who are classified as non-residents of Ohio as defined by the Ohio Department of Higher Education.

   (3) Laboratory Fees – These additional fees are charged for consumable materials and laboratory personnel required for these designated courses.

      (a) If a course is offered at a location other than the Marion campus and the location provides the lab, materials and support for the course, students enrolled in the course at that location will not be assessed a lab fee.

      (b) If the College provides the lab, materials and support at a location other than the Marion campus, students enrolled in the course at that location will be assessed a lab fee.

      (c) Any additional support required for special circumstances (e.g., partial provision of support by the College) will be billed separately to the sponsoring organization.

(E) The following special fees are assessed for the purpose indicated:

   (1) Application for Admission Fee – A non-refundable fee is charged to each new student who applies for admission to the College for enrollment in a credit course.

   (2) Deferred Payment Fee – This fee is charged to students who make arrangements and sign a deferred payment agreement with the Business Office for deferred payment of tuition and fees. This fee is non-refundable.
Credit-by-Examination and Life Experience Credit Fee – This non-refundable fee is charged per credit hour for the number of hours applicable to the particular course.

Transcript Fee – This fee is charged for requests for a copy of the student’s transcript. Upon request, copies of transcripts will be sent to the student’s placement file at no charge. Students who have a Federal Financial Aid Student Aid Index of “O” (at MTC or any other institution) may receive transcripts at no cost to them. (Fee waivers are verified by the Office of Student Records and charged to the appropriate budget.)

Penalty for Payment with Returned Check – Payment with a check, which is returned by the bank on which it is drawn, is considered the same as nonpayment. This fee is charged for any check returned to the College. If such a check and the fee are not covered by the student by the tenth class day of the academic term, the student’s registration may be canceled by the College.

Emergency Loan Fee – This fee is charged to students who make arrangements and sign a Promissory Note with the Financial Aid Office for this short-term loan. This fee is non-refundable.

Parking Fee – For the purpose of sidewalk, driveway, and parking lot maintenance, this fee is charged to all students who are registered for credit classes that are held on campus. This fee is non-refundable.

Non-Credit Course and Service Fees – The Center for Workforce Development manager shall determine all non-credit course and service fees. Fees shall be approved by the chief academic officer. Fees are subject to change each time the course or service is offered.

Registration fees are due by the first course section meeting day or earlier as determined by published date.

If registration occurs on the first course section meeting day, fees must be paid by cash or credit card.

It is the responsibility of the Business Office to assess and collect all fees in accordance with this policy.

The chief finance officer shall ensure the tuition and fee rates are published on the College website and in appropriate publications.

PROCEDURES:

Each year a recommendation regarding next year’s fees is to be submitted to the President by the chief finance officer for review, revision if appropriate, and approval. Following the President’s approval, the fee recommendation written in the form of a College resolution is to be sent to the Board of Trustees for review, revision if appropriate, and final approval.
(B) During the registration process, the Business Office shall assess and collect the appropriate fees and verify payment to the Office of Student Records. This verification will officially complete the students’ registration each academic term.

(C) Students who advance register and do not pay their fees by the published deadline will have their registration canceled by the Business Office. It is the responsibility of the Business Office to determine the students whose registrations are to be canceled and to notify the Office of Student Records the following day. (See College policy #472.)

(D) All special fees shall be assessed and collected by the Business Office upon proper determination that the fee is due.

PRIOR APPROVAL DATES: 10-2-00; 9-22-09
POLICY:

(A) Tuition shall be waived for Ohio residents 60 years of age or older who enroll in credit classes on an audit basis. Students enrolled under this policy are responsible for paying all other fees and costs associated with their enrollment.

   (1) Individuals wishing to enroll in classes for credit must follow the general admission policy of the College and will be responsible for paying tuition and all other costs associated with their enrollment.

(B) Registration for classes using this fee waiver shall be on a space-available basis, as determined by the College.

(C) Certain courses may be exempted from this policy due to course and training prerequisites or level of physical demands.

(D) Senior citizens enrolled on an audit basis are not held responsible for the regular class work and preparation of assignments.

(E) Books and supplies are purchased at the student’s expense.

PROCEDURES:

(A) Individuals wanting to use the senior citizen fee waiver to enroll in a credit course (or courses) shall:

   (1) Meet with an admission counselor to receive general admission information and an explanation of the fee waiver process.

   (2) Contact the Office of Student Records during registration to complete a Sixty Plus Application (Senior Citizen Registration Form) and provide proof of age eligibility.

   (3) Receive notice of seat availability from the Office of Student Records no later than the first week of class. Alternative courses will be suggested if no seat is available.

   (4) Pay any required fees to the Business Office.

(B) Senior citizens enrolling in a course (or courses) for credit shall follow the general admission, registration, and fee payment procedures, as established by the College.
DEFINITIONS

(A) “Census date” is defined as the date official enrollment data is submitted to the Ohio Department of Higher Education.

(B) “Regularly scheduled course” is defined as a course that coincides with the beginning and ending dates of the standard academic term as designated in the official college calendar.

(C) “Flexibly scheduled course” is defined as a course that has a beginning and/or ending date that is different than the dates of the full academic term as published in the official college calendar.

POLICY:

(A) A student who withdraws from one or more regularly scheduled credit courses prior to the academic term’s census date shall receive a 100% refund of his or her tuition. There will be no refund of tuition for courses dropped after the census date.

(B) The refund for a flexibly schedule course shall be 100% if the student withdraws from the course before the first class meeting. No refund shall be issued if a student withdraws after the first class meeting. It is the responsibility of the student to notify the Business Office if this situation applies to him or her.

(C) Laboratory fees will be refunded in full for regularly scheduled courses dropped on or before the census date. For flexibly scheduled courses, laboratory fees will be refunded in full for courses dropped on or before the first day of the course.

(D) The following fees are non-refundable:

(1) Application Fee
(2) Deferred Payment Fee
(3) Credit by Examination Fee
(4) Life Experience Evaluation Fee
(5) Insurance Fees
(6) Parking Fee

(E) The official date of withdrawal from a course (or courses) is determined by the date the drop/add form is received by the Office of Student Records. The postmark date shall be used to determine the official withdrawal date for forms received by mail.

(F) Tuition and fees shall be returned to the source from which they came and mailed along with other financial aid refunds.
(G) Fees paid for courses canceled by the College or paid under mistake of law or fact will be refunded in full.

(H) Students dismissed or withdrawing at the insistence of the College are not entitled to any refund of tuition and fees.

(I) Title IV federal financial aid (Pell and Stafford Student Loans) is calculated according to the College financial aid refund policy. Federal regulations require that the College keep attendance records and calculate Title IV refunds based on the last day that a student attended and/or completed at least sixty percent (60%) of the enrollment period.

PROCEDURES:

(A) The Office of Student Records will forward a copy of the completed drop/add form to the Business Office.

(B) The Business Office will refund the appropriate fees to the source from which they came.

PRIOR APPROVAL DATES: 6-15-04; 4-21-09
POLICY:

(A) Marion Technical College (the “College”) may issue tuition vouchers to employers who serve as a clinical, internship, practicum, cooperative education, or mentorship site as an acknowledgement of the employer’s contribution to the educational mission of the College. The vouchers are to be used by the site’s employees to further their education.

(B) A tuition voucher may be used to pay tuition or continuing education fees only. The employee who is using a tuition voucher is responsible for payment of all other costs associated with his or her enrollment at the College.

(C) A tuition voucher is valid only for the terms listed on the voucher (one full year).

(D) Vouchers may be issued by the academic department on the following basis:

(1) One voucher per five students per term for Nursing clinicals.

(2) One or two vouchers per student per term for Health Information Technology, Medical Laboratory Science, Occupational Therapy Assistant, Physical Therapist Assistant, and Radiography clinicals. The academic dean and program director shall determine the number of vouchers issued.

(3) One voucher per student per term for practicums and phlebotomy clinicals.

(4) One voucher per student per two terms for internships, cooperatives, and mentorships.

(5) One voucher per student enrolled in the CDL program.

(E) Each tuition voucher will represent one credit hour fee waiver or equivalent value for non-credit continuing education that are either open to the public or hosted by an instructional department for a targeted professional group such as clinical educators.

(F) Tuition vouchers cannot be used to pay for credit or non-credit course or training that results from contractual agreements between the College and employers or groups.

PROCEDURES:

(A) Procedure for employers with MTC students in clinical, internships, cooperatives, and practicums.
(1) Each academic department will monitor and record student placements for clinicals, internships, cooperatives, and practicums.

(2) Each academic department will send employers affiliated with its program the tuition vouchers annually at the conclusion of the spring term.

(B) Procedure for site employees using tuition vouchers.

(1) Any site employee who wishes to use a tuition voucher must contact the appropriate employer office to initiate the process, then apply for admission, pay the admission application other appropriate fees, and register for courses according to regular procedures.

(2) All applicable financial aid will be used before a voucher can be used to pay tuition costs.

(3) The College Business Office will accept the tuition voucher as payment for tuition or continuing education fees and bill the student for all other College fees (e.g., admission, laboratory, criminal background check, liability insurance, etc.).

(4) The College Business Office reserves the right to deny use of a voucher by a student.

PRIOR APPROVAL DATES: 6-19-01; 10-18-05; 4-12-11
DEFINITIONS

(A) A “sole source good” is defined as an item or good where, after reasonable investigation, there is only one known viable provider of the goods sought by the College; or the requested goods are unique in design, performance, or use specifications.

POLICY:

(A) All purchases must conform to applicable codes of ethics as well as federal, state of Ohio, and local laws and regulations.

(B) By approval of the annual budget, the Board of Trustees authorizes the expenditure of the amounts budgeted.

(C) The College will follow a competitive procurement process for the purchase of supplies, equipment, and services necessary for its operations.

(D) Expenditure of all college funds from all accounts and all revenue sources that are used to purchase supplies, equipment, and services shall be made in accordance with the procedures specified herein.

(E) The President may establish bid limits for goods and services in amounts not to exceed the bid limits established by the State of Ohio.

(F) Purchases from a vendor in which a Marion Technical College employee has significant proprietary interest are prohibited unless a full disclosure is presented in accordance with college procedures.

(G) The College’s fiscal year shall begin on July 1 and end on June 30 of each year.

(H) The Business Office is delegated the authority by the President of the College to issue all purchasing orders and to expend and/or encumber any College funds.

PROCEDURES:

(A) Preparation of purchase requisitions.

(1) All purchases must be placed through the Business Office by means of a purchase requisition.

(2) The employee initiating the purchase shall complete and submit a purchase requisition in Business Portal.

(B) Obtaining quotes.
(1) When quotes are obtained, the employee shall attach the quote to a copy of the Business Portal request and submit both to the Business Office.

(2) A commitment to buy may not be issued by the person obtaining the quote. The only legal commitment to buy is a purchase order issued by the Business Office.

(3) All standard items (e.g., office supplies) will be purchased from vendors selected by the Business Office. At all times efforts shall be made to secure the product with the best value, including price and quality.

(C) Obtaining formal bids.

(1) The department initiating the purchase shall issue a Request for Quotation to two or more vendors for:

(a) All individual items to be purchased in excess of $5,000.

(b) Each total purchase order in excess of $10,000.

(c) A professional services contract in excess of $15,000.

(d) Each facilities improvement project in excess of $50,000.

(2) After bids are received, the employee initiating the purchase or the department budget officer shall select the final vendor in consultation with the Business Office to ensure statutory and policy compliance.

(3) The following items are exempt from competitive bidding: emergency repair services; utilities (including telephone); library books and periodicals; media purchases; items for which an Ohio Inter-University Council Purchasing Group, State of Ohio, Educational and Institutional Cooperative Service, Midwestern Higher Education Commission or Higher Education Cooperative Purchase Consortium contract exists; and sole-source goods.

(D) Plant fund purchases.

(1) All major “plant fund” purchases must be approved by the Board of Trustees in the form of an equipment plan that shows the source of revenues and equipment list totals.

(2) To be considered a major plant fund item, the item must cost at least $5,000.

(3) Minor plant items (those that cost less than $5,000) will be funded by the purchasing department through their departmental operating budget.

(4) “Plant fund” purchases shall follow the same purchasing procedures as stipulated in this policy.
(E) Placing orders.

(1) The Business Office must approve all purchases in advance.

(2) The Business Office shall issue a purchase order after confirming that the amount to be spent is within the budget approved by the Board of Trustees. A copy of the purchase order shall be forwarded to the appropriate department budget official as confirmation of the order.

(3) An exception to this requirement is the purchase of grocery items or other items to be bought from a vendor who does not have a charge system. In this case, a purchase requisition is prepared as stated above. The initiator then buys the goods and submits a receipt for payment of invoice or reimbursement.

(4) The Business Office shall consult with the employee initiating the purchase if a vendor other than one indicated on the purchase requisition was selected.

(F) Rush orders.

(1) All rush orders shall comply with the requirement for a purchase requisition.

(2) Under no circumstances are orders to be placed without the Business Office’s prior consent.

(G) Budget-year deadline.

(1) The Business Office shall establish a purchase order cutoff date each fiscal year.

(2) All purchase requisitions must be submitted to and approved by the Business Office by the cutoff date to ensure proper expenditure from that fiscal year’s budget.

(3) A purchase order placed in one fiscal year and filled in the next fiscal year (after the receiving cutoff date) shall be charged to the next fiscal year’s budget.

(H) Purchases from employees.

(1) The College is prohibited from purchasing goods from employees, employee family members, or firms owned or managed by employees or their family.

(I) Reimbursement limitations.

(1) The College shall not reimburse employees for purchases made without prior approval via a purchase requisition.

(2) The College is exempt from paying sales tax. Employees are expected to obtain a tax exempt form prior to making purchases.
Receiving report, invoice approval, and payment.

(1) All purchase orders shall direct the vendor to ship goods to the attention of the Business Office.

(2) The Business Office shall verify receipt on the packing slip and send the items purchased to the employee who initiated the purchase.

(3) The Business Office shall match the original invoice to the packing slip or receiving report to verify that the invoice may be paid as billed. Any discrepancies shall be checked with the employee who initiated the purchase.

(4) If an invoice is sent to the employee who initiated the purchase, the employee must forward the invoice to the Business Office immediately.

(5) Upon verification of the receipt of the goods, the accuracy of the invoice, and matching both with the purchase order and purchase requisition, the Business Office shall pay the bill as soon as possible to avoid any carrying charges and take advantage of any discounts.

PRIOR APPROVAL DATES: 6-29-99; 1-21-03
PARK TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 236 Credit Card Usage

POLICY:

(A) It is the policy of Marion Technical College that employees may use an institutional credit card for the sole purpose of purchasing goods or services required for the official business of the College.

(1) The institutional credit card may not be used by community faculty, student employees, and any other temporary employees.

(B) Authorized card use.

(1) The credit card may be used only when a purchase cannot be completed with a purchase order or under urgent circumstances that require an immediate purchase. The credit card may not be used merely as a convenience or to circumvent normal College purchasing procedures.

(2) The credit card may be used to make a purchase in-store or by telephone, fax, Internet, or mail.

(3) The Business Office must approve a purchase order prior to an employee using the credit card or any store issued purchasing card. Failure to follow this process is considered unauthorized use.

(C) Unauthorized and/or inappropriate card use.

(1) Examples of unauthorized and/or inappropriate use include, but are not limited to:

(a) Items for personal use
(b) Items for non-college purposes
(c) Cash or cash advances
(d) Alcoholic beverages
(e) Food and/or beverages for the individual employee
(f) Entertainment or recreation

(D) Responsibility and accountability.

(1) The Controller is responsible for obtaining, distributing, and monitoring usage of the College credit card(s).
(2) Individual employees are not authorized to obtain a credit card in the College’s name.

(3) Employees are not permitted to retain the College credit card number in their own files or records.

(4) The employee is responsible for the protection and custody of the credit card and shall immediately notify the Controller if the card is lost, stolen, or the subject of suspected credit card fraud.

(5) Any employee who makes unauthorized use of the College credit card may be responsible for restitution to the College for any unauthorized purchases and may be subject to disciplinary action, including possible termination of employment and/or criminal prosecution.

(E) In certain cases, College departments and/or individual employees may be given the privilege of using a College purchasing card (the “P-Card”). The College expects each employee when using a College P-Card will make every reasonable effort to ensure that funds are used in a responsible, legal, ethical manner and in conformity with the Marion Technical College Purchasing Card Manual.

PRIOR APPROVAL DATES: 4-20-10
POLICY:

(A) Definitions

(1) “Employee” means person employed by MTC on an hourly or contract basis.

(2) “Travel” refers to authorized trips taken by an employee in connection with approved business of Marion Technical College. Examples of these assignments include professional meetings, field trips, employee recruitment, student recruitment, financial assistance, professional development events, promotional activities, and other travel as directed by the president.

(B) The employee’s immediate supervisor and area vice president (if applicable) must authorize all travel at college expense.

(C) Transportation expenses

(1) **Travel by college-owned vehicle** – The employee will be reimbursed for actual and necessary expenses incurred.

(2) **Travel by privately owned vehicle** -- The employee will be reimbursed for actual mileage at the standard allowable IRS reimbursement rate. The vehicle owner must have liability insurance coverage that meets the requirements of Section 4509.51 of the revised code.

(3) **Travel by common carrier** – The employee is expected to obtain the lowest available rate. The college will not pay for unused reservations unless the college is satisfied that failure to cancel or use the reservation was unavoidable.

(4) **Miscellaneous travel expenses** – The employee will be reimbursed for checked baggage fees, parking charges, taxicab charges, and other reasonably incurred travel expenses directly related to authorized travel.

(5) **Required receipts for transportation expenses** – Receipts are required for all expenses exceeding ten dollars.

(D) Meals

(1) Meal expenses (including tips) will be reimbursed using the per diem rate established by the U.S. Governmental Services Agency (www.gsa.gov) according to the travel destination.
To qualify for meal reimbursement, IRS regulations require an employee be away from home substantially longer than an ordinary day’s work and during the time away from home, and need sleep or rest (the so-called “overnight rule”) to meet the demands of the employee’s duties.

(a) Reimbursement for meals is made on a partial or full calendar day basis. To be reimbursed for meals, the employee must be on authorized travel status as follows:

<table>
<thead>
<tr>
<th></th>
<th>Time Period</th>
<th>Percentage of Per Diem Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Before 7:00 a.m. and until 9:00 a.m.</td>
<td>25% of per diem rate</td>
</tr>
<tr>
<td>Lunch</td>
<td>Before 11:00 a.m. and until 1:00 p.m.</td>
<td>25% of per diem rate</td>
</tr>
<tr>
<td>Dinner</td>
<td>After 5:00 p.m. and until 8:00 p.m.</td>
<td>50% of per diem rate</td>
</tr>
<tr>
<td>Full calendar day</td>
<td>Before 7:00 a.m. and until 8:00 p.m.</td>
<td>100% of per diem rate</td>
</tr>
</tbody>
</table>

(b) Reimbursement for a full day of travel does not require a specific allocation for breakfast, lunch, and dinner. The allocation for meals may be used as the traveler chooses, but receipts must support the reimbursement.

(E) Lodging

(1) The employee will be reimbursed for actual, reasonable lodging expense, including applicable taxes for out of state travel. A receipt for all lodging expenses must be submitted with the travel expense report. Conference lodging at the conference site may be reimbursed at actual cost provided such cost is reasonable and authorized by the College.

(2) The employee will not be reimbursed for overnight lodging within 50 miles from either the traveler’s home or the College unless approved in advance by the employee’s immediate supervisor and area vice president (if applicable).

(F) Miscellaneous living expenses

(1) The employee may be reimbursed for miscellaneous living expenses (e.g., laundry, dry cleaning, Internet, etc.) only if he/she is in overnight lodging for more than one week, including a weekend. Miscellaneous living expenses must be listed separately on the travel expense report.

(2) The employee may be reimbursed for hotel Internet charges at hotels if using the Internet is a necessary business activity. To be reimbursed for internet charges, the employee must provide an explanation of the Internet usage on the travel reimbursement request form.
(G) Non-Reimbursable expenses

The following expenses are not reimbursable:

(1) Personal grooming services, such as barbers, hairdressers and shoe shines

(2) In-room movies

(3) Insurance costs such as life insurance, flight insurance, car rental insurance-personal automobile

(4) Lost baggage

(5) Parking tickets or traffic violations

(6) Upgrades (air, hotel, car, etc.)

(7) In-county lodging

(8) Alcoholic beverages

(9) Expenses incurred for spouses and others

(10) Fee for changing of flights (other than if college related and need to change)

(11) Hotel room maid service

(H) Conference fees

If not paid in advance by the College, the employee will be reimbursed for conference registration fees. For each meal included in the conference or registration fee, the per diem rate for meals will be reduced by 25% each day of the conference.

(I) Reimbursement deadline

An employee who has traveled at college expense must submit his/her reimbursement request within 30 days of the last date of travel. The president (or his/her designee) may extend this timeframe if mitigating circumstances exist, but in no case may this timeframe exceed 60 days from the last date of travel.

All reimbursement requests for travel in June must be submitted no later than the third Friday of July. A reimbursement request may be denied for reasons including, but not limited to, an employee's failure to submit the request in a timely, accurate, or truthful manner.
(J) Exceptions

Any provision included herein is subject to exception with the prior approval of the President. The President shall notify the Business Office in writing of any exception granted.

Any foreign travel requires the approval of the President and expense limits will be determined on a case-by-case basis.

PROCEDURES:

(A) Travel authorization.

(1) The employee must complete a Travel Authorization form prior to traveling in order to be reimbursed for expenses.

(2) The form must be approved by the employee’s immediate supervisor and area vice president, if applicable.

(3) The completed form is retained by the employee and/or immediate supervisor.

(4) Prior to travel occurring, a business portal request must be completed using the estimated travel expenses identified on the Travel Authorization form. The Business Office will issue a purchase order number.

(B) Reimbursement of travel expenses.

(1) The employee must complete a Travel Expense Report form, provide the PO number issued for the authorized travel, and attach all receipts for which reimbursement is requested. Receipts are required for expenses exceeding ten dollars.

(2) The employee must submit the Travel Expense Report form with receipts to the Business Office.

(a) If the actual expenses exceed the estimated expenses on the purchase order, the employee’s immediate supervisor must approve the reimbursement request. The approval of a travel expense report constitutes certification of the propriety of the reimbursement under section 126.31 of the Revised Code and this rule.

(b) The employee’s supervisor and/or area vice president (if applicable) may require any reasonable form of verification of an expense, in addition to or in lieu of the receipts required under this policy, which he/she determines necessary to his/her certification of the reimbursement’s propriety.
(3) The Business Office may adjust the reimbursement amounts as appropriate to stay within policy limits.

PRIOR APPROVAL DATES: 9-17-02; 5-20-03
AP 260  Identity Theft Prevention Program  Approved 4-20-10

POLICY

(A) Marion Technical College (the “College”) is committed to the detection and prevention of identity theft associated with financial credit accounts. The purpose of this policy is to enable appropriate College officials to develop and implement a comprehensive identity theft prevention program to address the risks of identity theft to its students, faculty, staff, vendors, and other customers.

(B) The identity theft prevention program shall follow the relevant requirements provided in Section 114 of the Federal Fair and Accurate Credit Transaction Act (FACTA) of 2003 and the Fair Credit Reporting Act (FCRA), along with the applicable implementing regulations for both Acts.

(C) The requirements of this policy apply to all College departments, which regularly arrange for the extension, renewal, or continuation of credit; defer payment for services rendered and/or regularly extend, renew, or continue credit; or, use consumer reports to conduct credit or background checks on prospective employees.

(D) All terms used in this policy that are defined in 16 C.F.R. §681.2 shall have the same meaning provided in that section.

(E) The College hereby establishes an identity theft program (the “Program”) to detect, prevent, and mitigate identity theft in connection with the opening of covered accounts and existing covered accounts, as defined in the Code of Federal Regulations, and to provide for continued administration of the Program. The Program shall enable the College to:

(1) Identify relevant red flags for covered accounts it offers or maintains and incorporate those red flags into the program;

(2) Detect red flags that have been incorporated into the Program;

(3) Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and

(4) Update the Program periodically to reflect changes in risks to students or employees and to the safety and soundness of the creditor from identity theft.

(F) The Program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.
The chief finance officer (CFO) shall administer and oversee the Program and ensure that it is implemented in all appropriate departments. In administering the Program, the CFO shall:

1. Designate a Program Administrator to whom specific responsibility for the Program’s implementation will be assigned;
2. Review reports prepared pursuant to section (I) herein; and
3. Approve all material changes to the Program as necessary to address changing identity theft risks.

The Program Administrator will be responsible for the Program administration, for ensuring appropriate training of College staff on the Program, for reviewing any staff reports regarding the detection of red flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

1. College staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of red flags and the responsive steps to be taken when a red flag is detected.

The Program Administrator shall prepare annual reports regarding compliance with 16 C.F.R. §681.2, and provide each report to the chief finance officer for review. Each annual report shall address:

1. The effectiveness of the Program in accomplishing its purpose;
2. Any service provider arrangements;
3. Any significant incidents involving identity theft that may have occurred and the College’s response to those incidents; and
4. All recommendations for material changes to the program.

The College is ultimately responsible for compliance with 16 C.F.R. §681.2. The College shall ensure that the activity of a service provider is conducted in accordance with 16 C.F.R. §681.2 whenever the service provider performs an activity in connection with one or more covered accounts.

The College has identified four types of “covered” accounts that are administered by the College:

1. Refund of credit balances
2. Deferred Payment Plan
3. Emergency Loan
The College shall look to any covered accounts it offers and maintains, the methods it
provides to open and access those covered accounts, and any previous experiences with
identity theft to identify relevant red flags under the Program. It shall incorporate relevant
red flags from sources including its past incidents of identity theft, changes in methods of
identity theft, and applicable laws, rules, or regulations. Categories of relevant red flags
include:

(1) Alerts, notifications, or other warnings received from consumer reporting
agencies or service providers, such as fraud detection services;

(2) Presentation of suspicious documents or suspicious personal identifying
information, such as a suspicious address change;

(3) Unusual use of, or other suspicious activity related to, a covered account; and

(4) Notice from customers, victims of identity theft, law enforcement authorities, or
other persons regarding possible identity theft with the College’s covered
accounts.

The Program shall detect red flags in connection with covered accounts by:

(1) Obtaining identifying information about, and verifying the identity of, a person
opening a covered account, including but not limited to requiring positive proof of
identification [i.e., physically presenting photo ID, official government ID, or
valid system of credentials (user ID and password)].

(2) Authenticating customers, monitoring transactions, and verifying the validity of
change of address requests, in the case of existing covered accounts, through the
presentation of positive proof of identification.

The College must act promptly and effectively to respond to red flags, using the
following protocol:

(1) Any person detecting a red flag immediately shall gather all related
documentation, write a description of the incident, and report this information to
the Program Administrator.

(2) The Program Administrator shall evaluate the incident and report his or her
findings to the chief finance officer.

(3) If a response is warranted based upon the circumstances, the Program
Administrator and chief finance officer shall take action appropriate to the level of
risk presented. This action may include:

(a) Monitoring a covered account for evidence of identity theft;
(b) Contacting the student, employee, or customer.

(c) Changing any passwords, security codes, or other security devices that permit access to a covered account;

(d) Reopening a covered account with a new account number;

(e) Not opening a new covered account;

(f) Closing an existing covered account;

(g) Not attempting to collect on a covered account or not selling a covered account to a debt collector; and/or

(h) Notifying law enforcement.

(i) Determining that no response is warranted under the particular circumstances.

(O) The College shall periodically evaluate whether the Program continues to be appropriate and effective in accomplishing its purpose. This review will include an assessment of the College’s covered accounts, the relevant red flags, and responses to identify theft. The College shall consider the following factors when updating the Program:

(1) Information contained in the annual reports prepared under the Program;

(2) The College’s experiences with identity theft;

(3) Changes in methods of identity theft and in methods to detect, prevent, and mitigate incidences of the same;

(4) Changes to the types of accounts offered by the College; and

(5) Changes in the College’s business arrangements, including alliances, joint ventures, and service provider arrangements, and so forth.

(P) The Program Administrator will log all reported red flag detections, along with the actions taken, to be included in the annual report.

(Q) In order to further prevent the likelihood of identity theft occurring with respect to College accounts, the College will take the following steps with respect to its internal operating procedures to protect customer identifying information:

(1) Maintain secure website(s) or provide clear notice that website(s) is not secure.

(2) Require complete and secure destruction of paper documents and computer files containing customer information.
(3) Require that office computers are password protected.

(4) Direct users to lock their unattended computers.

(5) Maintain up-to-date virus protection.

(6) Limit collection and retention of customer information to only that required for College purposes.

(7) Require that documents or media containing customer information be stored in locked storage when unattended.

(8) Require that file cabinets, desk drawers, overhead cabinets and any other storage space containing documents with sensitive information be locked when not in use, at the end of each workday, or when unsupervised.

(9) Require a photo ID to confirm identity when a change is requested for a covered account.

(10) Limit access to social security numbers to those who have a need to know.

(11) Reasonably ensure that conversations between customers and employees protect sensitive information by isolating space for such conversations away from public areas.

(12) Reasonably ensure that employee work with sensitive documents occurs beyond the potential view of customers.
Appendix A -- Red Flag Notices

(A) Alerts, Notifications or Warnings from a Consumer Reporting Agency

(1) A fraud or active duty alert is included with a consumer report.

(2) A consumer-reporting agency provides notice of credit freeze in response to a request for a consumer report.

(3) A consumer reporting agency provides a notice of address discrepancy, as defined in §681.1(b) of this part.

(4) A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:

(a) A recent and significant increase in the volume of inquiries;

(b) An unusual number of recently established credit relationships;

(c) A material change in the use of credit, especially with respect to recently established credit relationships; or

(d) An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

(B) Suspicious Documents

(1) Documents provided for identification appear to have been altered or forged.

(2) The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

(3) Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.

(4) Other information on the identification is not consistent with readily accessible information that is on file with the College, such as a signature card or a recent check.

(5) An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

(C) Suspicious Personal Identifying Information

(1) Personal identifying information provided is inconsistent when compared against external information sources used by the College. For example:
(a) The address does not match any address in the consumer report; or

(b) The social security number (SSN) has not been issued, or is listed on the social security administration's death master file.

(2) Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.

(3) Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the College. For example:

(a) The address on an application is the same as the address provided on a fraudulent application; or

(b) The phone number on an application is the same as the number provided on a fraudulent application.

(4) Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the College. For example:

(a) The address on an application is fictitious, a mail drop, or a prison; or

(b) The phone number is invalid, or is associated with a pager or answering service.

(5) The SSN provided is the same as that submitted by other persons opening an account or other customers.

(6) The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons opening accounts or other customers.

(7) The person opening the covered account or the customer fails to provide all required personal identifying information on an application or in-response to notification that the application is incomplete.

(8) Personal identifying information provided is not consistent with personal identifying information that is on file with the College.

(9) If the College uses challenge questions, the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

(D) Unusual Use of, or Suspicious Activity Related to, the Covered Account
(1) Shortly following the notice of a change of address for a covered account, the College receives a request for a new, additional, or replacement card or a cell phone, or for the addition of authorized users on the account.

(2) A new revolving credit account is used in a manner commonly associated with known patterns of fraud patterns. For example:

(a) The majority of available credit is used for cash advances or merchandise that is easily convertible to cash (e.g., electronics equipment or jewelry); or

(b) The customer fails to make the first payment or makes an initial payment but no subsequent payments.

(3) A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:

(a) Nonpayment when there is no history of late or missed payments;

(b) A material increase in the use of available credit;

(c) A material change in purchasing or spending patterns;

(d) A material change in electronic fund transfer patterns in connection with a deposit account; or

(e) A material change in telephone call patterns in connection with a cellular phone account.

(4) A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).

(5) Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.

(6) The College is notified that the customer is not receiving paper account statements.

(7) The College is notified of unauthorized charges or transactions in connection with a customer's covered account.

(E) Notice from Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection With Covered Accounts Held by the College
(1) The College is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

PRIOR APPROVAL DATES: 4-20-10
POLICY:

(A) In accordance with section 3345.05 of the Revised Code, the Board of Trustees of Marion Technical College is vested with the following responsibility:

Notwithstanding any provision of the Revised Code to the contrary, the title to investments made by the board of trustees of a state institution of higher education with funds derived from any of the sources described in division (A) of this section shall not be vested in the state or the political subdivision but shall be held in trust by the board.”

(B) All fiduciaries implementing this investment policy are required to discharge their duties with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

(C) An Investment Committee is herein established effective with approval of this policy.

(D) Membership of the investment committee shall be as follows:

   (1) Chairperson – a member of the Board of Trustee’s, as appointed by the Board Chairperson.

   (2) Members – the College chief finance officer; College Controller; other such members as appointed by the Chairperson of the Board of Trustees.

(E) The term of appointment for each member of the Investment Committee shall be for two years.

(F) The Investment Committee shall meet as needed but no less than once per year.

(G) The Investment Committee is authorized to retain an investment advisor that meets the requirements stipulated in section 3345.05 of the Revised Code.

(H) Each Investment Committee member must sign an agreement indicating that he or she will avoid conflict of interest in performing his or her duties as a Committee member.

(I) The primary objectives of the College’s investment activities shall be:

   (1) Safety – College assets shall be undertaken in a manner that diversifies its investments mitigating the magnitude of potential capital loss inherent in investment risk.
(2) Return on investment – To have a return of net-of-fees overtime that at least equals common indexes in capital markets in which the College’s assets are invested.

(J) One hundred percent (100%) of the average amount of the investment portfolio over the course of the previous fiscal year will be invested in securities of the United States government or of its agencies or instrumentalities, the treasurer of state’s pooled investment program, obligations of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.

(K) Investment managers (advisors) will be reviewed quarterly based upon the following criteria:

(1) Ability to exceed the performance objectives stated in this policy.

(2) Adherence to the philosophy and style that were articulated to the Investment Committee at, or subsequent to, the time an investment manager was retained.

(3) Continuity of personnel and practices at the firm.

(L) The Board of Trustees shall review the investment policy and objectives at least annually. The chief finance officer shall report investment performance results to the Board of Trustees on a monthly basis.

PRIOR APPROVAL DATES: 10-21-08
All faculty and staff are prohibited from selling textbooks. No employee shall profit from the sale of instructors’ textbooks or desk copies of textbooks owned by the employee or the College. Copies of textbooks (or instructors’ text) purchased by or given to the College or an employee of the College are the property of the College.

Faculty and staff may donate or give away desk copies of texts received free of charge from a publisher, except for teacher/instructor editions of texts currently being used by a College class. Every effort shall be made to ensure the College library already has a reference copy of a book prior to donating the book elsewhere.

Except as provided herein, the College will dispose of complimentary textbooks in a manner pursuant to College policy.

PRIOR APPROVAL DATES: 10-2-08
DEFINITIONS:

(A) A “new position” at Marion Technical College (the “College”) is defined as a newly created position that requires the hiring or appointment of personnel, including grant funded positions.

POLICY:

(A) The need to create a new position or fill an existing position is determined based on organizational requirements and funding availability. New positions will not be developed solely for the purpose of employee promotion.

(B) A search for new or replacement position may be opened when a New Position Requisition or Vacant Position Form has been completed and all appropriate approvals secured. No commitment may be made to any current or prospective employee until the recruitment and selection process has been completed according to approved policy.

(C) All new positions are subject to approval by the President.

PROCEDURE:

(A) The hiring manager shall contact the Director of Human Resources to develop and/or update the position description and provide any additional documentation of workload and/or responsibilities to be performed for the position.

(B) The new or existing position’s salary or hourly rate is calculated by the Director of Human Resources in accordance with College policy. The proposed salary or hourly rate shall be reviewed by the hiring manager and a co-chair from the relevant employee group for consistency purposes. Any exceptions to this must be adequately documented by the Director of Human Resources and approved by the President.

(C) The Director of Human Resources shall submit the position description, any documentation, salary or hourly rate, and the required form to the hiring manager for approval.

(D) Once approved by the hiring manager, the request is submitted to the appropriate Vice President (if applicable). Upon the Vice President’s approval, the request is submitted to the President for approval.

(E) Upon approval by the President, the position search can begin in accordance with College policy.
PRIOR APPROVAL DATES: 6-20-95; 6-29-99
AP 301 Position Descriptions

POLICY:

(A) The qualifications and responsibilities of all positions at the College shall be documented in a written position description that includes the position title, job summary, responsibilities, qualifications, and list of specific tasks performed.

(B) Position descriptions for new positions shall be written by the Director of Human Resources with significant input from the immediate supervisor and approved by the area Vice President and President. Upon hiring, the employee shall be asked to sign his or her position description to acknowledge receipt and awareness of its content.

(C) Position descriptions for existing positions shall be jointly reviewed and updated by the immediate supervisor and the jobholder at least every three years. The immediate supervisor, area Vice President, and President must approve the revised job description.

(D) The signed original job description shall be forwarded to the Human Resource Office for filing in the employee’s personnel file. The Human Resource Office shall distribute copies to the employee, his or her immediate supervisor, and the area Vice President.

PRIOR APPROVAL DATES: 6-29-93; 2-17-98
This policy applies to regular faculty and staff positions, except as noted.

**POLICY:**

(A) Marion Technical College (the “College”) provides equal employment opportunities regardless of age, race, religion, color, sex, disability, marital status, ancestry, national origin, or sexual orientation to all individuals.

(B) Position vacancies shall be filled contingent upon fund availability and after the President approves the filling of the vacancy or new position.

(C) The recruitment and selection process for filling position vacancies shall be conducted in a consistent and expeditious manner.

(D) At the hiring manager’s discretion, an internal search may be conducted prior to opening the position externally. If an internal search results in less than four qualified applicants, an external search will be initiated with the internal applicants added to the pool of qualified applicants. If an internal search is unsuccessful, an external search will be conducted. Any currently employed, at the time of posting, regular employee or adjunct faculty, that has worked for the College within the past twelve months, may submit an application as part of an internal search.

(E) This policy applies to the hiring of all regular full- and part-time employees, excluding the President. Additional steps may be added to the selection process for deans and executive level positions as requested by the hiring manager or President.

(F) The procedures for the recruitment and selection of the President position shall be determined by the Board of Trustees.

(G) The President may make exceptions to this policy.

**PROCEDURE:**

(A) Approval to fill vacancy.

(1) The hiring manager, hiring manager’s supervisor, and area Vice President (or division head) shall discuss the position vacancy and evaluate the need for the position. If a consensus is reached that the position should be filled, the hiring manager and hiring manager’s supervisor (if needed) shall consult the Human Resources (HR) Director to discuss options for filling the position.

(2) The area Vice President (or division head) and/or HR Director shall present the position need to the President’s Cabinet. The President’s Cabinet shall discuss the
position vacancy and make a recommendation to the President regarding whether to fill or not fill the position vacancy.

(3) If the President approves the recommendation, the HR Director shall proceed with recruitment for the position.

(B) Recruitment.

(1) The HR Director shall provide to and review with the hiring manager a toolkit that explains the recruitment and selection process. The HR Director and hiring manager shall establish a timeline for conducting the search.

(2) The HR Director, hiring manager, hiring manager’s supervisor, and area Vice President (or division head) shall review the position description to ensure it accurately reflects the qualifications and responsibilities of the position, including any changes in responsibilities and expectations for the position.

(3) The HR Director shall prepare a position requisition form, complete a salary market analysis to determine an appropriate salary or wage, and forward it with the position description to the Chief Financial Officer to verify the estimated salary and benefits are within budget and then forward the position requisition form to the hiring manager, hiring manager’s supervisor, area Vice President (or division head), and President for approval.

(C) Position advertisement.

(1) Positions will be advertised only after all approvals have been received.

(2) The HR Director (or representative) shall draft the position advertisements for review by the hiring manager. The position advertisements shall be consistent with the approved position description and include position qualifications, deadline for application, and all or part of the position description.

(3) The HR Director (or representative) shall place the position advertisement. If the position requires special or additional advertising beyond the normal advertising placements, the hiring department may be required to cover the additional expense.

(4) The HR Office shall collect all resumes and application materials received for the advertised position and, within five business days, acknowledge their receipt to the applicant.

(D) Search committee.

(1) The hiring manager shall select search committee members. The hiring manager shall consult the HR Office to ensure proposed committee members are available and have not recently served on another search committee.
The search committee shall include the hiring manager, one or two employees from the department/program (if possible), one or two employees from outside the department, and one HR representative. The employees from outside the department should have experience related to the position or be in a position that interacts regularly with the position being filled, if possible. Additional members may be added to the search committee if warranted for the position and at the request of the hiring manager.

(2) The HR Director (or representative) shall contact the search committee members to confirm their participation on the committee and schedule search committee meetings.

(3) The HR Director (or representative) shall provide to and review with the committee a toolkit that explains the search process and the committee’s responsibilities. The training will occur before the review of applications begins and include discussion of the position description, minimum qualifications, characteristics of the ideal candidate, how to evaluate applicants using a screening rubric, etc.

(4) The hiring manager shall serve as the search committee chair.

(E) Applicant screening.

(1) The HR Director (or representative) will pre-screen applicants based on the minimum qualifications listed in the position description. The hiring manager may have access to all submitted resumes upon request.

(2) Applicants who meet the minimum qualifications as stated in the position description will be eligible for interview. If there is a question on whether or not a candidate meets the minimum qualifications, the HR Director (or representative) shall forward the application materials to the hiring manager and the hiring manager’s supervisor for a final determination.

(F) Application review.

(1) The HR Director (or representative) will provide the search committee access to qualified applicants’ resumes.

(2) Search committee members will review the applicants independently and submit their applicant ratings to the HR Director (or representative). The search committee shall meet to discuss the qualified applicants and reach consensus on the applicants to be interviewed.

(3) The HR Director (or representative) shall notify all applicants who do not meet the qualifications and any other applicants not selected for an interview before the first round of interviews.

(G) Interviews.
(1) The HR Office shall schedule the interviews.

(2) The HR Director (or representative) shall notify applicants not selected for a second interview before the second round of interviews.

(3) Individuals interviewing for faculty or other academic positions with a teaching requirement or other College position may be asked to provide a teaching demonstration or presentation as part of their interview.

(H) Interview – travel reimbursement

(1) Reimbursement is limited to funding availability and applicants traveling more than 100 miles to participate in an interview. The total payment, which may be made under the provisions of this policy, shall not exceed $300 for in state and $500 for out-of-state interviewees. All reimbursements will be paid in United States dollar currency. Any currency exchange rates will be converted to United State dollar based on the rate of exchange for the date of purchase or day of interview.

(a) Candidates that are traveling more than 100 miles may be provided the option to interview via video conference, if available.

(2) Transportation shall be paid as follows:

(a) Mileage for use of a personal automobile shall be paid in accordance with the College’s current mileage rate as established by the Controller.

(b) Actual commercial carrier costs, not to exceed the cost of coach accommodations if by air, bus, or train travel.

(c) Car rental costs from Columbus to Marion and back will be paid if the College cannot provide transportation to and from the airport.

(d) The College shall not reimburse any expenses incurred for obtaining a passport.

(3) Food and lodging expenses shall be paid in accordance with the College’s travel policy. The number of days covered by this item shall be limited by the College upon establishing the interviewing schedule.

(4) Expenses incurred related to the candidate’s spouse (unless invited) or other traveling companion shall not be covered by the College.

(5) All expenses cited under this policy (except personal automobile mileage) must be supported by appropriate receipts before reimbursement will be made.
(6) The Director of Human Resources (or designee) shall inform the candidate of the contents of this policy before the candidate incurs any expenses to be reimbursed under this policy.

(7) Candidates that incur any type of expense prior to the interview and are unable to attend, reschedule, do not show, or cancel their originally scheduled interview will not be reimbursed for those expenses.

(8) Expenses will be reimbursed through the Business Office, according to policy, of approved travel expenses with supporting receipts with the exception of mileage.

(I) Candidate selection.

(1) When the interview process is complete, the search committee shall meet to discuss and reach consensus on their recommendation to the hiring manager.

(2) The hiring manager shall determine which candidate to recommend for hire and notify the HR Director (or representative) of the candidate selected.

(3) The HR Director (or representative) shall complete the reference checks on the selected candidate and review the results with the hiring manager.

(a) If the hiring manager chooses to proceed with the recommendation, the HR Director (or representative) shall calculate the candidate’s salary and review the calculation with the hiring manager.

(b) If the hiring manager chooses not to proceed with the initial recommendation, the hiring manager may recommend an alternate candidate or ask the search committee to reconvene to discuss the remaining applicants. This decision will be made in consultation with the HR Director.

(J) The HR Director (or representative) shall initiate a recommendation to the President to hire the selected candidate. The HR Director, hiring manager, hiring manager’s supervisor, and area Vice President (or division head) must approve the recommendation before it is submitted to the President for consideration.

(K) After the President approves the recommendation, the HR Director (or representative) shall make a conditional offer of employment to the approved candidate pending a satisfactory background check. The HR Director (or representative) shall inform the candidate of the salary being offered. The HR Director and the President shall discuss any negotiation of a different salary. The President has the sole authority to approve a salary adjustment. The salary negotiation process should be expedited with an agreement reached within five working days.

(L) If an offer is not made at the end of the interview process, or if the selected candidate does not accept the offer, the hiring manager may proceed with making another recommendation for an alternate candidate or reconvene the search committee to discuss
the remaining applicants or reopen the search. This decision will be made in consultation with the HR Director.

(M) Upon acceptance by the candidate, the HR Director (or representative) shall send the candidate the necessary personnel forms and other appropriate information. The HR Director (or representative) shall notify the search committee and the President’s Office of the candidate’s acceptance of the position, the intended first day of employment, and any other necessary information.

(N) The HR Director (or representative) shall remove all internal and external advertisements and contact all remaining applicants to notify them that the search has been completed.

(O) Termination or cancellation of a search.

(1) The recruitment and selection process of an approved position may be terminated or cancelled, with or without advance notice and at any stage of the process, by the area Vice President (or division head) or President for any of the following reasons:

(a) Funding for the position has changed or is no longer available.

(b) Position is being reevaluated or no longer needed.

(c) The College and/or department has been reorganized.

(d) The hiring manager has changed.

(e) The position title, duties, responsibilities, and/or qualifications has changed or been reclassified.

(f) The search has been compromised and/or, during the process, the actions of any person(s) on the search committee or process has interfered with conducting a fair or unbiased search that would contribute to an unethical or illegal situation or action.

(2) Upon the determination to terminate or cancel a search the HR Director (or representative shall:

(a) Advise the President of the situation.

(b) Contact the search committee members.

(c) Remove all internal and external advertisements and contact all applicants to notify them that the search has been cancelled, if applicable.

Prior approval dates: 2-17-98
AP 304 Relocation & Moving Reimbursement

POLICY:

(A) In order to minimize the financial hardship of a new regular faculty or staff member, Marion Technical College (MTC) may pay a portion of the employee’s moving and moving-related expenses provided funds are available in the appropriate College operating budget.

(B) This policy applies only to a new employee who is required to relocate from his or her residence in another geographic area to the Marion area.

   (1) The relocation must occur within one calendar year of the employee’s hire date.

   (2) The total payment that may be made under the provisions of this policy shall not exceed $800 from within the state and $1,200 from outside of the state.

(C) The following guidelines shall be applied in reimbursing moving and related expenses of a new employee, spouse, and dependent children under the age of nineteen (19) living with their family:

   (1) The transportation of the employee and family from their former residence to the Marion area will be paid at the rate consistent with IRS guidelines per mile for personal automobile mileage or actual cost when by commercial carrier. Air travel cost reimbursement shall not exceed the cost of coach accommodations.

   (2) The expenses of packing, insuring, shipping, storing, and unpacking of household goods and personal effects will be paid.

   (3) Two trips of up to five days each for the purpose of finding a new place of residence will be paid per the stipulations in item one (1) above.

   (4) Temporary housing expenses incurred during the move will be paid for a maximum of five (5) days and the College reserves the right to evaluate the reasonableness of the time used in moving.

   (5) All expenses cited under this policy (except personal automobile mileage) must be supported by appropriate receipts before reimbursement will be made.

   (6) Payments under this policy are considered income by the Internal Revenue Service and subject to Internal Revenue Service regulations concerning deductions.
It is the responsibility of the new employee’s supervisor to provide a copy of this policy to the employee when the College makes an offer of employment.

PROCEDURE:

(A) Reimbursement will be made by the Business Office upon receipt of an approved Request for Travel Reimbursement and all supporting receipts.

(B) Any exceptions to the provisions of this policy must be approved in writing by the employee’s supervisor, the area Vice President, and the Human Resource Director prior to the incurring of the expense by the employee.

PRIOR APPROVAL DATES: 4-28-00
AP 305  Travel Reimbursement: Interview  Approved 1-26-17

POLICY:

In order to obtain interviews with the most qualified candidates for a full-time, regular faculty or staff position, Marion Technical College (the “College”) may pay a portion of travel and related expenses incurred by a candidate for a full-time, regular faculty or staff exempt-level position provided funds are available in the appropriate College operating budget. Reimbursement is limited to applicants traveling more than 100 miles to participate in an interview. The total payment, which may be made under the provisions of this policy, shall not exceed $300 for in state and $500 for out-of-state interviewees. All reimbursements will be paid in United States dollar currency. Any currency exchange rates will be converted to United State dollar based on the rate of exchange for the date of purchase or day of interview.

The following guidelines shall be applied in reimbursing a candidate’s travel and related expenses:

(A) Transportation shall be paid as follows:

(1) Mileage for use of a personal automobile shall be paid in accordance with the College’s current mileage rate as established by the Controller.

(2) Actual commercial carrier costs, not to exceed the cost of coach accommodations if by air, bus, or train travel.

(3) Car rental costs from Columbus to Marion and back will be paid if the College cannot provide transportation to and from the airport.

(4) The College shall not reimburse any expenses incurred for obtaining a passport.

(B) Food and lodging expenses shall be paid in accordance with the College’s travel policy. The number of days covered by this item shall be limited by the College upon establishing the interviewing schedule.

(C) Expenses incurred related to the candidate’s spouse (unless invited) or other traveling companion shall not be covered by the College.

(D) All expenses cited under this policy (except personal automobile mileage) must be supported by appropriate receipts before reimbursement will be made.

(E) The Director of Human Resources (or designee) shall inform the candidate of the contents of this policy before the candidate incurs any expenses to be reimbursed under this policy.
PROCEDURE:

(A) The Director of Human Resources shall complete a business portal request using estimated travel expenses prior to travel occurring.

(B) Reimbursement will be made by the Business Office upon receipt of an approved Request for Travel Reimbursement and all supporting receipts.

(C) Any exceptions to the provisions of this policy must be approved in writing by the Director of Human Resources, the appropriate area vice president (if applicable), and the President, prior to the incurring of the expense by the candidate.

PRIOR APPROVAL DATES: 3-17-92; 2-20-96
POLICY:

(A) The purpose of this policy is to provide a college-wide process to address employee performance problems and employee misconduct in a manner that is fair, equitable, and consistent. The goal of this policy is to provide a pathway for employee improvement and to provide a healthy and productive workplace environment.

(1) Disciplinary action is typically progressive in nature when performance or conduct is deficient. Employees may be subject to a verbal warning, written warning, suspension, or termination. Any or all of the progressive steps up to termination may be omitted, depending on the nature of the conduct or the egregiousness of the offense. A Performance Improvement Plan (PIP), in accordance with AP 308 – Performance Improvement Plan, may also be utilized as part of the corrective process. The President’s approval is required prior to suspension or termination of an employee.

(2) An employee may be placed on administrative leave during an administrative investigation to avoid workplace disruption or when the health or safety of a College employee, student, person, or College property could be adversely affected. The approval of the President or President’s designee is required before administrative leave is implemented. The Director of Human Resources (HR) and/or the area vice president may recommend administrative leave. During administrative leave, the employee’s access to College facilities, property, purchasing card, and resources may be restricted or denied, including IT access.

(B) This policy applies to all regular full-time and part-time College employees, except that the progressive disciplinary steps, under this policy, are not ordinarily provided to part-time, seasonal, and temporary employees, including adjunct faculty and student workers, or those who are on probationary status.

(C) The Director of HR is primarily responsible for the administration of this policy. The Director of HR is specifically responsible for monitoring all disciplinary matters and for providing guidance to supervisors throughout the disciplinary process in order to ensure equity and fairness.

(D) Reasons for Disciplinary Action:

(1) Failure to perform the responsibilities of the position;

(2) Failure to successfully perform or complete a Performance Improvement Plan (PIP);
(3) Conduct that causes interference in the ability of the supervisor or unit administrator or in the ability of other employees to carry out their duties and responsibilities, including, but not limited to violence, disruptive behavior, harassment, dishonesty, misconduct, or negligence;

(4) Insubordination (willfully disobeying a supervisor’s lawful or reasonable directive);

(5) Unapproved absence;

(6) Conviction of a felony or major misdemeanor;

(7) Incompetence (not meeting the duties, responsibilities, or requirements of the position);

(8) Failure to comply with College rules, policies, and procedures, or any federal or state law for action that occurred on campus, at a College event, or while conducting College business;

(9) Misrepresentation of formal credentials or job-related experience; and/or,

(10) Any other reasons of similar seriousness or magnitude.

PROCEDURES:

(A) Disciplinary Process in General:

(1) Supervisors are expected to consult with the Director of HR and next higher-level administrator prior to initiating any type of discipline, including a verbal warning.

(2) Disciplinary meetings under this policy include the employee, immediate supervisor, and a representative from HR. A higher ranking College administrator is typically also present at the meeting when the planned action is suspension or termination.

(3) The time frame for completion of the disciplinary process (from the initial notice to determination of the disciplinary action) is typically within five business days. Time frames may vary, depending upon the complexity of the matter, the College calendar, and availability of employees.

(B) The following are the progressive disciplinary actions and processes for deficient employee performance or misconduct (any or all up to termination may be omitted):

(1) Lower Level Actions: Verbal Warning and Written Warning

   (a) A verbal warning is typically issued for a first-time minor offense. Examples include, but are not limited to, a pattern of tardiness or absenteeism, or a missed deadline. A verbal warning is issued by the
immediate supervisor to the employee in a meeting with a representative from HR present. The verbal warning serves to inform the employee of the performance problem or infraction and to provide instruction to avoid reoccurrence of the problem. The verbal warning may include a time frame for correction. HR will maintain documentation of the verbal warning and meeting.

(b) A written warning is issued when the performance or behavior is not corrected within a specified time period, after a verbal warning, or if the offense itself is more serious. Examples of more serious first-time offenses include, but are not limited to, insubordination, pattern of more extreme tardiness (over half hour late), or missing an important deadline. The supervisor, in consultation with the Director of HR and the next higher-level administrator, is responsible for issuing the written warning, which will include a description of the problem or violation, along with instructions to avoid reoccurrence of the problem. The written warning will be issued at a meeting between the immediate supervisor and employee with a representative from HR present. HR will maintain the original written warning in the employee’s personnel file.

(2) Higher Level Actions: Suspension and Termination

(a) An egregious offense, a combination of non-minor offenses, or failure to correct previously identified problems may trigger higher level action. An egregious offense typically involves an action that creates or could create real harm to the College or others. Examples of an egregious offense include, but are not limited to, theft, intentional damage to College property, acts of violence, sexual misconduct of a more serious nature, and a felony or major misdemeanor. The supervisor is required to consult with the Director of HR, as well as with the next higher level supervisor and area vice president prior to initiating any high-level action. The process is initiated when the Director of HR issues a written notice, which identifies the alleged violation or performance problem(s), and the date, time, and location of a meeting. This meeting includes the supervisor, Director of HR or designee, and typically the next higher level administrator or the area vice president. The purpose of the meeting is to allow the employee to respond to the allegations prior to issuing discipline. The employee is encouraged, but is not required, to attend the meeting or otherwise respond to the allegation(s) prior to the issuance of the final decision. A decision to suspend or terminate an employee must be approved by the President.

PRIOR APPROVAL DATES:

Owner: Director of Human Resources
DEFINITIONS:

(A) Administrative Staff Employee: An “exempt” regular employee, working either full-time or part-time, who maintains more than 50% of her or his duties in an administrative capacity, who typically is responsible for planning, organizing, monitoring, directing, budgeting, supervising and/or evaluating employees. Occasionally, an administrative staff employee working on a part-time or temporary basis may be hired on an hourly basis.

(B) Professional Staff Employee: An “exempt” or “non-exempt” regular employee, working either full-time or part-time, who typically is responsible for providing professional and/or technical skills that support the instructional and/or operational units of the College.

(C) Faculty Employee: An “exempt” regular employee, working either full-time or part-time (excluding adjuncts), with more than 50% of salary charged as instructional.

(D) Exempt and Non-exempt: An exempt employee position is exempt from the overtime provision of the Fair Labor Standards Act (FLSA). A non-exempt employee position is eligible for overtime pay under the FLSA.

(E) Academic Year: An academic year includes fall and spring semesters (or spring and fall semesters) when full-time, nine-month faculty teach. For purposes of this policy, an academic year does not include summer session.

POLICY:

(A) Effective January 1, 2020, all newly appointed College employees will be placed on probationary status for a specified time, according to the employee’s position classification. During the probationary period, employees will be continually evaluated and may be terminated at any time. This probation requirement applies to both newly appointed employees as well as current employees who transfer to another College position. Employees who successfully complete probation will be placed on continued employment status with the College. Employees currently on probation or on a Performance Improvement Plan (PIP) are not eligible to apply for or transfer to another College position.

(B) The probation period may be extended beyond the established time frame for extenuating circumstances with the area vice president, in consultation with Human Resources.
(C) The President’s final approval is required for all decisions regarding continued employment and termination.

(D) This policy applies to all employees who are appointed to a regular employee position; it does not apply to adjunct faculty, seasonal and temporary employees, and student workers.

(E) The Director of Human Resources is responsible for the administration of this policy. Such responsibilities include providing evaluation forms for supervisors and providing guidance to supervisors and other administrators throughout the evaluation process to ensure a fair and equitable process throughout the College. The Director of Human Resources is also responsible for issuance of all employment notifications.

PROCEDURE:

(A) Administrative Staff Employees:

(1) All newly appointed administrative staff employees will be placed on probationary status for a period of not less than six months and not more than 12 months, during which time the employee will be continually evaluated by the immediate supervisor, subject to the area vice president’s decision-making process. In the case of a newly appointed vice president or other direct report to the President, the President will serve as the sole evaluator and final decision-maker.

(2) Initial probation period.

(a) No later than the end of the sixth month of employment, the area vice president will determine whether the employee should be placed on continued appointment status, be terminated, or continue on probationary status for up to an additional six months. As part of the area vice president’s determination process, the employee’s immediate supervisor will complete a formal evaluation, which will be shared with the employee. The evaluation, along with the supervisor’s recommendation, will then be sent to Human Resources and, if applicable, to the intermediate supervisor, and then to the area vice president. The area vice president’s decision will be made in consultation with Human Resources. The President’s approval is required for a continued appointment or termination. If the decision is to place the employee on continued appointment status, the probation period will then be concluded.

(3) Final probation period.

(b) If the employee remains on probationary status after the first formal evaluation, the area vice president will determine, no later than the end of the twelfth month of employment, whether the employee should be placed on continued appointment status or be terminated. As part of the area vice
president’s determination process, the employee’s immediate supervisor will complete another formal evaluation, which will be shared with the employee. The evaluation, along with the supervisor’s recommendation, will then be sent to Human Resources and, if applicable, to the intermediate supervisor, and then to the area vice president. The area vice president’s decision will be made in consultation with Human Resources. The President’s approval is required.

(B) Professional Staff Employees:

(1) All newly appointed professional staff employees will be placed on probationary status for a period of not less than three months and not more than six months, during which time the employee will be continually evaluated by the immediate supervisor, subject to the area vice president’s decision-making process. In the case of a newly appointed professional staff employee who directly reports to the President, the President will serve as the sole evaluator and final decision-maker.

(2) Initial probation period.

(a) No later than the end of the third month of employment, the area vice president will determine whether the employee should be placed on continued appointment status, be terminated, or continue on probationary status for up to additional three months. As part of the area vice president’s determination process, the employee’s immediate supervisor will complete a formal evaluation, which will be shared with the employee. The evaluation, along with the supervisor’s recommendation, will then be sent to the Human Resources and, if applicable, to the intermediate supervisor, and then to the area vice president. The area vice president’s decision will be made in consultation with Human Resources. The President’s approval is required for a continued appointment or termination. If the decision is to place the employee on continued appointment status, the probation period will then be concluded.

(3) Final probation period.

(a) If the employee remains on probationary status after the first formal evaluation, the area vice president will determine, no later than the end of the sixth month of employment, whether the employee should be placed on continued appointment status or be terminated. As part of the area vice president’s determination process, the employee’s immediate supervisor will complete another formal evaluation, which will be shared with the employee. The evaluation, along with the supervisor’s recommendation, will then be sent to Human Resources and, if applicable, to the intermediate supervisor, and then to the area vice president. The area vice president’s decision will be made in consultation with Human Resources. The President’s approval is required.
(C) Faculty Employees:

(1) All newly appointed regular faculty employees (excluding adjuncts) will be placed on probationary status for at least one academic year but not more than two academic years. During the probation period, the faculty member will be continually evaluated by the faculty member’s immediate supervisor (department director or area dean). The vice president, with approval of the President, may waive probation in whole or in part for a faculty member who, immediately prior to the regular faculty appointment, had been a full-time temporary faculty for at least one year. Such decision will be based, in part, upon evaluations conducted during the temporary appointment.

(2) Initial probationary period.

   (a) The area vice president will determine, no later than the twelfth week of the second semester of employment, whether the faculty employee should continue on probationary status for at least another academic year or be terminated. As part of the area vice president’s process, the faculty employee’s immediate supervisor (department director or area dean) will complete a formal evaluation, which will be shared with the faculty employee. The evaluation, along with the supervisor’s recommendation, will then be sent to Human Resources and, if applicable, the area dean, and then to the area vice president. The area vice president’s decision will be made in consultation with Human Resources. The President’s approval is required for a continued appointment or termination. If the decision is to place the employee on continued appointment status, the probation period will then be concluded.

(3) Final probationary period.

   (a) If the faculty employee remains on probationary status for another academic year, the area vice president will determine, by the twelfth week of the second semester of the second academic year, whether the faculty employee should be given a continued appointment or be terminated. As part of the area vice president’s process, the faculty employee’s immediate supervisor (department director or area dean) will complete a formal evaluation, which will be shared with the faculty employee. The evaluation, along with the supervisor’s recommendation, will then be sent to Human Resources and, if applicable, the area dean, and then to the area vice president. The area vice president’s decision will be made in consultation with Human Resources. The President’s approval is required.
POLICY:

(A) A Performance Improvement Plan (PIP) can be an effective tool to afford employees an opportunity and pathway to correct serious deficiencies in work performance. A PIP is utilized when an employee is not meeting basic competencies or responsibilities for the position or the employee has a conduct problem. A PIP may be done in conjunction with disciplinary action, but it is not appropriate for any employee who has committed a serious infraction that poses a harm or threat to any individual or the College. Employees who do not successfully complete a PIP may be disciplined, up to and including termination.

(B) This policy applies to all regular College employees who are not in probationary status.

(C) The Director of Human Resources (HR) is responsible for the administration of this policy.

PROCEDURE:

(A) Initiating a PIP – It is the responsibility of all College supervisors to regularly evaluate employee work performance, at least once annually, and to document identified deficiencies. A PIP may be utilized when the regular evaluation process is not sufficient to correct serious work performance deficiencies.

(1) Before initiating a PIP, the supervisor will consult with the Director of HR and have approval from the area vice president or the President.

(2) The supervisor and Director of HR will meet with the affected employee and notify the employee in writing that a PIP is being issued and how the PIP will be implemented.

(B) Developing the PIP – The supervisor, in conjunction with the Director of HR, is responsible for creating a written PIP, which will include specific performance goals and expectations that the employee is required to achieve within a set time period. The supervisor may, but is not required, to obtain input from the affected employee. The PIP time period will initially be three to nine months, based upon the nature and severity of the problem or deficiency. The PIP time period may be extended up to, but shall not exceed a total of twelve months from the date of issuance. The time period may be further extended beyond 12 months in the event that the affected employee is on an approved Family & Medical Leave (FML) of absence, jury duty, or active service duty for more than two consecutive weeks.
(1) The affected employee is required to sign a Statement of Acknowledgement stating that the affected employee had the opportunity to review the PIP and understands that failure to satisfactorily complete the PIP may result in disciplinary action, up to and including termination. The affected employee will have the opportunity to review the PIP prior to signing.

(2) A copy of the PIP and Statement of Acknowledgement will be placed in the affected employee’s personnel file in HR.

(C) **Implementing the PIP** – During the PIP time period, the supervisor will regularly monitor the affected employee’s performance, as well as regularly meet with the affected employee. Prior to the end of the initially established PIP time period, the supervisor, in consultation with the Director of HR and area vice president or the President, will determine whether an extension of the PIP is necessary within the parameters established under this procedure. The affected employee’s failure to make any progress is not a sufficient reason to extend the PIP.

(D) **Concluding the PIP** – At the conclusion of the PIP time period, the supervisor, in consultation with the Director of HR and the area vice president or the President, will determine one of the following actions: 1) re-instate the affected employee to regular employee status in the same position; or 2) terminate the employee. A termination decision must be approved by the President.
POLICY:

In order to achieve Marion Technical College’s (the “College”) multifaceted academic mission of preparing students for the workforce or transfer and for providing continuing education, the College shall employ qualified faculty members in all discipline areas.

The College shall verify each faculty member’s qualifications by evaluating appropriate credentials and professional history. The Vice President of Academic Affairs & Student Services (CAO) is responsible to ensure that all faculty members at the College are in accordance with standards established by the Higher Learning Commission (HLC) and, when appropriate, third-party accrediting bodies.

CREDENTIAL REQUIREMENTS:

The following expectations shall apply to all faculty members. All degrees and coursework must have been earned from a regionally accredited college or university.

(A) For general education courses:

   (1) Faculty members teaching general education courses must hold a minimum of a master’s degree in the discipline or subfield that they teach or a minimum of a master’s degree in another field and a minimum of 18 graduate semester credit hours in the discipline or subfield in which they teach.

   (2) General education faculty members hired to teach in one discipline shall not be permitted to teach in another general education discipline unless they meet the general education teaching requirements outlined above.

   (3) High School Dual Enrollment faculty who do not meet the qualifications stated above may be approved to teach as long as they are on a plan to meet the qualifications by September 2022. The plan must be approved by the CAO and the progress must be monitored each year.

(B) For non-general education courses:

   (1) Faculty members must hold a degree at least one level above the degree level in which they are teaching or demonstrate qualifications through recognized industry credentials or tested experience as determined by the technical program director or dean and approved by the CAO.
(2) Faculty teaching technical courses or performance-related courses (e.g., dance) must have practical experience in the field and/or hold applicable current licenses and/or certifications.

(3) For programs that require clinical faculty members (e.g., student teaching supervisors, clinical practicum supervisors), the credentials and involvement of clinical faculty members as described must meet applicable professional standards for the delivery of the educational experiences.

(C) The following expectations apply to all faculty members:

(1) Faculty members must hold a degree from a regionally accredited college or university recognized by the U.S. Department of Education, the Council for Higher Education Accreditation, or equivalent, as verified by a member of the National Association of Credential Evaluation Services.

(2) Faculty credentials obtained from a college or university outside the United States must be evaluated using the World Education Services or similarly approved organization for U.S. degree equivalency.

(3) Faculty members teaching in third-party-accredited programs must meet the standards determined by applicable accrediting agencies.

(4) Faculty members must show evidence of continuing professional development within their discipline; evidence of their subject matter currency will be documented in their annual performance appraisal.

(5) Faculty members who teach online courses must be prepared for teaching in an online or e-learning environment by successfully completing the proper training (e.g., Quality Matters, etc.) or otherwise demonstrating online teaching proficiency, as determined by the area dean or CAO.

(D) The following expectations shall apply to faculty members teaching English and Mathematics developmental education courses:

(1) Faculty members must possess one of the following:

   (a) At minimum a bachelor’s degree in the discipline; or

   (b) At minimum a bachelor’s degree in another field, with experience teaching literacy or numeracy to adolescents or adults.

(E) It is the responsibility of the CAO or their appointed designee to ensure that all faculty members’ credential requirements are met.

(F) The CAO has the authority to grant short-term exceptions as needed for emergency situations.
PROCEDURES:

(A) The academic dean or program director shall complete a faculty credential form for all faculty members, including High School Dual Enrollment faculty, and then forward this form and supporting documentation to the CAO. This form, along with all of the necessary supporting documentation, must be received by the CAO for evaluation prior to confirming the hire of the faculty member.

*The following are the required supporting documentation of faculty members’ credentials:

(1) Transcripts: Unofficial transcripts may be provided to evaluate faculty members’ credentials when the College is seeking to hire the faculty member. For adjunct faculty members, including faculty members teaching in the CCP program, official transcripts shall be required for subsequent teaching appointments after the initial teaching appointment has been made. For full-time faculty members, official transcripts must be received by the College within 30 calendar days of the start of the full-time teaching appointment. Official transcripts from all of a faculty member’s colleges or universities shall be requested by the faculty member and sent directly to the Office of Human Resources (HR). The faculty member is responsible for all costs associated with requesting transcripts.

(2) Current vita or resume: Each faculty member shall submit a current vita or resume detailing education and work experience.

(3) Other documentation:

(a) Professional licensure or certifications: For programs requiring faculty members to hold professional licensure or certifications, faculty members teaching in such programs shall provide documentation of all current licensures or certifications prior to their employment at the college.

(b) For licensures or certifications that have renewal or expirations dates, the faculty member is responsible for providing all renewal documentation to HR, including driver’s license information if the position so requires it.

(B) The CAO shall evaluate all faculty credential requests and provide decisions as follows:

(1) Approved Requests: A copy of the approved request document shall be provided to the corresponding academic dean or program director; the original request document shall be provided to HR. In addition, all official transcripts and original documentation/paperwork shall be housed in HR.

(2) Denied Requests: A copy of the denied request document shall be provided to the corresponding academic dean or program director; the original request document shall be provided to HR. In addition, all official transcripts and original documentation/paperwork shall be housed in HR.
(3) The faculty member shall be notified by HR.

(C) All official documentation used to approve/deny faculty members to teach within their discipline(s) shall be maintained by HR. Unofficial documentation may be maintained in the appropriate division or program files.

A copy of the Higher Learning Commission’s “Determining Qualified Faculty through HLC’s Criteria for Accreditation and Assumed Practices” is available here.

PRIOR APPROVAL DATES:
DEFINITIONS:

(A) Instructional workload hours shall be defined as the hours assigned to instruction (e.g., teaching, individual investigations, clinical instruction).

(B) Faculty duties shall be defined as those non-instructional duties that are typically performed by all regular faculty (e.g., student advising, office hours, departmental and college meetings and activities, etc.).

(C) Non-instructional assignments shall be defined as other temporary assignments that are administrative in nature (e.g., coordinate community faculty, special projects, etc.).

POLICY:

(A) Regular faculty workload shall include instructional workload hours and faculty duties.

(B) Instructional Workload

(1) The standard instructional workload for a full-time faculty member shall be sixteen (16) workload hours per academic term.

(a) Exceptions to this standard may be required by the particular requirements of an academic program and will be reflected in the affected faculty member’s contract. Temporary re-assignment that occurs subsequent to the issuance of the annual contract must be approved by the Vice President of Instructional Services; however, the original annual contract need not be amended.

(2) No faculty member will be expected to have an instructional assignment that would cause him or her to spend more than eight (8) consecutive hours working on any one day without his or her specific approval and consent. At least twelve hours shall elapse between the last class on one day and the first class on the succeeding day.

(a) Exceptions due to class cancellations, overload assignment, etc., may be made with approval of the faculty member and the department dean or director.

(3) Each course section (including individual investigation, co-ops, clinical, and labs) will be assigned workload hours that are typically equivalent to course contact hours.
(C) Faculty Duties

(1) In addition to teaching, regular faculty are expected to devote time to committee work, general or departmental staff meetings, and have five (5) posted office hours per week for student consultation and student advising.

(2) Faculty duties are separate from instructional workload and are not included in the 16-hour per term workload described above.

(D) Non-Instructional Assignments

(1) Non-instructional assignments may be made by the department dean or Vice President of Instructional Services. Non-instructional assignments will be assigned workload hours and be included as part of the faculty member’s instructional workload.

(E) Summer Teaching Assignments

(1) For faculty working under a nine or ten-month contract, teaching and employment during the summer term shall be optional based on enrollment and the needs of the College.

(a) Supplemental compensation for summer teaching shall be calculated as overload compensation.

(F) Overload Assignments

(1) Any combination of instructional workload hours and non-instructional assignment workload hours that exceeds a faculty member’s standard workload hours (16 hours) in an academic term may be eligible for overload compensation except as otherwise provided in this policy.

(2) Each regular faculty member shall be limited to 16 workload hours of overload assignment per academic year (excluding summer term). Exceptions may be granted if human resource shortages occur in certain disciplines.

(3) When the department dean determines there is a need for an extra class section that is not otherwise covered by a regular faculty member, the following guidelines will be in effect:

(a) Regular faculty members will be given the first opportunity to teach the overload.

(b) No regular faculty member will be given the opportunity to teach a second overload until all other regular faculty members capable of teaching the section have been given the opportunity to accept the assignment.
(4) The faculty member who accepts the responsibility of teaching an overload does so with full knowledge that the additional assignment shall not relieve him or her of carrying out all the responsibilities associated with being a faculty member as stated in his or her primary contract or this policy.

(G) Overload Compensation

(1) A faculty member who teaches an overload will be compensated as stipulated within this policy.

(a) The compensation rate for a faculty member teaching an overload assignment shall be calculated as follows:

\[
\frac{\text{Annual salary}}{\text{days of contract}} \div 8 \times \text{course workload hours} \times 11 \text{ weeks}
\]

PROCEDURES:

(A) Four (4) weeks prior to the start of each academic term, the department dean shall submit the following information to the Human Resources Department:

(1) A completed Non-Instructional Workload Assignment form for each faculty who has a non-instructional workload assignment.

(2) A workload hour description for the academic term for all department faculty members.

(B) The Human Resources Department shall prepare and issue to the faculty member a contract for each overload assignment on an academic term basis.

PRIOR APPROVAL DATES: 5-16-95
AP 323  Adjunct Faculty Instructional Appointment

POLICY:

(A) In employing community (part-time) instructional personnel, the Vice President of Instructional Services will recommend to the Board of Trustees, through the President, the short-term (usually one quarter) contract.

(B) The minimum requirement for employment will be the Associate Degree and/or acceptable work or life experience.

(C) This policy shall not be retroactive to affect previous appointments. However, if a previous appointee remains inactive for twelve months, all provisions of this Policy will apply to the reappointment.

PROCEDURES:

(A) Contract hourly amounts (see Contract Back-up sheet) are determined on a fixed hourly basis for the quarter of employment. The hourly amount is based on an eleven (11) week quarter. For computing contract amounts, the hourly rate determined is multiplied by the contact hours per week of the course times eleven (11) weeks. (Example: four (4) contact hour course = forty-four (44) contact hours.)

(B) For instructional employment, rates will be determined as follows:

(1) **Base rate** - dollar amount to be determined annually.

(2) **Education** - added to base rate according to highest degree attained.

   (a) Associate Degree 1.14/contact hour

   (b) Bachelor’s Degree 2.24/contact hour

   (c) Master’s Degree 3.37/contact hour

   (d) Specialist Degree 3.91/contact hour

   (e) Doctor’s Degree 4.49/contact hour

(3) **Work Experience**

   (a) One (1) year credit for each one (1) year relevant full-time teaching experience in secondary, vocational, adult, or post-secondary education.

   (b) Each year of experience credit - $0.25/contact hour.

   (c) The total work experience credit may not exceed ten (10) years or a total dollar value of $2.50/contact hour.
(4) **Professional licensure** -- $ .45/contact hour. (One licensure maximum inclusive of current teacher certification.)

(5) **MTC teaching experience** -- For each category of MTC teaching experience add $.25/contact hour as follows:

(a) 3-5 quarters $ .25/contact hour
(b) 6-8 quarters $ .50/contact hour
(c) 9-11 quarters $ .75/contact hour
(d) 12-14 quarters $1.00/contact hour
(e) Each multiple of 3 quarters add $.25/contact hour
(f) Experience credit shall be retrospective to fall quarter, 1981.

(C) **Guidelines for Determining Years of Experience** -- Related full-time work experience credit is determined on the length of years. Related part-time employment may be converted to full-time equivalent work experience using a 40 hour work week for 52 weeks per year, excluding vacations, as a standard for full-time employment. For teaching experience, the equivalent of an academic year (9 months) constitutes one (1) year of experience. Fractions of years are not counted in the calculation.

Examples:

(1) John Doe is contracted to teach for the first time in fall quarter, 1983. Experience is computed as follows:

July 1978 to April 1980 - D.P. Manager = 1 year experience

September 1980 to June 1983 - H.S. Teacher = 3 years experience

(2) Mary Smith is contracted to teach for the first time in spring quarter, 1983. Experience is as follows:

July 1980 to present (March 1983) - Accountant = 2 years experience

**NOTE:** Mary will not receive an additional one year credit until she reaches her anniversary date of July, 1983. If she is hired for fall quarter, 1983, she will then have three (3) years experience.

(3) John Doe returns to teach for a second quarter in the spring quarter, 1984. Experience is computed as follows:

July 1978 TO April 1980 - D.P. Manager = 1 year

September 1980 TO March 1984 (present) - H.S. Teacher = 3 years
(4) John Doe is again hired to teach for a fourth quarter in the fall quarter, 1984 (his third quarter was in the summer of 1984). Experience is computed as follows:

July 1978 TO April 1980 – D.P. Manager = 1 year

September 1980 TO June 1984 – H.S. Teacher = 4 years

3 quarters of MTC teaching experience

(D) Supplemental Pay for Travel to Remote Locations – Supplemental pay in the amount of $300 per quarter is awarded when a credit class is scheduled to meet two or more times per week during the full quarter at a location that requires travel in excess of 40 miles roundtrip from the Campus to its off-campus instructional site. An equivalent amount of pay is pro-rated for credit courses other that meet less than twice weekly for the full quarter, e.g., a course that is scheduled to meet once a week during the full quarter merits $150 supplemental pay; and, course that is scheduled to meet once weekly every other week during a full quarter merits $75 supplemental pay.

(E) Exceptions may be granted with the approval of the President.

PRIOR APPROVAL DATES: 6-16-98
MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 324  Staff Request to Teach as Adjunct Faculty  Approved 1-26-17

POLICY:

(A) Marion Technical College (the “College”) encourages its staff members to teach classes at the College. However, at no time should the teaching of classes interfere with the employee’s ability to fulfill their regular responsibilities or scheduled hours.

(B) The following rules will apply when a staff member agrees to teach:

(1) The employee should arrange teaching assignments outside of their regular working hours.

(2) An employee who is asked to teach during their regular working hours must have verbal approval from their immediate supervisor prior to accepting the teaching assignment. Once the employee has received approval from their immediate supervisor, the employee must follow one of the following rules:

(a) Assume the teaching assignment as part of their regular workload with no extra compensation.

(b) Use vacation and/or personal time to cover hours used during regular working hours for the teaching assignment.

(c) Rearrange regular working hours to allow for time for the teaching assignment.

PROCEDURES:

(A) The employee will complete and forward a “Request to Teach During Working Hours” form to their immediate supervisor for written approval to teach during regular working hours prior to the start of the term.

(B) The immediate supervisor will send the approved request to the Office of Human Resources to be retained in the employee’s personnel file or will send the disapproved request back to the requesting employee.

(1) If the employee requests to use vacation and/or personal time to cover teaching during normal working hours, the employee must submit a request for time off at the same time the “Request to Teach During Working Hours” form is submitted.

PRIOR APPROVAL DATES: 5-16-95; 6-29-99
POLICY:

(A) Supplemental compensation may be authorized for additional services beyond the regular expectations of the primary contract (e.g., additional course assignments, off-campus instruction, summer term, special projects, etc.). Approval must be obtained prior to performance of said services.

(B) Supplemental Compensation: Credit Course Instruction

(1) Additional course load assignments on or off campus shall be limited to 16 credit hours of overload per academic year (excluding summer school). The faculty member who accepts the responsibility of teaching an overload should do so with full knowledge that the additional assignment shall not relieve him/her of carrying out all the responsibilities associated with being a faculty member as stated in the primary contract.

(2) During the regular academic year (excluding summer) overload compensation for teaching shall be done each term. Compensation shall be based on one of the following criteria and compensation rate. (Community faculty rate is determined using Policy #313 and instructors’ credentials.)

(a) Exceeding maximum contact hours as defined in Policy #311 -- compensation at the community faculty contact hour rate.

(b) Four preparations with 20 contact hours or less—compensation at the community faculty contact hour rate for course associated with fourth preparation.

(c) Four preparations with more than 20 contact hours—compensation at the community contact hour rate for the course associated with fourth preparation. If total contact hours minus contact hours associated with fourth preparation exceed 20, those additional hours shall be compensated at the community faculty rate.

(3) Compensation for exceeding maximum class size will be determined departmentally. This compensation may be in the form of reduced class size in other classes.

(4) An individual investigation is considered an overload. Amount and type of compensation shall be determined departmentally.
(5) Teaching and employment during the summer term shall be optional based on enrollment and the needs of the College. Initial instructional assignments shall be limited to 10 total quarter credit hours. However, if other courses are not covered, full-time instructors may have the option of teaching one extra course if approved by the Department Director. Supplemental compensation for summer teaching shall be determined departmentally but should at no time be less than the community faculty rate of pay.

(6) Supplemental pay in the amount of $300 per term is awarded when a credit class is scheduled to meet two or more times per week during the full term at a location that requires travel in excess of 40 miles roundtrip from the Campus to its off-campus instructional site. An equivalent amount of pay is pro-rated for credit courses other that meet less than twice weekly for the full term, e.g., a course that is scheduled to meet once a week during the full term merits $150 supplemental pay; and, a course that is scheduled to meet once weekly every other week during a full term merits $75 supplemental pay.

(B) Supplemental Compensation: Special Projects

(1) Special projects, services, and activities shall be of a nature that primarily enhances the overall development of the institution and/or any of its sub-parts. Personal interest activities for any other reason shall not be acceptable for additional compensation.

PROCEDURE:

(A) Approval of such projects, services, and activities and the determination of supplemental compensation shall be initiated departmentally.

(B) A written recommendation detailing specific projects, services, and activities to be performed, must be submitted to the appropriate dean by the director/coordinator of the area involved and accompanied by a supplemental compensation form.

(C) All supplemental compensation contracts are subject to approval of the President and Board of Trustees upon recommendation of the President.

PRIOR APPROVAL DATES: 6-17-86
POLICY:

Marion Technical College (the “College”) strives to establish wages that are comparable to similar positions in relevant labor markets.

PROCEDURES:

(A) A comparative analysis of College wages will be conducted periodically as deemed necessary by the Director of Human Resources or the President.

(B) The Director of Human Resources will review wages/salaries using relevant labor market data. The criteria typically used to determine the relevancy of comparative data includes but is not limited to the following: type of industry (two-year colleges), institutional demographics, employee demographics, geographic location, and labor market economic indicators.

(C) When financially feasible and appropriate, the President may approve salary adjustments for current employees when their wages are determined to be less than comparable to relevant external market data.

PRIOR APPROVAL DATES: 6-20-95; 6-29-99
AP 327  Overtime and Compensatory Time  

DEFINITIONS:

(A) Workweek – Sunday through Saturday.

(B) Employee classifications are defined in AP 307 – College Employee Appointments & Probationary Period.

POLICY:

(A) When authorized by their supervisor in advance, any non-exempt employee may work overtime.

(B) Part-time, non-exempt employees are not eligible to accrue compensatory time for straight time or overtime hours. All hours worked by part-time employees shall be submitted on the employees’ timecard.

(C) The employee shall be compensated at time and one-half (1 ½) of their regular hourly pay rate for all actual hours worked in excess of 40.00 hours within a workweek.

   (1) Holiday hours or official Marion Technical College (MTC) closing hours count toward the 40.00 hours of work required and, therefore, do not disallow the possibility of overtime in the weeks they occur.

   (2) Leave time taken during a workweek is not counted as actual hours worked.

   (3) The employee is required to reduce their leave time by the number of hours worked in excess of 40 hours. Employees may not use leave time to be paid straight time in excess of 40 hours during the workweek.

(D) The employee may not use leave time accumulated from one position in order to work a secondary position at MTC.

(E) Upon mutual agreement with the employee’s immediate supervisor, the employee may take compensatory time off in lieu of pay.

   (1) Compensatory time shall be granted at the rate of time and one-half (1 ½) the hours worked in excess of 40.00 within a work week (e.g., three hours compensatory time for two hours worked, etc.).

   (2) Unused compensatory time shall be paid out at the end of the calendar year and fiscal year, or upon the employees’ separation from MTC.
(F) Budget supervisors are responsible for maintaining budgetary constraints and keeping accurate record of overtime hours worked and compensatory time accumulated and used.

(G) The President may disallow working overtime due to financial conditions and in accordance with applicable Fair Labor Standards Act (FLSA) regulations.

PROCEDURES:

(A) Overtime hours worked shall be indicated on the employee’s payroll timecard. All time sheets must be approved by the supervisor. The time sheet must clearly note whether the hours worked greater than 40.00 are to be paid monetary overtime or awarded compensatory time.

(B) All compensatory time must be submitted on a time sheet to Payroll. Balances of compensatory time shall be maintained by Payroll.

(C) Time sheets shall be processed in accordance with AP 328 – Payroll Administration.

PRIOR APPROVAL DATES: 1-15-02; 1-18-05
AP 328  Payroll Administration

POLICY:

(A) The Office of Human Resources is delegated the authority by the President of Marion Technical College (the “College”) to issue all payroll checks.

(B) The College shall comply with all applicable federal, state, local, and municipal laws and regulations with respect to payment of wages and benefits to employees.

(C) Paychecks will be issued on the fifteenth day and last day of each month. If either day falls on a weekend or holiday, paychecks will be issued on the last business day prior to those days. Any change to pay dates shall be communicated to employees in advance by the Director of Human Resources.

PROCEDURES:

(A) Exempt employees’ salaries divided into equal semi-monthly payments according to their term of employment.

(B) Non-exempt employees’ wages shall be paid based upon hours worked and submitted on their timecard.

   (1) Due dates for submitting timecards will be published annually by the Office of Human Resources.

   (2) Timecards must be approved by the employee and the employee’s immediate supervisor.

   (3) Failure to accurately complete and submit timecards by the published deadline may result in inaccurate or delayed pay amounts and filings.

(C) Regular employees and adjunct faculty must use direct deposit. Student employee paychecks may be picked up at the Business Office window after 8:00 a.m. on the scheduled pay date. Paychecks not picked up by the end of the third business day after payday will be mailed the next business day.

(D) Any employee who believes a calculation or deduction error was made in their pay should consult with the Payroll Manager or the Director of Human Resources. No employee who presents a question or complaint will suffer any retaliation or adverse treatment because of the complaint.

PRIOR APPROVAL DATES: 5-18-04; 10-21-08; 11-1-10
POLICY:

(A) Marion Technical College (the “College”) and eligible employees shall contribute to the appropriate retirement system a percentage of the employee’s gross pay as stipulated by state law and/or retirement system regulations.

(B) All employees with the exception of exempted students are required to be members of the State Teachers Retirement System (STRS), School Employee’s Retirement System (SERS), or an alternative retirement plan (ARP) offered by the College.

(C) In accordance with section 3305 of the Revised Code, an eligible employee may, no later than 120 days after the starting date of employment, elect to participate in an ARP available at the College. If the employee does not elect an ARP within the 120-day limit, the employee shall be deemed to have elected participation in the applicable state retirement system by default. “Eligible employee” shall be as defined in Paragraph 2.8 of the Marion Technical College Chapter 3305 Alternative Retirement Plan, as amended.

(D) Certain administrative staff not otherwise selecting an ARP shall become or remain members of STRS as stipulated by state law and/or STRS regulations. All other administrative and support staff not otherwise selecting an ARP are required to be members of the SERS. Student employees shall be given the option of SERS membership. Any student not attending classes full-time on a regular basis must pay into the SERS beginning that academic term and all following academic terms.

(E) Benefits under STRS shall be as stipulated by STRS. Benefits under SERS shall be as stipulated by SERS. Benefits under an ARP shall be as stipulated by the plan provider.

(F) The Office of Human Resources shall provide each new employee with information on their retirement options and enroll the employee in the retirement program they select.

PRIOR APPROVAL DATES: 4-18-00, 10-18-05
POLICY:

(A) Health Insurance: Marion Technical College (the “College”) provides access to group health insurance for eligible employees.

(1) All full- and part-time employees working on a regular schedule of at least 0.75 FTE or 30 hours per week shall be eligible to enroll in the insurance plan.

(2) Participating employees shall pay a percentage of the monthly premium through payroll deduction as determined by the College and Section 125 of the Internal Revenue Service Code.

(3) Newly hired employees are eligible for coverage the first of the month following their initial date of employment.

(4) The College’s contribution to the insurance premium (as selected by the employee) shall be prorated according to the percentage of full-time (40 hours per week) service performed by the employee. Part-time employees shall pay the remainder of the premium in addition to their regular contribution.

(5) The College shall designate an open enrollment period each year for the purpose of new enrollments and/or employee elected changes in their existing plans. The Office of Human Resources shall communicate changes in premiums and/or benefits at the beginning of the open enrollment period.

(6) In the event that the health insurance premium is increased or changed, the College reserves the right to change the percentage of the premium it pays.

(B) Employer-Sponsored Life Insurance: The College will provide life insurance and accidental death and dismemberment (AD&D) coverage at one and one-half times the employee’s annual salary for employees who are working on a regular schedule of at least 0.75 FTE or 30 hours per week. The life insurance and AD&D is capped at $150,000 and reductions in coverage will follow the schedule set by the carrier for employees who are 65 years of age and over. This will be administered under the insurance carrier’s directives and guidelines.

PROCEDURES:

(A) The Office of Human Resources shall provide each newly eligible employee with a description of each health insurance plan and enrollment forms.
(B) The employee shall select one plan (or indicate no selection) and submit the necessary enrollment forms to the Office of Human Resources within 30 days of the date of eligibility.

(C) The effective date of coverage shall be according to the terms of the plan chosen.

(D) The necessary forms needed by the life insurance company will be given to the employee by the Office of Human Resources. Forms must be completed within the first fifteen days of employment, or when the employee’s regular schedule is expanded to 75% or greater of full-time employment. All eligible employees will be covered on a twelve-month payroll basis.

PRIOR APPROVAL DATES: 6-29-99, 10-17-00
POLICY:

(A) All Marion Technical College (the “College”) employees are protected under the State Worker’s Compensation Act of Ohio in cases of injury or death resulting from the performance of assigned job responsibilities. Any covered employee who sustains an injury or contracts an occupational disease or illness that arises or is a result of their employment may file a claim with the Director of Human Resources. A claim must be filed within two years from the date of injury (ORC 4123.84).

(B) Under Ohio law, the College is required to post the Certificate of Premium Payment in a conspicuous place and include the College’s worker’s compensation number. The Certificate is displayed with all other mandatory postings, in each of the College’s buildings.

(C) Any covered employee who experiences a workplace injury or illness should:

(1) Seek medical treatment at the closest health facility.

(2) Notify their supervisor, the President’s Office, and the Office of Human Resources as soon as possible after the injury or illness occurs.

(3) Upon notification, the Office of Human Resources will send the employee a workers’ compensation claim packet.

(D) On-campus injuries. If an employee is injured on College owned or controlled property while performing their assigned duties, the Office of Human Resources should be notified immediately and will assess the injury or illness.

(E) Off-campus injuries. If the employee is injured at an off-site location during working hours, the Office of Human Resources must be notified within twenty-four hours of the injury. Failure to report the injury within the stated time may result in delays when processing claims.

PRIOR APPROVAL DATES: 10-17-00
DEFINITIONS

(A) An “employee family member” is defined as the employee’s spouse and any legal dependents up to age 24 who live in the employee’s residence.¹

(B) An “employee” includes full- and part-time faculty, adjunct faculty, administrative staff, support staff, and cost-shared employees.

POLICY:

(A) Marion Technical College (the “College”) encourages further education for all its employees and their family members.

(B) The College shall provide a 100% remission of MTC tuition and all fees each term of enrollment for each employee and family member. Each family member is eligible for this remission for a maximum of 70 credit hours.

(C) Adjunct faculty members who are teaching during a given term are eligible for a 100% remission of tuition and all fees for four credit hours during that same term. Adjunct faculty family members are not eligible for benefits under this policy.

(D) An employee must take classes outside of his or her regularly scheduled work hours, unless approved by the employee’s immediate supervisor.

(E) With the supervisor’s approval, an employee may enroll in a maximum of six credit hours or the equivalent in CEUs (or any combination thereof) during his or her regularly scheduled work hours during the academic year (fall, spring, and summer, terms). These instructional benefits are non-cumulative and will be awarded at the beginning of each academic year.

(G) Approval to take classes during work hours shall be granted on a first come/first served basis and is contingent upon area staffing needs.

(H) All time spent in classes during the employee’s regularly scheduled work hours must be repaid to the College within the week it occurs. Vacation, personal/emergency, or compensatory time may be used to cover class time and must be submitted as a leave request or on a time sheet, if applicable.

(I) An employee may be required by his or her immediate supervisor to take a class(es) to improve job skills. In this case, the credit hours are not charged against the credit hour limit and the employee may take the class during his or her regularly scheduled work hours.
(K) The employee or family member is responsible for purchasing textbooks or any supplies for any class in which he or she enrolls.

PROCEDURE:

(A) The employee or family member shall apply for admission to the College according to regular admission procedures. The admission application fee shall be waived.

(B) The employee will complete and sign the appropriate Business Office form to verify the family member’s eligibility for this benefit.

(C) Upon registration, the Business Office shall verify the student’s eligibility and charge the tuition/fees to the Human Resources budget.

(D) The applicant must complete the FAFSA. The tuition benefit will be applied after any type of financial aid (with the exception of work-based scholarships) is applied.

PRIOR APPROVAL DATES: 9-18-01, 11-19-02

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1 Removed Trustee and Trustee family member from policy per opinion from Assistant Attorney General (4-7-17)
POLICY:

(A) In the interest of encouraging and aiding Marion Technical College (MTC) employees to plan and implement educational programs for professional development, the following policy of educational tuition reimbursement is established.

(B) Employees shall be eligible for reimbursement of the following:

(1) Tuition paid for approved credit classes including “out of state” tuition.

(2) Special fees paid solely in lieu of tuition for approved credit-by-examination, certification verification, or life experience credit.

(3) “Tuition” is defined as general and instructional fees and technology fees.

(C) Reimbursement of tuition and/or fees shall be subject to the following criteria:

(1) The employee must be a regular administrative staff, faculty, or support staff employee.

(2) The employee must continue employment with the College throughout the period of educational enrollment and one full year after completion of the program. Regularly scheduled nine- and ten-month employees will be considered as continually employed. If an employee terminates employment before their committed contract, they will be required to pay back the full-reimbursed amount.

(3) The course(s) must be taken outside scheduled working hours unless otherwise approved by the area vice president.

(4) The employee must be taking courses at a CHEA (Council for Higher Education Accreditation) accredited institution.

(5) The employee is responsible for paying all required tuition and fees at the time of enrollment.

(6) Lab fees and penalties or extra service charges related to enrollment or course registration imposed by the institution for the convenience of the student will not be reimbursed.

(7) Tuition will be reimbursed upon submission of evidence of satisfactory completion of course requirements (“C” or equivalent) or awarded credit hours. Credit-by-exam fee(s) will be reimbursed upon submitting evidence of successful
completion of the exam. Fees for life experience credit or certification verification in lieu of tuition will be reimbursed upon submission of appropriate documentation.

(8) Employees receiving financial aid, stipends, or other external financial support under any educational grant or aid program will be reimbursed only for the amount of tuition not paid by that program. MTC reserves the right to require the employee to apply for financial aid programs.

(9) A maximum of $5,000 may be reimbursed during the fiscal year (July 1 through June 30). The course completion date will determine the fiscal year applicability.

(10) All requests for tuition reimbursement must be approved prior to enrollment by the immediate supervisor, area Vice President, and President.

(11) Courses will be approved if they directly relate to (1) performance improvement in assigned duties as reflected in the employee’s job description; (2) program/service development or advancement; (3) personal or professional development as described in the employee’s performance appraisal; or (4) strategic plan objectives.

(12) When all the above requirements are met, full-time employees will be reimbursed for 100% of tuition up to policy limits.

(13) The reimbursement rate for regular part-time employees will be prorated, except in cases where the employee is required by the College to further his/her education to meet the requirements of continuing licensure/certification, approving and accrediting agencies, or to advance strategic objectives of the College. In these cases, the employee will be entitled to 100% reimbursement according to the guidelines established herein.

(C) All professional development fees, exams, certifications, association dues, and travel shall be taken out of each departmental budget. The tuition reimbursement program fund applies to credit classes.

PROCEDURES:

(A) The employee may begin submitting an application of intent form to the President’s Office on March 15 to request funds for the following year. If March 15 falls on a weekend or holiday, the application process will begin the next business day.

(B) Applications will be accepted from March 15 through March 30. No applications will be accepted after March 30.

(C) The employee then completes and submits a request for tuition reimbursement form to his/her supervisor:
(1) The supervisor provides a recommendation by approval or disapproval relative to the application complying with item 11 above.

(2) The supervisor submits the application to the area Vice President who approves or disapproves the request for conformity to all other policy stipulations.

(3) If approved, the Vice President submits the form to the President for approval. If approved by the President, the form is forwarded to the Office of Human Resources. The Office of Human Resources forwards a copy of the approved form to the employee.

(D) If at any point during the approval process the request for reimbursement form is disapproved, the form is returned to the employee along with the rationale for disapproval.

(E) Upon completion of course(s), the employee attaches a copy of the grades and tuition payment to the copy of the reimbursement form and submits them to the Office of Human Resources for reimbursement. The Office of Human Resources approves payment and forwards a copy to the Business Office.

(F) Appropriate documentation must accompany a request for 100% reimbursement for a regular part-time employee. The documentation must state the departmental requirements for the course work.

SELECTION PROCESS:

(A) The selection process shall be based on the following:

(1) currently enrolled in a program

(2) by the order in which the application of intent was received by the President’s Office.

PRIOR APPROVAL DATES: 6-19-01
POLICY:

The College promotes employee training and professional certification to maintain its technical advantage. It does so by investing heavily in its employees with the benefits of tuition reimbursement, conference attendance, and other employee development. This policy generates training options to maintain credible curricula and certification for regular faculty and staff. Such investment is made with trust that the employee would recognize the value of such education as a bonus to his/her own employability/career advancement, and be willing to provide the appropriate time.

(A) Marion Technical College (MTC) shall pay for the cost of employee training that (1) results in Certification or Licensure, (2) is necessitated by technical change in the current position or curriculum requirements, as specifically documented in the current job description and/or curriculum requirements, and (3) is required by the immediate supervisor.

(B) Training may be completed in the classroom/lab or, under special circumstances, by self-study. Whenever possible, the training and certification exam should be taken outside scheduled working hours unless otherwise approved by the area vice president. Payment for training completed by self-study shall be limited to the number of hours that the training would have otherwise been completed commercially.

(C) Payment of training costs shall be subject to the following criteria:

(1) The employee must be a regular administrative staff, faculty, or support staff employee.

(2) The employee must continue employment with the College throughout the training period, except for off-duty quarters or for approved leaves of absence. Regularly scheduled nine- and ten-month employees will be considered as continually employed.

(3) The request form for required training must be completed, submitted, and approved prior to enrollment or registration for training and/or examination.

(4) Documentation of the commercial training hours must be attached to the request for training form.

(5) New “version” or “level-certification” must be documented by commercial hours that specifically indicate re-certification, and not as if it was a first version certification.
PROCEDURE:

(A) The employee completes and submits a Request for Certification form with attached copy of the job description or curriculum requirement to his/her supervisor:

(1) The supervisor indicates his/her approval or disapproval on the form.

(2) The supervisor submits the form and attachment to the Director of Human Resources, who approves or disapproves the request based upon conformity to the employee’s current job description and pertinent policy stipulations.

(3) The Director of Human Resources submits the application to the area Vice President, who approves or disapproves the application. If approved, the Vice President submits the form to the President for approval. If approved by the President, the form is forwarded to the Human Resources Office. The Human Resources Office forwards a copy of the approved form to the employee and supervisor.

(B) If at any point during the approval process the request is disapproved, the form is returned to the employee along with the rationale for disapproval.

(C) Upon approval by the President, a check request for training and exam cost is submitted by the supervisor, made payable directly to the school or organization to avoid possible *tax consequences to the employee. A copy of the approved Request for Certification shall be attached. If online registration is required with the College credit card, a follow-up check request and attachments will be submitted to the Business Office as standard practice.

(1) All costs will be taken from the department budget line designated on the Request for Certification form.

(D) When the certification is awarded, the employee will submit a copy to Human Resources to be included in the personnel file.

*Employer assistance with education expenses that are directly related to the employee’s current job generally qualify as a working condition benefit that is not treated as taxable income to the employee. To qualify for the deduction, the education program must: (1) maintain or improve skills required for the current job; (2) not be required to meet minimal educational requirements for the current job; and (3) not qualify the employee for a new trade or profession. It will be important that the College be able to prove that the education is job-related in order to avoid tax consequences to the employee. For this policy, this will be accomplished by (1) making reimbursements directly to the school or organization conducting the course or seminar, and (2) attaching the job description or curriculum requirement documentation to the approval form showing why the course or seminar attended was job-related. Payment of time for self-study is payroll, and is taxable.
POLICY:

(A) It is the intent of the College to provide employees with the opportunity to be paid for absence due to adverse weather conditions or disruption of electric or water service. The College provides employees with the following options:

   (1) Regular employees 1 who are normally scheduled to work but are not required to report for work when the College is closed shall be compensated at their regular rate of pay.

   (2) Regular employees who are required to work when the College is closed shall (1) receive equivalent compensatory time off or (2) compensation at their regular rate of pay in addition to compensation provided for in item 1 above.

   (3) Student employees shall not be required to work when the College is closed. If they elect to work (only upon supervisor approval), they shall be compensated for the hours worked at their regular rate of pay.

   (4) For temporary, intermittent, and student employees who are not required to work when the College is closed, the employee’s supervisor may increase work schedules (provided sufficient work is available) to permit the affected person to make up the work time lost within the same workweek.

   (5) When an employee is delayed or prevented from working because of adverse weather conditions when the College is not closed, the employee may charge the time lost from work as vacation, personal/emergency leave, or time off without pay, or the time lost may be made up (with the employee’s supervisor’s approval) at straight pay within the workweek. If an employee fails to follow the appropriate call-in procedure within a reasonable time, the time missed will be charged as time off without pay.

   (7) If an emergency condition is declared while an employee is on vacation, personal/emergency leave, sick leave, or other type of leave, the day will be charged as originally planned.

PROCEDURES:

(A) The employee shall contact his or her supervisor as soon as it becomes apparent to the employee that he or she will be unable to report to work. The employee shall indicate

1 Excludes student employees.
whether the absence will be taken without pay, vacation or personal/emergency leave used, or time made up.

(B) If appropriate, the employee shall complete a leave request form upon return to work.

PRIOR APPROVAL DATES: 9-26-95
POLICY:

(A) **Reasons for Taking Leave** – Family and medical leave may be used for the birth or adoption of a child; to care for a spouse or an immediate family member with a serious health condition; or when an employee is unable to work because of a serious health condition.

(B) **Definitions:**

(1) “Immediate family member” for the purposes of this policy shall include the employee’s spouse, “common law” spouse or partner, parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, step parents, step children, step grandparents step siblings, step grandchildren, legal guardian or other person who stands in place of a parent.

(2) A “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient or outpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or continuing treatment by a health care provider, including:

(a) A period of incapacity of more than three consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves (1) treatment two or more times by a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

(b) Any period of incapacity due to pregnancy, or for prenatal care.

(c) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition, which requires periodic visits for treatment by a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity.

(d) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective.

(e) Any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury,
or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

(3) Routine preventive physical, eye, and dental examinations are excluded.

(C) **Eligibility and Accrual of Leave** – All regular full- and part-time employees who work nine or more consecutive months per fiscal or academic year are eligible for up to 12 weeks of family and medical leave within a 12-month period. Family and medical leave is cumulative to 12 weeks maximum and shall accrue according to the length of employment as follows:

(1) For full-time employees:

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<thead>
<tr>
<th>Months of Employment</th>
<th>FML Leave</th>
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<tbody>
<tr>
<td>One</td>
<td>2 weeks</td>
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<td>Two</td>
<td>4 weeks</td>
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<td>Three</td>
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<td>8 weeks</td>
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<td>Five</td>
<td>10 weeks</td>
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<tr>
<td>Six</td>
<td>12 weeks</td>
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(2) For part-time employees, family and medical leave will accrue on a prorated basis according to the number of hours they are normally scheduled to work each week. The basis for prorating shall be 40 hours per week and 52 weeks per year.

(D) **Limitations for Spouses Employed by the College** – A husband and wife are only permitted to use a combined total of 12 weeks of family and medical leave during any 12-month period if the leave is taken for the following reasons: (a) the birth or adoption of the employee’s child or to care for the child after birth; or (b) the placement of a child with the employee for adoption or foster care. This limitation only applies to leaves taken for the reasons specified. If one spouse is ineligible for family and medical leave, the other spouse is entitled to a full 12 weeks of leave contingent upon his/her demonstration of the relevant eligibility requirements.

(E) **Determination of 12-Month Period** – The basis for determination of the 12-month period in which the 12 weeks of family and medical leave entitlement occurs shall be the 12-month period measured forward from the beginning date of the employee’s first family and medical leave. The College will provide at least 60 days notice to employees should the basis for determination be changed.

(F) **Intermittent or Reduced Schedule Leave** – Family and medical leave may be taken on an intermittent basis or under a reduced work schedule if medically necessary as
certified by a health care provider. Family and medical leave taken under these conditions must be scheduled so as to not disrupt the College’s operations. Family and medical leave may be taken in time increments as specified in Policy #341-441-541 -- Sick Leave.

(G) **Reinstatement After Leave** – The College shall reinstate the employee to the same position when the Family and Medical Leave period is over. If for some reason the same position no longer exists, the employee will be placed in an equivalent position. An equivalent position must have the same pay, benefits and working conditions, and must involve the same or substantially similar duties, skills, effort, responsibility and authority.

(H) **Substitution of Paid Leave** – All family and medical leave shall be unpaid leave. However, an employee may choose to use his or her accrued sick leave, personal/emergency leave, and/or vacation for all or part of the family and medical leave in order to be paid for the time on leave. Sick leave, personal/emergency leave, and vacation shall not accrue while on unpaid family and medical leave. Based upon information provided by an employee when submitting a leave request, Human Resource Office personnel shall designate paid leave as family and medical leave.

(I) **Group Health Benefit Coverage** – The College shall continue to maintain the employee’s coverage under any group health plan under the same conditions as coverage was provided prior to the family and medical leave. The employee may choose not to retain health coverage during family and medical leave and is entitled to reinstatement on the same terms as prior to taking the family and medical leave. Arrangements for payment of the employee’s contribution to health insurance premiums must be made with the Business Office prior to the commencement of the leave. The Business Office shall provide the employee with advance written notice of the terms and conditions pertaining to premium payments prior to the commencement of the leave. The College’s obligation to maintain health insurance coverage ceases if the employee’s premium payment is more than 30 days late. The College will seek to recover its share of health plan premiums if the employee fails to return to work after his or her family and medical leave entitlement has expired.

(J) **Eligibility for Other Group Benefits** – Employees on family and medical leave are eligible for other group benefits (i.e., employer and employee retirement contributions, life insurance, etc.) at their own expense. If the employee chooses to carry these benefits at his or her own expense, he or she is responsible for making arrangements for payment with the Business Office prior to the commencement of the leave. While on family and medical leave, the employee (and their family members) shall not be eligible for other benefits such as tuition waiver, tuition reimbursement, etc.

(K) **Notice** – An employee must give 30 days written notice to his or her immediate supervisor of the need to take family and medical leave when it is foreseeable. When advance notice is not practicable, the employee shall provide verbal notification to his
or her supervisor within at least one or two workdays of when the employee learns of the need for the leave. Within five workdays of providing verbal notification, the employee must complete and submit the required forms. When an employee indicates a need for family and medical leave, the Human Resources Office shall provide the employee with written notice of specific expectations and explanation of consequences of failure to meet these obligations.

(L) **Records Retention** – In accordance with the Family & Medical Leave Act, the College shall retain the following records for no less than three years:

1. Basic payroll and employee data (name, address, and occupation); rate of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid.

2. Employees took dates family and medical leave. (Leave must be designated in records as family and medical leave.)

3. Hours of the leave (if in increments of less than one full day)

4. Copies of employee notices of leave furnished to the employer and copies of all general and specific notices given to employees

5. Any documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves.

6. Premium payments of employee benefits

7. Records of any dispute between the employer and an employee regarding designation of leave as family and medical leave

**PROCEDURES:**

(A) The employee shall submit a request for family and medical leave on the College’s Family & Medical Leave Request Form to his or her immediate supervisor.

(B) The supervisor shall forward the employee’s request to the Human Resources Office to verify leave entitlement and respond to the leave request.

(C) The employee shall submit medical certification from a health care provider within 15 days of submitting the leave request.

(D) The employee shall meet with Human Resources Office personnel to confirm arrangements for health insurance premium payments.

(E) Human Resources Office personnel shall provide to and review with the employee written notice of the specific expectations and obligations pertaining to the family and medical leave and the employee’s return to work.
(F) For instances involving the employee’s health, a “return to work” certificate from a health care provider must be submitted to the employee’s immediate supervisor prior to returning to work. The supervisor shall forward the certificate to the Human Resources Office.

PRIOR APPROVAL DATES:
AP 348  Holiday Observance

POLICY:

(A) It is Marion Technical College’s policy to designate and observe certain holidays each year. The observed holidays will be published in the College Calendar each year.

(B) Contract employees whose employment agreements are for nine (9) or more consecutive months on at least a half-time basis shall be entitled to observe designated holidays without an adjustment in their rate of pay, provided such holidays fall within the beginning and ending dates of their contract.

(C) Support staff employees working on a regular schedule shall be entitled to observe and receive their regular rate of pay for holidays that are scheduled during their normal workweek. Regular part-time employees (less than 40 hours per week) are eligible to observe and receive their regular rate of pay for holidays scheduled on days they would normally work, and only for the number of hours they would ordinarily work.

(D) Temporary employees and employees on leaves of absence are not eligible for holiday pay.

(E) The following holidays shall be observed as scheduled in the College Calendar and/or as specified by law:

- New Years Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

(F) Holidays that occur during an employee’s scheduled vacation shall not be counted as vacation time used.

(G) Unless otherwise specified by law, a holiday that falls on Saturday shall be observed on the day before the holiday. A holiday that falls on Sunday shall be observed on the day after the holiday.

PRIOR APPROVAL DATES: 6-17-97
AP 349  Jury Duty

POLICY:

Jury duty shall be considered as time off from regular College assignments over and above any other type of absence. Employees shall not lose any salaries/wages as the result of time spent on jury duty away from regular assignments.

PROCEDURE:

(A) An employee receiving a call to sit on a jury panel shall provide his/her supervisor a copy of the call-up as soon as possible.

(B) The supervisor shall forward the call-up notice to the Office of Human Resources and arrange for a substitute if necessary.

(C) The Office of Human Resources shall issue the regular paychecks to which the employee is entitled.

PRIOR APPROVAL DATES: 11-21-95
DEFINITIONS

(A) **Immediate Family** -- For the purpose of this policy, immediate family shall be defined as employee’s spouse, common-law-spouse, parents, children (biological, adoptive, and foster children), grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, step parents, step children, step grandparents, step siblings, step grandchildren, legal guardian or other person who stands in place of a parent.

(B) **Serious Health Condition** -- Illness, injury, impairment, or physical/mental condition requiring inpatient or continuing outpatient treatment by a health care provider for a period of at least 10 working days.

(C) **Leave Recipient** -- An employee who has demonstrated a critical need and has met all eligibility criteria pursuant to this policy to stand in receipt of donated leave.

(D) **Leave Donor** -- An employee who, upon notification of a certified need, voluntarily wishes to donate certain paid leave to another individual and has met all eligibility criteria pursuant to this policy.

POLICY:

(A) Pursuant to the provisions of section 124.391 of the Ohio Revised Code, Marion Technical College has established a leave donation program. The intent of this program is to enable college employees to voluntarily provide assistance to their co-workers, who are in need of leave due to serious illness of the employee or his/her immediate family, or to give birth or care for a newborn or adopted child.

(B) **Eligibility**

(1) Receipt of Donated Leave. Employees may receive up to the number of hours they are normally scheduled to work each week (i.e., full-time employees may receive up to 40 hours per week, part-time employees routinely working 20 hours per week may receive up to 20 hours) for a maximum of 12 weeks of donated leave during a 12-month period. The period of eligibility shall be measured forward from the first date of the use of donated leave.

(2) Eligibility for receipt of donated leave is contingent on the following criteria:

(a) The employee or member of the employee’s family has a serious health condition requiring inpatient and/or continuing outpatient care for an
expected period of at least 10 working days (condition must be substantiated by a medical certification).

(b) The employee has applied for any paid leave or benefits program for which the employee is eligible.

(c) The employee has exhausted all available paid leave (sick leave, vacation, and personal/emergency leave).

(C) Donation of Leave

(1) Employees are eligible to donate leave contingent on the following criteria:

(a) The employee voluntarily elects to donate leave and does so with the knowledge and understanding that such leave will be credited back to the donating employee’s balance should the amount of donated leave exceed the period of need.

(b) The employee retains a combined leave balance of at least six weeks based on their normal work schedule (100% = 240 hours, 50% = 120 hours, etc.) at the time of donation. Leave shall be donated in the same manner in which it would otherwise be used (i.e., employees submit a “Request to Donate Leave” form to their immediate supervisor for proper approvals indicating the type of leave and number of hours to be donated).

(c) The employee shall donate a minimum of eight (8) hours and no more than 40 hours of leave per twelve-month period.

(d) The following categories of paid leave are subject to donation; sick leave, vacation, and personal/emergency leave.

(D) Basic Terms and Conditions

(1) Pay Status of Recipient Employee -- Employees using donated leave shall accrue leave and be entitled to any benefits to which they would otherwise be entitled. Leave accruing an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.

(2) Value of Donated Leave -- For payroll purposes, the monetary value of donated leave shall be equivalent to the hourly wage of the recipient employee.

(3) Voluntary Donation -- The donation of leave shall occur on a strictly voluntary basis. No employee shall be directly solicited nor coerced to donate leave.
(4) Right to Privacy -- The privacy of any employee in need of donated leave shall
be respected. However, with permission of the employee or a member of the
employee’s immediate family, college staff may be informed of the need for
donated leave to include the name of the individual in need of leave and the
nature of the precipitating situation.

PROCEDURES:

(A) Application for Approval as Leave Recipient:

(1) Any employee who meets the eligibility criteria outlined in this policy may
apply for designation as a recipient of donated leave as follows:

(a) Obtain Leave Recipient Application form from the Human Resource
Office.

(b) Application form must be completed in its entirety, signed, and
submitted to the employee’s supervisor.

(c) The supervisor will sign and forward the request form to the Human
Resource Office for approval.

(d) The Human Resource Office will forward a copy of the approved form
to the employee and the Business Office (Payroll Manager) for
administration of the leave program.

(e) The Human Resource Office will communicate the need to college staff
as appropriate.

(B) Request to Donate Leave:

(1) Upon notification of an established critical need, any employee wishing to
donate leave may do so as follows:

(a) Obtain a Request to Donate Leave form from the Human Resource
Office.

(b) Request form must be completed in its entirety, signed, and submitted
to the employee’s supervisor.

(c) The supervisor will sign and forward the request form to the Human
Resource Office for approval.

(d) The Human Resource Office will validate that the request complies
with policy stipulations and forward a copy of the approved form to the
employee and the Business Office (Payroll Manager) for administration
of the leave program.
(e) In the event that the total amount of donated leave exceeds the recipient’s period of need, unused leave will be credited back to the donating employee’s leave balance. Leave will be applied to the recipient’s account in the order in which it was donated.

PRIOR APPROVAL DATES: 6-16-98
AP 351  Leave of Absence

POLICY:

(A) Full-time and part-time employees who work 20 hours per week for nine (9) months or more per year may be granted a leave of absence. During such leaves, a temporary employee may be hired for the period of the leave.

(B) Full-time employees with three (3) or more years of service are eligible for educational leaves and leaves for relevant work experience. During such leaves, a temporary employee may be hired for the period of leave.

(C) All leaves of absence will be taken without pay. Employees will not receive pay for holidays falling within the leave period, nor will vacation and sick leave credits accumulate.

(D) All leaves of absence must have the recommendation of the employee’s immediate and area supervisors and the approval of the President.

(E) Leaves of absence shall be for no more than one (1) calendar year. Upon failure to return to employment at the end of one year, the employment relationship shall be terminated. Notice not to return should be given to the President at least one quarter prior to the anticipated return date.

(F) All such employees are eligible for group benefits (i.e., Employer Retirement contributions, hospital benefits, etc.) at their own expense. The employee shall not be eligible for other benefits such as tuition waiver/reimbursement.

(G) All employees on leave may continue to pay their own retirement contribution through the college if the retirement organization permits this.

(H) The employee will resume the original position, provided the position still exists. In case the position is terminated, the employee will receive preferential consideration for any other position appropriate to his/her qualifications.

PROCEDURES:

(A) Application for leave of absence shall be made to the employee’s immediate supervisor at least one academic quarter before the leave is to begin (exceptions may be made in emergency situations). The specific nature of the leave shall be included in the request. Satisfactory medical evidence shall be required prior to the granting of a leave for medical reasons and at the time of return to work following the expiration of the leave.
(B) The immediate supervisor shall forward his/her recommendations with the leave of absence form to the area Vice President for consideration. The form and recommendation then go to the President for approval.

(C) If not approved, the rationale for such action shall be indicated on the request form and the employee notified.

PRIOR APPROVAL DATES: 6-20-89
AP 352  Personal and Emergency Leave  

**POLICY:**

(A) All full-time employees who are employed for nine (9) or more consecutive months shall be granted three (3) paid personal leave days per fiscal year (Support Staff) or per contract period (Administrative Staff and Faculty).

(B) Part-time employees who work nine (9) or more consecutive months shall be granted personal leave days prorated on a percentage of full-time employment.

(C) Personal leave shall be awarded on July 1 of each year or the beginning date of the employee’s contract.

(D) Personal leave may not be carried over from one fiscal year to the next fiscal year.

(E) Personal leave may be taken in 15-minute increments.

(F) Unused personal leave shall be paid in full upon termination of employment and completion of final clearance procedures.

**PROCEDURES:**

(A) The employee must complete and submit a Leave Request Form to his/her immediate supervisor one week in advance. In emergency cases, the employee will notify his/her immediate supervisor by phone and submit a Leave Request Form the day of return to duty.

(B) The supervisor shall approve or disapprove the request. The approved request shall be forwarded to the Human Resources Office. If disapproved, he/she shall indicate the reason for such action on the request form and notify the employee.

(C) The Human Resources Office shall maintain a copy of the form in the employee’s payroll file.

(D) The Human Resources Office shall update each employee’s personal leave at the beginning of the fiscal year or the employee’s contract period.

**PRIOR APPROVAL DATES:** 4-18-95
AP 353  Sick Leave

(A) Official retirement is defined as when the employee ends his or her employment at MTC and begins to receive retirement benefit payments from SERS or STRS.

(B) The definition of immediate family for the purposes of this policy is as follows: the employee’s immediate family includes: spouse, common law spouse, parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandparents-in-law, step parents, step children, step grandparents, step siblings, step grandchildren, legal guardian or other person who stands in place of a parent.

POLICY:

(A) All regular full-time employees who work nine or more consecutive months per fiscal or academic year will be granted ten (10) hours sick leave per month.

(B) Accumulation of sick leave will take effect July 1, 1975. There will be no carry over from previous years.

(C) All regular part-time employees who are normally scheduled to work at least 15 hours per week for nine or more consecutive months per fiscal or academic year will be granted sick leave on a prorated basis. The basis for prorating shall be 40 hours per week and 52 weeks per year.

(D) Sick leave is cumulative to one hundred and eighty (180) working days maximum.

(E) A new employee regardless of his or her term of employment shall be credited with five (5) days sick leave in advance. These days will be available for immediate use, but will become part of the annual accumulation.

(F) Sick leave may be used for:

(1) The employee’s illness, injury, or exposure to contagious disease, which could be communicated to others.

(2) The employee’s doctor appointment.

(3) Surgery, life-threatening or emergency illness, and/or needed doctor’s appointment of a member of the employee’s immediate family.

(4) Death of a member of the employee’s immediate family (not to exceed five days).
(G) Sick leave for faculty will be charged as follows:

1. Absence from one (1) class = ¼ day (2 hours)
2. Absence from two (2) classes = ½ day (4 hours)
3. Absence from three (3) or more classes = 1 full day (8 hours)
4. Absence from the College for an entire day = 1 full day (8 hours)

(H) Sick leave for administrative staff and support staff employees may not be charged in less than 15-minute increments.

(I) Accumulated sick leave may be transferred to the College from any other State institution or agency.

(J) Vacation and sick leave credits will continue to accumulate for the duration of the sick leave but not during leave of absence.

(K) Employees will not be charged sick leave for holidays falling within a sick leave period.

(L) Upon official retirement, an employee will be paid 25% of his or her unused sick leave up to 30 days per the Ohio Revised Code 124.39 (A).

PROCEDURES:

(A) Individuals are expected to call their immediate supervisor to advise him or her if a sick leave absence will occur as soon as it is apparent to the employee.

(B) The College may, at its discretion, require medical certification from a health care provider as evidence of entitlement to use sick leave.

(C) The employee shall submit a leave request form to his or her supervisor upon return to work. If approved, the supervisor signs the form and submits it to the Business Office. If disapproved, the supervisor returns the form to the employee with a rationale. Copies of all approved Leave Requests are recorded on the payroll system and the actual request is filed in the employee’s personnel file. Failure to comply will result in days being charged as vacation or leave without pay.

PRIOR APPROVAL DATES: 10-7-75; 12-19-78; 6-15-82; 6-14-83; 3-20-90; 6-29-93; 5-21-96
POLICY:

(A) Full-time exempt, administrative staff and faculty working 12 months per year shall accrue vacation time according to the schedule below:

<table>
<thead>
<tr>
<th>AFTER “X” YEARS WHERE “X” =</th>
<th>DAYS VACATION</th>
<th>HOURS EARNED PER PAY CYCLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 – 3.99</td>
<td>22</td>
<td>7.33</td>
</tr>
<tr>
<td>4.00 – 5.99</td>
<td>23</td>
<td>7.67</td>
</tr>
<tr>
<td>6.00 – 7.99</td>
<td>24</td>
<td>8.00</td>
</tr>
<tr>
<td>8.00 – 9.99</td>
<td>25</td>
<td>8.33</td>
</tr>
<tr>
<td>10.00 &gt;</td>
<td>26</td>
<td>8.67</td>
</tr>
</tbody>
</table>

(B) Full-time exempt and non-exempt, professional staff working 12 months per year shall accrue vacation time according to the schedule below:

<table>
<thead>
<tr>
<th>AFTER “X” YEARS WHERE “X” =</th>
<th>DAYS VACATION</th>
<th>HOURS EARNED PER PAY CYCLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 – 5.99</td>
<td>15</td>
<td>5.00</td>
</tr>
<tr>
<td>6.00 – 6.99</td>
<td>17</td>
<td>5.67</td>
</tr>
<tr>
<td>7.00 – 7.99</td>
<td>18</td>
<td>6.00</td>
</tr>
<tr>
<td>8.00 – 8.99</td>
<td>19</td>
<td>6.33</td>
</tr>
<tr>
<td>9.00 – 9.99</td>
<td>20</td>
<td>6.67</td>
</tr>
<tr>
<td>10.00 – 14.99</td>
<td>22</td>
<td>7.33</td>
</tr>
<tr>
<td>15.00 – 19.99</td>
<td>23</td>
<td>7.67</td>
</tr>
<tr>
<td>20.00 – 24.99</td>
<td>24</td>
<td>8.00</td>
</tr>
<tr>
<td>25.00 – 29.99</td>
<td>25</td>
<td>8.33</td>
</tr>
<tr>
<td>30.00 &gt;</td>
<td>26</td>
<td>8.67</td>
</tr>
</tbody>
</table>

(C) Part-time exempt and non-exempt, administrative and professional staff working nine (9) or more consecutive months per year and 30.00 or more hours per week, vacation time shall be granted on a prorated basis according to the percentage of full-time service the employee is regularly scheduled to work. The base for prorating shall be 40.00 hours per week and 52 weeks per year or 2,080 hours.
(D) No employee shall take or submit a request to take vacation time that exceeds the earned balance that would cause a negative vacation time balance to occur.

(E) There is no guarantee to an employee that a vacation request shall be approved by the supervisor. Once a vacation request has been approved, the supervisor may not cancel or deny the request, even if the supervisor decides otherwise at a later date. If an employee cancels an approved vacation request and resubmits the request, the supervisor reserves the right to approve or deny the request as it shall be treated as a new request.

(F) It is the responsibility of the employee to obtain approval for a vacation request, prior to purchasing any type of transportation tickets, event tickets, other types of non-refundable items, etc. MTC shall not be held responsible for reimbursing an employee for purchases made prior to obtaining approval the vacation request, should the request be denied.

(G) Employees may only carry-over 176 hours of accrued vacation time on July 1st of each year. Any unused vacation time in excess of 176 hours on July 1st of each year shall be forfeited.

(H) Vacation time balances shall be tracked in MTC’s designated employee management software.

(I) A vacation time balance shall be paid in full upon termination/separation of employment and completion of final clearance procedures, in accordance with MTC policies or rules. In the event of an employee’s death, payout of the vacation time balance shall be paid according to State of Ohio law, court order, legally standing will, or designated beneficiary.

PROCEDURE:

(A) To request vacation leave, the employee must submit a request to their supervisor for approval through the employee management software at least one week in advance. In emergency cases, the employee shall notify their immediate supervisor by phone, text, or email and submit the request for approval the day of return to duty.

(B) The supervisor shall approve or deny the request. If the supervisor denies the request, the supervisor shall notify the employee with the reason for denial via email or through the employee management software.

PRIOR APPROVAL DATES: 6-20-95; 6-29-99
DEFINITIONS:

(A) Remote work is defined as physically working from an off-campus location, such as a personal residence, instead of commuting to a designated MTC location. Remote work does not include online instruction through the learning management system, working from clinical, high school, or other MTC partner locations, or instruction by adjunct faculty.

(B) Temporary remote work is defined as physically working from an off-campus location, such as a personal residence, for a set time period (e.g. three weeks) before returning to physically work on-campus.

(C) Part-time remote work is defined as physically working from an off-campus location, such as a personal residence, for up to one-half or 50% of their normal work hours.

(D) Full-time remote work is defined as physically working from an off-campus location, such as a personal residence, for 100% of their normal work hours.

POLICY:

(A) Marion Technical College (MTC) may approve an employee to remotely work from a secure, off-campus location on a discretionary basis. Remote work is a privilege, is voluntary, and is approved on a case-by-case basis. A request approved for same or similar-type positions, under the same or different supervisor or department does not guarantee approval of the request. Remote work must be formally requested and approved prior to commencement. The process for requesting a remote work schedule is detailed below.

Consideration of temporary, part-time, or full-time remote work should include, but not limited to, the following points:

(1) Impacts to MTC’s ability to provide services to employees and students;

(2) Fulfillment of MTC’s mission and strategic plan;

(3) Department structure and efficiency;

(4) Personnel needs; and,

(5) Safety of the campus
(B) A remote work employee must be reachable by phone, email, and/or virtual business platform during the employee’s approved remote work hours.

(C) The operational needs of MTC take precedence over remote work agreements. An employee may still need to report on-campus, even if approved for full-time remote work, as required by MTC or the employee’s supervisor. This may include college-wide meetings or events.

(D) Not all position functions or responsibilities may be performed remotely by an employee; specifically, an employee’s whose position directly interacts with students and visitors of MTC on a daily basis. An employee who holds a position that may be performed at a remote site without diminishing the quality of work or disrupting the productivity of MTC or the department is eligible for consideration.

(E) MTC is not responsible for costs associated with remote work, such as phone or Internet. An employee must complete all remote work on a college-provided computer, such as a laptop. Each department is responsible for purchasing IT-approved remote work computers for each remote work approved employee within the department.

(F) This policy does not apply to an employee that is requesting or has approved medical or disability accommodations for themselves or a family member. All employee medical and disability accommodations are to be reported and coordinated with the Office of Human Resources.

(G) An employee that has an approved remote work request may be subject to additional federal, state, and/or local worked-in municipality taxes.

(H) MTC reserves the right to suspend or revoke an employee’s previously approved remote work schedule at any time.

(I) Remote work agreements must be reviewed by the supervisor and employee on an annual basis.

PROCEDURES:

(A) Process for requesting approval for remote work:

(1) An employee requesting a remote work schedule must submit a request for approval to their supervisor. The employee shall discuss possible remote work assignments and expectations with their supervisor before moving forward. A supervisor may consider an employee’s work performance, time management skills, project completion, and department needs when reviewing the request.

(2) The supervisor shall work with the employee to detail the terms of the remote work agreement including, but not limited to:

(a) Temporary, part-time, or full-time remote work status;
(b) Days and hours that shall encompass the employee’s remote work schedule;

c) Flexibility in which days the employee shall remotely work;

d) Performance expectations for remote work;

e) Supervision of the employee for remote work, including supervision of the employee’s direct reports; and

(f) Department allocation of equipment for remote work, in consultation with the Information Technology Department (IT).

(3) If an employee’s request for remote work is approved by their supervisor, both parties shall complete the Approval for Remote Work Form, available from the Office of Human Resources (HR). The form shall include the details of the employee and supervisor agreement, which may include a supplemental agreement. The agreement and form shall be approved by the area vice president or president.

(4) Upon completion of the form and supplemental agreement, if applicable, must be returned to HR and maintained and placed in the employee’s personnel file.

(B) Employee expectations:

(1) The employee is expected to work with their supervisor and IT to acquire MTC equipment to use for remote work, what security measures must be met, and how to ensure secure access to MTC information when working remotely.

(2) The employee shall uphold all MTC policies and rules, and shall ensure compliance with the Family Educational Rights and Privacy Act (FERPA), the Ohio Public Records Act, and other applicable federal and state laws.

(C) Terms and termination of agreement:

(1) The employee receives the same benefits and shares the same responsibilities as an on-campus employee. Employee benefits, including leave time, holidays, compensation, etc., are not affected by remote work status.

(2) If the employee remotely works half or more of their regular employment hours, the employee’s designated office space may be reassigned to match MTC on-campus personnel needs. Should the employee choose or be required to work on-campus at any time, the employee shall be provided access to shared work space if the employee’s office space is reassigned.

(3) If the employee changes positions within at MTC, the current remote work agreement shall be voided.
(4) MTC may terminate in part or in whole a remote work agreement at any time, as stated in the policy above. Termination of a remote work agreement, by MTC or the employee, must be submitted in writing or via email and attached to the original Approval for Remote Work Form and placed in the employee’s personnel file. The employee is expected to return to on-campus work 72 business hours after the agreement termination, unless more time is expressly allocated. Possible reasons for termination of remote work may include:

(a) Misreporting of hours worked or work completed;

(b) Changes in position, responsibilities, department, or MTC functions; or,

(c) Concerns with the employee’s work performance.
AP 360  Faculty Rank  

POLICY:

To recognize a faculty member’s professional development accomplishments and expertise, each full-time faculty member and regular part-time faculty member who is working in a minimum of a half-time position is assigned rank. Duties and responsibilities for all ranks are the same as defined for departmental faculty/instructor. However, a faculty member holding a higher rank will be expected to demonstrate greater initiative, professionalism, and leadership involving curricular and instructional matters. Any connection between this policy and any salary adjustment or termination procedures is circumstantial and not intentional.

PROCEDURES:

(A) Rank is determined annually prior to the next academic year contract offer. Academic year contracts issued to all full-time faculty shall indicate the faculty member’s rank next to the position title of “faculty.”

(B) Rank is assigned to a faculty member based on special requirements and a point system. Point calculation is based on documented evidence that criteria have been met. Point criteria, special requirements, and rank definition are described below.

(C) The faculty member must complete and submit a Faculty Rank Application Form to his/her department dean/director by March 15 of each year.

(D) The department dean/director will calculate the total points, verify that special requirements have been met, determine the faculty rank assignment, and forward the information to the Vice President of Instructional Services for review and approval.

(E) The Vice President of Instructional Services will indicate approval or disapproval on the Faculty Rank Application Form and forward the form and attached documentation to the Human Resources Office.

(F) The Human Resources Office shall prepare each faculty member’s contract and maintain the Faculty Rank Application Form in the employee’s personnel file.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Special Requirements</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Masters Degree</td>
<td>1440</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Bachelors Degree</td>
<td>1080-1439</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Bachelors Degree</td>
<td>720-1079</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>Up to 719</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Work related to teaching field - full-time for one year.</td>
</tr>
<tr>
<td>II.</td>
<td>Teaching or academic administration full-time for one academic year at the elementary and/or junior high school level.</td>
</tr>
<tr>
<td>III.</td>
<td>Teaching or academic administration full-time for one academic year at the high school level.</td>
</tr>
<tr>
<td>IV.</td>
<td>Full-time faculty teaching or academic administration at the college level.</td>
</tr>
<tr>
<td>V.</td>
<td>Community*/part-time faculty teaching</td>
</tr>
</tbody>
</table>

| VI. Education |  |
| A. | Primary degree (highest only may be used) |  |
| | Associate | 135 |
| | Bachelors | 270 |
| | Masters | 405 |
| | Doctorate | 585 |
| | Second degree at same level as highest | 90 |

| B. | Certificates and additional credentials related to teaching field: (45 points total in this area) |  |
| | Certified Data Processor | 45 |
| | Certified Professional Secretary | 45 |
| | Licensed Public Accountant | 45 |
| | Professional Engineer | 45 |
| | Registered Nurse | 45 |
| | Teaching Certificate | 45 |
| | Admission to Practice Law in Ohio | 45 |

| C. | Miscellaneous Post-Secondary Education: |  |
| | 1 quarter credit hour | 1 |
| | 1 semester credit hour | 1.5 |
| ** | 1 continuing education unit | 1 |
| ** | 10 hours attendance at conferences/workshops/seminars | 1 |

Total points will be rounded up to full points (i.e., 599.5 is 600).

* Does include supplemental contracts awarded to regular faculty for overload assignments.

** Within 10 years to date.

PRIOR APPROVAL DATES: 5-16-95
AP 361 Performance Appraisal

POLICY:

(A) The job performance of all administrative staff, faculty, and support staff employees shall be evaluated by their immediate supervisor at a time not to exceed six months after employment and annually by May 15 thereafter. The appraisal is conducted to develop a total performance profile encompassing all aspects of the employee’s performance as defined by his or her current job description. The objectives of the performance appraisal process are to:

1. Enable employees to review, report, and assess their accomplishments of the preceding year.

2. Give employees the benefit of regular evaluations by their supervisor who has observed and is familiar with their work.

3. Provide a framework for assessing strengths and weaknesses, for assisting employees in establishing development goals for future professional growth, and to meet the goals and objectives of the MTC strategic plan.

PROCEDURE:

(A) In evaluating employees, supervisors should consider factors such as the experience and training of the employee, the job description, and the employee’s attainment of previously set objectives and goals. Other factors that normally should be considered include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct and acceptance of responsibility.

(B) Each employee completes a self-evaluation progress worksheet, available on the Human Resources webpage, and returns the form to the immediate supervisor.

(C) Administrative staff, support staff, and faculty are evaluated by their immediate supervisor using the respective administrative, support staff, or faculty performance appraisal form, available on the Human Resources web page.

(D) Department heads should review each supervisor’s written evaluation to help assure that the evaluation function has been properly completed in as fair and objective a manner as possible.

(E) All performance appraisals shall be reviewed in a meeting with the employee by his/her immediate supervisor. This meeting is to be conducted by May 15 of each year. Supervisors are accountable for timeliness in meeting the goals of this policy.
(F) If the employee is not in agreement with the appraisal results, he or she may attach comments to the original appraisal form.

(G) The completed appraisal form shall be forwarded to the Human Resource Office by May 31 of the same year for filing in the employee’s official personnel file as stipulated in Policy #370 - Personnel Files.

PRIOR APPROVAL DATES: 6-16-98
POLICY:

(A) It is the policy of the College that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the College and for the benefit and safety of all visitors, students, and employees. All College employees are expected to contribute to a productive and cooperative atmosphere while conducting the business of the College and to serve students, other employees, visitors, and the general public. Further, College employees have the responsibility to the College and the community to respect and adhere to principles of ethical conduct in public service.

(B) In these efforts, employees are expected to conduct themselves and carry out their duties with professionalism, competence, and courtesy, while being supportive of the College’s mission as a higher learning institution. Such conduct includes, but is not limited to:

1. Promoting a service orientation in the context of an institution dedicated to multi-dimensional learning and discovery.

2. Performing assigned duties efficiently and in accordance with established standards of quality.

3. Cooperating reasonably with other employees and treating students, visitors, other employees, and members of cooperating agencies or businesses in a courteous, considerate, and service-oriented manner.

4. Complying with federal/state laws and regulations and College policies and procedures.

5. Maintaining high standards of honesty and integrity, free from personal considerations, bias, or favoritism.

6. Protecting and conserving College property and resources.

7. Pursuing professional growth and development opportunities, which will enhance individual levels of skills and/or knowledge and further the College goal of continuous improvement.

(C) Conduct that interferes with operations, discredits the College, or is offensive to students, visitors, cooperating agencies, businesses, or other employees will not be tolerated.

PRIOR APPROVAL DATES: 3-17-92
POLICY:

(A) **Purpose** – The purpose of this policy is to provide a method of due process for the resolution of problems between supervisors and employees at Marion Technical College that are not covered by the Sexual Harassment & Discrimination Policy. These grievance procedures are designed to afford simplicity, speed, and high standards of fairness to all employees.

(B) **Coverage** – These procedures apply to any grievance which may arise in matters of general personnel administration and matters involving rights which directly affect the employment interests of an individual employee that are not covered under the Sexual Harassment & Discrimination policy. “Employment interest” is defined as the ability of an employee to sustain current or future employment through his or her current position or a similar position at the College.

A “grievance” is defined as a claim or assertion of a violation of: (1) a Board of Trustees policy/procedure; (2) an administrative rule or regulation; (3) a State statute; or (4) an individual employee contract as related to personnel matters and rights.

(C) **Eligibility** – Any employee may bring a grievance under these procedures. The Director of Human Resources shall serve as advisor and interpreter of all matters pertaining to this policy and shall determine if the grievance is covered by this policy.

(D) **Interpretation of Coverage** – Where a dispute exists whether a particular matter is subject to coverage by these grievance procedures, the College reserves the right to make the final judgment on that question, through the President. However, no individual shall be restrained, coerced, interfered with, discriminated against, or in anyway treated prejudicially, in regards to the exercising of his or her full rights under the law or these grievance procedures.

PROCEDURES:

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

STEP 1. The aggrieved employee shall document the grievance in writing and present it to his or her immediate supervisor. The employee and supervisor shall meet to discuss the grievance. The supervisor shall provide the employee with a written decision within five (5) working days of their meeting.
STEP 2. On receipt of the written disposition the aggrieved employee shall indicate above his or her signature on the grievance form, the decision as being satisfactory or dissatisfactory. If the aggrieved employee is not satisfied with the decision given in step 1, he or she shall (within ten (10) working days) forward the written grievance and supervisor’s decision to the area vice president for consideration. The area vice president shall provide the employee with his or her written decision within twenty (20) working days of receiving the grievance.

STEP 3. Within ten (10) working days of receiving the written disposition, the aggrieved employee shall sign the grievance form and indicate whether the decision is satisfactory or dissatisfactory. If the aggrieved employee is dissatisfied with the decision, he or she may request a review by the Director of Human Resources* . The review shall take place within twenty (20) working days after it is requested.

STEP 4. The Director of Human Resources shall present his or her decision to the aggrieved employee, the employee’s immediate supervisor, area vice president, and President. The Director’s decision shall be considered final and is the last step internally for due process.

(B) The number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. However, the time limits may be extended by mutual written consent. Working days as used in the procedure means days exclusive of weekends, holidays, and those days that either the grievant or the respondent may be on authorized leave.

(C) With respect to all grievances:

(1) If the grievance resulted from a violation of personnel policies or employment laws the appropriate personnel officer shall bring the matter to the attention of the appropriate official, who shall take steps to enforce the policies or laws and to resolve the grievance.

(2) If the grievance involves a question of judgment or opinion not covered by personnel policies or employment laws, the appropriate official shall counsel with the employee, the supervisor, and the department head to resolve the grievance, if possible.

(3) Any retaliatory action shall be considered a separate and distinct grievance.

(D) A summary of the records dealing with the grievance shall be filed separately in the grievant’s personnel file.

PRIOR APPROVAL DATES: 3-20-90
POLICY:

(A) The Office of Human Resources shall maintain a personnel file for all past and present employees of the College. These records shall be kept current to assist the administration in personnel decisions.

(1) For the purpose of this policy, a personnel file does not include: federal I-9 documents, any medical (i.e., FMLA) or disability (i.e., ADA) requests/approvals/denials, etc., worker’s compensation claims and documents, or any other type of document containing information regarding the employee’s health, disabilities, dependents, or legally protected information.

PROCEDURES:

(A) The following materials shall be kept in the employee’s permanent file folder; this is not an all-inclusive list:

(1) Employment application, resume/vita, and references.

(2) Transcripts and other records documenting education and licensure.

(3) Original contracts, if applicable, and offer letters with the College.

(4) Evaluation documents.

(5) Records relating to professional accomplishments, extra or exemplary service to the College and any communication the employee wishes to have entered into their file.

(6) Information relating to grievances filed by or against the employee.

(7) Requests for special payroll withholdings made by the employee, e.g., annuities, United Way, etc.

(8) Documents relating to resignation, retirement, or other termination.

(B) Records shall be destroyed in accordance with the College’s records retention schedule or applicable law.

(C) All employee personnel records maintained by the Office of Human Resources shall be held in a confidential manner. The employee has the right to inspect and make
copies of their file at reasonable times. No employee has the right to remove materials in the file. Access to records or information contained in the records shall be granted only:

(1) To the employee.

(2) To the President of the College.

(3) To the employee’s supervisor or other persons having responsibility for the employee as determined by College Policy or the organizational chart.

(4) To designated Human Resources and Payroll personnel.

(5) In response to a subpoena, warrant, or other court order for such materials.

(6) To others to whom the employee has authorized such access or release in writing.

(7) To protect the health, safety, or property of the employee.

(8) To the College’s attorney.

PRIOR APPROVAL DATES: 11-19-91; 9-28-99
DEFINITIONS:

(A) “Home education” as defined in division (A)(2) of section 3321.04 of the Revised Code, is education primarily directed and provided by the parent or guardian of a child.

(B) “Official transcript” is defined as being a transcript sent directly from the institution to the College via mail service, direct electronic transmission or submitted in a sealed envelope with appropriate transcript stamp and signatures.

POLICY:

(A) The general admission policy of Marion Technical College (MTC) shall conform to the standards and guidelines of the Ohio Department of Higher Education and The Higher Learning Commission. Affirmative action regulations of federal, state, and other government agencies shall be followed and admission requirements of other agencies affiliated with the College considered when admitting students to the College.

(B) The principal responsibility for the effective administration of the admission function rests with the Director of Admission. The Director may delegate this authority in order to meet organizational objectives.

(1) Applicants whose primary language is not English, or whose high school of graduation did not use English as the primary language, will be asked to complete an English placement test. In the event that the College does not offer coursework appropriate to the needs of these students, every effort shall be made to refer the students to other schools/agencies for assistance.

(C) The general admission classification is designed for a student whose educational goal is to complete an associate degree or approved certificate program and has successfully completed one of the following:

(1) High School

(2) General Equivalency Development (GED) test

(3) Home education.

(D) In order to be admitted to the College as a general admission student, an applicant must submit the following:

(1) An application for admission and application fee.
(a) The Director of Admission (or designee) may authorize the delayed payment of the application fee for an applicant deemed to have financial hardship\(^1\).

(b) The Director of Admission (or designee) may waive the application fee for an applicant who is deemed to have financial hardship as documented by the high school counselor or appropriate agency representative.

(c) The application fee is waived for all veterans and/or military, including active, reserve, or honorably discharged. A copy of the student’s DD-214 must be submitted to the Office of Student Records to verify the student’s separation status.

(2) Verification of high school graduation (official transcript) or successful completion of the GED test.

(a) An unofficial interim high school transcript may be accepted for admission as a general admission student or for academic programs that do not require high school graduation for admission. An official high school transcript is requested upon graduation.

(b) Students who have completed high school in another country are required to submit documentation from an approved credential evaluation service verifying they have completed a high school education.

(c) Home school students must submit the same documentation to the College as submitted to the high school superintendent, as set forth in rule 3301-34-04 of the Administrative Code, for learning that spans the equivalence of high school. The documentation shall include one of the following:

(i) Results of a nationally normed, standardized achievement test which meets the requirements set forth in rule 3301-12-02 of the Administrative Code;

(ii) A written narrative indicating that a portfolio of samples of the student’s work has been reviewed and that the student’s academic progress for the high school equivalent years is in accordance with the student’s abilities; or

(iii) Results of an alternative academic assessment of the student’s proficiency mutually agreed upon by the parent and a school superintendent.

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\(^1\) Financial hardship is when a student is willing but unable to pay the application fee because of unexpected events or unforeseen changes that affects their cash flow.
The GED is documented by submitting the official score report or GED diploma.

If the Office of Admission has reason to believe that the high school or credential is not valid or was not obtained from an entity that provides secondary school education, it will evaluate the validity of the student’s high school completion.

Transcript must provide the location and contact information of the issuing institution. (Proper name, street address, city, state and phone number.)

Transcript must be received by Marion Technical College through direct electronic transmission from issuing institution or sealed envelope with issuing institution letterhead.

Transcript must contain official markings. (Examples may include, but are not limited to; stamped or embossed school seal, manual signature of school official, photocopy activated security paper, etc.)

Marion Technical College may choose to contact issuing institution directly via phone or email to verify information.

Marion Technical College may choose to contact the Department of Education in the state in which the issuing institution is located for further background and confirmation of accreditation.

Students who apply for admission and have not completed a high school diploma or GED must complete the basic skills assessment or submit standardized achievement tests such as the ACT or SAT.

College transcript. An applicant who has attended another institution(s) of higher education and wishes to transfer credit must submit an official college transcript for evaluation. International transcripts must be evaluated by an approved credential evaluation service and then submitted to the College.

Students who do not meet the general admission requirements, or students who have different circumstances or educational goals, may be admitted under one of the student admission classifications listed below.

(1) Transfer Student
(2) College Credit Plus
(3) Special Student
(4) Short term Student
(5) Returning Student

(a) A student who has not been in attendance for one year or more is required to update their student information by submitting a Returning Student Reactivation Form and participating in academic advising prior to registration.

(b) A student who has been dismissed for academic reasons must follow the procedures outlined in college policy related to reinstatement after academic dismissal.

(F) An applicant to a limited enrollment academic program must meet additional requirements for acceptance as specified in the College Catalog.

(G) Marion Technical College is not able to admit international students using the F-1 and M-1 visa. A student who is a non-immigrant and who is legally entering the United States for the purpose of a post-secondary education would be included in the F and M classifications. Visa classifications other than F and M may be eligible to attend under other student classifications.

PROCEDURE:

(A) The Office of Admission shall notify the applicant if his or her admission file is incomplete.

(1) If after two attempts the required information is not received, the Office of Admission may accept the student as a high school graduate or successful GED completer if so indicated by the applicant on his/her application for admission.

(B) The Office of Admission shall issue a written notice of acceptance to the College upon completion of admission requirements.

(C) The appropriate academic department director/dean shall issue the formal acceptance to limited enrollment programs when departmental requirements have been met.

PRIOR EFFECTIVE DATES: 9-19-00; 6-15-04; 5-3-16
PRIORITY:

(A) A student or prospective student who attended another higher education institution may apply for admission to Marion Technical College (MTC) as a transfer student. The student must complete the admission procedures outlined in the College’s admission policy.

(B) MTC adheres to the requirements and guidelines in the Ohio Articulation and Transfer Policy of the Ohio Department of Higher Education (ODHE), and in accordance with the Ohio General Assembly’s directive for evaluating transfer credit.

(C) Courses from institutions approved by recognized regional accrediting associations as listed in the Education Directory by the Department of Health, Education, and Welfare and the Guide to the Evaluation of Educational Experiences in the Armed Services shall be considered for applicable transfer credit. Credits from professional and specialized schools and programs may also be submitted for evaluation.

(D) In order to transfer credit, the student or prospective student must submit an official transcript(s) from other higher education institution(s) from which they wish to transfer credit. All transcripts are submitted to the Office of Student Records for a preliminary evaluation. Results of the preliminary evaluation are forwarded to the academic dean or designee to complete the official evaluation.

(E) There is no guarantee that all transfer credit is applicable toward degree or certificate requirements. Transfer courses are identified as “other” credit and appear on the student’s official MTC transcript.

(1) Approval of applicable transfer credits shall be at the discretion of the academic dean.

(2) Transfer courses must be completed at the “D” level or above. Certain degree programs may require a minimum grade of “C” for transfer credit. Additionally, courses completed satisfactorily on a pass/fail or satisfactory/unsatisfactory basis shall be considered.

(F) The minimum number of resident credit hours required for all associate degree and certificate programs is specified in College policy #580 – Graduation: Degrees and Certificates.

(1) Resident hours are defined as credit courses completed at MTC in which a grade of “A,” “B,” “C,” “D,” or “S” are earned. Other requirements for “D” grades remain in effect (e.g., those associated with prerequisite courses).
(G) Transfer Appeals Process.

(1) If a student or prospective student is not satisfied with the transfer evaluation of credits, they may meet with the academic dean or designee to attempt to resolve the issue.

(2) If the student is not satisfied with the transfer evaluation, the following appeals process shall be followed:

   (a) The student shall submit to the academic dean in writing an official appeal for the credits not transferred.

   (b) The academic dean will re-evaluate the transfer credits in dispute.

   (c) The academic dean will then respond to the student or prospective student in writing to explain why the credits were not accepted.

(3) The academic dean’s decision regarding the appeal concludes the appeals process.

PRIOR APPROVAL DATES: 9-28-99; 11-16-04; 2-2-17

Policy Owner: Director of Admissions
POLICY:

(A) Admission: The Admissions Office will maintain the admissions records for each College Credit Plus (CCP) student and, along with the CCP department, will communicate admissions requirements to the student.

(B) Acceptance: CCP students will be notified of acceptance into the program by the Director of Admissions. For any student that doesn’t meet the college-ready standard, but scores within the state’s Conditionally Eligible range, acceptance will be determined by the Director of Admissions or the Director of College Credit Plus, and in line with standards set by Ohio Revised Code (ORC) section 3365.

(C) Academic Advising: CCP students taking courses on the Marion Technical College (MTC) campus, including online courses, are required to participate in an advising appointment to develop a pathway that aligns future education goals.

(D) Basic Skills Assessment: The student must submit results of a nationally normed standardized test, and meet college-ready standards as outlined in ORC section 3365.03.

(E) Satisfactory Academic Progress: CCP students must adhere to all College policies related to academic practices.

(F) Degree and Certificate Requirements: All credits earned will be recorded on the student’s official MTC transcript and apply toward the appropriate MTC degree or certificate program(s). Upon high school graduation, the student may continue attendance at MTC by submitting a general student application for admission and comply with the appropriate admission requirements of the College. Upon acceptance, the student will be classified as a new student or first-time freshman.

(G) This policy adheres to guidelines established in Ohio Administrative Code (OAC) section 3333-1-65.3.

PROCEDURES:

(A) To apply for admission into the CCP program, a student must submit the following to the Admissions Office:

(1) Application for admission;

(2) Results of a nationally normed standardized test in accordance with ORC 3365 (e.g. ACT, ACCUPLACER, etc.).
(3) A copy of the student’s current high school transcript must be submitted if college-readiness standards are not met, or for perquisite placement.

(B) If the student is accepted, the Admissions Office will send written public notice to the student and their school district. Upon acceptance, the Admissions Office shall provide to the student:

(1) The name and contact information of the academic advisor assigned to the student;

(2) The advisor’s office hours and meeting scheduling process.

(C) If a student chooses to do so, they may meet with an admissions counselor to review MTC admission policies, explore MTC program options, and discuss specific limited enrollment program requirements.

(D) The student shall schedule a meeting with a first-year advisor. The student’s first-year advisor will register the CCP student for appropriate coursework. Students are responsible for managing their high school and college schedules, including communicating with their high school counselor about scheduling conflicts.

(E) The student may register for classes during standard MTC registration days, during or after their advising appointment.

(F) Fourteen days prior to the term’s start date, the CCP Department will send the student and the student’s parent/guardian a written notice indicating the student’s courses, hours of enrollment, and enrollment option elected by the student. The CCP department will also send electronic confirmation via email to the student’s MTC email account and high school counselor, principal, and superintendent. Additional enrollment notices are sent in accordance with ORC 3365.

(G) The CCP department will send grade reports to the student’s high school at the end of each term.

PRIOR APPROVAL DATES:
AP 412  Admission: Associate of Technical Study Degree Program (ATS)  Approved 1-21-03

POLICY:

(A) The Associate of Technical Study (ATS) degree program is an individually planned program of study designed to meet the specialized educational needs of individuals and employers that cannot be addressed through an existing degree program.

(B) The ATS program of study is developed by combining courses from at least two existing degree programs or majors. This combination of courses forms an area of concentration, which must be declared by the student. Each applicant can select from established ATS curricula as published in official College publications, or choose to personalize his/her program by developing a customized, individually planned curriculum.

(C) The ATS admission process must be completed before the student accumulates 60 credit hours of study, excluding college graduates, transfer students, and students who previously earned a certificate of proficiency. Remedial or other courses having numbers under “100” are not counted in the 60 credit hour rule.

(D) If the student develops an individually planned curriculum, the area of concentration and curriculum must be approved prior to acceptance into the program. Additionally, each student admitted to an individually planned program shall also conform to the general admission policy of the College.

PROCEDURES:

(A) The ATS applicant must meet the general admission requirements for acceptance into the College.

(B) The ATS applicant must complete and submit the ATS Application for Admission form, proposed individually planned curriculum (if required), and supporting documents as requested.

(C) Approved program proposals are assigned to a lead academic department based upon the major concentration of technical courses in the applicant’s curriculum.

(D) Each applicant shall be assigned a faculty advisor by the lead department dean/director.

(E) The lead department dean/director or faculty advisor will assist the applicant in developing and/or reviewing the ATS curriculum plan (if necessary).
The ATS Application for Admission and curriculum plan will be reviewed and approved by the appropriate department dean/director and the vice president of instructional services to ensure that degree standards are met, employment objectives are realistic, and the application meets the career and occupational objectives of the ATS degree.

Approved curriculum plans shall be forwarded to the Office of Student Records for review. Plans will be recorded into the student database or returned for corrections.

The department dean/director or faculty advisor shall notify the applicant of the status of his/her curriculum plan (if required) and acceptance into an ATS degree program.

PRIOR APPROVAL DATES: 6-29-99
I. DEFINITIONS

A. The term "College" means Marion Technical College.

B. The term "student" means any person registered for enrollment in a course/courses 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, newspapers, 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 Marion Technical College 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 Marion Technical College.

II. 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. Actions that warrant such charges include, but are not limited to:

A. 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 Academic Misconduct Policy AP521.)

B. Disorderly or Disruptive Conduct -- Disorderly or disruptive conduct that interferes with College authorized activities.

C. 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 as a result of recklessness or gross negligence.

D. 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.

E. 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.

F. **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.

G. **Unauthorized Presence** -- Unauthorized entrance or presence in any facility on College premises.

H. **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.

J. **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.

K. **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.

L. **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.

M. **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.

N. **Tobacco** -- Use of tobacco, in any form, in any building on campus.

O. **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.

P. **Pets** -- No pets are allowed in any campus building at any time (except those which provide assistance to disabled persons).
III. PROCEDURE

This procedure is used when a student is accused by another student, faculty, or staff member of violating a College policy, rule, or regulation. 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 Vice President 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 and sanctions are set by the Vice President 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.
IV. 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.

V. Disciplinary Sanctions

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

A. Dismissal. Permanent dismissal from the College.

B. Suspension. Dismissal from the College for a specified period of time.
   1. Indefinite Suspension. Dismissal from the College for not less than four full quarters.
   2. Suspension. Dismissal from the College for not more than three full quarters.
   3. Interim Suspension. Temporary suspension with a hearing to follow.
   4. 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.

C. 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.

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

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

F. Reprimand. An oral or written admonition issued by the Vice President resulting from the student’s misconduct/violation.

G. Removal of Privileges. A limitation on the student's right to participate in social or other activities, such as participation in any collegiate event/extra curricular activities or visiting the student lounge and/or recreation facilities.

H. Hold on Transcript. A sanction used until all monies, fines, etc. owed the College has been paid.

Effective: May 13, 2002
PRIOR APPROVAL DATE: April 18, 2000
AP 420  Student Disciplinary Action  

POLICY:

A student who violates the *Marion Technical College Code* may be subject to disciplinary action. In programs that include an employment internship, clinical experience, or other work-based learning, good standing with the employer is expected and is essential for continuation in the program. Students dismissed for disciplinary reasons are not entitled to a refund of fees. Regulations, terms, and definitions are described in the *Marion Technical College Code*.

PROCEDURE:

(A) This procedure is used when a student is accused by another student, faculty, or staff member of violating a College policy, rule, or regulation. 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.

(1) Complaint made.

(a) A complaint is made in writing to the Vice President of Student Services.

(b) 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.

(2) Administrative meeting.

(a) The student is presented with the charges and sanctions are set by the Vice President of Student Services.

(b) If the student does not admit the violation or accept the sanctions, the student may request that a Judicial Committee Hearing be scheduled.

(c) If the student fails to attend/respond to this meeting, charges and sanctions are presumed acceptable.

(3) Judicial Committee Hearing.

(a) This committee consists of two students and two faculty or administrators.

(b) The student is officially notified of charges, the alleged regulation
violated, witnesses, and the time of the hearing.

(c) The student may be found not in violation; if so, the case is dismissed.

(d) If the student is found in violation, sanctions are determined.

(e) If the student chooses to appeal, the College President may review the case.

(4) President's Review.

(a) The President may reverse or affirm the Judicial Committee’s decision.

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

(B) 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.

(C) The following administrative disciplinary action may be imposed upon students by the Vice President of Student Services and/or the Judicial Committee.

(1) Dismissal -- Permanent dismissal from the College.

(2) Suspension -- Dismissal from the College for a specified period of time.

(a) Indefinite Suspension -- Dismissal from the College for not less than four full quarters.

(b) Suspension -- Dismissal from the College for not more than three full quarters.

(c) Interim Suspension -- Temporary suspension with a hearing to follow.

(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.

(3) 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.

(4) Probation -- A student is subjected to a time period restriction, after which College authorities will determine if his/her behavior has improved.

(5) Restitution -- The student is held accountable for public or private property that
he or she damaged or destroyed.

(6) **Reprimand** -- An oral or written admonition issued by the Vice President resulting from the student’s misconduct/violation.

(7) **Removal of Privileges** -- A limitation on the student's right to participate in social or other activities, such as participation in any collegiate event/extra curricular activities or visiting the student lounge and/or recreation facilities.

(8) **Hold on Transcript** -- A sanction used until all monies, fines, etc. owed the College has been paid.

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

PRIOR APPROVAL DATES: 4-18-00
POLICY:

(A) Financial aid awards are made on the basis of financial need and/or academic performance. Both full-time and part-time students may be eligible to receive financial assistance.

(B) Marion Technical College (MTC) complies with all state and federal guidelines/regulations in awarding, processing, and disbursing financial aid.

(C) Application.
   (1) Students must complete the appropriate financial aid forms/applications:
      (a) Online Free Application for Federal Student Aid (FAFSA)
      (b) Scholarship Application (if applicable)
   (2) Students should complete the financial aid application process by May 1 to insure that all application materials are on file in the Financial Aid Office by June 1.

(D) Title IV eligibility.
   (1) To be eligible to receive Title IV, HEA Funds, a student must meet one of the following criteria:
      (a) High school diploma or GED; or
      (b) Home school – completed a secondary education in a home school setting that is treated as a home school or private school under state law and receive a home school completion credential.

PROCEDURE:

(E) Notice of award.
   (1) The College shall issue a financial aid award notice to each student based on his or her eligibility as determined by state, federal, and College guidelines.
   (2) Students who complete the financial aid application process and are determined to be ineligible are sent a letter informing them of their options for fee payment.

(F) Acceptance
(1) Enrollment for classes will constitute acceptance of financial aid. If a student wishes to decline aid, they must notify the Financial Aid Office in writing.

(G) Distribution of aid.

(1) Financial aid is applied directly to the charges on the student account.

(2) The Business Office will notify students by email when a loan disbursement is applied to their account. The student has the right to cancel the loan disbursement within 30 days. Loan cancellation may be made by completing a “Loan Cancellation Form” available in the Financial Aid Office. MTC is not responsible to return any loan funds that are applied and disbursed to the student prior to the date of the cancellation request.

(3) Financial aid that exceeds the cost of tuition and fees will be made available through the college bookstore vendor for a limited time at the beginning of each enrollment period. The balance after bookstore charges will be delivered to the student according to the published schedule for each enrollment period.

   (a) The Business Office will void any check issued to a student for any FSA program that is not cashed within 180 days of the date the check is issued. The student’s name and the FSA amount will be reported to the Financial Aid Office so that the funds are returned to the Department of Education prior to 240 days after the date the check is issued.

(4) The student must maintain satisfactory enrollment status to be eligible for his or her excess financial aid. Students who stop attending class and fail to return will not receive their excess financial aid.

(H) Students must comply with federal satisfactory academic progress regulations to continue receiving financial aid.

(I) The College shall retain student financial aid records/files for three years after the final year-end reports are complete.

(J) All cases of suspected fraud/criminal misconduct related to student financial aid shall be referred to the Office of Inspector General.

PRIOR EFFECTIVE DATES: 11-16-04; 11-17-09; 2-8-11; 1-4-12; 7-9-12
POLICY:

(A) The Higher Education Act (HEA) of 1965 requires institutions of higher education to establish minimum standards of academic progress for students receiving Title IV Federal financial aid funds. Students receiving financial aid at Marion Technical College must maintain satisfactory academic progress (SAP) in an eligible degree or certificate program. Federal regulations require a student’s entire academic record be reviewed for SAP, including terms in which financial aid is not received.

(B) SAP review.

The Financial Aid Office will review all three requirements of satisfactory academic progress for students receiving financial aid at the end of each academic term. It is the student’s responsibility to be aware of his or her SAP status for financial aid. If any one of the three requirements is not met, the Financial Aid Office will notify the student in writing of his or her financial aid warning or suspension status. Due to the limited time between terms, it is not always possible to notify a student of his or her warning or suspension status before the start of the subsequent term.

(C) SAP requirements.

A student shall be considered to be maintaining SAP if he or she meets all the following requirements:

(1) **Qualitative Requirement** – Maintain the required cumulative grade point average (GPA), AND

(2) **Quantitative Requirement** – Satisfactorily complete the necessary number of credit hours (67%) per term, AND

(3) **Maximum Time Frame** – Will graduate within 150% of the credit hours required to complete his or her program of study.

(D) Qualitative progress.

A student must maintain a 2.0 cumulative GPA as determined by the College to retain eligibility for federal aid.

(E) Quantitative progress.
A student must satisfactorily complete two-thirds (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 (failure non-attendance), W (Withdraw), U (Unsatisfactory), I (Incomplete)\(^1\) or R (Audit)\(^2\). For example, a student attempting 12 credit hours must complete 8 credit hours. The attempted credit hours include developmental coursework and hours the student may have attempted even if federal aid was not received.

(F) Maximum timeframe.

A student must complete his or her program of study within a timeframe not exceeding 150% (in credit hours) of the published program length. For example, for an academic program of 70 credit hours, the maximum timeframe for the program may not exceed 105 credit hours.

(1) Change major/degree. If a student changes majors, he or she is still required to complete the degree or certificate within the maximum timeframe. For SAP purposes, a student may only change majors one time.

(2) Second degrees. A student receiving federal student aid at MTC shall be limited to pursuing no more than two degrees at MTC. Seeking a second degree may cause the student to go directly into cancellation status, requiring an appeal and resulting in additional stipulations for the student.

(a) All credits attempted at MTC and those transferred in from other institutions must be included in the total number of credits attempted at MTC when calculating the credit hour completion ratio and the maximum timeframe calculation. The cumulative GPA will include all courses taken at MTC.

PROCEDURE:

(G) Consequences of not meeting SAP.

(1) 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 or she will be monitored during the next term of attendance. To regain SAP status, the student must satisfactorily complete all courses for which he or she is registered. Withdrawing from a course is not considered satisfactory completion.

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\(^1\)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.

\(^2\)Audits (R) - Audit courses receive no credit and do not influence GPA. They are not counted in credits attempted.
A student who is on financial aid warning and does not meet SAP will be suspended from federal financial aid.

(2) Financial aid suspension.

A student who does not meet SAP requirements after being placed on financial aid warning will have his or her financial aid suspended resulting in the termination of all financial aid. A student who has his or her financial aid suspended will be notified in writing and required to pay his or her tuition/fees. A student who is suspended may appeal his or her suspension.

(H) Appeal of financial aid suspension.

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), he or she may submit an appeal (in writing) of the suspension 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 Director. The student will be notified in writing of the action taken on his or her 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. A student may also regain financial aid eligibility by completing coursework at his or her own expense until all conditions of SAP are met.

(I) Approval of appeal.

A student on financial aid suspension whose appeal is approved will be placed on financial aid probation. A student on financial aid probation will be monitored to assure that all the conditions of SAP are met in the next term of attendance. If SAP terms are not met in the following term, the student’s aid will be suspended.

(J) Courses not covered for financial aid.

Some courses, although for credit, may not be eligible for federal aid grants. Only courses that are required for a student’s degree are covered for federal aid. For example, Human and Social Services (HSS) elective Nurse Aid Training (NUR1000) is not covered unless it is an approved elective for a student’s area of study. However, this course is eligible for direct student loans.

(K) Remedial (developmental) course.

A student not enrolled in an eligible program of study may not receive aid if taking solely remedial courses. A student may receive aid for up to 30 semester hours of remedial coursework if enrolled in an eligible program as a regular student. The remedial courses will be included in all SAP measurements.

(L) Attendance.

Owner: Director of Financial Aid
Attendance is monitored for the receipt of federal aid. A student not in attendance is subject to adjustments of his or her financial aid. A student who never attend class(es) is ineligible to receive aid for the class(es) in question. This includes an online class(es) where the student failed to submit assignments and/or tests to the instructor. Nonattendance could result in the student being required to repay all or part of the financial aid received.

(M) Repeated coursework.

A student receiving Title IV funding may be paid only once for repeating a previously passed course to improve his or her grade. A failed course may be repeated until it is passed as long as all conditions of SAP are still met and if allowed by the College policy on repeating courses.

(N) Definitions.

(1) Financial Aid Warning – A status the school assigns to a student who fails to make SAP.

(2) Financial Aid Suspension – A student who fails to make SAP while on warning or probation status, resulting in suspension of federal financial aid.

(3) Financial Aid Appeal – A process by which a student who has not met the school’s standards of satisfactory academic progress requests reconsideration of his or her eligibility for federal financial aid. All appeal decisions are final.

(4) Financial Aid Probation – A status the school assigns to a student whom the school identified as not meeting SAP and who has successfully appealed the school’s finding.

(5) Maximum Time Frame – A period that is not more the 150% of the published length of the academic program.

LEGAL REFERENCE: Higher Education Act (HEA) of 1965, as amended

PRIOR EFFECTIVE DATES: 4-15-97; 4-16-02; 4-11-11; 1-11-12; 10-29-12; 12-4-13
MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 432  Title IV Financial Aid Refunds

POLICY:

This policy conforms to the Federal Return of Title IV Funds (Section 668.22) regulations of the Higher Education Amendments of 1998. Title IV funds refer to the following federal financial aid programs: subsidized and unsubsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants and Federal SEOG, grants. Federal work-study funds are excluded from the refund calculation.

(A) Financial aid awarded for any enrollment period is to be used toward meeting the cost of attending Marion Technical College (MTC) for that period of time. A student who is awarded Title IV financial aid must earn his or her aid by (1) attending classes or (2) participating in the course through other methods specified in the course syllabus or otherwise communicated by the instructor. If a student withdraws from the College, changes academic status, or stops attending classes, financial aid may be recalculated based on the student’s new status and the date the change(s) was made.

(B) Changes in enrollment status.

(1) A student who drops a class(es) during the College refund period shall have his or her tuition and fees returned to the source from which they came.

(2) If a student changes his or her enrollment status during the 100% refund period, the student’s financial aid award will be re-computed. A re-computation may result in the student owing money to the financial aid fund. (For example, if a full-time student drops to a half-time student status, a re-computation would be performed based on the student’s new status. The student would owe the difference between the new award and the original amount received).

(3) Changes made on or after the 100% refund period will not be recalculated.

(C) Withdrawal or non-attendance.

(1) Within 45 days following the date the College determines a student has withdrawn, a student who received Title IV federal student aid (Pell grant and direct student loans) and withdrew from or stopped attending all classes shall have his or her refund calculated on a federal formula based on the last day of attendance in the enrollment period.

(2) A student who completed at least sixty percent (60%) of the length of the course is considered to have earned his or her Title IV funds. No refunds are calculated after sixty percent (60%) of the enrollment period has been completed.
(3) A student may be responsible for repayment of tuition and fees as well as his or her cash disbursement if he or she withdrew or stopped attending before at least sixty percent (60%) of the enrollment period is complete. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

(4) Refunds and/or repayments are returned to the source from which they came.

(D) Prior to the distribution of excess financial aid, the College may administratively withdraw financial aid recipients for non-attendance.

(E) The date of drop or withdrawal is based on the last date of attendance indicated by the instructor. Instructors must indicate a last day of attendance for any student who receives an “F” or “U” because of non-attendance.

(F) Future financial aid, registration, and grades/transcripts shall be withheld until repayment is made.

PROCEDURES:

(A) The Financial Aid Office reviews the attendance recorded by instructors as of the fifteenth day of the enrollment period.

(B) The Financial Aid Office shall calculate refunds based on reports received from IT and notify the student of any necessary repayment.

(1) The student is instructed to make repayment to the Business Office.

(2) Refunds and/or repayments are applied to federal financial aid accounts in the following order: (1) unsubsidized direct loan; (2) subsidized direct loan; (3) Pell grants.

(C) Direct student loan refunds are returned to the lender from which the funds were disbursed if the student has dropped below six (6) credit hours.

PRIOR EFFECTIVE DATES: 5-18-04; 11-17-09; 2-08-11
AP 433  MTC Scholarships  Established 2-8-11
Approved 12-21-18

POLICY:

(A) Marion Technical College shall make scholarship opportunities available for its students. Scholarships are awarded on an "as funds are available" basis.

(B) Scholarship awards can be based on a variety of criteria, such as academic performance (cumulative grade point average based on a 4.0 scale), demonstrated financial need, academic major, and/or other criteria.

(C) The Financial Aid Office shall be responsible for administering the College scholarship program and ensure appropriate information about scholarship opportunities is made available to all current and prospective students.

PROCEDURE:

(A) Eligibility.

(1) A student must be registered for at least six credit hours and maintain satisfactory academic progress in accordance with College policy.

(2) Scholarships made possible by outside sources may vary in qualifications and dollar amounts.

(B) Application.

(1) The student must submit a scholarship application in accordance with the Financial Aid Office by the posted deadline. Applications received after this date will not be considered.

(2) The student must complete and submit the FAFSA prior to the scholarship deadline.

(3) For a student with less than 12 cumulative credit hours at MTC, his or her high school or previous college transcript must be on file with the College.

(4) The student is expected to notify the Financial Aid Office of any other scholarships received from any other source(s).

(5) The student must reapply each academic year in order to be considered for a scholarship the subsequent academic year.

(C) Scholarships are awarded beginning August 1 for the subsequent academic year.
(D) The Financial Aid Office shall notify the student of any scholarship awarded.

PRIOR EFFECTIVE DATES: 2-8-11
PROMIN TECHNICAL COLLEGE
ADMINISTRATIVE PROCEDURES

AP 434 Student Employment

POLICY:

(A) The purpose of student employment is to assist in meeting the needs of Marion Technical College (MTC), provide MTC students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative work experience.

(B) A student employee is defined as an individual who is:

(1) Enrolled at MTC on a full-time or part-time basis and is not otherwise a regular exempt or non-exempt employee.

(2) Appointed to a position designated as student employment.

(3) Associated with MTC in the pursuit of an academic degree or certificate.

(C) MTC maintains a distinction between student employment and regular employment. These distinctions may include but are not limited to the nature of work, hours worked, rate of pay, and benefit eligibility.

(D) In general, student employment positions are, by nature, both temporary and part-time employment and may end at any time without notice.

(E) Student employees are paid through the Human Resources (HR) payroll system, which requires direct deposit.

(F) Before a student employee may start to work for MTC, all necessary employment and payroll documents must be completed and approved by HR.

(G) The Financial Aid Office shall administer all student employment. Any department that intends to hire a student employee should contact the Financial Aid Office to determine if the student is receiving financial aid or may be eligible for work-study funds.

(H) In order to be considered for student employment, a student must complete a Student Employment Application, available from the Financial Aid Office, and the Free Application for Federal Student Aid (FAFSA) each academic year. Federal work-study eligibility is determined each year by the Financial Aid Office based upon the student’s FAFSA results.

(I) Qualified students will be considered for available student employment positions according to the following guidelines:
(1) When possible, first priority is given to students eligible for federal work-study funds.

(2) Second priority is given to students eligible for College-administered financial aid after work-study funds have been exhausted.

(3) Students who are not eligible for financial aid but have applied for employment will be considered for positions after students eligible for federal work-study funds.

(J) General provisions.

(1) A student employee is required to enroll in a minimum of six (6) credit hours for fall and spring term.

(2) A student employee enrolled in less than six (6) credit hours during summer term must pay into the School Employees Retirement System (SERS). A student employee enrolled in more than six (6) credit hours has the option of contributing to SERS. Payment into SERS is required during college breaks of more than five weeks.

(3) A student employee must be attending classes or be (or plan to be) registered for the subsequent academic term in order to work during break periods (i.e., summer, winter, spring break, etc.).

(4) A student employee may work a maximum of eight (8) hours per day. No student employee shall work more than 20 hours per week during the academic term. During breaks, a student may work a maximum of 29 hours per week. No student may work more hours than scheduled by the student’s MTC supervisor.

(5) A student employee may not continue employment after earning his or her work-study award dollar maximum, unless approved by the Financial Aid Office.

(6) Student employees shall be paid an hourly wage established by the College. This wage shall be at least equal to the current minimum wage. Student employees are not paid for holidays or when the College is closed due to emergency/weather conditions.

(7) All student employees must comply with the College’s Student Employee Guidelines.

(8) There is no formal or written student employment evaluation given; however, supervisor guidance is strongly recommended in order for the student to gain employment experience and knowledge.

(9) A student must resubmit a student employee application to Financial Aid each
academic year, even if they have previously been employed by the College.

(K) Leaving employment.

(1) A student employee who resigns, is terminated, or whose employment otherwise ends, shall receive wages due for services rendered. The supervisor will notify HR of the student’s last day of work.

(2) A two-week advance notice for resignation is expected from a student employee.

(3) A student employee may be terminated at any time.

PROCEDURES:

(A) To hire a student employee, the supervisor shall:

(1) Notify the Financial Aid Office of the needed qualifications for the position. The Financial Aid Office will forward applications with the appropriate qualifications to the supervisor for consideration. A request for the job to be posted may be submitted to the Office of Career Services and Student Life.

(2) Interview and select a student and notify the Financial Aid Office of the selection. The Financial Aid Office shall confirm work-study eligibility and enter required information into PowerFAIDS. The Financial Aid Office provides and collects from the student all necessary completed hiring forms, payroll forms, and the Student Employee Guidelines Acknowledgment Form. Hiring forms, including payroll forms and the Employee Guidelines Acknowledgment Form, are submitted to HR.

(3) Verify the number of hours worked, sign the student’s time sheet, and instruct the student employee to submit the signed time sheet to HR on the appropriate days. The supervisor's signature verifies that the student has worked the hours reported and work has been performed satisfactorily.

(B) A student employee in need of workplace accommodations for a disability should contact HR.

PRIOR EFFECTIVE DATES: 11-19-02; 11-17-09; 7-18-14
Upon accepting employment with Marion Technical College, student employees agree to comply with the following federal and institutional guidelines:

**Work Limits and Academic Requirements**

- A student may work no more hours than scheduled by his/her supervisor and/or the Financial Aid Officer. Students should not work more than 20 hours per week during periods when classes are in session and no more than 40 hours per week during break periods. A student employed under the federal work study program will find the hours and the maximum dollar award on their Financial Aid Award Notice.

- A student employee enrolled in less than six (6) credit hours during any academic term must pay into the School Employees Retirement System (SERS). A student employee enrolled in more than six (6) credit hours has the option of contributing to SERS. Payment into SERS is required during college breaks of more than five weeks.

- A student may work during vacation and break periods with the approval of the supervisor and/or Financial Aid Officer contingent upon the student’s registration for the subsequent academic quarter.

- A student employee is expected to maintain satisfactory academic progress, per AP 431 – Financial Aid: Satisfactory Academic Progress, which may be found in the student handbook and on the College website.

**Payroll Procedures**

To initiate active payroll status, students must complete the following forms within 3 days of employment:

1. Student appointment/verification form
2. Federal & State Tax Withholding
3. Payroll Change Form

- Students are expected to accurately record time worked on their time sheet and submit to the supervisor for approval each pay period.
- It is the student’s responsibility to submit their signed time-sheet to Payroll by the due date listed for each pay period.
- The hourly wage rate for student work is established annually by the college and is at least equal to the current minimum wage.
- Paychecks are direct deposited on the 15th and the last day of each month.
Performance Standards

While employed with Marion Technical College, students are expected to adhere to the following minimal work performance standards:

- be punctual and reliable (Students are required to notify their supervisor by phone of any unscheduled lateness or absence from work within one hour of their scheduled start time.)
- report to work prepared to perform assignments without external interference and/or distraction (e.g. minor children, inappropriate socialization, unrelated projects etc.)
- prearrange work days and hours with supervisor
- obtain supervisor’s prior approval for absences from work (other than emergencies).
- perform assigned tasks in accordance with established standards of productivity, accuracy, & quality
- maintain confidentiality of all student and employee information/records.
- maintain an appearance and conduct which is appropriate to the assigned work setting.
- follow College policies and procedures as prescribed by supervisor (ex. personal use of college property and equipment, etc.)

Employment Status

All student employees are considered at-will and employment may be terminated at any time by either party.

Student workers are able to apply to job postings for regular MTC employment as long as they meet the qualifications of the position(s).

Reporting Requirements

A student must report the following to the Financial Aid Office:

- Change in course load (adding or dropping a class)
- Change of name, address, number of dependents
- Significant increase or decrease in financial resources

Compliance

Failure to comply with the above mentioned guidelines may result in:

- Termination of employment
- Delay of pay
- Repayment of unauthorized pay
Student Employee Acknowledgment
(Return signed form to the Human Resources Office)

I hereby acknowledge that I have read and understand the Marion Technical College Student Employee Guidelines. I have been provided a copy of these guidelines and agree to adhere to the provisions contained therein.

_________________________   _____________
Signature of Student Employee     Date

_________________________
Student Employee Name (Please Print)

**This form is to be retained by the Human Resource Office in the student employee file.**
Upon accepting employment with Marion Technical College, student employees agree to comply with the following federal and institutional guidelines:

**Work Limits and Academic Requirements**

- A student may work no more hours than scheduled by his/her supervisor and/or the Financial Aid Officer. Students should not work more than 20 hours per week during periods when classes are in session and no more than 40 hours per week during break periods. A student employed under the federal work study program will find the hours and the maximum dollar award on their Financial Aid Award Notice.

- A student employee enrolled in less than six (6) credit hours during any academic term must pay into the School Employees Retirement System (SERS). A student employee enrolled in more than six (6) credit hours has the option of contributing to SERS. Payment into SERS is required during college breaks of more than five weeks.

- A student may work during vacation and break periods with the approval of the supervisor and/or Financial Aid Officer contingent upon the student’s registration for the subsequent academic quarter.

- A student employee is expected to maintain satisfactory academic progress, per AP 431 – Financial Aid: Satisfactory Academic Progress, which may be found in the student handbook and on the College website.

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While employed with Marion Technical College, students are expected to adhere to the following minimal work performance standards:

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- report to work prepared to perform assignments without external interference and/or distraction (e.g. minor children, inappropriate socialization, unrelated projects etc.)
- prearrange work days and hours with supervisor
- obtain supervisor’s prior approval for absences from work (other than emergencies).
- perform assigned tasks in accordance with established standards of productivity, accuracy, & quality
- maintain confidentiality of all student and employee information/records.
- maintain an appearance and conduct which is appropriate to the assigned work setting.
- follow College policies and procedures as prescribed by supervisor (e.g., personal use of college property and equipment, etc.)

Employment Status

All student employees are considered at-will and employment may be terminated at any time by either party.

Student workers are able to apply to job postings for regular MTC employment as long as they meet the qualifications of the position(s).

Reporting Requirements

A student must report the following to the Financial Aid Office:

- Change in course load (adding or dropping a class)
- Change of name, address, number of dependents
- Significant increase or decrease in financial resources

Compliance

Failure to comply with the above mentioned guidelines may result in:

- Termination of employment
- Delay of pay
- Repayment of unauthorized pay
Student Employee Acknowledgment
(Return signed form to the Human Resources Office)

I hereby acknowledge that I have read and understand the Marion Technical College Student Employee Guidelines. I have been provided a copy of these guidelines and agree to adhere to the provisions contained therein.

_________________________________   _____________
Signature of Student Employee     Date

_________________________________
Student Employee Name (Please Print)

**This form is to be retained by the Human Resource Office in the student employee file.**
AP 435  Emergency Student Loan  Approved 11-21-12

(A) An emergency student loan may be granted to Marion Technical College students to provide a means of financial assistance for a short period of time as determined by the Financial Aid Office.

(B) The maximum loan available is three hundred dollars ($300) per term. Each loan shall be assessed a $20 non-refundable service charge.

(C) The Financial Aid Office will accept emergency loan applications each academic term beginning on the first day financial aid credits are available in the bookstore through the ninth week of the term. A student may receive only one emergency loan each academic term.

(D) Eligibility.

(1) In order to be eligible for an emergency student loan, a student must:

(a) Be in good academic standing according to the College policy on satisfactory academic progress.

(b) Be registered for at least four (4) credit hours of classes at MTC.

(c) Have attended more than one academic term.

(d) Be in need of financial assistance and present such verification, if requested.

(e) Have no outstanding financial obligations to the College.

(f) Have met the terms of all pertinent College financial assistance programs.

(2) Priority for loans will be given to students who have previously attended MTC and/or those who are awaiting funds from an outside source.

(E) Repayment.

(1) Payment shall be made to the Business Office.

(2) Payments may be made throughout the loan period.

(3) The loan balance and service charge must be paid on or before the due date specified on the student’s promissory note.

(4) For emergency loans issued before the distribution of excess financial aid
funds, the amount of the loan will be deducted from any funds due the student.

(F) Penalties for late payment.

(1) If the loan is not paid by the due date, the College shall place a hold on the student's transcript and prohibit future registration at the College. The student will be ineligible for future loans or other College-based financial assistance and may not register for future classes until the loan is repaid.

(2) A penalty fee of five dollars ($5) shall be assessed for each month (or part thereof) the student is delinquent in repaying his or her loan. No penalty fee is charged if payment is received up to ten (10) days after the due date.

(3) Loans unpaid 45 days after their due date shall be turned over to the Ohio Attorney General for collection.

PROCEDURE

(A) The student shall have an interview with a Financial Aid Officer to determine the student’s eligibility.

(B) If eligible, the student will sign and receive a copy of the promissory note specifying the amount, conditions, and due date of the loan.

(C) The Business Office shall issue the student a reminder 30 days prior to the loan due date and inform him or her of the penalties for late payment.

PRIOR EFFECTIVE DATES: 3-21-07; 11-17-09; 2-8-11
POLICY:

(A) Purpose – The purpose of this policy is to provide a method of due process for the resolution of problems between students and Marion Technical College, or a person(s) acting for the College. These procedures are designed to afford simplicity, speed, and high standards of fairness to all students.

(B) Definitions:

(1) A “grievance” is defined as a claim or assertion of a violation of: (1) a College policy; (2) an administrative procedure; (3) an administrative rule or regulation; or (4) a State statute.

(2) A “formal complaint” is defined as a written complaint that is signed by a student and addressed to and received by the President, Chief Academic Officer, Chief Finance Officer, academic department deans or directors, or administrative department directors.

(3) A “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.

(C) Coverage – These procedures apply to any grievance or complaint that may arise in matters of general administration and matters involving rights that directly affect the personal interests and well being of students that are not covered under the Harassment/Discrimination Policy.

(1) Grievances or complaints that do not directly involve the personal interests and well being of a student, and which are not otherwise covered by these procedures, should be referred to the Dean of Enrollment Services.

(D) Exclusion – All action involving dissatisfaction with grades are excluded from the scope of this policy. However, other academic related appeals not directly related to grades (e.g., cheating/plagiarism) are within the scope of this policy.

(E) Eligibility – A student believing that he or she has a legitimate claim arising from the action of a person(s) acting for the College may file a grievance or complaint under these procedures. The Dean of Enrollment Services shall serve as advisor/interpreter of all matters pertaining to this policy.

(F) Interpretation of Coverage – Where a dispute exists whether a particular matter is subject to coverage by these procedures, the College reserves the right to make the
final judgment on that question through the President. However, no individual shall be restrained, coerced, interfered with, discriminated against, or in anyway treated prejudicially, in regards to the exercising of his or her full rights under the law or these procedures.

**PROCEDURES:**

(A) 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 or complaint in writing (or by completing a grievance form) and submitting 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 10 class days forward the written grievance or complaint and department head’s decision to the area vice president for consideration. The area vice president shall provide the student with his or her written decision within 20 class days of receiving the complaint or grievance form.

- **Step 4.** Within 10 class days of receiving the written disposition from the vice president, 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 President. The review shall take place within 20 class days after it is requested.

- **Step 5.** The 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.

(B) The number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. However, the time limits may be
extended by mutual written consent. Class days as used in this policy means days exclusive of weekends and holidays.

(C) With respect to all grievances:

(1) If the grievance resulted from a violation of policies or laws, the recipient of the grievance shall bring the matter to the attention of the appropriate official, who shall take steps to enforce the policies or laws and to resolve the grievance.

(2) If the grievance involves a question of judgment or opinion not covered by College policies or laws, the appropriate official shall counsel with the student and person against whom the grievance is made or College representative to resolve the grievance, if possible.

(3) Any retaliatory action shall be considered a separate and distinct grievance.

(D) A summary of the records dealing with the grievance shall be filed in a separate student file and, upon request, all supporting documents and communications may be included.

(E) The President’s Office will keep a record of all formal, written student complaints received by the College.

(F) Information pertaining to student grievances and complaints must be shared with institutional accrediting agencies. Appropriate measures will be taken to preserve student privacy and ensure anonymity for complainants.

(G) College representatives who receive a complaint as defined within this policy are required to submit information to the President’s Office for the official Record of Student Complaints.

(H) The records and disposition of any formal complaint or grievance will be maintained separate from academic records in the President’s Office for a minimum of three (3) years.

PRIOR APPROVAL DATES: 6-16-98
Policymaking:

(A) Marion Technical College, through its Career Services Program (MTC Works), offers services for those who need assistance selecting a career or college major. In addition, MTC Works is designed to assist students and alumni in their search for employment. However, students and alumni maintain overall responsibility for their career choice and job search. Limited services are also available to members of the community not attending MTC.

(B) Participation in MTC Works is voluntary, but each individual seeking assistance is encouraged to complete the registration process located on the MTC Works web page. MTC Works Career Services is operated by the MTC Works Steering Team through cooperation with the Student Services and Instructional Services areas. Each area designates two staff/faculty members to serve on the Team.

(C) MTC Works Career Services at Marion Technical College (MTC) makes no representations or guarantees about positions or events listed on its website or physical bulletin boards and is not responsible for the safety, wages, working conditions or other aspects of employment. MTC makes no specific or implied guarantees of employment as a result of obtaining a degree or the taking of any courses. It is the responsibility of the student, alumnus, or community member to take all necessary precautions when interviewing for or accepting any position. He or she is solely responsible for obtaining or confirming any necessary information concerning an employer.

(D) The MTC Works Career Services is committed to and shall support all affirmative action regulations/equal opportunity laws of federal, state, and other government agencies.

Procedure:

(A) Individuals in need of assistance selecting a college major or career may participate in online MTC Works Career Services and/or meet with a career counselor or advisor. Interest inventories and related services are available to assist in making decisions.

(B) For students or alumni seeking employment assistance, MTC Works maintains a database of registered students, alumni and community members, resumes of registered participants, job opening postings and related services. These services are provided through the College Central Network (CCN) online system.

(C) Students seeking employment assistance should complete the registration process with MTC Works at least six months prior to graduation or the time they wish to be employed.

(D) Registered students will be asked to develop and post an approved resume. In addition, registrants will be notified of job openings submitted by employers. Job openings will be
posted online as well as on physical jobs boards. Other services are available as defined on the MTC Works home page and the official program brochure.

(E) Employers may post jobs and request resume copies of registered MTC Works participants. Job matching and candidate referrals are available upon request.

(F) MTC reserves the right to destroy inactive MTC Works participant records and resumes after 18 months of inactivity, unless notified by the participant that they wish to remain active.

(G) Students and alumni may meet with a MTC Works staff member for personal assistance in developing a job search campaign, writing a resume, improving interview skills and related job search strategies.

(H) Additionally, MTC offers services to assist students seeking transfer or additional education options for advanced education upon graduation.

PRIOR APPROVAL DATES: 2-20-96; 4-16-02
POLICY:

(A) Student education records obtained or created by Marion Technical College are the property of the College. The Family Education Rights and Privacy Act (FERPA) U.S.C. Section 1232g; 34 CFR Part 99 affords students’ rights with respect to these education records. These rights are:

   (1) The right to inspect and review their education records.

   (2) The right to seek to amend their education records.

   (3) The right to have some control over the disclosure of information from their education records.

   (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

(B) Students shall be notified of these rights in the Student Handbook.

(C) Definitions.

   (1) Student – individual who is attending or has previously attended credit classes at the College.

   (2) Education record – record maintained by the College that contains information directly related to a student.

   (3) Directory information – data or information not generally considered harmful or an invasion of privacy if disclosed, i.e., name, address including county, email address, telephone number, field of study, dates of attendance, designation of full- or part-time status, degrees, and awards received including dean’s list and photographs.

   (4) School official – a person employed by the College in an administrative, academic, or professional 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 College’s offices.

   (5) Legitimate educational interest – reviewing an education record in order to fulfill a professional responsibility.
(D) The right to inspect and review their education records.

(1) A student may have access to their education records except as limited under section 99.12 of 34 CFR Part 99 by submitting a written request to the Office of Student Records (OSR).

(2) The OSR will make arrangements for access and notify the student of the time and place where the records may be inspected. If the office does not maintain the records, the student will be notified of the office maintaining the requested records for review.

(3) The College will comply with the request in a timely manner but no later than 45 days business days after receiving the request. Copies will only be made when 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. The College follows a retention schedule for destruction of records but shall not destroy records if a request for access is pending.

(E) The right to seek to amend their education records.

(1) A student may ask to amend a record they believe is inaccurate or misleading by:

(a) Submitting a request in writing to the appropriate administrator stating the specific information in question and the reasons for the challenge.

(b) The administrator will review the request and notify the student of the decision.

(c) If the record is not amended, the administrator will advise the student of their right to a hearing regarding the request for the amendment, along with information regarding the College’s hearing. This procedure shall not be used when disputing grades.

(F) The right to have some control over the disclosure of information from their education records.

(1) A student may allow access to their records by signing and dating a written consent form.

(a) The form must state what records may be disclosed, the purpose for the disclosure, and identify the party or class of parties to whom disclosure may be made.

(2) The College may disclose directory information and data without prior consent from the student. Should a student wish not have these items disclosed, they
may notify the College by changing the directory access code during the registration process each term or by notifying the OSR in writing at any time.

(3) The College also discloses without consent student education records to school officials with legitimate education interests.

(G) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

(1) A student should contact the OSR if they believe that FERPA is not being followed.

(2) The OSR will review the allegation and notify the student of its findings.

(3) A student may also file a complaint with the U.S. Department of Education by writing to:

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

(H) The complete version of the Privacy Act is available online at
https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=34:1.1.1.1.33

PRIOR APPROVAL DATES: 11-21-97; 10-21-03

Web link updated 8-1-17
POLICY:

(A) Each term students will select the specific courses and sections for which they want to register, complete the necessary forms (if applicable), and pay the appropriate tuition and fees. Depending upon the program, the courses may be pre-selected for the student.

(B) A student may register for a course at any time prior to the first class session for the course section. A student who wishes to register for a course after the first class session must receive approval from their advisor and the course instructor. Additional information about registering for a course is available on the college’s website.

(C) Any student who does not pay the applicable tuition and fees by the payment due date, specified on the MTC calendar, will be assessed a one-time $100 late payment fee; this fee is non-refundable.

(1) A student on a deferred payment plan (DPP) at the time of the payment due date is not subject to a late payment fee.

(2) A student assessed a late payment fee may choose to enroll in a DPP, after the late fee has been assessed. The student must still pay the late fee, however the standard $35 DPP service fee will be waived. The late fee will be included throughout the payment installments of the DPP.

(3) A student already registered for courses and with no balance due will not be assessed a late payment fee if an additional course, or courses, are added after the payment due date. The student will have until the census date (15th day) to pay the tuition and fees associated with the added course(s).

(4) A student registering for a course, or courses, after the payment due date is expected to pay for all tuition and fees, or enroll in a DPP, by the following Friday. If payment is not received by close of business on that Friday, the student will be assessed a late payment fee.

(5) Active military and veteran students are exempted from the late payment fee.

(D) Any student, not on a DPP, with a monetary debt due to MTC by the census date (15th day) will be dropped from all courses for the term and issued a refund, as applicable.

(E) A student who owes Marion Technical College (MTC) a monetary debt from a previous term will not be permitted to register for courses or obtain official transcripts until the

Owner: Registrar
balance is paid in full.

(1) Students participating in a deferred payment plan shall not have their accounts or transcripts held until the registration period for the subsequent academic term.

PROCEDURES:

(A) Registering for a course or section:

(1) All new students and all students with fewer than nine (9) credits earned must see a First-Year Advisor, unless assigned to a program/faculty advisor, before registering. The student must follow admission and advising procedures before registering for classes.

(2) Current/continuing students with nine (9) or more credits earned should register online through the Self-Service portal whenever possible, in accordance with their academic plan. Students who have not yet registered by the first week of classes must register with an advisor in the Student Resource Center or the Office of Student Records (OSR), as online registration will be disabled. Students will only be able to add courses that have not yet had their first class meeting.

(3) Students who wish to add a course after the first course meeting must complete the Late Add form and submit it to the OSR by the last day to add for the term (refer to MTC calendar). The student must get approval from both their advisor and the course instructor, as detailed on the Late Add form.

(4) Online courses can be added up until close of business on the third day of the term (Wednesday at 5 p.m.) without advisor/course instructor approval.

(5) Procedures for registration at off-campus sites (e. g. high schools, industry, prison) may vary as needed to accommodate students at the sites.

(B) Late payment fee:

(1) The Business Office is responsible for assessing the late payment fee as applicable after the term’s payment due date.

(2) Any student applying for federal financial aid will have their circumstance reviewed on a case by case basis to determine if a late payment fee is warranted. All determinations will be made by the Financial Aid Office.

(3) The OSR will drop all students with a remaining monetary balance, except students on a DPP, as determined by the Business Office after the census date (15th day).

Owner: Registrar
(4) Waiving of the late payment fee for extenuating circumstances is reserved to representatives of the Business Office and Financial Aid Office.

(C) Holds for non-payment of prior debts:

(1) The Business Office shall inform a student who owes money that registration for the following term will not be accepted until the monetary debt in question has been paid in full.

(a) A student with a debt shall not be able to receive an official transcript from the OSR until the monetary debt has been paid in full.

(2) The Business Office shall contact a student regarding a refund repayment, past due emergency loan, or overpayment of financial aid.

(3) Written notices of an outstanding balance shall be mailed to the last known address of the student and/or delivered in person when a student registers for the following term.

(4) A student account with a balance 90 days past due will be turned over to the Ohio Attorney General’s Office for collection.

PRIOR APPROVAL DATES: 11-16-99; 4-15-03
AP 474  Class Registration Change  Approved 1-24-17

POLICY:

(A) A student may drop or add a class or classes by completing the appropriate class registration change form available from the Office of Student Records.

(1) A student may add a class or classes through the fifth class day of the term.

(2) A student may drop a class or classes through the tenth class day before the end of the term.

(B) A student dropping a class or classes is subject to the following transcript indication:

(1) No indication of course registration is recorded on the student’s transcript when the student drops on or before the fourteenth calendar day after the first day of classes.

(2) On the fifteenth calendar day after the first day of classes and thereafter through the tenth day before the end of the term the student will receive a “W” on his or her transcript.

(3) In the case of a student’s death prior to the tenth class day before the end of the term, the student will receive a “W” on his or her sealed transcript. If a student dies after the tenth day before the end of the term, the student will receive the grade he or she was earning.

(4) A “W” is recorded on the student’s transcript; however, it has no effect on the student’s computed grade point average.

(C) After the tenth class day before the end of the term, no drop forms will be accepted.

(D) All dates are determined by the day the form is postmarked or received in the Office of Student Records.

PROCEDURES:

(A) A student dropping or adding a class or classes completes the appropriate class registration form.

(B) The completed form is signed and dated by the student and acknowledged by a College representative. The student is given his or her copy.

(C) The Office of Student Records retains a copy of all forms and distributes other copies to the Academic Area and Business Office.

PRIOR EFFECTIVE DATES:  4-21-98; 11-19-02
AP 475  Section Transfers  Approved 1-24-17

POLICY:
A student may change sections of courses after the drop/add period by completing a section transfer authorization form. Transferring may be done after the fifth class day through the tenth day before the end of the term with permission of the instructor and the signature of the department dean or director.

PROCEDURES:
The student shall complete a section transfer authorization form. He/she will have the new instructor and the department dean or director sign the form. The Office of Student Records retains the original and distributes other copies to the academic area.

PRIOR EFFECTIVE DATES: 4-15-97; 1-15-02
POLICY:

(A) The primary purposes of an individualized study course are to provide:

(1) Opportunities for above average students for advanced, special, or interdisciplinary studies.

(2) A method for transfer students to complete credit hour deficiencies.

(3) A way for returning students to demonstrate knowledge required for continuation in a specific program.

(4) An alternative for a student to meet graduation requirements for a particular course or complete a residual number of credit hours.

(B) The individualized study course is not for use when the objectives to be accomplished involve a significant amount of laboratory work that requires supervision, to qualify students for grants or other funding sources, or as a developmental course for an unprepared student.

(C) A maximum of six (6) credits of individualized study may be applied towards a degree. Any exception to this limit must be approved by the Chief Academic Officer.

PROCEDURES:

(A) Before a student may register for or add an individualized study to his or her schedule, the student must:

(1) Contact the department dean to be assigned a sponsoring faculty member to serve as the learning supervisor for the individualized study plan.

(2) Agree upon the scope of the individualized study the sponsoring faculty member has outlined in the syllabus. The individualized study plan outlines the learning outcomes, course objectives, laboratory/clinical requirements, and evaluation criteria.

(a) The number of credit hours shall be determined based on the learning outcomes in alignment with Ohio Department of Higher Education’s standards for contact hours.
(b) The student and faculty member(s) shall establish regular meeting times for the purpose of monitoring and evaluating the student’s progress.

(3) The syllabus must be attached to the Individualized Study Plan, signed by both the faculty sponsor and student, and submitted to the appropriate dean and the Vice President of Academic Affairs and Student Services for approval.

(4) The approved Individualized Study Plan is forwarded to the Office of Student Records.

(5) The Office of Student Records enters the course into the Management Information System.

(B) Upon completion of required course work, the final grade shall be reported as satisfactory (“C” or higher) or unsatisfactory (“D” or “F”).

(C) Documentation of student/instructor meetings and attendance, a copy of all reports, quizzes, tests, laboratory or clinical evaluations, and the instructor’s written final evaluation, etc., shall be retained by the faculty supervising the individualized study per normal procedure for records retention.

PRIOR APPROVAL DATES: 1-21-03
AP 477  Audit

POLICY:

A student who desires to take a course without credit may choose to audit the course by completing an "Audit" request form and submitting it to the Office of Student Records.

PROCEDURES:

(A) A mark of "R" for Audit is recorded on the student's permanent record for the course. The symbol "R" is explained in the grade legend.

(B) Course work audited is not included in the computation of the cumulative point average and is not applicable toward completion of graduation requirements.

(C) The student may request that a change be made from audit to credit or credit to audit. Such a change may be made on or before the fifteenth calendar day of the term by completing the "Audit" request form.

(D) The regular per credit hour fee and applicable technology, laboratory, and/or other fees will be charged for Audit courses.

(E) The auditing student is entitled to the instructional service normally provided to credit seeking students in the class.

(F) The Office of Student Records will notify instructors after the 15th calendar day of the academic term with a copy of the Audit Request Form.

PRIOR APPROVAL DATES: 4-15-97, 1-15-02
POLICY:

(A) Marion Technical College (MTC) is committed to helping students be successful and on track to complete their educational goals. On occasion, it may be in the best interest of the student to withdraw from or be withdrawn from a course before the end of the term.

(1) Administrative Withdrawal

(a) Students with documented, extenuating circumstances, including medical emergencies, may be eligible for an administrative withdrawal by the appropriate academic director or dean before the last official day of the semester. Students are encouraged to contact their academic director or dean to discuss their concerns.

(b) An “AW” carries no credit points and is not computed into a student’s cumulative GPA.

PROCEDURES:

(A) Administrative Withdrawal

(1) The student’s academic director or dean may initiate an administrative withdrawal request by completing and submitting an “Administrative Withdrawal Form” to the Office of Student Records (OSR). College administrators wishing to administratively withdraw a student should work collaboratively with the student’s academic director or dean to begin the process. The “Administrative Withdrawal Form” must be completed by the academic director or dean.

(2) The academic director or dean will notify the student of the administrative withdrawal action and record an “AW” on the student’s transcript for the withdrawal.

(3) The Business Office shall determine whether the student is eligible for a tuition refund based upon the College’s refund policy, AP 222 – Refund of Tuition and Fees.

(B) Administrative Drop for Non-Attendance

(1) A student who has not attended a class during the first two weeks of the class session will be administratively dropped from that class; this is not reflected on the student’s transcript.
(a) Faculty will record attendance for each day the class meets using the College’s electronic grade reporting system.

(b) A report will be generated by the Office of Information Systems at the end of the 15th day (census date), to indicate those students who have been absent the entire first two weeks of the course. This report will be shared with the appropriate department director and/or dean for feedback before students are dropped. A copy of the report will also be sent to the Business Office, Financial Aid, advisors, and the Student Resource Center (SRC).

(c) Students listed on this report will be dropped from their respective course(s) by the OSR. The OSR will send the students a notice of the drop to their MTC email address. Instructors will be notified through AVISO.

PRIOR APPROVAL DATES: 10-17-16
STUDENT NAME:

STUDENT ID #:

SEMESTER / YEAR:

COURSE # AND TITLE:

REASON FOR WITHDRAWAL:

STUDENT’S LAST DATE OF CLASS ATTENDANCE:

GRADE ASSIGNED: □ AW

*An “AW” carries no credit points and is not computed into a student’s cumulative GPA.

INSTRUCTOR’S NAME:

*Director/Dean must complete the below checklist to ensure student is appropriately administratively withdrawn. Please initial each item to indicate completion.

☐ Copy sent to student’s advisor

☐ Copy sent to Financial Aid Office

☐ Copy sent to Business Office

Director/Dean’s Signature: ___________________________ Date: ____________

*Registrar must complete the below checklist to ensure student is appropriately administratively withdrawn. Please initial each item to indicate completion.

☐ Student sent confirmation of administrative withdrawal

Registrar’s Signature: ___________________________ Date: ____________
POLICY:

(A) Academic advising is available to all students to assist with the timely achievement of their goals. Each student will be assigned to either a first-year advisor or faculty advisor. The academic advisor will offer advice, support, and strategies that promote academic persistence and success.

(B) Information regarding academic advising shall be published in the Student Handbook.

PROCEDURE:

(A) Once a student is admitted to the college, new first-time and transfer students will receive initial advising from a first-year advisor in the Student Resource Center (SRC); some exceptions apply, see below. Returning students must first complete the Returning Student Activation form. Students returning to the same program they left will receive advising from their previous advisor or program dean/director, provided the individual is still employed by MTC. Students changing to a different program than the program they left will receive advising from an advisor in the SRC. Students not yet admitted to MTC will meet with an admission counselor.

(1) Initial academic advising may be provided by other college employees for students enrolled at off-campus locations or in employee-sponsored programs or training (i.e. College Credit Plus, Prison, Graduate Pathways to Success, etc.).

(2) Non-degree seeking students with clearly articulated educational goals (i.e. taking coursework for certifications or transfer) will be assigned to an advisor from the respective department in which they are taking courses.

(3) Students admitted to a limited enrollment program their first semester at MTC will be assigned a faculty advisor in their program.

(4) Students will transition from a first-year advisor to a faculty advisor in their program of study once designated criteria are met. For limited enrollment programs, this requires admission to the program. For all other programs, students must complete a minimum of nine (9) college-level credits at the 1000-level or above, complete all developmental education coursework required, and be in good academic standing (2.0 GPA).

(B) An academic advisor shall be assigned to each student during their first term of attendance and that assignment shall be communicated to the student. Students will also be notified when they transition from a first-year advisor to a faculty advisor.
(C) Academic advisors shall keep detailed notes documenting interactions and advice/information given to students. General advisor recommendations that are disregarded by the student shall be duly noted on the student’s advising record.

(D) Students must comply with other policies relative to academic advising (e.g., Policy #502 – Basic Skills Assessment) that pertain to students’ completion of required courses. These policies will be communicated by the academic advisor and will be available in the Student Handbook.

(E) Department deans/directors may use discretion to vary academic advising procedures at off-campus sites or for other special circumstances depending upon the site, employer and/or student requirements, customer service expectations and needs.

PRIOR APPROVAL DATES: 11-17-98; 11-19-02
POLICY:

(A) Students who seek admission to Marion Technical College possess varying levels of preparation in the academic and affective skills and abilities needed to successfully learn in college. To promote student success and completion, the College complies with the University System of Ohio Presidents-approved, and Ohio Board of Regents (OBR) recommended, threshold scores for the remediation-free guarantee for placement into credit-bearing college classes. Students scoring at or above these threshold scores at Ohio public institutions are guaranteed placement into the appropriate college-level courses. Students who score below the threshold level(s) are required to follow the College’s placement and readiness processes. The chart below reflects the threshold scores in each readiness area.

<table>
<thead>
<tr>
<th>Readiness Area</th>
<th>ACT</th>
<th>SAT</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>*English (Writing) Sub Score</td>
<td>18 (or higher)</td>
<td>Writing 430 (or higher)</td>
<td>Writing Scale Score of 70 combined with corollary score on the writing sample</td>
</tr>
<tr>
<td></td>
<td>Critical Reading 450 (or higher)</td>
<td>450 (or higher)</td>
<td>88 Reading Scale Score 88</td>
</tr>
<tr>
<td>Reading Sub Score</td>
<td>21 (or higher)</td>
<td>520 (or higher)</td>
<td>College Algebra Scale Score 54</td>
</tr>
<tr>
<td>Mathematics Sub Score</td>
<td>22 (or higher)</td>
<td>520 (or higher)</td>
<td>College Algebra Scale Score 54</td>
</tr>
</tbody>
</table>

*Note that: (1) a student needs both the recommended reading and writing score to be considered remediation-free for an entry-level college composition course; and, (2) scores may be periodically adjusted through OBR or state processes.

(B) Students are expected to take the assessment(s) prior to enrolling in first term classes to have the best advantage to succeed. However, the assessments must be completed prior to enrolling in college level courses that require English, math or reading score prerequisites, or who are determined to be at-risk by MTC research and analysis. Testing, scoring, and ensuing communication to the student may occur in alternate ways at off-campus locations.

(C) Students who are not required to take the MTC assessment(s) are those who, within any delimiting time range(s) determined by the College:

(1) have official scores at or above the OBR threshold level(s) on the ACT, SAT, COMPASS, or other assessments;

(2) are considered college-ready as determined through high school transcripts and other evaluations, including the Partnership for Assessment of Readiness for
College and Careers (PARCC), appropriate end-of-course exams, or other exam(s) so sanctioned by the Ohio Department of Education and Ohio Board of Regents;

(3) earned credit for appropriate developmental education course or college level English or math class with a minimum grade of “C” through transfer, life-experience, or credit-by-exam.

PROCEDURES:

(A) During initial admission counseling, the student will be informed of the college-ready skills assessment requirements and opportunities to prepare for the assessment or to submit assessment scores completed elsewhere.

(B) The student shall be apprised of opportunities and the process for completing the assessments. The most advantageous time to complete assessments is prior to selecting classes for the first term.

(C) The Student Resource Center will administer and score all college-ready skill assessments, record results, and provide to the student a copy and explanation of the assessment, and course advising results that include college readiness processes determined by the College.

(D) Students will be evaluated for other key academic and non-academic risk factors to further assess college-readiness as determined by the College.

(E) The student will meet with an academic advisor to determine the appropriate course schedule that affords the best opportunity for learning success.

PRIOR APPROVAL DATES: 6-20-95; 4-18-00
Marion Technical College (MTC) shall maintain a tutorial program offered through the Student Resource Center (SRC). Any student officially enrolled at MTC may take advantage of the tutorial program in course(s) for which assistance is requested and a tutor is available.

PROCEDURES:

(A) To request a tutor, a student shall submit a completed “tutor request” form to the SRC.

(B) The tutor coordinator shall assign a tutor to the student requesting assistance.

(C) Specific guidelines and expectations for participating in the tutorial program shall be established and published by the tutor coordinator. These guidelines shall be provided to all students requesting tutoring assistance and to all tutors.
POLICY:

(A) Effective August 24, 2020, all Marion Technical College (MTC) students are required to have access to a computer for use in their coursework. MTC courses, whether online or in-person, utilize an online learning management system (i.e., Canvas), require completion of coursework in digital programs (e.g., Microsoft Word, Access), and require students have access to resources available online. Therefore, in order for students to be successful, access to a computer is critically important.

(B) Students are eligible to use financial aid dollars to purchase a laptop through MTC’s online bookstore, e-Campus. The process for purchase is detailed under “procedures.” Additionally, students may choose to purchase a laptop or desktop computer with their own money and through their desired vendor and marketplace.

(C) MTC will adopt laptop standards based on the College’s curriculum and will notify students of laptop models that will meet the standards. In addition, certain programs may require enhanced standards based on program technology needs.

   (1) All laptops available for purchase through the online bookstore will meet the College’s laptop standards.

(D) In addition to laptops, MTC may recommend the purchase of accessories, including but not limited to, headsets, microphones, and webcams, for the purposes of instruction. These items are only recommendations, unless specifically required by a program. While students may purchase such items on their own, recommended models may be listed on the online bookstore and may also be purchased using financial aid dollars.

(E) While a variety of laptop models are sufficient, it is important to note that tablets, iPads, MacBooks, and Chromebooks will not meet the College’s laptop standards as they are unable to run Microsoft programs used in MTC courses.

PROCEDURES:

(A) Process for students to purchase laptops using financial aid:

   (1) All MTC students are eligible to purchase one laptop through the online bookstore with financial aid dollars during their enrollment at the College.

   (2) Once tuition and fees are paid by financial aid dollars, any remaining aid will be held by the online bookstore to purchase textbooks and course materials, and a laptop if needed by the student.
(a) While financial aid may be used to purchase laptops, MTC **strongly** encourages all students to first purchase required textbooks and course materials.

(3) The student will select a laptop to purchase using financial aid, and purchase the laptop directly through the online bookstore.

(a) A credit card will be held on file by the online bookstore to ensure the laptop is paid for in full in the event a student terminates their enrollment and financial aid funds are returned.

(4) Laptops will be shipped directly to students, and cannot be held by MTC for pickup. Shipping time frames will be set by the vendor.

(5) If a student changes majors after purchasing a laptop, the student should be referred to their program director to ensure the laptop meets the program’s technology needs.

(B) Process for returning a laptop or requesting service:

(1) All laptops purchased through the online bookstore will be the responsibility of the student. MTC does not provide technical support for student-owned laptops.

(2) Should a laptop purchased through the online bookstore be dead on arrival or have performance issues, students must contact the laptop manufacturer.

(3) If a student chooses to return the laptop, the student must contact the online bookstore for assistance.

(C) Process for academic departments to request laptop requirements:

(1) Faculty will assess course software needs for the upcoming academic school year (fall – summer).

(2) Faculty will report any software and programming changes needed, or if no changes are needed, to department director or chair by April 15th for courses starting fall term by completing a Program Laptop Specifications form.

(3) Department directors or chairs will report any new laptop specifications to the Executive Director of IT by May 15th.

(4) The Executive Director of IT will be responsible for researching, reviewing prices, and selecting laptop models that meet the College’s minimum laptop standards by May 31st.

(5) The Executive Director of IT will submit selected laptop models to the online bookstore, will share prices with the Controller, and share models with Marketing for publishing on the College’s website.
The online bookstore will make the laptop models available for students to purchase online.
AP 510  Instructor Cancellation of Class  

POLICY:

(A) No instructor shall cancel a class session or change the scheduled class time without first receiving the approval of the department dean, director, or program coordinator.

(1) The instructor may only make the decision to cancel a class session if an emergency or unforeseen circumstance occurs at, near, or during the time of the class. In which case, the instructor shall notify the department dean, director, or program coordinator as soon as possible after the class session is cancelled.

(B) The instructor will make every reasonable effort to notify students promptly of any class cancellation.

(1) If the instructor is unable to provide advanced notice, the department dean, director, or program coordinator is responsible to see that all students are notified.

PRIOR APPROVAL DATES: 9-17-02
AP 520  Class Attendance and Recordkeeping

Established 11-19-02
Approved 3-29-19

POLICY:

(A) A student is expected regularly and punctually to attend all class sessions of courses for which they are registered.

(B) Individual academic departments or programs may establish specific policies and/or procedures for attendance and absences depending upon the nature and location of instruction.

(C) The instructor shall specify the course attendance and tardiness policy in the course syllabus distributed to students and the effect it has on student academic achievement and grading.

(D) The College must maintain and submit accurate attendance data to comply with federal and state guidelines related to financial aid disbursement.

(1) Instructors are required to record accurate attendance data using the college’s prevailing attendance system for all class sections for every class meeting. Online sections must submit attendance on a weekly basis.

PROCEDURE:

(A) The Office of Financial Aid sends reminders to the campus community regarding attendance tracking. After the 15th day, if students have not been attending, they will be notified. If a student has been attending and their classwork is current, the student will remain in the class with instructor approval. If no instructor approval is obtained, the student’s name will be shared with the Business Office and the Office of Student Records (OSR) and the student will be dropped from the course.

(B) All faculty will be required to verify their roster prior to the 15th day to ensure that all class rosters are correct. If a student has not been attending, the faculty member will report them to the Office of Student Records (OSR) and the student will be dropped administratively. This is not the same as an administrative withdraw.

PRIOR APPROVAL DATES: 11-19-02; 4-20-10
Dishonest academic practices include, but are not limited to, knowingly or unknowingly taking, using, or copying another’s work and submitting work done, in whole or in part, by another person as one’s own; intentionally falsifying information; or taking another’s ideas with the intention of using them in a course and/or lab as one’s own.

The instructor shall report all incidents of dishonest academic practice to the appropriate academic dean or director and complete the Academic Misconduct form with an account of the incident.

Misconduct (definition)

The individual instructor will in most cases, make the judgment regarding a dishonest academic practice. The basic criteria that will be used to judge the dishonest academic practice is the intention of the student to enhance his/her own position within the class by employing a dishonest or unacceptable academic practice. A few examples include (but are not limited to):

1. Work copied verbatim from an original author without citation or proper credit given;
2. Work copied practically verbatim with only a few words altered from the original without citation or proper credit given;
3. Copying answers from another’s test paper, notes, or book;
4. 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; and,
5. Falsification of clinical or laboratory records.

PROCEDURE:

(A) The instructor shall review the students’ academic record to determine the number of prior offenses (if any) and then will complete the Academic Misconduct form with an account of the incident; obtaining the students’ signature if possible.

(B) Consequences for cases of dishonest academic practices:

1. The first offense will result in a zero (“0”) being given for the particular test, project, paper, assignment, etc., on which the cheating occurred.
(2) The second offense will result in the student being assigned a failing grade for the course.

(3) Any student involved in three (3) total offenses (not necessarily in the same course) will, based on the recommendation to and approval of the chief academic officer, be dismissed from the College for one full academic semester.

(4) A readmitted student that had been dismissed for dishonest practices will be dismissed upon any subsequent single offense involving a dishonest academic practice.

(C) The completed Academic Misconduct form is forwarded to the chief academic officer’s office and will be entered into the “Notes” section on the student’s academic record.

(D) Appeal. In cases where students feel that they have been wrongly accused, appeal procedures exist as per College Policy #440 -- Grievance Procedures. The penalty for a proven case of dishonest academic practice will stand through appeal. If a Judicial Committee reverses the original decision, then:

(1) For the first offense the test, project, paper, assignment, etc., will be re-graded on the criteria for that assignment.

(2) For the second offense, the student’s grade will be reevaluated based on the criteria for the course.

(E) Copies of the student appeals procedures are available from academic advisors and department deans and directors, as well as in the Student Handbook. All “misconduct” information will be removed from a student’s record when a decision is reversed through appeal.

PRIOR APPROVAL DATES: 3/17/92; 2/20/96; 9-17-02
POLICY:

(A) Earning credit through prior learning assessment is a process by which Marion Technical College (MTC) evaluates one or more demonstrations of a student’s prior learning that is potentially worthy of college credit and for which credit is actually awarded. The assessment process identifies specific knowledge and competence acquired and documented by a student, and matches them with MTC credit courses within a program degree curriculum for the possible awarding of credit. Examples of prior learning experiences include, but are not limited to, those demonstrated through employment, skilled volunteer work, training, certification, licensure, College administered proficiency examination, third party administered examinations, ACE Guide recommendations, self-study, military experiences, apprenticeships, etc.

(B) Credit hours awarded through this process may be used for elective requirements or serve as an equivalency of a specific course(s) in the student’s curriculum if the prior learning experience is 70% equivalent to the course content/learning outcomes as stated in the course syllabus and other supporting curriculum documents.

(C) MTC complies with all policy requirements for prior learning experiences promulgated through Ohio Board of Regents Ohio Articulation and Transfer Network processes or which otherwise bear statewide transfer guarantees.

(D) The maximum credit hours that may be earned through the assessment of prior learning that may be applied toward an associate degree equals the total number of credit hours in the program less the College requirement for the number of credit hours that must be successfully completed by actual enrollment in MTC courses, sometimes called the “residency requirement”, as set forth by College Policy #580 – Graduation: Degrees and Certificates.

PROCEDURES:

(A) The student must submit official test scores or documents of prior learning; complete the form, if any, that is appropriate for the prior learning being assessed; and submit it along with the required documentation that provides evidence of learning to the department dean/director for each course for which credit is being requesting.

(B) The student must pay the Business Office the published fee, if any, associated with the prior learning assessment process before his or her documentation will be evaluated.

(C) If a student’s request for prior learning credit is denied, the department dean/director shall notify the student accordingly in writing that includes a brief rationale for the decision.

(D) The department dean/director shall forward all approved requests to the Office of Student Records.
The Office of Student Records shall post the credits to the student’s transcript, notify the student of the posting of approved credits, and place the form and all documentation in the student’s file.

Credit by examinations (College-administered).

1. A student may not take a credit by exam for a course in which he or she previously received a grade.

2. A student may not take a credit by exam for a course in which he or she is currently enrolled. The student must drop the course before taking a credit by exam for that course.

3. A credit by exam may be attempted only one time per course.

4. A student who audits a course but later decides to seek full credit may take a credit by exam for that course.

5. Successful completion of a credit by exam will be recorded on the student’s academic transcript but a grade is not included in the accumulative grade point average calculation. Unsuccessful completion of a credit by exam is not recorded on the academic transcript.

6. A non-refundable fee will be charged for each credit by exam attempted.

Advanced Placement (AP) examination.

1. In accordance with Ohio Articulation and Transfer Policy, students obtaining an AP exam score of three or above will be awarded credit for the corresponding MTC course(s) or an elective, if the elective is applicable to a degree.

2. If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards graduation where such elective credit options exist within the academic major.

3. Additional courses or credits may be available when a score of four or five is obtained, which will vary depending on the academic discipline. For example, credit may be awarded for a language score of four or five to a humanities course.

4. In academic disciplines containing highly dependent sequences (e.g., mathematics, sciences, etc.), students must confer with the department dean or director to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

5. MTC credit awarded for successfully completed AP exams shall be published in the College Catalog.

Prior Approval Dates: 1-21-03; 9-18-07; 3-28-13
Minor formatting revisions made 2-2-15
POLICY:

A formal, data-informed proposal must be developed prior to creating new degrees, certificates, or majors to reasonably ascertain whether the required allocation of resources is warranted and that customer and employer demand exists.

PROCEDURE:

The following process is required before a new degree or major is implemented:

(A) Preliminary investigation/feasibility study.

(1) Before developing a formal proposal, a preliminary investigation to gather information useful in the decision making process will be conducted. The investigation should seek answers to the following questions:

(a) How would the proposed program advance the College’s mission?

(b) Which institutions have similar programs and what have been their experiences with the program (enrollment, profitability, community demographics, marketing plan, graduation and placement rates, curriculum, human resources, etc.)?

(c) What are pertinent local, regional, and national workforce need forecasts?

(d) What is the customer demand and potential for enrollment?

(e) What staff and facility needs currently exist (faculty expertise, laboratory, classroom, library, etc.) and what is needed?

(f) What state or federal regulations and accrediting requirements need to be met?

(g) What major program outcomes/competencies are desired among program graduates?

(h) To what extent does community support for the program exist?

(i) What employment or transfer opportunities would the program provide?

(2) The VP of Academic Affairs and Student Services submits a recommendation to the President to proceed with the preliminary approval request.
(3) If approved by the President, the preliminary approval request is submitted to the Ohio Department of Higher Education (ODHE) and the Higher Learning Commission (HLC), as applicable.

(B) Formal Proposal

(1) If ODHE preliminary approval is granted, and the VP of Academic Affairs and Student Services decides to proceed with program development, a formal proposal will be developed using ODHE guidelines, and comments from internal meetings, focus groups, or an advisory committee. Additional research is conducted and data gathered for the formal proposal by the department sponsoring the new program.

(2) A meeting is scheduled with the President’s Cabinet and others selected from appropriate departments to discuss the proposed program.

(3) The VP of Academic Affairs and Student Services reviews and submits the formal proposal to ODHE.

(4) If the formal proposal is approved by ODHE, the VP of Academic Affairs and Student Services initiates a recommendation to the President that the program be approved for implementation.

(5) Upon approval, the Vice President of Academic Affairs and Student Services must submit the following documentation to the Director of Financial Aid at least 120 calendar days prior to the intended implementation date.

(a) Completed Title IV Federal Financial Aid: Eligibility Determination Form

(b) ODHE approval letter

(c) Notice of Intent to Offer Education Program

(d) HLC Action Letter Reaffirmation (on file in President’s Office)

(6) Financial Aid will submit the request for approval to the U.S. Department of Education no less than 90 calendar days prior to the intended implementation date. Academic Deans and Directors will be responsible for providing all required documentation for submission.

(7) No Title IV funds will be disbursed to students in the new program until official approval is received from the U.S. Department of Education.

PRIOR APPROVAL DATES: 6-29-93; 4-21-98; 9-17-02
AP 551 Revision of Existing Instructional ProgramsApproved 10-17-00

POLICY:

(A) Current program summaries and associated College Catalog information are revised through an orderly progression of activities that begin with an assessment of learner requirements and culminate with communication and implementation of revised curricula.

(B) Changes in course titles, credit hours, prerequisites, and descriptions, as well as changes to length of programs and respective courses that comprise programs, will be reflected in the annual ODHE Program Summaries, College Catalog, and the assessment portion of the College’s website. Such revisions require the approval of the chief academic officer, who has final responsibility to adopt proposed revisions.

PROCEDURES:

(A) Following department review and interdepartment, advisory committee, and accrediting agency and/or DACUM review, as appropriate, the department dean shall submit proposed revisions to program summary forms to the chief academic officer for approval consideration.

(B) The department dean shall communicate proposed changes to academic programs (i.e., course titles, prerequisites, course descriptions, etc.) to the Registrar, Director of Admission, and Public Relations Director to answer questions and identify operational issues related to the proposed changes.

(C) Upon approval by the chief academic officer, program summary changes will be available throughout the College through a final draft of the College Catalog, and will be available for viewing on the institutional intranet.

(D) Revised program summaries that will be implemented in the subsequent year are submitted to the Ohio Department of Higher Education.

PRIOR APPROVAL DATES: 6-29-93
AP 552 Academic Advisory Committees

POLICY:

(A) An advisory committee at Marion Technical College is a group of persons chosen from the community, student body, and state to advise College faculty, administrators, and staff regarding services and programs. The advisory committee is formally organized, and appointed by proper authority for a defined term. The function of an advisory committee is to provide a better understanding of technical education among College constituents and promote a closer cooperation between the College and industry, business, public service agencies, the general public, and professions. It provides a two-way system of communication between the College and the community, which is essential to ensure that the College is meeting genuine needs. The advisory committee serves in an advisory capacity and has no legislative or administrative authority.

(B) Advisory Committees Functions

High quality viable programs and services cannot be attained without the close involvement of knowledgeable persons that are representative of the College’s constituency. The dynamic nature of technical education requires that faculty and staff be kept informed of current and anticipated employment, educational, and institutional access needs of the community. In addition, administrators in decision-making positions must work cooperatively with their counter-parts in business, industry, public agencies, and the professions in order to be effective managers. Since the college has a variety of constituents, each with specific needs, more than one type of advisory committee may be organized.

Academic program advisory committees are organized to advise the College regarding programs in specific occupational areas and general education. There are specific committees for active degree programs, specialized curriculums, and programs. The scope of review of an advisory committee may include:

(1) Learning competencies and outcomes of a program needed to prepare students for entrance into a specific occupation.

(2) Curricula that leads to the accomplishment of program competencies and outcomes.

(3) Program currency by identifying the latest and future trends and practices in the occupation.

(4) Appropriate facilities and equipment for the program.

(5) Faculty qualifications to teach in the program.
(6) Market and disseminate information to those who can benefit from the program.
(7) Employment opportunities in the occupation.
(8) Development of effective cooperation among management, labor, and professionals for instructional programming.

(C) Personal Qualifications

The degree of expertise possessed by each advisory committee member is often an influencing factor in the invitation to serve on an advisory committee. This knowledge coupled with a general understanding of the field of education and/or the College’s service area, affords the college a rich source of information. The criteria for membership includes:

(1) Willingness to devote valuable time to the committee
(2) Broad range of related experience
(3) Demonstrated leadership
(4) Career commitment
(5) An interest in the advancement of the College
(6) A concern for the community

(D) Term of Membership

Members are appointed annually and may serve more than one term. Membership may be rotated with approximately two-thirds of the committee members reappointed to serve as experienced members.

(E) Selection of Committee Members

Recommendations for committee membership are made by professional, educational, labor, and manufacturing organizations, by faculty, and/or by others. The respective administrator who supervises the program or department for which the advisory committee is formed appoints the prospective members.

(F) Selection of the Chairperson

The committee members will select the Chairperson.

A primary duty of the Chairperson is to preside over all committee meetings. He/she will work closely with the appropriate College administrator and will be consulted when the meeting agenda is prepared. The chair will appoint sub-committees as needed, represent
the advisory committee when appropriate, and see that minutes of each meeting are approved.

(G) **Representation of the College**

An area administrator, program coordinator, or faculty member will serve as the College representative on the advisory committee. Additional College employees may attend advisory committee meetings but are not considered members of the committee. College representation at meetings should not be so large as to interfere with the efficient functioning of the committee. The number of employees participating in the meeting should not exceed the number of official advisory committee members.

(H) **Duties of the College Representative**

College representation is present mainly to seek advice, not provide it.

Responsibilities include preparation of an agenda with the chairperson; reproducing minutes; notifying members of time and place of meetings; arranging meeting rooms; and preparing reports. The College will assume the task of providing all clerical assistance needed in the work of the committee, including minutes, mailings, reports, recommendations, and special notices.

(I) **Duties of the Committee Secretary**

The secretary is responsible for the preparation of minutes and other information as may be necessary. College staff may serve as recording secretary. The secretary shall rely on the College for distribution, reproduction, etc.

(J) **Lines of Communication**

Marion Technical College will provide copies of the minutes, recommendations, etc. to administrative officers of the College and area administrators or program coordinators and faculty, as needed. A copy of the minutes will be sent to advisory committee members, academic Dean or Director, and chief academic officer.

(K) **Number of Members on the Advisory Committees**

The number of members will vary in accordance with the committee purpose.

Normally advisory committees should range in number from five to twelve (5-12). The committee should be large enough to lend itself to constructive discussion, and represent a cross-section of constituents including members from special populations, including minorities.

(L) **Number of Advisory Committee Meetings**

The number of meetings per year depends on the program, the committee, and the tasks to be accomplished. The number of meetings to be held per year should be established by
the advisory committee and adhered to as closely as possible. However, there shall be no less than two actual meetings per year. It may be possible to poll members to solicit opinion in urgent matters. Meetings may be facilitated virtually, i.e., Microsoft Lync software.

PRIOR APPROVAL DATES: 9/28/93; 4/21/98; 9-17-02
POLICY:

(A) Each student shall follow the curriculum for his or her selected program as published in the College Catalog that is in effect during his or her first term of enrollment in that program.

(B) A student who interrupts his or her attendance for two consecutive terms (excluding summers) shall follow the curriculum that is in effect upon his or her return.

(C) In the event curriculum changes occur because of course or curricula updating, current students will be permitted to change their curriculum (PDC) to the more current PDC upon Dean or Director approval.

(D) In the event a governing board or accrediting agency requires a curriculum change, the chief academic officer may approve an exception to policy and permit the curriculum change.

PRIOR APPROVAL DATES: 11-17-98; 1-21-03; 10-17-16
POLICY:

(A) The chief academic officer, in consultation with the appropriate department dean or director, shall specify which College courses shall be graded satisfactory or unsatisfactory and identify the courses in the current College Catalog and subsequent publications.

(B) The mark of “S” shall be used to record either satisfactory progress in or successful completion of courses having an equivalency of grades “A, B, or C.” The “S” credit shall be counted as hours only and shall not be considered in determining the grade point average (GPA).

(C) The mark of “U” shall be used to indicate either unsatisfactory progress or unsuccessful completion of courses having an equivalency of “D or F.” No credit will be awarded for courses marked “U.” This mark shall not be considered in determining the GPA.

PRIOR APPROVAL DATES: 11-16-99; 1-21-03
AP 561  Incomplete Grades

POLICY:

(A) A student must submit a written request to his/her instructor for an “incomplete” grade before the end of the term in which he/she is enrolled in the course, and prior to the time that grades are due to the Office of Student Records for that term. At the instructor’s discretion, a student will be issued a grade of incomplete (“I”) if:

(1) The student course work is satisfactory (C or better), but for legitimate and acceptable reasons, a relatively small amount (25% or less) remains to be completed; and,

(2) The student record justifies the expectation that a passing grade would have been earned if the student had completed all required course work.

(B) The student must complete all required coursework within the timeframe specified by the instructor. The extension may not exceed a six-week period following the beginning of the term subsequent to the one in which the “I” was recorded. Under exceptional circumstances and only with the instructor’s approval, the student may petition in writing to the academic dean or director for additional time to complete the required course work beyond the 6-week period. The academic dean or director shall consult with the chief academic officer prior to making his or her decision to grant an extension. The time granted normally does not exceed the end of the subsequent term in which the “I” was recorded.

(C) The academic dean or director’s decision is final in all matters concerning assigning an incomplete grade and extensions to complete course work.

(D) If the student fails to complete required course work within the time allowed, his or her grade will be calculated based upon the total work completed for the course.

(E) Until the College Registrar records the student’s final grade, the credit hours for the incomplete course shall not be counted or considered in the calculation of the student’s grade point average or in the determination of satisfactory academic progress for financial aid.

(F) A student may register for a subsequent course that has as a prerequisite, or is a sequence of, the course for which an "I" has been recorded only if authorization is obtained from the academic dean or director in consultation with the faculty content expert for the course.

PROCEDURE:
(A) Once it has been determined that an Incomplete grade is justified, the instructor will complete the “Assignment of Incomplete Grade Contract” form, obtain the proper signatures, and submit the contract to the OSR prior to when grades are due for that term. This form is also available on the employee Intranet.

(B) Once the approved contract is received by the OSR, the College Registrar will apply the “I” grade to the student’s record.

(C) At the conclusion of the allowed time provided to the student, the instructor shall report the student’s final course grade to the College Registrar by re-signing the bottom of the original Incomplete Grade Contract form.

(D) The College Registrar will record the student’s final course grade on his/her official transcript and notify the student.

(E) If the instructor does not submit the final course grade within the time allowed, the College Registrar will convert the “I” to an “F” grade.

PRIOR APPROVAL DATES: 11-17-98; 11-19-02; 10-17-16
POLICY:

(A) To be in good academic standing, a student must maintain a minimum cumulative grade point average (GPA) of 2.0 in college-level courses (excludes pre-college, 900-level courses). A student with a cumulative GPA of less than 2.0 is not in good standing and will be placed on academic warning, probation, or suspension status.

(B) This series of steps is dependent on consecutive semesters of being below a 2.0 GPA. If a student returns to good standing and falls below a 2.0 Cumulative GPA again, the cycle will start over.

1. Academic Warning – 1st semester below 2.0 Cumulative GPA
   Registration restricted. Student is notified to see a professional academic advisor, academic program director, or dean to complete a Warning Academic Success Plan and receive approval for registration.

2. Academic Probation – 2nd (consecutive) semester below 2.0 GPA
   Registration restricted. Student is notified to see a professional academic advisor, academic program director, or dean to complete a Probation Academic Success Plan and receive approval for registration. Students on probation may also be required to meet with their advisor on an ongoing basis throughout the term for evaluation of progress.

3. Academic Suspension – 3rd (consecutive) semester below 2.0 GPA
   Student is suspended for one term. In order to return, students must meet with a professional academic advisor, academic program director, or dean to complete a Readmission Academic Success Plan and receive approval for registration. Students who are eligible for readmission are placed back on Academic Probation until they achieve good standing.

   a) Exception: Students on Academic Probation who successfully pass all courses for the term (no failing grades or withdraws) and have a term GPA of 2.0 or higher for that term will automatically continue on Academic Probation, even if their cumulative (overall) GPA is below 2.0. No readmission plan or appeal is required, but the student will need to continue working with the professional academic advisor, academic program director, or dean as outlined above for probation.
status.

(C) The student’s status is updated at the end of each succeeding term after grades for the term have been posted.

PROCEDURE:

(A) The Office of Student Records (OSR) will update the student’s academic status after grades have been posted according to the policy above.

(B) The College Registrar will notify students of their current academic standing (academic warning, academic probation, or academic suspension) by email and mail. This notification will inform the students of their next steps.

(C) The Registrar will send a list of students on academic warning, probation, and suspension status to the Executive Director of Student Success and Engagement, academic program directors, and deans to coordinate departmental outreach during the week following the end of the term.

(D) A student on academic warning or probation who wishes to continue their studies must meet with a professional academic advisor, academic program director, or dean to complete the appropriate academic success plan and obtain approval for previously scheduled courses for the next term and/or future registration.

(1) The professional academic advisor, academic program director, or dean will complete the appropriate academic success plan documentation, which will be provided to the student and saved in the College’s advising software.

(2) Students on academic warning, probation, or suspension status will have a “hard stop” placed on their student record to restrict registration. After completing the appropriate academic success plan, advisors, academic program directors, or deans may remove the “hard stop” and add “soft stop.” This will be updated at the end of each term, to ensure that students who do not return to good standing will have a new “hard stop” added at the end of the term.

NOTE: A “hard stop” prevents an individual from registering, while a “soft stop” will alert a student to a potential issue, but will allow them to register.

(E) A student who has been suspended may not enroll in the subsequent term. If the student is suspended after spring term, they may not register for summer or fall.

(1) Students with extenuating circumstances may file a formal appeal to the Executive Director of Student Success and Engagement to be considered for reinstatement. All appeals will be reviewed by a committee consisting of representatives from student services, faculty, and financial aid. If the appeal is granted, the student will return to academic probation status. If the student does not achieve minimum requirements for good standing or continued probation by the end of that term, they will be suspended again for one year and unable to
appeal a second time.

(2) A student who has been suspended may enroll again after a minimum of one term on suspension, not including summer session. In order to return, students must meet with a professional academic advisor, academic program director, or dean to complete a readmission academic success plan.

(F) While this process is related to Financial Aid Satisfactory Academic Progress (SAP), it is possible a student will be in or return to good academic standing but still be on probation/suspension status with financial aid due to their credit completion rate per SAP guidelines (67% or two-thirds of courses attempted); additional information on SAP can be found in College policy AP 431: Financial Aid: Satisfactory Academic Progress (SAP). Students should work closely with the Financial Aid Office and their academic advisor, academic program director, or dean to understand financial aid requirements and eligibility.

PRIOR APPROVAL DATES: 6-18-02; 9-18-07; 11-1-10; 10-27-14
AP 564  Reinstatement after Academic Dismissal  Approved 1-26-17

POLICY:

Any student who is reinstated following academic dismissal shall be subject to specific academic performance requirements as determined appropriate by the respective department dean or director and the chief academic officer. If the performance record of any reinstated student is not in compliance with the requirements specified, the appropriate department dean or director shall communicate to the chief academic officer whether the student is to continue or be dismissed without further consideration.

PROCEDURE:

(A) Any student who receives a notice of academic dismissal from the College by the chief academic officer shall be required to observe a “waiting period” of at least 90 days before filing a formal petition for reinstatement. The department dean or director may authorize enrollment in a developmental education or Skills for Success course during this “waiting” period.

(B) The student must complete and sign a “Student Petition for Reinstatement” form and submit it to the department dean or director.

(C) The department dean or director, in conference with the student, shall outline the specific conditions and develop a plan to help restore the student to a satisfactory academic standing. The student shall sign the plan and be given a copy.

(D) The department dean or director completes and forwards the “Student Petition for Reinstatement” form and the plan to the chief academic officer for final approval.

(E) Upon the chief academic officer’s approval, the dean or director signs the petition and codes information into the system maintained by the Office of Student Records to reinstate the student. The department dean or director will maintain documentation of the conditions surrounding the reinstatement and subsequent progress toward complying with the stated conditions as necessary. The original form will be given to the Office of Student Records to be placed in the student’s official record.

Prior approval dates: 5-21-96; 9-17-02
AP 565  Repeating a Course  

POLICY:

(A) A student may repeat any course he or she has taken at Marion Technical College (MTC). Department approval may be required to register for certain technical courses.

(B) The credit hours for the prior course are disregarded when a student repeats the course. Only the credit hours for the subsequent course are used in computing the cumulative grade point average (GPA), even though the grade earned in the repeated course may be lower.

(C) Only the credit hours and grade earned for the most recently completed course are applicable toward a degree.

(D) In order to eliminate the first grade from the cumulative GPA, a course that was originally awarded a letter grade (A, B, C, D, or F) upon completion must be repeated for a letter grade, as long as this option is available.

   (1) A “failed” course may be repeated until the course is passed.

   (2) A “passed” course may only be repeated one time in an effort to improve a student’s grade.

(E) Financial aid restrictions may apply to repeated coursework. A student who intends to repeat a course and use financial aid should contact the Financial Aid Office prior to registering for the course.

PRIOR APPROVAL DATES: 11-17-98; 10-21-03
AP 566  Dean’s List  Approved 10-21-08

POLICY:

(A) A student who demonstrates excellence in academic work expressed through the cumulative grade point average (GPA) shall be named to the Dean’s List based upon the following criteria:

(1) A full-time student must have a minimum GPA of 3.5 in the preceding term with at least 12 credit hours included in the GPA calculation.

(2) A part-time student must maintain part-time status (less than 12 credit hours) during summer, fall, and/or spring terms of an academic year. Full-time enrollment in any one of the three (3) terms during the academic year shall disqualify a student from achieving Dean’s List under the part-time status provision.

(3) A part-time student must achieve a minimum cumulative GPA of 3.5 for the academic year with at least 12 credit hours included in the calculation.

(4) “S” and “U” graded courses and courses having numbers under 1000 (e.g., MTH 1100) shall be excluded from the GPA calculation when determining Dean’s List eligibility.

PROCEDURES:

(A) The Office of Student Records shall submit to the chief academic officer a list of students meeting the Dean’s List criteria after grades are reported and recorded on student transcripts for each term for full-time students and after spring term for part-time students.

(B) The chief academic officer shall notify each student that he or she has been named to the Dean’s List.

PRIOR APPROVAL DATES: 11-19-02
DEFINITIONS:

(A) “Substandard coursework” is defined as courses in which a student received a grade of “D” or “F.”

PHILOSOPHY:

Marion Technical College (MTC) is committed to remain an “open-door” institution for all who desire to learn. A consequence of such accessibility is that every student may not always be adequately prepared to learn.

Recognizing that life circumstances and personal or academic backgrounds sometime impede a learner from achieving and that positive change in individuals occurs, it is consistent with the College’s philosophy to afford students an opportunity for academic renewal. This policy affirms MTC’s ideal of providing a second chance for future educational success without regard to the mistakes of the past.

POLICY:

(A) General renewal option.

(1) A student returning to MTC after an absence of three calendar years may petition to have substandard coursework disregarded by submitting an Academic Renewal Petition form.

(2) A student may request academic renewal only once while attending MTC.

(3) A minimum of one term must have been completed at MTC or at another college with a grade of “C” or higher in each course completed subsequent to the coursework to be disregarded.

An official transcript of successful coursework completed at other institutions (or acceptable evidence of other educational achievement) may be submitted in lieu of successful MTC coursework; however, the substandard coursework will not be disregarded until the student enrolls and successfully completes MTC classes.

(4) A maximum of 21 attempted credit hours of coursework may be disregarded.

(5) Disregarded credit hours shall not be used in the computation of the student’s cumulative grade point average (GPA); however, these courses will still appear on the student’s official transcript. The student’s academic record shall be annotated in such a manner to ensure a true and complete academic history.
(6) A student may not submit an academic renewal petition if he or she has previously received a certificate or degree from MTC or is a prospective graduate who is seeking academic renewal merely to graduate with honors.

(B) Interdepartmental transfer option.

(1) A student may submit an Academic Renewal Petition when transferring from one academic department to another under the following conditions:

(a) At least one calendar year must have elapsed since completion of the coursework to be disregarded.

(b) Only courses (with a grade of “D” or “F”) that are not in the new curriculum or courses that are no longer available and/or not applicable to the student’s curriculum can be disregarded in the GPA computation.

(c) All other academic renewal requirements apply.

(2) Academic renewal granted by MTC does not guarantee that other institutions will approve such action when accepting MTC credits. The respective institution to which credits are being transferred shall make such determination.

(3) The chief academic officer’s (CAO) decision regarding the granting of academic renewal is final.

PROCEDURE:

(A) The student completes and submits the Academic Renewal Petition form along with supporting documentation to the CAO’s office.

(B) The CAO reviews the petition and supporting documentation, indicates a decision, and forwards all documentation to the Registrar for validation and processing. In cases where the petition is denied, the CAO will notify the student in writing of the denial.

(C) The Registrar recalculates the student’s cumulative GPA, records the appropriate information on the student’s official transcript and on the academic renewal petition form, and sends the student and the CAO a copy of the petition.

PRIOR APPROVAL DATES: 10-18-94; 1-20-04
AP 568  Appealing a Final Course Grade  Established 11-19-02
Approved 12-20-18

POLICY:

A student who believes a final course grade is not accurate may appeal the grade. A student who
withdraws from a course cannot initiate or pursue an appeal of a grade in that course. All
procedural steps below must be followed sequentially.

PROCEDURE:

(A)  Appealing a final course grade.

(1)  Within 30 days of course completion, the student shall meet with the instructor(s)
to communicate his or her concern(s). Within five (5) days of this meeting, the
instructor will communicate her or his decision to the student, in writing.

(2)  If not satisfied with the instructor’s decision, the student may communicate his or
her concern(s) in writing within five (5) days to the academic program director or
dean who oversees the area in which the course pertaining to the disputed grade is
housed. The director or dean will meet with the student as soon as possible to
discuss the student’s case. Within 5 days of this meeting, the director or dean will
communicate her or his decision to the student, in writing.

(3)  If not satisfied with the director’s or dean’s decision, the student may
communicate his or her concern(s) in writing within five (5) days to the Vice
President of Academic Affairs & Student Services. The Vice President of
Academic Affairs & Student Services will meet with the student as soon as
possible to discuss the student’s case. Within ten (10) days of this meeting, the
Vice President of Academic Affairs & Student Services will communicate her or
his decision to the student, in writing. The decision made by the Vice President of
Academic Affairs & Student Services will be considered final.

PRIOR APPROVAL DATES: 11-19-02; 9-18-07; 8-27-14

Owner: VP of Academic Affairs & Student Services
AP 580 Graduation: Degrees and Certificates

POLICY:

Degrees and certificates shall be awarded by the Board of Trustees of Marion Technical College (MTC) upon the recommendation of the Vice President of Academic Affairs and Student Services, and transmitted to the Board by the President. The associate degree awarded shall be in Associate of Arts, Associate of Science, Associate of Applied Business, Associate of Applied Science, or Associate of Technical Studies. The degree must correspond to the academic program requirements, as prescribed and approved by the Ohio Department of Higher Education (ODHE), and in courses having numbers equal to or greater than 1000.

PROCEDURE:

(A) To earn an associate degree from MTC, a student must have:

(1) A 2.0 cumulative GPA or higher.

(2) Satisfactorily met all college and curricular requirements for the program.

(3) Earned a minimum of 17 semester credit hours required in the program through enrollment and attendance in MTC courses that apply to the curriculum in which the degree is requested.

(a) At least 12 of the semester credit hours must be earned through technical courses in the degree.

(b) Developmental education courses do not apply toward graduation requirements.

(4) Satisfactorily completed the number of semester credit hours required for the curriculum the student is pursuing.

(a) Credit hours are considered satisfactorily completed only if the student has received a grade of "A," "B," "C," "D," "EM," "K," "S," OR "X." (Note: A grade of "C" or higher is required in courses within all Health Technology programs.)

(b) A grade of "C" or better must be earned for any required prerequisite course(s) of the curriculum (A student is not permitted to enroll in any course for which he or she has received a "D," "F," "I," or "U" grade in the required prerequisite course).
(B) The Associate of Technical Studies (ATS) degree-seeking student must follow the degree requirements stated above and also adhere to the following additional steps:

(1) Satisfactory completion of a minimum of 60 semester credit hours.

(2) Complete and receive approval from his or her advisor for an educational plan that designates the area of concentration and required courses.

(3) The area of concentration can be formed either by:

(a) A coherent combination of a minimum of 30 semester credit hours in technical courses selectively drawn from two or more MTC technical programs. The additional 30 hours must include at least 30 semester hours of non-technical coursework, which includes both general education and applied general education (i.e., “basic”) courses. The general education portion of the non-technical coursework must include at least 15 semester credit hours and adhere to ODHE guidelines for awarding an associate degree; or,

(b) Courses completed or training received by a student at another postsecondary institution, vocational center, employer training, or other educational enterprise judged to be of college level and for which degree credit is awarded, up to a maximum of 30 semester credit hours prior to the declaration of candidacy for the ATS degree.

(c) Thirty (30) technical credit hours awarded for completing a 900+ clock hour program with an approved industry credential through ODHE’s One Year Option.

(C) One-Year Technical Certificate

To earn a one-year technical certificate from MTC a student must have earned a minimum of 25% of the semester credit hours through enrollment and attendance in MTC courses that apply to the curriculum in which the certificate is expected, with at least nine (9) of the minimum semester credit hours earned through technical courses.

PRIOR APPROVAL DATES: 5-21-96; 1-15-02; 3-28-13; 8-3-17
POLICY:

(A) To apply for graduation, a student must have met all the requirements for degrees or certificates as set forth in Marion Technical College’s (MTC) policy pertaining to graduation requirements for degrees and certificates (AP 580 – Graduation: Degrees and Certificates).

(B) All students participating in the graduation ceremony are required to wear a cap and gown. Exceptions may be made for ceremonies at the correctional institutions. Any student who elects not to participate in the ceremony will be contacted by the Office of Student Records (OSR) for diploma pick up arrangements. Students who are graduated at the conclusion of summer or fall terms may participate in the following spring graduation ceremony.

(C) All prior financial obligations (to Marion Technical College, the State of Ohio, federal government, etc.) and federal loan program requirements must be fulfilled as a part of the graduation requirement.

PROCEDURE:

(A) Students planning to be graduated at the end of fall, spring, or summer term must complete the online petition form, located on MTC’s website by the required deadline date.

(B) The Registrar will begin audits after advisors have reviewed or submitted course substitutions by the required date. A student’s advisor or appropriate department dean or director will contact a student not eligible for graduation after the Registrar has audited and consulted with the student’s advisor.

(C) The list of graduating students will be provided to the Business Office to review and determine which students have an outstanding balance. The list will also be provided to the Financial Aid Office to review and determine which students must complete an exit interview prior to graduation. The appropriate office shall then notify the Registrar of any graduates having difficulty meeting any graduation obligations, and shall also contact those students to make arrangements needed to meet the requirements. The Registrar is notified by the Business Office and Financial Aid Office as students fulfill their obligations, allowing receipt of their diploma or certificate. Students who do not pay all of their remaining balances or conduct their financial aid exit interviews shall not receive their diplomas but may participate in the graduation ceremony.

(D) Students requesting a reorder of a diploma or certificate shall notify the OSR in writing or via email and submit payment of the reorder fee to the Business Office.
PRIOR APPROVAL DATES: 11-17-98; 1-15-02
AP 582  Graduation: Academic Recognition  

POLICY:

The term Summa Cum Laude (3.90 - 4.00); Magna Cum Laude (3.70 - 3.89); Cum Laude (3.50 - 3.69); will appear on the diploma of a graduate whose academic record warrants such a level of distinction.

PROCEDURE:

The Office of Student Records will check the official files of prospective graduates and designate which students receive recognition.

PRIOR APPROVAL DATES: 6-17-97; 6-29-93
AP 583 Posthumous Degree/Certificate Established 7-3-18

POLICY:

A deceased student who did not complete all requirements for his/her degree or certificate at the time of death may be awarded a degree/certificate posthumously provided the following conditions are met:

(1) The student was in good academic standing at the time of death.

(2) The student was within one semester of completing all degree/certificate requirements.

PROCEDURES:

(A) Upon notification of a student’s death from any source, the Office of Student Records (OSR) will initiate the posthumous degree or certificate award process.

(B) The OSR will determine eligibility for posthumous degree or certificate and will make a recommendation to the Vice President of Academic Affairs and Student Services for approval. The final decision to award a posthumous degree or certificate is that of the Vice President of Academic Affairs and Student Services.

(D) If receiving a degree, the student’s family will be notified of the award and will be invited to the next commencement ceremony. The graduation program will note the degree was awarded posthumously. The student will be recognized at commencement unless the family objects. The family will receive the diploma either at the commencement ceremony or through the mail. Arrangements for participation in the commencement ceremony will be coordinated by the OSR.

(E) If only receiving a certificate, the student’s family will be notified of the certificate and will receive the certificate either by mail or the family member may pick-up the certificate in the OSR.

(F) If receiving both a degree and certificate please refer to item (D) of the procedure.

PRIOR EFFECTIVE DATES:
POLICY:

(A) The honorary bachelor’s degree (Bachelor of Science, honoris causa) is the highest form of recognition offered by Marion Technical College to persons of exceptional distinction. Honorary degrees shall be bestowed by the College President, upon approval by the Board of Trustees. Honorary degrees may be awarded to honor laudable and outstanding service to the College and/or the community at large, or to recognize persons whose lives serve as examples of the College’s aspirations for its students. A degree may also be awarded in absentia or posthumously, but only in the case of extraordinary and compelling circumstances.

(B) Additional conditions of eligibility are stated below:

(1) The honoree has made a significant, noteworthy contribution to the College and/or the community at large;

(2) The honoree has demonstrated an enduring commitment of commendable service to the College;

(3) Current faculty, staff, and Board members are not eligible; upon retirement, resignation, or death these individuals become eligible;

(4) The College will generally award no more than two honorary degrees per academic year.

(C) An honorary degree may recognize attainment in the following areas, where significant contributions have been made:

(1) Educational service – recognizing outstanding service that enhances educational opportunities for the area or that gives personal assistance that leads to the success of individuals in higher education.

(2) Humanitarian service – recognizing exceptionally influential altruism that enhances the quality of life for others in the area.

(3) Servant leadership – recognizing outstanding service that exceeds expectations in any area of leadership and that benefits others and/or enhances their leadership capabilities.

(4) Arts and culture – recognizing outstanding contributions – in any form – to the arts that enhance the quality of life in the area.
(5) Entrepreneurial leadership – recognizing outstanding contributions to business or industry through new enterprises or through innovative management.

PROCEDURE:

(A) The Office of the Vice President of Academic Affairs and Student Services, in collaboration with the Office of the President, shall establish the necessary procedures to implement this policy.

PRIOR APPROVAL DATES:
POLICY:

(A) This policy applies to the use of all software at Marion Technical College (MTC), including shareware, freeware, evaluation, and any other software with limited or temporary license agreements, as well as commercial software.

(B) It is the responsibility of each MTC employee to use software acquired by the College in accordance with applicable licensing agreements and copyright protections. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law. Any unauthorized duplication of copyrighted computer software is contrary to the College’s standards of conduct.

(C) It is the responsibility of each MTC employee to ascertain that self-installed software is properly licensed before installing it on College equipment. The IT Department is responsible to ascertain that software it installs is properly licensed before installing it on College equipment.

(D) Each employee is responsible for his/her usage of computer software and any failure to comply with this policy. The College does not accept liability for the use of software that is not acquired by the College and installed by the College information technology staff.

(E) The College grants limited “work at home” use rights to employees in compliance with the manufacturers’ licensing agreements. The “work at home” rights of any user terminate when the individual’s College employment terminates or the College discontinues the necessary licensing agreement(s). The software must be removed from the employee’s personal computer upon termination of employment, or upon notification by the Computer Center that a licensing agreement is discontinued.

(F) Any individual who violates this policy may be subject to disciplinary action up to and including termination of employment, and/or civil or criminal liability. Violations will be handled in accordance through the College disciplinary procedures applicable to the user. An individual desiring to challenge charges of violation or disciplinary action must follow the College grievance procedure applicable to him/her.

(G) Under the current Microsoft Campus Agreement, College employees have free access to Microsoft Office 365 ProPlus for installation on personally owned devices.

PRIOR APPROVAL DATES: 11-17-98; 1-21-03; 10-17-16
POLICY:

(A) Acceptable Use Policy

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

(2) Electronic media and services include, but are not limited to: computers, laptops, tablets, servers, file/cloud storage, computer software and applications, networks, e-mail, MTC-owned telephones and mobile devices, 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 MTC or not, and whether on-campus or from a remote location.

(3) MTC reserves the right to limit, restrict, or extend access and usage privileges to these MTC 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 MTC policy or rule constitutes a violation of this policy.

(4) MTC’s policies or rules against sexual and other harassment apply fully to these media and services, including use of MTC Wi-Fi on a personal device, e-mail, and the Internet. This includes, but is not limited to, storing, downloading, viewing, listening, sending/distributing or printing any type of sexually-explicit content for any non-business related or entertainment purposes. 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.

(5) 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 MTC administration.
Incidental and occasional use of these resources for personal purposes is subject to all aspects of MTC policies and rules including provisions relating to monitoring and access. Personal use shall not impede the ability of the user or other users to fulfill their position responsibilities nor shall it adversely affect access to or use of these resources for MTC purposes. Users shall not use these resources for any activity that constitutes a conflict of interest with MTC. Users shall not conduct any portion of a personal commercial business using these MTC resources. Normal supervisory procedures may impose further limits upon personal use.

Users shall not share their MTC user account password with anyone and shall not attempt to learn the password of another user. In case of emergency, IT must be consulted for appropriate access.

Users shall not attempt to use MTC electronic media and services to gain access to information that is not required for their role.

Users shall not attempt to circumvent security or install unapproved software on an MTC computing device.

Privacy

Notwithstanding MTC’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 management.

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 MTC, and the MTC administration reserves the right at any time and without notice to monitor, access, or review any data that is either stored or transmitted. When such monitoring is performed on an employee of MTC, the employee’s immediate supervisor, the Director of Human Resources, and the President must be informed of this activity.

Access eligibility expires upon termination or last working day of employment. Hardware and software resources owned by the College and approved for use on personal equipment must be removed and returned when employment with the College ends. All documents and records stored on MTC media are property of
MTC. Authority to access the documents and records of a terminated employee shall be assumed by the employee’s immediate supervisor.

(5) Any user who discovers misuse of MTC electronic media or services (including e-mail or Internet) should contact their immediate supervisor, the Director of Human Resources, and IT as necessary.

(6) 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.

(C) Enforcement

(1) Users who violate this policy may be subject to disciplinary action up to and including termination, and/or civil or criminal liability.

(2) Violations shall be handled through MTC’s disciplinary procedures applicable to the user.

(3) 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 MTC or its computing resources are at risk or to protect MTC from liability.

(4) MTC may refer suspected violations of applicable laws to appropriate law enforcement agencies.

(5) An individual desiring to challenge charges of violation or disciplinary action must follow the applicable MTC grievance procedure.

PRIOR APPROVAL DATES: 4-18-06; 10-17-16
DEFINITIONS

(A) “Customer” shall be defined as a student or another consumer who has a customer relationship with the College.

(B) “Customer information” is defined as any record containing nonpublic personal information (e.g., names, addresses, phone numbers, bank and credit card account numbers, income and credit histories, and social security numbers) as defined in 16 CFR § 313.3(n), about a customer, whether in paper, electronic, or other form, that is handled or maintained by or on behalf of the College or a College affiliate.

POLICY

(A) In accordance with mandates of the Financial Modernization Act of 1999, also known as the Gramm-Leach-Bliley Act (GLB), Marion Technical College shall develop, implement, and maintain a comprehensive written information security program (ISP) that contains administrative, technical, and physical safeguards to:

(1) Ensure the security and confidentiality of customer information;

(2) Protect against any anticipated threats or hazards to the security of such records; and

(3) Protect against the unauthorized access or use of such information in ways that could result in substantial harm or inconvenience to any customer.

(B) The ISP shall incorporate all relevant institutional policies and procedures and is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including the Family Educational Rights and Privacy Act (FERPA).

(C) The Executive Director of IT Operations is designated as the information security program Coordinator. The Coordinator shall have overall responsibility for implementing and overseeing the ISP to ensure full compliance with the GLB Act.

(D) The Coordinator shall work with areas of the College that have access to covered data to identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information; evaluate the effectiveness of the current safeguards for controlling these risks; design and implement a safeguards program; and regularly monitor and test the program.

(E) Appropriate and adequate employee training on security awareness and safeguarding of customer information shall be provided to all College employees.
(F) All contracts with service providers that are given access to customer information shall include appropriate provisions to ensure the service provider maintains appropriate safeguards for covered data and information.

(G) The Coordinator shall work with appropriate representatives from all College areas that have access to customer information to develop administrative procedures for the full implementation of the information security program.

PRIOR APPROVAL DATES: 4-18-06
AP 710  Guidelines for Assigning Office Space  Established 2-2-2018

POLICY:

(A) Office space is a College resource assigned to an employee to fulfill work assignments. All physical facilities belong to the College and are assigned to a department, program, or function. Space assignments are subject to change as needed to meet the overall needs and best interests of the College as it fulfills its mission and strategic priorities.

(B) Employees will be provided with a suitable working environment for the type of work they perform. An employee shall not be assigned to more than one office or workspace. Where an employee works in more than one department or office, the employee will be assigned one primary office or workspace.

(C) Each department manager shall have the responsibility and authority with accountability to the area vice president to effectively manage office space assigned to their department, optimizing the use of limited resources to support the mission of the College and departmental goals.

(D) Each department manager shall work with the Facilities and Operations Office to assign offices to their employees based on institutional need, availability, specific accommodations, and suitability for intended use.

When approval is granted to fill a new or vacant position, Human Resources shall contact the department manager, Facilities and Operations Office, and IT to allow preparation of the office for occupancy, including notifying of any needed accommodations. The department manager shall then correspond with the Facilities and Operations Office and IT to ensure the office space is prepared in a timely fashion.

(E) Faculty office assignments.

1. As a general rule, all full-time faculty members should have access to space for confidential, sensitive, mentoring and personal interactions.

2. When assigning private offices, priority will be given to full-time faculty. However, full-time faculty whose responsibilities are largely not office based may be required to share office space.

2. Academic deans shall have the discretion to require full-time faculty to share office space if space is not available to support the assignment of an individual private office to faculty.

3. Part-time faculty will be required to share office space with one or more part-time faculty.

Policy Owner: Chief Financial Officer