# Table of Contents

**WELCOME!** ........................................................................................................................................... 7

**THE STUDENT-CENTERED COLLEGE** ........................................................................................................ 8

**ACADEMICS** .................................................................................................................................................. 10

Academic Load.................................................................................................................................................. 10

Academic Misconduct & Plagiarism .................................................................................................................. 10

Academic Renewal............................................................................................................................................ 10

Academic Warning, Probation, or Dismissal .................................................................................................... 11

- Academic Status ........................................................................................................................................... 11
- Reinstatement after Academic Dismissal ....................................................................................................... 12

Aspire Program .................................................................................................................................................. 12

Assessment of Student Learning ...................................................................................................................... 12

Audio & Videotaping ........................................................................................................................................ 13

Auditing a Course ............................................................................................................................................. 13

Class Attendance ............................................................................................................................................. 14

Class Cancellation ............................................................................................................................................ 14

College Catalog ................................................................................................................................................ 14

Cooperative Education Experience (Co-ops) .................................................................................................. 14

Credit by Exam & Prior Learning Assessments ............................................................................................. 15

College Foundation Courses .......................................................................................................................... 15

Dean’s List ....................................................................................................................................................... 15

Graduation .......................................................................................................................................................... 16

- Unique Degree and Certificate Requirements ............................................................................................. 16
- Graduating with Honors ................................................................................................................................. 17

Individual Investigation & Special Topics ...................................................................................................... 17

Make-Up Testing .............................................................................................................................................. 18
Pre-Requisite Courses ........................................................................................................... 18

Program Options .................................................................................................................. 18
   Associate Degree .................................................................................................................. 18
   Associate of Technical Studies (ATS) Degree ................................................................. 18
   Certificate Programs ......................................................................................................... 19
   Industry and External Certifications ............................................................................... 19

Program Requirements ....................................................................................................... 19

Repeating a Course .............................................................................................................. 20

Textbooks & Open Educational Resources ............................................................................ 20

Student Evaluation of Teaching .......................................................................................... 20

ADVISING ............................................................................................................................... 22

Academic Advising ............................................................................................................. 22
   First-Year Advising ............................................................................................................ 22
   Program Advising ............................................................................................................. 22
   Advising Process .............................................................................................................. 22
   When should I meet with my advisor? ........................................................................... 23
   Preparing for Advising ................................................................................................. 24

Basic Skills Assessment/Placement Testing ....................................................................... 25

From Admission to Graduation ......................................................................................... 25
   First Semester .................................................................................................................... 25
   Second Semester ............................................................................................................. 26
   Other Terms .................................................................................................................... 26
   Preparing for Graduation .............................................................................................. 26

Transfer Students ............................................................................................................... 26

BUSINESS OFFICE ............................................................................................................... 31

Paying Fees ......................................................................................................................... 31

Professional Liability Insurance Fee .................................................................................. 31

Refund of Fees .................................................................................................................... 31

Health Insurance ................................................................................................................ 32

CAREER SERVICES ............................................................................................................. 33

DISABILITY SERVICES & ACCESSIBILITY ................................................................. 34
Types of Disabilities and Accommodations (not exhaustive) ................................................................. 34
  Temporary Limiting Condition .................................................................................................................. 35
  Pregnant or Parenting Students .............................................................................................................. 35

FINANCIAL AID ........................................................................................................................................ 36
  Financial Aid ............................................................................................................................................ 36
  Financial Aid FAQ .................................................................................................................................. 38
  Financial Aid Satisfactory Academic Progress (SAP) .............................................................................. 39
  Financial Aid Refunds .............................................................................................................................. 41

GENERAL INFORMATION ..................................................................................................................... 42
  College Closing ....................................................................................................................................... 42

Drug, Alcohol, & Mental Health Information .............................................................................................. 42
  Medical Marijuana .................................................................................................................................. 42

Copyright Infringement .............................................................................................................................. 43
  The Laws .................................................................................................................................................. 43
  Copyright Infringement ............................................................................................................................. 43
  Prevention and Sanctions .......................................................................................................................... 44
  Students Using Accessible Text Materials as an Accommodation ......................................................... 45

Lost and Found ......................................................................................................................................... 45

Parking Fee .................................................................................................................................................. 45

Parking Regulations .................................................................................................................................... 46

Voter Registration Information .................................................................................................................. 46

INFORMATION TECHNOLOGY ............................................................................................................... 47
  Canvas ..................................................................................................................................................... 47
  Computer Services for Students ............................................................................................................ 47

Email ............................................................................................................................................................. 49
  Help Desk ................................................................................................................................................ 49

RECORDS & REGISTRATION .................................................................................................................... 50
  Class Schedule ....................................................................................................................................... 50

Dropping or Adding Classes for Full Session .......................................................................................... 50

Grades ......................................................................................................................................................... 51
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appealing a Final Course Grade</td>
<td>52</td>
</tr>
<tr>
<td>Grade Point Average (GPA)</td>
<td>53</td>
</tr>
<tr>
<td>Instructional Formats</td>
<td>53</td>
</tr>
<tr>
<td>Registering for Courses</td>
<td>54</td>
</tr>
<tr>
<td>Transcripts</td>
<td>55</td>
</tr>
<tr>
<td>Waiting List</td>
<td>55</td>
</tr>
<tr>
<td>Withdrawal from the College</td>
<td>55</td>
</tr>
<tr>
<td>SAFETY &amp; SECURITY</td>
<td>56</td>
</tr>
<tr>
<td>National Security Emergencies</td>
<td>56</td>
</tr>
<tr>
<td>Safety Tips</td>
<td>57</td>
</tr>
<tr>
<td>Visitors on Campus</td>
<td>58</td>
</tr>
<tr>
<td>STUDENT RESOURCES</td>
<td>59</td>
</tr>
<tr>
<td>Food Service and Resources</td>
<td>59</td>
</tr>
<tr>
<td>Library</td>
<td>59</td>
</tr>
<tr>
<td>Open Computer Lab</td>
<td>60</td>
</tr>
<tr>
<td>Student ID Card</td>
<td>60</td>
</tr>
<tr>
<td>Student Life</td>
<td>60</td>
</tr>
<tr>
<td>Alber Student Center</td>
<td>60</td>
</tr>
<tr>
<td>Esports</td>
<td>61</td>
</tr>
<tr>
<td>NSLS</td>
<td>61</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>61</td>
</tr>
<tr>
<td>Student Ambassadors</td>
<td>62</td>
</tr>
<tr>
<td>Student Lockers</td>
<td>63</td>
</tr>
<tr>
<td>Tutoring</td>
<td>63</td>
</tr>
<tr>
<td>STUDENT RIGHTS &amp; RESPONSIBILITIES</td>
<td>65</td>
</tr>
<tr>
<td>FERPA</td>
<td>65</td>
</tr>
<tr>
<td>Student Complaints</td>
<td>68</td>
</tr>
<tr>
<td>Student Complaint Records</td>
<td>68</td>
</tr>
</tbody>
</table>
Student Code of Conduct.................................................................68
Student Consumer Information ..........................................................69
NON-DISCRIMINATION & HARASSMENT ........................................70
   Reporting Procedures ....................................................................70
APPENDIX ..................................................................................71
   Common MTC Terminology ...............................................................72
   College Policies ........................................................................76
Welcome!

Thank you for choosing Marion Technical College. You have chosen to become a member of a learning community where your efforts, talents, and positive contributions will serve you well here at MTC and far beyond into your future.

When you join Marion Technical College, you are embarking on an education that is meant to be transformative – academically, socially, and personally.

To this end, we, the faculty and staff at MTC, have assembled this handbook for you. This handbook provides strategic advice to assist you in unleashing your full potential as a valued member within our MTC community of learners.

Please take a few minutes to review the contents which include:

1) A collection of academic resources including study tips;
2) A guide from Admissions to Graduation;
3) Overviews of various student resources and opportunities;
4) A description of academic/student offices and important policies and procedures; and,
5) General information including information on weather advisories, how to acquire a student email account, parking information, etc.

The school year brings with it numerous exciting opportunities for learning and developing, including occasions for you to make new friends, learn new skills, and challenge yourself. We look forward to meeting you and are eager to assist you in achieving your academic, career, and personal goals. Remember to use this handbook throughout the school year as we know you will find answers to your questions within these pages!

On behalf of the entire faculty and staff of Marion Technical College, we wish you the very best for the upcoming school year!

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

**While every effort has been made to ensure that this book is accurate and up-to-date, it may include typographical or other errors. Changes are periodically made to this publication and will be incorporated in new editions.
The Student-Centered College

To assist students in fully achieving their goals while growing as learners, we provide the following information about the rights and responsibilities of the student and the institution. Clarifying what is expected of the students, as well as the faculty/staff, helps all of us work better together for students to attain their goals.

In order to create a learning environment that supports students in achieving their academic and employment goals, all members (students, faculty, staff, and visitors) are expected to demonstrate the following values:

- Demonstrate mutual respect and trust
- Appreciate differences among people as diversity supports new and greater ways of learning
- Adhere to high standards of ethical conduct and academic integrity
- Honor the rights and freedoms of others through respect, conduct, and integrity
- Be a steward of the campus environment through respect of the campus facilities, materials, faculty, staff, and students
- Improve the quality of campus life for everyone through good citizenship and contributions that make a positive difference
- Embrace pride and ownership for the college and campus

Statement of Rights: Students have a right to access to learning, courses, and programs of study in a supportive and respectful learning environment; faculty and staff have a right to teach and work in a supportive and respectful learning environment.

Institution Responsibilities:

- Employ caring and knowledgeable faculty/staff who fulfill their job roles by meeting their responsibilities
- Commit to being an equal partner in the learning process
- Provide an affordable, high-quality education that is valued in the community and employment marketplace
- Provide high-quality student-centered services that are convenient, effective, and efficient manner while focusing on what the student needs
- Provide a supportive learning environment that is intellectually and personally challenging as students develop and apply theories and practices in their courses and chosen pathways of study
- Prepare each student for a career in their chosen field and/or transfer to another college
- Be open to new ideas and ways of doing things (always learning)
- Value students as important members of the campus community by listening to students’ ideas regarding student issues and concerns
- Emphasize teaching and learning to increase one’s success with:
  - Effective communication
  - Problem solving and decision-making
o Effective use of information technology and mathematics/statistics/analytical skills
o Effective interpersonal and professional behavior
o Lifelong learning to adapt to new situations

Student Responsibilities:

- Actively participate in the learning process, both in and out of the classroom
- Be motivated and open to learning through preparing for class
- Identify the importance of the learning process in meeting your educational / career goals
- Commit to being an equal partner in the learning process
- Be open to new ideas and ways of doing things (always learning)
- Be proactive and specific in sharing with faculty/staff how they can help you be successful
- Recognize and incorporate learning skills such as out of class study time (recommended study to class time is two hours out of class for every hour spent in class) and tutoring
- Contribute your time and talent as a student and after you graduate as an alumnus/alumna to improve the college community
- Commit to learning to increase success with:
  o Effective communication
  o Problem solving and decision-making
  o Effective use of information technology and mathematics/statistics/analytical skills
  o Effective interpersonal and professional behavior
  o Lifelong learning to adapt to new situations
  o Diversity
Academic Load

To be considered a full-time student, you must be enrolled in at least 12 credit hours of classes or more. To be considered a part-time student, you must be enrolled in at least six (6) credit hours of classes. Your academic load may not exceed 18 credit hours unless:

- It is required by your academic program as listed in the college catalog; or,
- You have written approval from the department director or dean.

Should our academic load exceed 18 credit hours, you will be charged a per credit hour fee for each excess credit hour of enrollment.

Academic Misconduct & Plagiarism

Academic misconduct includes, but is 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 as one’s own.

Plagiarism can be intentional or accidental. The “Cite it Right” Canvas course includes information about proper citations. Students might also check out the Purdue Online Writing Lab (OWL) to learn more about plagiarism and appropriate citations.

More information on academic misconduct and plagiarism can be found in college policy, AP 521 – Academic Misconduct: Plagiarism, in the appendix.

Academic Renewal

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

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

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

Academic Status

The Office of Student Records (OSR) will reviews students’ academic standing at the end of each term. Students with a cumulative GPA below 2.0 will be placed on warning, probation, or dismissal per the following. The Director of Advising will notify students of their academic status in writing.

<table>
<thead>
<tr>
<th>Status</th>
<th>GPA Range</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning</td>
<td>Below a 2.0 GPA (1.50-1.99)</td>
<td>Restricted to advisor approval.</td>
</tr>
<tr>
<td>Probation</td>
<td>Below a 1.5 GPA (1.00-1.49)</td>
<td>Restricted to advisor approval.</td>
</tr>
<tr>
<td>Dismissal</td>
<td>Below a 1.0 GPA (0-0.99)</td>
<td>Registration denied.</td>
</tr>
</tbody>
</table>

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

Students who have been dismissed for academic reasons may be reinstated to resume classes pursuant to the provisions of the college’s policy, AP 564 – Reinstatement After Academic Dismissal. A copy of this policy is included in the appendix.

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

- The student must meet with their academic advisor, program director, or dean of the department to reflect upon past semesters and develop an Individual Success Plan (ISP) to help overcome past impediments to learning or other barriers to success.
- The student must obtain authorization from the advisor, program director, or dean of the department to register for courses while on academic warning or probation status.

Students are encouraged to take the appropriate developmental foundation courses if needed before continuing other coursework, or in some cases, retake courses with poor grades in order
to more quickly raise the GPA. At the end of each succeeding term, the student’s performance is reviewed and the student informed of their academic status.

Reinstatement after Academic Dismissal

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

Aspire Program

The Aspire college readiness classes are for students who want to work on basic math, reading, or writing skills that help them transition into and be more successful in their college courses. These classes are a unique blend of individual study and small group lecture focusing on each student’s academic needs. There is a limit to the amount of financial aid college students may receive, so these fee-free classes are an excellent “first step” in pursuing your dreams and stretching your college dollars when you have been out of school for a while and need to strengthen your academic skills. Students may also want to work on basic academic skills to improve their chances for employment or to be eligible for better jobs at their place of employment.

Because instruction is individualized and self-paced, many people join college readiness classes to prepare for High School Equivalency Testing (GED, HiSET, TASC) as well. Our instructors are familiar with a wide range of academic materials and knowledgeable about the demands of these tests, so Aspire classes are a perfect match for students who want to attain their High School Equivalency (HSE) credential.

Assessment of Student Learning

Student learning is the primary focus of MTC. To measure how well MTC fulfills its mission of providing the region’s most accessible, supportive, and personal pathway to career success, all programs and courses include a variety of assessments that measure learning success.

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

The faculty has defined specific CGCs in six areas:

1. **Communications**: Communicate effectively both written and orally.
2. **Mathematics**: Solve problems using mathematics.
3. **Problem-Solving**: Solve problems through analysis, creativity, and synthesis to make informed decisions.
4. **Professionalism:** Demonstrate good work habits, effective interpersonal and teamwork skills, and a high level of professionalism.

5. **Technology:** Use technology tools efficiently and effectively to perform personal and professional tasks.

6. **Diversity:** Exhibit respect and sensitivity for individual and institutional differences.

These skills are taught, reinforced, and/or periodically measured in various courses throughout the curriculum in every degree program. Students are strongly encouraged to focus on the CGCs as they learn throughout the program.

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

**Audio & Videotaping**

Students interested in recording in the classroom must first discuss classroom expectations with their instructor(s). Improper usage of recordings may be considered academic misconduct or a violation of the law, and involved parties may be subject to disciplinary action.

A student with a documented disability who has been approved to record lectures as an accommodation is an exception to this rule.

**Auditing a Course**

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

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

If you need to miss a class, you should notify the instructor in advance or as soon as possible after the missed class as well as inquire about make-up assignments. Not all exams or assignments can be made-up, and some departments have special provisions regarding missed work and absences. Regular class attendance is a requirement for receiving financial aid.

Online class attendance will be recorded based upon successful completion of weekly assignments. If a student has not participated during the first two weeks of the course, the student may not be afforded the opportunity to make-up missed work.

Please refer to individual course syllabi for additional information and make-up policies.

Class Cancellation

In the event individual class sessions are canceled by the instructor, signs will be posted on the classroom door. Instructors may also notify students via MTC email or Canvas announcement.

College Catalog

The official college catalog contains information on program requirements and course descriptions. Changes in courses, policies, and/or degree requirements are usually reflected in the most recent catalog. For questions about the college catalog, contact the Office of Academic Affairs and Student Services (Bryson Hall 161F, (740) 389-4636 ext. 4114).

Cooperative Education Experience (Co-ops)

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

Most degree programs in the Business and Information Technologies Department require a cooperative education experience. Students will enroll in BUS2800 Co-op Preparation and submit a cooperative education experience application through that course. Upon successful completion of BUS2800, students find placement in a work setting related to their degree field. Once a co-op site has been selected, students enroll in BUS2901 Cooperative Education Experience.
Credit by Exam & Prior Learning Assessments

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

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

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

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

A per credit hour, nonrefundable fee must be paid to the Business Office before a proficiency examination is taken or credentials for prior learning are evaluated.

College Foundation Courses

If you have been out of school for a while and need to strengthen your academic skills or if you feel your high school courses or your performance did not prepare you for college work, MTC College Foundation Courses can help you get ready for college-level coursework.

The Arts and Sciences Department offers College Foundation Courses in math, science, English, and reading. If needed, as determined by placement measures and recommendation from your academic advisor, you are encouraged to enroll in these courses early in your college experience. Some students find it helpful to take College Foundation Courses during the spring or summer prior to beginning other courses in the fall. Placement into English, math, reading, and some other courses are dependent upon recently completed high school coursework or scores achieved on the ACT/SAT or the ACCUPLACER assessment. The ACCUPLACER assessment is provided by MTC at no cost.

College Foundation Courses are identified by a course number below 1000. While credit earned in College Foundation Courses does not count toward degree requirements, these preparatory courses may significantly enhance your performance in subsequent degree courses. Discuss your plans with your advisor if you are uncertain about your needs.

Dean’s List

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

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

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

Graduation

Unique Degree and Certificate Requirements

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

- Achieve a 2.0 cumulative GPA or higher.
- Satisfactorily meet all college and curricular requirements for the program.
- Earn 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. The number of transfer credits accepted toward a degree or certificate will vary depending on how well transfer courses match requirements for your program.
  - At least 12 of the semester credit hours must be earned through technical courses in the degree. Associate of Arts and Associate of Science students must also complete 17 credit hours at MTC but are excluded from meeting the technical course credit hour requirement.
  - Developmental education courses do not apply toward graduation requirements.
- Satisfactorily complete the number of semester credit hours required for the curriculum the student is pursuing.
  - 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 better is required in courses within all Health Technology programs.)
  - 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 they have received a "D," "F," "NG,," or "U" grade in the required prerequisite course).

Graduation Application and Participation

To apply for graduation, you must meet with your academic advisor to make sure that you have met all degree or certificate requirements and fulfill all prior financial obligations and federal loan program requirements. Students must submit a petition online through the College website according to the published deadline for each term.
Upon receipt of the petition, all students’ academic records are reviewed to verify completion of degree requirements and eligibility. The College Registrar will notify a student’s academic advisor of their ineligibility to graduate; the student will be notified directly by their academic advisor.

The graduation ceremony will take place each spring semester. Graduation is for completers only – those students who have completed all of their degree requirements by the end of that spring term. Students who still have classes remaining may not participate in the spring ceremony. If you complete your degree requirements during summer or fall term, you may participate in the subsequent spring graduation ceremony.

All students participating in the spring ceremony are required to wear a black cap and gown, which can be purchased at the campus bookstore. Accommodations are available to those who cannot afford a cap and gown; please contact the Office of Student Records.

Graduation procedures information will be sent to petitioners early in the spring term. A Canvas course announcement/invitation will be sent to the student’s MTC email for you to accept in February, and a mailing will go out in mid-March. The college will also hold a graduation expo in March for upcoming graduates.

Graduating with Honors
If you graduate with an outstanding cumulative GPA, you will have the following academic distinction noted on your diploma and official transcript:

- Summa Cum Laude (GPA 3.90-4.00)
- Magna Cum Laude (GPA 3.70-3.8999)
- Cum Laude (GPA 3.50-3.6999)

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

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

Make-Up Testing

Most courses have scheduled midterms and final exams during the term. You should make every possible effort to attend class. However, should an emergency arise, some instructors may permit you to arrange a make-up test. Make-up tests are taken in the Testing Center, located within the Student Resource Center (SRC). You are responsible for promptly communicating your absence and arranging your make-up test with your instructor.

Pre-Requisite Courses

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

Program Options

Associate Degree

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

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

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

Associate of Technical Studies (ATS) Degree

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

Certificate Programs

MTC’s certificate programs are designed to provide specific skills so individuals can enter the workforce for positions that require less preparation than a degree. Short-term certificates tend to target specific employer needs to quickly prepare a competent employee. Technical certificates are similarly targeted but tend to be completed in a minimum of two terms. Some certificates can be completed as quickly as one term.

Generally, courses in 1+1 certificate programs consist of the first year of an associate degree program, with the option to continue towards the completion of the full associate degree.

Industry and External Certifications

Through its on-site Pearson VUE Testing Center, MTC offers a wide array of certification options to current students and working professionals in addition to the certifications that can be earned through some associate degree and certificate programs. Certifications are typically earned by passing external exams that allow individuals to demonstrate and document specific skills and knowledge to employers. In some industries, certification credentials are used as criteria for initial hiring or in-house promotions. The Pearson VUE Center is located in Workforce Solutions (Bryson Hall 185).

Program Requirements

Every program at MTC is different and so are their requirements for success. Keep in mind that some programs may require the following. This is not an all-inclusive list:

- Background checks
- Drug screenings
- Observation hours
- Clinical experiences
- Internships or co-ops
- Professional liability insurance
- Certain GPA or grade
- Dress codes

You are encouraged to work with your program director to learn about any program specific expectations or requirements and to obtain a copy of the program handbook (if applicable).
Repeating a Course

You may repeat a course in which you received a failing or low grade. Although the original course and grade will remain on your transcript with a notation that you repeated the course, only the quality points for the repeated course will be computed in the cumulative GPA. This is true even if the grade earned in the repeated course is lower than the grade originally earned. Courses graded on an “S/U” basis and credit types of life experience and transfer are not calculated in the grade point average. Health Technologies students should refer to their program handbook or program director for additional information about acceptable grades and limitations for repeating courses. Financial Aid restrictions may apply to repeated coursework. A student intending to repeat a course and use financial aid should contact the Financial Aid Office prior to registration. The college’s policy regarding this subject, AP 565 – Repeating a Course, may be found in the appendix.

Textbooks & Open Educational Resources

Books are purchased through MTC’s Online Bookstore. Supplies used in classes and laboratories may be purchased at the Marion Campus Bookstore located in the George H. Alber Student Center.

Some classes use an online electronic textbook that may be paid for through a course lab fee. The instructor will provide the link and password to the student once the class begins.

Several classes are using Open Educational Resources (OER) as a means of saving money for the students. If your class uses Open Educational Resources, your instructor will share with the class how to access the textbooks. These resources are without a cost to the student as they are usually available on the internet or put on reserve in the MTC/OSUM library. For items that are on library reserve, there may be specific times that the items are available (when the library is open) and there may be multiple students using the resource. Reserve materials can be used for a limited time in the library and cannot be removed from the library.

Many of the Open Educational Resources are accessible text materials as they are electronic format that screen readers can access. Should a student have a documented disability requiring additional access to Open Educational Resources, please contact Disability Services at ds@mtc.edu or (740) 386-4222 as soon as possible as it may take additional time to create an accessible format from the open resource.

Student Evaluation of Teaching

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

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

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

First-Year Advising

Most new students will be assigned to a First-Year Advisor in the Student Resource Center. A First-Year Advisor will meet with you often during your first few terms at MTC to help you register for classes and develop an academic plan, adjust to the demands of college, answer any questions you have, or refer you to additional resources on campus.

Once students have achieved specific milestones for their program of study, they will be reassigned to a faculty advisor in their program.

Program Advising

Students applying to limited enrollment programs will be assigned to a faculty/program advisor upon acceptance to the program (which may include their first semester at MTC). Students in all other programs will be assigned to a faculty/program advisor after they have completed any required college foundation courses, earned at least nine credits of college-level courses (1000 or above), and achieved a 2.0 GPA.

Advising Process

Most students will be assigned a First-Year Advisor during their first term of study. Your advisor will assist you with your initial enrollment and transition to MTC and be a source of support throughout your time as a student. You are encouraged to become acquainted with them as soon as possible.

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

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

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

When should I meet with my advisor?

After their initial enrollment/registration meeting, all MTC students should schedule an appointment with their advisor at two specific times throughout their enrollment:

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

You may also need to meet with your advisor, program director, or dean:

- If your cumulative grade point average (GPA) drops below 2.0 (“C” average)
- If, by the fifth or sixth week of the term, it becomes evident that your academic work is below satisfactory (less than a grade of “C”) you will receive an Academic Improvement Notice from your instructor(s) that indicates the course(s) in which you are deficient. Your advisor will also be notified via the Aviso early alert notification system. If it is unclear how you can improve after talking to your course instructor, please see your academic advisor or program director or dean for improvement strategies.
- If your academic record warrants academic warning, probation, or dismissal status, your department director or dean will notify you (see Academic Warning, Probation, and Dismissal). If you are on warning or probation status, you must meet with your department director or dean to develop strategies and a plan for improvement.
- It is in your best interest to meet with your academic advisor at least one full academic term before you plan to graduate to make sure you plan to complete all program course requirements as expected and on schedule. Waiting until you are about to begin your final term is normally too late to correct deficiencies or other problems. Before registering for your last term of enrollment, you must meet with your advisor to ensure that you have fulfilled all degree or certificate requirements.
- Whenever you need assistance and especially upon experiencing any circumstance which interferes with your success as a student, make an appointment to see your advisor.
If you are not required to meet with your advisor as indicated previously and have a clear understanding of which courses you should take next, you may register for classes without seeing an advisor. Be sure to register for classes that follow your academic plan.

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

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

Before the advising session:
It is recommended that you prepare a permanent folder to take to each advising session, which contains the following:
- Your MTC Basic Skills Assessment (ACCUPLACER) and Technology Skills Test (TST) results;
- Any previous college or high school transcripts;
- High School Equivalency Test results (GED, HiSET, TASC), or articulation forms;
- Your current MTC class schedule;
- A self-assessment of your strengths and weaknesses that may affect your course selections (e.g. are you a morning person, effective time-manager, a self-starter?);
- A clear understanding of your career goals, transfer plans, and possibly a formal career interest assessment;
- Course enrollment policies and requirements of any financial aid that you receive;
- A tentative schedule for the upcoming term, with several alternate courses selected.
  - Be careful not to “over-schedule” or take too many demanding courses at one time. Ask your advisor for suggestions.
  - NOTE: 12 credit hours = full time for financial aid purposes.

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

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

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

- English courses
- Math courses
- Computer applications courses

The ACCUPLACER assessment focuses on English, mathematics, reading, and writing. The Technology Skills Test (TST) covers basic e-mail usage, Internet experience, and Windows navigation.

In addition to high school transcripts, ACT scores, and other information available to advisors, results of ACCUPLACER and the TST are used to determine if you need or might benefit from enrolling in certain college foundation courses.

Placement tests are administered by the Student Resource Center in Room 183 of Bryson Hall. The Student Resource Center is open 8:00am-7:30pm Monday through Thursday and 8:00am-4:00pm Friday. Summer hours may vary. Individuals may start a test anytime but must be able to complete the test by the time the office closes.

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

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

From Admission to Graduation

First Semester

- All new and returning students are strongly encouraged to meet with an admission counselor prior to enrolling in their first term at MTC.
Once students have been accepted (new or transfer) or completed the Returning Student Reactivation Form (returning), they should complete any required placement testing and set up a meeting with an academic advisor to register for first-semester courses.

Second Semester

- Schedule an appointment with your academic advisor to discuss your class schedule. You can determine your academic advisor by logging into Aviso or contacting the Student Resource Center. Aviso is an online advising and academic planning tool which may be accessed on the MTC website under “My Plan.”
- Register for classes online or during an appointment with your advisor during open registration periods.
- Pay tuition and fees by the published deadline.
- Attend scheduled classes. To drop a class, withdraw from the college, change from day to evening classes (or vice versa), or request a tutor, see the appropriate sections of this handbook for details. If you have a question, problem, or concern, contact your academic advisor.

Other Terms

- Schedule an appointment to see your academic advisor when you have accumulated a total of 40-45 credit hours.
- You should contact your advisor any time you have a question or concern, especially when you are experiencing academic difficulty.

Preparing for Graduation

- Two terms before you plan to graduate, you are strongly encouraged to meet with your academic advisor to review your progress toward meeting all course requirements. Before registering for your last term of enrollment, you must meet with your advisor to ensure that you have fulfilled all of your degree or certificate requirements.
- Before the first week of the term before you intend to graduate, complete and submit the online Petition for Graduation on the College website.
- If you would like assistance locating employment, contact Career Services.
- All financial obligations to the college must be paid prior to graduation. You must also complete an exit interview if you have accepted Stafford or Guaranteed Student Loans.

Transfer Students

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

Approval of transfer credits occurs through the Office of Student Records, which will contact your director or dean to affirm transfer credits as needed. Generally, courses must have been completed with a “C” (or a "satisfactory" on a satisfactory/unsatisfactory evaluation scale). A course completed at the “D” level will be transferred when a D-grade in the same course is accepted toward graduation by MTC students in the normal MTC course.

At least 17 credit hours for any degree program must be earned at MTC, of which 12 of these hours must be in technical courses in all applied degree programs. Students seeking an AA or AS degree must also complete 17 credit hours at MTC but are excluded from meeting the technical course credit hour requirement. The number of transfer credits accepted toward the degree or certificate will vary depending upon how well they match course requirements for your program.

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

- Student applies for admission and asks previous college(s) to send a certified original academic transcript of coursework to the MTC Office of Admission. Only official transcripts can be used for official evaluations, which means they must be in a sealed envelope and addressed to the institution, not the student, if hand delivered.
- MTC evaluates transcripts of students accepted for admission.
- MTC decides on the equivalency and applicability of credit and sends the evaluation outcome to the student along with a notification of the 90-day period for filing an appeal.
- If the student accepts the evaluation, the process ends.
- If the student does not accept the evaluation, they may informally inquire about why one or more courses were not accepted.
- If the student does not accept the results of the informal inquiry, they may formally appeal the evaluation outcome.
- MTC initiates its multi-level internal appeal process that involves individuals who did not participate in the original decision. At each appeal level, the institution shall respond to the appeal within 30 days of the receipt of the appeal.
- The institution notifies the student and the department in writing of judgment and informs the student of the right to a state appeal process and the address to which appeals may be sent.
- If the student accepts the evaluation of MTC’s formal internal review process, the process ends.
- If the student challenges the final evaluation, they may inform the institution at which the credits were earned and request them to contact the Ohio Department of Higher Education, or alternatively, the student may personally contact the Ohio Department of Higher Education.
College Tech Prep Credit

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

College Transfer Agreements

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

Guaranteed Transfer of MTC Credits to Ohio Colleges and Universities

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

- Assure transfer of course credits and degrees without unnecessary duplication.
- Use a universal course-equivalency classification system to eliminate inconsistent judgment in transfer credit application.
- Admit transfer students to state public universities on an equally competitive basis with native students for specific programs.
It is now possible for most students to complete 50% of their bachelor’s degree at MTC depending upon their chosen major field of study. According to state policy, students can maximize the transfer of college credit to Ohio public institutions through the three primary means highlighted below.

Ohio Transfer Module (OTM)

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

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

Ohio Career-Technical Credit Transfer (CTAGs)

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

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

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

Transfer Assurance Guides (TAGs)

TAGs are groups of foundational and beginning courses “in the major” that represent commonly accepted pathways to specific bachelor degrees and majors. TAG courses are guaranteed to transfer and apply to degree/program requirements as a group or on an individual course-by-course basis according to each major. Each of Ohio’s 38 TAG areas typically includes introductory or core courses in a college major, e.g., business or psychology, plus recommended courses from within the Ohio Transfer Module, e.g., English composition or sociology. How MTC TAG courses can transfer to other colleges and universities can be seen at the Ohio Department of Higher Education interactive Bulletin Board. Please see your MTC advisor for additional guidance concerning TAG transfer courses.
The goal of all of the above efforts is to allow students to easily transfer credits and be guaranteed that courses apply to specific degree programs. This improves the ability of students to progress toward degree requirements without duplication of effort or cost. The overall intent is clear. Ohio needs more college-educated citizens. MTC’s and Ohio’s articulation and transfer policies provide an important element in the strategy for achieving this goal. By making transfer easier at every step along the way, it is likely that more students will pursue higher education and create better lives for all Ohioans.

Seeking Assistance with Transfer to Other Institutions

Students who intend to transfer to another institution are encouraged to contact their academic advisor or the college transfer coordinator as soon as possible. They can assist you with exploring transfer options for your program of study, selecting appropriate courses, and developing an academic plan to maximize your time (and money) to ensure the most seamless transfer experience possible.

Appealing Credit Decisions at Other Institutions

Receiving transfer institutions maintain the right to apply credit to a student’s degree program as they deem appropriate, particularly for courses that are not Ohio Guaranteed Transfer courses. If credit from MTC is not accepted at the receiving institution, the student may appeal following that institution’s guidelines. If a student needs help during the appeal of a decision on the acceptance of transfer credit at another institution, they may contact their program director or dean for assistance; however, first they must have exhausted all campus level appeals at the institution where the transfer credit final decision was made. Please bring documentation of the outcomes of all appeals to your department dean or director when asking them to inquire about the matter.
Paying Fees

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

If you do not pay your tuition and fees or enroll in a deferred payment plan before the payment due date, you will be assessed a $100 non-refundable late payment fee. Any student owing a balance on the 15th day of the term will have their course registrations cancelled, as required by law. If you owe MTC money from a prior term, you will not be able to complete your registration until the balance is paid in full.

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

Professional Liability Insurance Fee

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

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

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

Refund of Fees

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

The return of fees policy carries the following exceptions:

- Students dismissed from Marion Technical College or withdrawing at the insistence of the college are not entitled to any refund of fees.
- If fees are paid under mistake of law or paid for courses canceled by the college, they are returnable in full.
- Laboratory fees for a dropped course will be refunded in full from the time fees are paid through the 15th day.
- The following fees are non-refundable:
  - Application Fee
  - Career Services Fee
  - Credit-by-Examination Fee
  - Deferred Payment Fee
  - Late Payment Fee
  - Life Experience Evaluation Fee
  - Parking Fee
  - Insurance Fees
- Refunds to students on financial aid are repaid to the source from which they came and not to the student. Students receiving federal financial aid may have to repay a portion of this upon withdrawing from the college or if they stop attending classes before 60% of the enrollment period is complete (see Financial Aid Refund section). Federal regulations require that the college keep attendance records and recalculate financial aid based on the last day that a student attended.

Health Insurance

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

Career Services provides services to current students and alumni who are undecided about their career goals or need assistance with the job search process. Career Services will assist students through a career plan that starts their first day on campus. Some of our services include:

- Career assessment and counseling;
- Classroom presentations;
- Resume review;
- Interview etiquette and practice;
- Co-op/internship assistance;
- Annual job fair;
- Job postings;
- Career readiness workshops.

Career Coach is a tool to use as careers are being researched. Career Services utilizes Career Coach to work with students who are undecided about their career path and to confirm a career choice for students who have made a career decision. Career Coach offers a short, six question career inventory, a longer 60 question assessment, a resume builder, and links to live job postings. You can obtain regional information on career expectations, pay ranges, and if a career field is growing or declining.

College Central Network is MTC’s online job posting site. This resource helps connect employers to students and alumni through employment opportunities and resume review. This is a free tool for students and alumni.

Ohio Means Jobs is the State of Ohio’s job site. This site provides a number of career resources, including online training modules, in-demand job lists, a budget calculator, and special information for veterans.
Marion Technical College is committed to facilitating equal and equitable access to all MTC programs, services, and activities for students/prospective students/guests with disabilities.

Students with a disability are highly encouraged to contact the Director of Student Disability Services as early as possible, as some accommodations can take additional time to implement. We suggest students reach out to Disability Services early in the application process to begin the conversation with the Director. It is especially important for recent high school graduates to start the conversation early, as there are significant changes from high school to college in how the accommodations are provided.

Because it is the student’s responsibility to request accommodations at the college level, it is very important for the student to meet with Disability Services to work together to determine the appropriate accommodations and communicate those with the student’s instructors. A delay in meeting with Disability Services may mean a delay in receipt of the accommodations or services.

We look forward to meeting with prospective students and discussing possible accommodations and the procedure for requesting accommodations at MTC. Each student’s accommodations are determined by Disability Services on a case-by-case basis through interactive dialogue with the student (and faculty as needed) and by review of appropriate documentation of the disability by qualified clinician. Students who are unsure if their condition qualifies them for accommodations are encouraged to contact the Director of Disability Services to discuss their situation.

Prospective students may receive accommodations on the placement test, but early notice is important to make sure the accommodations are in place for the date/time the student plans to test.

Types of Disabilities and Accommodations (not exhaustive)

- Disabilities often seen on college campuses:
  - Learning disabilities and/or ADHD/ADD
  - Mental health conditions (depression, generalized anxiety, bipolar)
  - Chronic health conditions (diabetes, multiple sclerosis, epilepsy)
  - Deaf/hard of hearing
  - Blind/visually impaired
  - Traumatic brain injury
  - Autism/Asperger’s/Developmental Disabilities
- Common types of accommodations provided:
  - Test accommodations (extra time, reduced distraction, tests read aloud)
  - Accessible text materials (books on tape/CD)
  - Assistive technology (Read & Write, Dragon Naturally Speaking)

Temporary Limiting Condition

Should a student experience a medical condition such as a broken dominant hand or a concussion, they can meet with Disabilities Services to see if they are eligible for temporary adjustments (i.e. extra time on exams, use of assistive technology, etc.) in their classes while they recover.

Pregnant or Parenting Students

At MTC we hope that all goes well with students who may be experiencing pregnancy or childbirth while enrolled in classes. However, unexpected situations can occur during pregnancy or childbirth that may negatively impact a student's enrollment in classes. Should a student experience a situation related to pregnancy or childbirth that may limit (for example, required bedrest because of preeclampsia or unexpected Cesarean childbirth), they are encouraged to reach out to the Director of Disability Services who works with the MTC Title IX Coordinator to determine possible temporary adjustments the student might be eligible to use to mitigate the impact.
Financial Aid

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

How to Apply for Financial Aid

- All financial aid information may be found on the college’s [website](http://example.com).
- Complete the Free Application for Federal Student Aid (FAFSA) online. This application is used to determine your eligibility not only for Pell Grants, but also for the Federal Supplemental Education Opportunity Grant (FSEOG), Direct Student Loan, College Work-Study, and most scholarships.
- Submit a scholarship application if you wish to apply for various scholarships available to MTC students. The application deadline is May 1st.

You must reapply each academic year if you wish to be considered for financial aid the following year (the academic year is Fall, Spring, and Summer terms). Applications for financial aid and financial advising are available from the Financial Aid Office.

Types of Financial Aid

Scholarships

Scholarships are monetary gifts which do not involve repayment. All scholarships vary in amounts according to the funds available and the number of eligible applications received by May 1. The results of the Free Application for Federal Student Aid (FAFSA) must also be on file at the college by this time.

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

Grants are also monetary gifts that involve no repayment. You must meet normal academic requirements and demonstrate financial need to be eligible. The Pell Grant is a federal grant assisting MTC students. The amount of assistance you may receive is determined based on your own and your parent’s financial resources.

To apply for the grant, you must complete the Free Application for Federal Student Aid (FAFSA) available online. Both full-time and part-time students may be eligible.
Loans
Loans are forms of financial aid that must be repaid at a specified time. Direct Loans are administered through the college, funded by the Federal Government, and carry a low interest rate.

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

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

You must establish eligibility by completing the Free Application for Federal Student Aid (FAFSA). Students must also complete a Loan Request Form indicating the amount of loans requested and complete entrance counseling and the Master Promissory Note. In order for loans to be processed, the student must be enrolled/registered for at least 6 credit hours for the term in which they plan to use the loan. Please contact the Financial Aid Office for more details.

Student Employment
Student Employment is another resource available to help currently enrolled students gain valuable work experience, network with professionals, and learn skills necessary for career success. MTC offers Federal Work Study and college-sponsored student positions, depending on your work study eligibility and department offerings. Students who wish to apply for student employment should visit https://www.collegecentral.com/mtc/Student.cfm or visit the Office of Career Services. You can also contact the Financial Aid Office with questions about Federal Work Study eligibility.

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

Additional Financial Aid Sources
- Veterans’ Benefits - A veteran who has been honorably discharged or released under honorable conditions may be entitled to receive VA educational benefits. Benefits may also be available for children/spouse of deceased or disabled veterans. Contact the VA Certifying Official for forms and further details.
- Bureau of Vocational Rehabilitation (BVR) - If you have a disability that is handicapping to employment, you may be eligible for financial assistance from the BVR. Contact your local BVR office for details.
• TRA/NAFTA - The Training Readjustment Act (TRA) and the North American Free Trade Act (NAFTA) offer tuition, books, and supply funding for individuals that were employed with a company that relocated to Canada or Mexico. This benefit is available through the Ohio Department of Job and Family Services.
• Workforce Development - Several unions have Workforce Development money available to their members. To obtain this, please consult with your union.
• Workforce Investment Act (WIA) - The Workforce Investment Act (WIA) is available through the county Job and Family Services. Contact the County Job and Family Services office in your county for details.
• Ohio National Guard Scholarship - Any member of the Ohio National Guard who enlists, re-enlists, or extends his or her service for a period of six years may be entitled to this scholarship at MTC. Contact your local National Guard unit for more details.
• Employer Assistance - Employers often offer scholarships to their employees or children of employees. Many area employers also have tuition reimbursement programs.
• American Opportunity Tax Credit - The American Opportunity Tax Credit is a tax credit available to eligible students during their first four years of postsecondary education. You may also find additional information on the IRS website.
• Federal Student Loan Interest Deduction - A student may deduct up to $2,500 per year of interest paid on education loans for expenses of students enrolled in higher education. You may find additional information on the IRS website.

Financial Aid Websites
If you would like to explore additional information sources on financial aid, the following list is a great place to start:
• www.mtc.edu
• www.studentaid.ed.gov
• www.fastweb.com
• www.collegeaid.com
• www.marioncommunityfoundation.org
• www.scholarships.com

Financial Aid FAQ

Q: What can I apply for/what am I eligible for?
A: You can apply for all types and sources of financial aid available. Other places to find information are the financial aid bulletin board, student handbook, the campus library, local public libraries, churches, service organizations, etc. The only way to find out if you are eligible is to apply.

Q: How much financial aid will I get if I attend less than full time?
A: The Pell Grant is prorated depending on your eligibility and the number of credit hours for which you are registered.

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Q: Why is financial aid calculated on a prior year's income when this year is when the money will be spent?
A: Prior year's income for most people is the best predictor of their financial situation. Using the prior taxable year's income makes it easier to provide accurate information on the FAFSA. If your current income is significantly less than the prior year, contact the Financial Aid Office to see if you qualify for “Special Circumstances.”

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

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

A new loan recipient must first complete a hard copy Loan Request Form and complete both Entrance Counseling and Master Promissory Note (both online) before these funds can be disbursed. Students must be enrolled/registered in at least 6 credit hours for the term in which they plan to use the loan.

Q: How often do I apply for Financial Aid?
A: Every academic year. The academic year begins with fall and continues through the summer term. The Renewal Applications and FAFSA's are available October 1st for the next academic year.

Q: How do I apply for a student loan?
A: The FAFSA must be processed and on file in the Financial Aid Office. You complete the online steps for applying for a Direct Loan at https://www.mtc.edu/future-students/financial-aid/. The entire process can take up to 4 weeks, so students should plan accordingly.

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

These standards are established only for those students who are receiving financial assistance from one or more of the following programs: Pell Grants, FSEOG, OCOG, College Work-Study Program, MTC Scholarships, and Direct Loan Programs.
Full-Time Students
Students whose aid is based on a full-time status must complete a minimum of 12 credit hours per term.

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

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

- Maintain the required 2.0 cumulative grade point average (GPA);
- Satisfactorily complete the necessary number of credit hours (67%) per term; and,
- Will graduate within 150% of the credit hours required to complete their program of study.

Explanation:
- Students must maintain a 2.00 GPA as determined by the college to retain eligibility for federal aid.

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

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

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

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

Financial Aid Warning
If a student fails to meet any of the above criteria in a term, the student will be placed on Financial Aid Warning and notified in writing. To regain SAP status, the student must satisfactorily complete all courses for which they are registered. Withdrawing from a course is not considered satisfactory completion. A student who is on Financial Aid Warning and does not meet SAP will be suspended from receiving federal financial aid.
Financial Aid Suspension
A student who does not meet SAP requirements after being placed on Financial Aid Warning will have their financial aid suspended resulting in the termination of all financial aid. Students having their financial aid suspended will be notified in writing and required to pay for tuition/fees until they regain Satisfactory Academic Progress conditions. Students suspended may appeal the suspension.

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

Appeals Procedures
If a student feels there are extenuating circumstances (i.e., illness/injury of student, serious illness/death within the immediate family, or other circumstances beyond the reasonable control of the student) they may appeal Financial Aid Suspension in writing to the Financial Aid Office. A student must complete the Satisfactory Academic Progress Appeal Form and return it with all supporting documentation to the Financial Aid Office for review by the Financial Aid Director. The student will be notified in writing of the action taken on their appeal. The decision made on the appeal is final. Students may also regain financial aid eligibility by completing coursework at their own expense until all conditions of SAP are met.

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

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

Repayment
A Financial Aid Officer will compute the repayment and notify the Business Office of the amount you owe. You will be billed and instructed how to make repayment. Future financial aid and grades/transcripts may be withheld until repayment is made. If repayment is not made, your debt shall be turned over to a collection agency for collection assistance. All refunds are returned to the source from which they came.
General Information

College Closing

In case of inclement weather, power outages, or other emergencies, the closing of MTC will be announced on: www.mtc.edu, Facebook, Twitter, (740) 389-4636 (recorded message). All students are opted-in to receive Buckeye Alerts as text messages in the event of a closing or emergency.

Drug, Alcohol, & Mental Health Information

In compliance with the Drug Free School and Communities Act Amendment of 1989, MTC publishes “Drug-Free Information,” a brochure describing MTC’s policies and applicable federal and state laws and sanctions. The brochure also describes possible risks and includes area agencies that may provide assistance. Drug-free information brochures are available in Student Resource Center (Bryson Hall 183).

MTC has a licensed mental health counselor on staff to assist you with personal matters that may impact your academic performance. Contact Mike Stuckey at stuckeym@mtc.edu or (740) 386-4171 if you believe a counselor can be of assistance regarding topics such as depression or persistent sadness, feeling overwhelmed, stress, difficulties making decisions, anxiety, or substance abuse.

Illegal use, possession, or distribution of alcohol or drugs is strictly prohibited on the Marion Campus. As of August 1st, 2016, the Marion Campus, which includes all buildings, grounds, and parking lots, is now tobacco-free.

Medical Marijuana

Effective as of September 8, 2016, the State of Ohio allows certain activities related to the possession and use of medical marijuana. However, the use and possession of marijuana, even for medicinal purposes, remains illegal under federal law.

As a recipient of federal funding, such as student financial aid and federal grants, Marion Technical College is required to follow federal law, including the Safe and Drug-Free Schools and Communities Act, Drug-Free Workplace Act, and the Controlled Substances Act.

To comply with federal law, Marion Technical College prohibits the use, possession, production, distribution, or sale of drugs, paraphernalia, or controlled substances while on College premises, in the conduct of College business, or as a part of any College activity. This prohibition includes medical marijuana, and its derivatives. Derivatives may include but are not limited to oils, tinctures, plant material, edibles, or patches. Sanctions for students and
employees in violation of the College's policies related to drug use or possession will be in accordance with the College's code of conduct and applicable policies or rules. Prohibition of marijuana on campus does not extend to legitimate academic use, sanctioned by the College and with proper licensure by an appropriate organization, for purposes of instruction, such as in the Criminal Justice program.

Copyright Infringement

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

The Laws

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

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

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

Copyright Infringement

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

Peer-to-peer sharing of copyrighted material without the copyright holder's permission is illegal, whether you download or serve it. In most cases, the software you use to download files automatically makes your machine into a server. You may be serving files without realizing it.
Under federal law, copyright infringement does not require intent or knowledge on the part of the alleged infringer. “Peer-to-peer” (P2P) programs are designed to allow for the sharing of files. When you download a file using those types of applications, it will generally be stored in a manner that can be accessed by others. Many of the files found on such sites are made available for downloading and sharing without the copyright holder’s permission. To protect themselves from liability, peer-to-peer programs may include a disclaimer stating that they do not condone copyright infringement, and disclaiming any liability for downloading and sharing of files in violation of copyright law. That does not exempt you from liability.

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

The doctrine of fair use provides for limited sharing of copyrighted materials, especially in an academic setting. However, the vast majority of online music and movie sharing does not meet the criteria for fair use.

Prevention and Sanctions

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

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

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

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages of not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. Costs and attorneys' fees may also be assessed. For details, see Title 17, United States Code, Sections 504, 505.
Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, see Copyright Infringement - Penalties on the U.S. Department of Justice site. If an individual uses MTC’s information technology systems in violation of any laws or college policies, rules, or user agreements, the college may take disciplinary action.

Students Using Accessible Text Materials as an Accommodation

For any student who is eligible to use accessible text materials (alternative formats) as an accommodation for a documented print disability, the materials are provided with the understanding and the student agrees to:

1. The alternative format is for use only by the student in connection with a course in which they are registered.
2. The text is a required text for the course.
3. The student has a disability that prevents them from using only the print version of the text. Documentation is on file in Disability Services about this disability.
4. The text has been purchased by the student and will be kept for the length of time the student uses the alternative format.
5. The student will use the alternative format in a specialized format solely for his or her own educational purposes.
6. The student will not copy, duplicate, or distribute the alternative format for use by others. Do no post on websites.
7. The Disability Services office may need to disclose the student’s name and contact information upon request of the publisher.

These stipulations are made in accordance with the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et Seq.). Violation of any of these agreements may result in a violation of the student code of conduct and/or criminal charges. If a student has any questions about their use of alternative formatted materials, they should contact Disability Services at ds@mtc.edu or (740) 389-4636 ext. 4222.

Lost and Found

There are lost and found boxes located in the Student Resource Center in Bryson Hall and in the Reception area of the Health Technologies Center.

Parking Fee

A parking fee is charged each semester to each student enrolled on campus; the fee is not charged to students enrolled solely online.
Parking Regulations

Marion Campus parking regulations apply to MTC and OSUM students, as well as campus visitors. Regulations are enforced to enhance fair and safe parking for everyone on campus. Parking for all students on the Marion Campus is available in any ungated, open parking lot. Visitor and handicap accessible parking is available adjacent to Bryson Hall and in the student lot across from the Health Technologies Center.

The following are parking violations on the Marion Campus:

- Parking in the fire lane (in the oval north of the buildings). This warrants immediate towing.
- Parking within ten feet of a fire hydrant. This warrants immediate towing.
- Parking on a roadway that constitutes a hazard or obstruction. This warrants immediate towing.
- Parking in a faculty/staff or handicapped parking space without appropriate placard.
- Parking in an “official vehicle only” area.
- Parking on the grass or outside the designated limits of a parking space.

Students with three (3) or more outstanding parking violations may have their vehicles impounded. Failure to pay parking fines may result in withholding your transcript and/or diploma and restricting registration until the fines are paid. Parking fines may be paid at the Ohio State Marion Business Office (Maynard Hall 140). In order to have a hold removed for their account, students must present receipt of payment to the MTC Business Office (Bryson Hall 106).

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

Voter Registration Information

In accordance with federal law, MTC students are encouraged to complete their voter registration by visiting their local Board of Elections office or the Ohio Secretary of State’s website.
Canvas

Canvas is a course and learning management software product used by faculty to deliver course materials via the Internet for nearly all courses. Registered MTC students can access Canvas using a web browser such as Google Chrome. Students are automatically enrolled in the Canvas courses when classes begin each term. The Canvas tool can be accessed on MTC’s website, www.mtc.edu.

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

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

Computer Services for Students

Use of MTC Electronic Media and Services

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

Electronic media and services include, but are not limited to: computers, laptops, tablets, servers, file/cloud storage, computer software and applications, networks, e-mail, College-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 College electronic media and services, whether affiliated with the College or not, and whether on-campus or from a remote location.

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

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

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

Users shall not share their College user account password with anyone and shall not attempt to learn the password of another user.

Users shall not attempt to use College 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 a College computing device.

Privacy

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

Though MTC utilizes numerous methods to prevent unauthorized access to systems and private files, users of these resources should have no expectation of privacy. Information can be revealed by malfunctions, by hackers, through normal operational procedures, and by other means. Confidentiality cannot be assumed even when passwords or other security measures are used.
MTC’s electronic systems are designed and maintained exclusively for the benefit of the college, and the college administration reserves the right at any time and without notice to monitor, access, or review any data that is either stored or transmitted.

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

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

Enforcement

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

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

Email

All students are provided an MTC email account upon admittance. Your MTC email is an expected means of communication for information from the college pertaining to your bill, class registration, and more. This is also the primary and preferred method of communication between you and your instructors, advisor, and all other college personnel. Students are expected to check their email regularly.

Use of all MTC electronic services, including but not limited to computer labs, Canvas, email, and Wi-Fi, is subject to MTC’s acceptable use policy.

Help Desk

Forgot your login name and password? Need help with your student email account? Contact the Help Desk at helpdesk@mtc.edu or (740) 389-4636 ext. 288.
Class Schedule

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

Class Section Transfer

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

Dropping or Adding Classes for Full Session

You may drop or add classes from your schedule during any registration period. 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. Students who wish to add a course after the first course meeting must complete the Late Add Form and submit it to the Office of Student Records (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. 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.

Classes may be dropped up to ten business days before the term ends. (A “business day” is any day that the Office of Student Records is open). A student may register for a flexibly scheduled class up until the first meeting of the class.

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

- No indication of course registration is recorded on your transcript when you drop a class on or before the end of the fifteenth calendar day of the academic term.
- If you drop a class between the sixteenth calendar day through the tenth business day before the end of the term, you will receive a “W” (withdrawn) on your transcript.
- After the tenth class day before the end of the term, no drop or section transfer forms will be accepted and a grade will be recorded for the course. Dates are determined by the day the form is received by the Office of Student Records.
Grades

Student Evaluation

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

- “A” = Superior - For each credit hour, four quality points are earned.
- “B” = Above average - For each credit hour, three quality points are earned.
- “C” = Average - For each credit hour, two quality points are earned.
- “D” = Below average - For each credit hour, one quality point is earned.
- “F” = Failing – No quality points are earned
- “FN” = Failing for non-attendance - No quality points are earned. Credit for a course in which a grade of “F” or “FN” has been received may be earned only by repeating and passing the course.
- “NG” = No grade reported by instructor.
- “I” = Incomplete
  - 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:
    - 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,
    - the student record justifies the expectation that a passing grade would have been earned if the student had completed all required coursework.
  - 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 after the one in which the “I” was recorded (e.g., a student who receives an “I” in spring term has six weeks into the following summer term to complete required course work, etc.). Under exceptional circumstances and 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. The academic dean or director shall consult with the chief academic officer prior to making his or her decision. The time granted normally does not exceed the end of the subsequent term in which the “I” was recorded.
  - The academic dean or director’s decision is final in all matters concerning extensions to completed course work.
  - 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.
  - Until the 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 GPA.
student’s grade point average or in the determination of satisfactory academic progress for financial aid.

- 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.

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

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

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

- "AW" = Administrative Withdrawal – Carries no credit points and is not computed in your cumulative grade point average.

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

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

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

Appealing a Final Course Grade

Students who feel the grade they have earned for a particular or course is not accurate and wish to appeal the grade are responsible for initiating the procedure outlined below within 30 days of course completion:

- Discuss your concerns with the instructor. If the instructor who awarded the grade is no longer employed at the college, the student may begin with the next step.

- If results of meeting with the instructor are not satisfactory, discuss your concerns with the academic dean or director of the department responsible for the course.

- If results are still not satisfactory, you may discuss your concerns with the Vice President of Academic Affairs and Student Services. All decisions from the VP are final.
A student who withdraws from a course cannot initiate or otherwise pursue an appeal of a grade in that course. The college's policy on this subject, *AP 568 – Appealing a Final Course Grade*, is available in the appendix.

**Grade Point Average (GPA)**

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

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

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

\[
\begin{align*}
A & = 4 \text{ points} \times 3 \text{ credit hours} = 12 \\
B & = 3 \text{ points} \times 4 \text{ credit hours} = 12 \\
C & = 2 \text{ points} \times 2 \text{ credit hours} = 4 \\
D & = 1 \text{ point} \times 1 \text{ credit hour} = 1 \\
F & = 0 \text{ points} \times 3 \text{ credit hours} = 0 \text{ (or FN)} \\
\end{align*}
\]

\[
\frac{29 \text{ quality points}}{13 \text{ credit hours}} = 2.2308 \text{ GPA}
\]

**Instructional Formats**

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

Another type of course format is blended. Blended courses consist of a mix of face-to-face and online instruction (roughly half-and-half). In online courses, there is no regularly scheduled class meeting time; all of the work is completed through an online instructional format. Courses with special guidelines are listed as such in the college’s semester class schedule.
As an example of different course formats, consider OIS1240—Computer Applications. This is a course offered in all three formats: traditional, blended, and online.

Sample Schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Sect</th>
<th>Cr</th>
<th>Title</th>
<th>Time</th>
<th>Format</th>
<th>Prereqs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIS 1240</td>
<td>01</td>
<td>3</td>
<td>Computer Applctns</td>
<td>MW 9:30 AM - 10:50AM</td>
<td>--</td>
<td>Placement or OIS1200</td>
</tr>
<tr>
<td>OIS 1240</td>
<td>02</td>
<td>3</td>
<td>Computer Applctns</td>
<td>W 12:30-1:50</td>
<td>Blended</td>
<td>Placement or OIS1200</td>
</tr>
<tr>
<td>OIS 1240</td>
<td>50</td>
<td>3</td>
<td>Computer Applctns</td>
<td>Online</td>
<td></td>
<td>Placement or OIS1200</td>
</tr>
</tbody>
</table>

- Section 01 of OIS1240 meets Mondays and Wednesdays from 9:30–10:50AM. This is a traditional face-to-face format course.
- Section 02 of OIS1240 meets Wednesdays from 12:30PM – 1:50PM. This is a blended format course; the class meets in a traditional format once per week with additional materials provided online.
- Section 50 of OIS1240 utilizes a totally online format; the class does not meet in a face-to-face session.

Registering for Courses

Registering for classes is a critical activity for all students. Each term it is necessary for you to select the specific courses you want to take, complete any forms needed, and pay the appropriate fees as part of the registration process. You are also encouraged to stay in contact with your advisor should any concerns arise. You are responsible to know the various registration terms, times, and policies.

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

Continuing students (students who attended during any of the previous three terms) in good academic standing are afforded the first opportunity to register for classes during three days of online registration:
- Day One – registration opens for continuing students with 45+ credit hours completed
- Day Two – registration opens for continuing students with 20+ credit hours completed
Day Three – registration opens for continuing students with 9+ credit hours completed

In June of 2014, Governor Kasich signed House Bill 488, which includes providing priority registration for veterans and service members. At MTC, priority registration means veterans and service members can register beginning at 9:00 a.m. on Tuesday before open registration begins. Once open registration begins, veterans and service members will compete with all other students for class spaces.

All other students currently attending MTC who do not fall in the above categories may register with an advisor or the Office of Student Records.

Registration for new and returning students opens approximately one week later. All new and returning students must meet with a First-Year Advisor or the Office of Student Records.

Transcripts

Official transcripts of your grades may be requested by visiting MyMTC, selecting “Records and Registration” and choosing “Request Transcript.” All other requests require a per-copy fee. No transcript is processed without written authorization and proper payment.

Waiting List

- Get on a waiting list - You can be placed on a waitlist if you are unable to schedule a course because the class is already full. All prerequisites must be met to be added to a waiting list. Students are moved from a waiting list to enrolled status in the course on a first-come, first-serve basis as seats become available.
- Read your email - You will receive an email in your MTC email account giving you permission to register for the wait-listed course. You will only have 72 hours from the time the email is sent to you to register for the course. It is your responsibility to check your MTC email account daily and register in time. If you fail to do so, the next student on the waiting list will be offered the seat.
- Register for the course - You may register online using MyMTC Self-Service if you have attended at least one of the previous 3 terms with 9 or more earned credit hours prior to the current term. You may also contact the Office of Student Records or email registrar@mtc.edu.

Withdrawal from the College

If you wish to withdraw from MTC, you may do so by completing a withdrawal form, which is available on the MTC website. You may also email the Registrar (registrar@mtc.edu) from your MTC email address.
MTC is committed to providing a safe environment for its students and other members of the campus community. We continually evaluate existing safety programs and look for new ways to enhance campus security. Each class day more than 3,000 students, faculty, staff, and visitors use campus facilities. While we attempt to provide the most secure surroundings possible, all students and visitors should take responsibility for their own safety while on campus. This includes the following: being sure not to walk alone to the parking lots, especially during evening hours; locking car doors; not leaving possessions in plain view in cars; and parking in well-lit areas whenever possible.

We encourage prompt and accurate reporting of any crime or suspicious activities or incidents. Should you need to make a report, contact the MTC switchboard operator by dialing zero (0) from a campus phone at which time the operator will contact the appropriate campus officer.

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

National Security Emergencies

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

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

If an emergency occurs, MTC communications will be available on the college web site www.mtc.edu.

Safety Tips

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

General Safety

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

Protecting Personal Property

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

Protecting Against Assault

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

Computer Safety

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

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

Aiding Authorities

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

Visitors on Campus

For their safety, children must be under adult supervision at all times while on campus.

No children are allowed in college classrooms or laboratories during class sessions or in open labs.

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

Food Service and Resources

Food and beverages are available in vending machines located in most campus buildings. Food and drinks are permitted only in the Alber Student Center and lounges in Bryson Hall, Morrill Hall, Health Technology Center, and the Library Classroom Building. The Market Express is an added dining option on campus, located on the first floor of Morrill Hall.

The Marion Campus food pantry, located in the Alber Student Center, offers non-perishable food items to all students on campus. The Fresh Express Market also offers free produce to students on select Thursdays each month. Hours of operation vary by term; contact the Student Resource Center for more information at 740-389-4636 or stop by Bryson Hall 183.

Library

The Marion Campus Library is located in the Library Classroom Building. The local collection includes over 51,000 books, periodical titles, and a variety of other information resources. We also have several special collections as well as a media collection that are available for use.

Materials in the library and the University Libraries system are located through the online catalog, which can be accessed from the library website. The local collection is part of a larger statewide catalog called OhioLINK, which contains nearly 50 million items from the member libraries with access to many public library collections through the SearchOhio option. A collection of electronic resources, including e-books, e-journals, and research databases is also available through the libraries and OhioLINK. Many of the resources from OhioLINK can be accessed off-campus by logging in using your full name and Power Campus number from your campus-issued photo ID.

The library building is Wi-Fi enabled with access to MTC wireless. We offer three group study rooms that are reservable for students through our library webpage. Students must also have a current campus-issued photo ID to checkout group study rooms and to checkout materials. The library has casual seating, study areas, study carrels, and 20 workstations. We also provide rotating displays and exhibits of educational interest.

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

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

Hours of operation are located on the Library’s website.
Open Computer Lab

MTC provides an open computer lab for use by registered MTC students. The open lab is in the Academic Success Center (Bryson Hall 191) and is available throughout the day and evening; specific lab hours are posted on the lab doors and in all computer-lab classrooms. The open computer lab is staffed by a combination of full-time lab technicians and part-time student lab assistants. The computer lab personnel ensure that the open computer lab systems are functioning properly, and they can provide limited assistance with standard MS-Office software products (Word, Excel, and PowerPoint).

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

Social Services Support

MTC is proud to partner with Marion Matters’ Employer Resource Network to support students who are experiencing challenges outside of the classroom which may impact their success, such as housing insecurity/homelessness, transportation issues, access to childcare, hunger/food insecurity, domestic abuse, and more. This service is free and confidential. Please email ern.marionmatters@gmail.com or meet with the MTC Student Resource Navigator in Bryson Hall 141 8am-11am on Mondays or 2pm-5pm on Thursdays for assistance.

Student ID Card

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

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

Student Life

Alber Student Center

The Alber Student Center is a 25,000 square foot facility on the Marion Campus. The Student Center features a fitness center, game room, gymnasium, climbing wall, and student lounge open to all students, faculty and staff of Marion Technical College and Ohio State Marion. The Student Center also has a Veteran’s Lounge for all student veterans on the Marion Campus. The Alber Student Center is also the home of Marion Campus Recreation and the Student ID office.
With your student ID, you can check out volleyballs, basketballs, disk golf disks, billiards, ping pong, Xbox games and footballs.

Marion Campus Recreation

Marion Campus Recreation is committed to providing excellent programs, services, facilities, and equipment to enrich the learning experience. We also want to foster a lifetime appreciation of wellness, recreational sports, and activities among our students, faculty, and staff. All Marion Campus Recreation programs are open to Marion Technical College and Ohio State Marion students, faculty and staff.

Marion Campus Recreation organizes a variety of activities for students of all ages, including family movies, concerts, lectures, trips, art shows, and mid-day coffeehouse performances. Activities planned each year often depend on the individual interests of MTC students. If you have new ideas or questions concerning student activities, contact the Student Activities Office.

As an MTC student, you and your family can participate in all intramural sports programming, which includes flag football, soccer, softball, coed volleyball, basketball, racquetball, and badminton. Contact the Marion Campus Recreation office for further details.

Esports

Got Game? Esports is a video game-based sport, most commonly taking the form of a collaborative, organized multiplayer competition. As a member of NACE, the National Association of Collegiate Esports, MTC is offering a competitive and exciting intercollegiate athletic program.

NSLS

The National Society of Leadership and Success (NSLS) is the nation’s largest honor society whose mission is to build leaders who make a better world. Top students are nominated by their college to become members. Each member comes together to identify and achieve their goals, in addition to building their leadership skills, and receives a lifetime membership. NSLS offers life-changing lectures from the nation’s leading presenters and a community with like-minded, success-oriented individuals who come together and help one another succeed. Benefits of becoming a member includes, but are not limited to, scholarships and awards; exclusive on-campus events; employer recruitment through an online job bank; and discounts on computers, textbooks, grad school prep courses, insurance and more. To learn more about NSLS, contact the chapter advisor, at (740) 389-4636 ext. 4105 or manleyc@mtc.edu.

Phi Theta Kappa

MTC sponsors a chapter of Phi Theta Kappa, an international honor society that recognizes the academic accomplishments of two-year college students and provides opportunities for personal growth through programming centered on scholarship, leadership, service, and
The mission of Phi Theta Kappa is to recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders.

Phi Theta Kappa is the largest honor society in the world with more than 3.5 million members in the United States and 10 sovereign nations. The local MTC chapter, Beta Nu Pi, was founded in March 2005. This group regularly host student activities and complete service projects on campus and within the local community. They have also participated in international conventions and regional planning initiatives.

Like all Phi Theta Kappa chapters, membership in Beta Nu Pi is based on academic achievement and opens the door to many scholarship opportunities. After each semester concludes, membership invitations are emailed to all MTC students who meet the criteria of having completed 12 credit hours and maintained at least a 3.5 GPA. For more information about PTK, please contact the chapter advisor at (740) 389-4636 ext. 4169 or handa@mtc.edu.

Student Ambassadors

The Student Ambassador Scholarship Program is designed to award high-achieving, current MTC students with scholarships of up to $1,000 (up to, but not exceeding, the student’s cost of attendance). In return, those students selected will serve approximately 50 hours per semester as a Student Ambassadors of MTC. In this role they will assist the Office of Admissions by providing campus tours to prospective students and their families; calling prospective students; assisting with MTC’s social media presence; assisting with recruitment, orientation, and other campus events; representing MTC at occasional off-campus events; and organizing and participating in a Student Ambassador charity drive. In conjunction with the financial assistance this program provides, it will also develop students’ leadership and professional skills by facilitating their active engagement with campus events and activities.

Applications are available at the Financial Aid Office and are due in early May of each year. To apply for this scholarship program, applicants must meet the minimum requirements listed below:

Minimum Requirements

- 3.0+ cumulative GPA at the time of submitting Ambassador application
- Completed more than 12 credit hours at MTC
- Be enrolled for at least 6 credits per semester through the fall and spring semesters
- Letter of recommendation from MTC faculty or staff member
- Current FAFSA on file
- Must have a positive attitude about MTC
- Commit to Friday mornings/early afternoons for admission events
- Comfortable with social media applications such as Facebook, Instagram, Twitter
- Willingness to interact with the public to promote MTC
- Willingness to work in teams on for event planning and promotion
Student Lockers

Student lockers are available in Bryson Hall and the Health Technologies Center. Lockers may be rented for a $5 semester fee. Only college owned-locks may be placed on the lockers. All others will be removed.

Applications for lockers are available in the Student Resource Center. Lockers in the Alber Student Center may be used on a daily basis only.

Tutoring

All tutoring services at MTC are administered by the Director of Student Support Services whose office is located in the Academic Success Center (BR 197). All tutoring services at MTC are offered to students free of charge and are available for most general education courses and for many technical courses.

Students must submit a tutor request form to the Director of Student Support Programs for all tutoring services except online tutoring and open labs. Tutor Request Forms are available in the wall kiosk across from the women’s restroom in Bryson Hall, in the Student Resource Center (BR 183), and electronically under the “MyMTC” tab on MTC’s website. MTC hires teacher-recommended students to work as peer tutors in many situations. Courses designated ENG are the exception; MTC only hires English instructors for these tutoring requests.

Tutoring is offered four different ways:

- **Open table** (i.e., small group) - Students may participate in open table tutoring by simply showing up for the designated tutoring session. Days, times, and locations for these sessions are established and announced on fliers posted on campus, on CANVAS announcement postings in designated classes, as well as through email announcements to students and faculty. Typically sessions are held twice a week; session lengths vary depending on the topic. Students are invited to stay for the entire tutoring session or can come-and-go as needed, attending all or only a few of the sessions throughout the semester.

- **One-to-one** (i.e., individual) - Students must submit a tutor request form to participate in individual tutoring. Days and times for these sessions are established by the tutor and the tutee (the student requesting the tutoring). Typically tutor and tutee will meet twice a week for no more than a total of 3 hours each week. Students are expected to attend these sessions from the time they are established until the end of the term. Students in one-to-one tutoring arrangements will lose their tutoring privileges for the rest of the term if they have two “no shows” for their appointments. Individual tutoring will typically occur in the Academic Success Center’s tutoring area (BR 199).
Both open table and one-to-one tutoring require that students continue to attend class while they receive our services.

- **Online** - MTC is a member of the Ohio eTutoring Collaborative. This collaborative receives its funding from the Ohio Department of Higher Education, which is funded by the Ohio General Assembly. Ohio colleges and universities, including MTC, collaborate to provide academic tutors for this system seven days a week—free of charge to students. Tutors are typically available 10 a.m. to 10 p.m.; hours of availability in specific subjects may vary. Live sessions take place in a ZOOM room utilizing audio and video, a whiteboard, document-sharing and instant messaging. Writing students upload papers for review by tutors and receive written encouragement and suggestions on improving the written work. MTC students do not need to submit a tutor request form to utilize these services. Instead, they access tutors by going to MTC’s website, clicking on the “MyMTC” tab, then clicking on the words “Online Tutoring” and following the screen instructions.

- **Open labs**
  - Students in MTC’s math courses, whether in-class or online, are invited to seek help from a math tutor in the Academic Success Center’s math lab (BR 193). MTC students do not need to submit a tutor request form to utilize these services. The College’s Arts & Sciences department works in partnership with Student Support Programs to provide math instructors as tutors for the math lab. Occasionally, teacher-recommended students are also used as tutors in the math lab.
  - Students are encouraged to bring their writing questions to the Academic Success Center’s writing lab (BR 193). MTC students do not need to submit a tutor request form to utilize these services. The College’s Arts & Sciences department works in partnership with Student Support Programs to provide writing instructors as tutors for the writing lab.
  - MTC’s Business department works in partnership with Student Support Programs to provide instructors as tutors for open labs in accounting and computer classes. MTC students do not need to submit a tutor request form to utilize these services. Times and locations for these open labs are posted each semester.

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

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

FERPA

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

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

Who is considered a student?
- Any individual who attends or has attended MTC at any time in the past.
- Any individual who has applied to MTC, but has not enrolled, is not considered a student and therefore has no rights for inspection of their records under FERPA.

What are education records?
Education records are all records that contain information directly related to a student and are maintained by an educational agency or by a party acting for the agency or institution.

They are records maintained in any way, including but not limited to:
- Handwriting
- Computer media
- Print
- Video or audio tape
- Film
- Microfilm and microfiche
- Document imaging

They are not:
- Sole possession records maintained by a single individual as a “memory jogger” and are not shared with any other individual.
- Records created and maintained by a law enforcement unit for a law enforcement purpose.
- Employment records (unless contingent upon attendance).
● Medical records made and maintained in connection with treatment and disclosed only to individuals providing treatment.
● Records that only contain information about an individual after he or she is no longer enrolled at the institution (i.e. alumni records).

What information is contained in education records?

● Personally identifiable information, including, but not limited to:
  ○ Student’s name.
  ○ Name of student’s parent(s) or family members.
  ○ Address of student or student’s family.
  ○ Personal identifier (e.g. social security number, student ID number).
  ○ List of personal characteristics or other information to make a student’s identity easily traceable.

● Directory information is information not generally considered harmful or an invasion of privacy if disclosed.
  ○ Directory information cannot include student ID numbers or social security numbers.

● MTC identifies the following information as directory information:
  ○ 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
  ○ Photographs

What can I do if I disagree with my records?

Students may ask to amend a record they believe is inaccurate or misleading. This is not a process for appealing grades. The steps for challenging records are:

● Submit a written request to amend the record to the appropriate administrator responsible for the record(s) stating the specific information in question and the reasons for the challenge.
● The administrator will review the request and notify the student of their decision.
● If the record is not amended, the administrator will advise the student of their right to a hearing regarding the amendment request, along with information regarding the hearing procedures at MTC.

Who has access to student records?

● Students have access to view their own records. To do so they must:
  ○ Submit a written request to the Office of Student Records (OSR) that identifies the record(s) they wish to inspect.
○ The OSR will arrange for access and notify students of the time and location where the record(s) may be inspected. If the OSR does not maintain the record(s), the students will be notified of the correct office to which the request should be addressed.
○ MTC will comply with the request within 45 days.
○ Copies of records are not provided unless failure to do so would effectively deny access to the records, such as a former student who does not live within commuting distance. A fee is charged for copies of education records.
○ MTC will not destroy records if request for access is pending; however, MTC follows a retention schedule for destruction of records no longer deemed necessary.

- Students may not inspect records of other students, nor may they inspect records for which they have previously waived their right to review or financial records of their parents.
- MTC does not re-release records that do not originate from MTC, such as high school and college records, GED or ACT scores, etc. to third parties. Students should request the information from the original source.
- Students may allow access to their records by signing and dating written consent forms, available from the OSR.
- FERPA authorizes disclosure without consent in some instances. These include, but are not limited to:
  ○ School officials with legitimate educational interests. A school official is a person employed by MTC in an administrative, supervisory, academic, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor, clearinghouse, or collection agent); a person serving on the Board of Trustees; or a student who is employed by the college. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
  ○ Compliance with a judicial order or subpoena that specifies not to notify.
  ○ For health and safety emergencies.
  ○ Directory information requests (as previously defined).

- Students have the right to refuse MTC from disclosing their directory information by completing an [opt-out form](#) with the Office of Student Records. This may mean, however, that if students receive recognition for honors or achievements, the college will be unable to publish this information externally. Students are advised to consider the consequences of their decision to withhold directory information.
- Each term students have an opportunity to change their directory information status with the OSR. The deadline for accepting the change is the Friday before the start of classes each term.

What should you do if you believe FERPA is not being followed?
- Students should contact the OSR when they believe that FERPA is not being followed.
- The OSR will review the allegation and notify the student of its findings.
- Students may also [file complaints](#) with the U.S. Department of Education:
Student Complaints

Should a student be dissatisfied with the actions or inactions of an employee, MTC encourages students to resolve complaints informally by working with the individual(s) involved or their immediate supervisor(s).

If a situation cannot be resolved informally, the student may file a complaint on the MTC website, which will be received in accordance with college policy AP 440 – Student Grievances/Complaints, which is included in the appendix.

Student Complaint Records

To comply with federal regulations and institutional accreditation regulations, the President’s Office keeps a record of all formal, written student complaints received by the college. Formal, written complaints that are signed by a student and addressed to and received by the president, vice presidents, academic department deans or directors, or administrative department directors will be recorded.

For purposes of responding to complaints, 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.

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

College representatives who receive a complaint as defined above are required to submit information to the President’s Office for the official Record of Student Complaints. The records and disposition of any formal complaint or grievance shall be maintained separate from academic records in the President’s Office for a minimum of ten (10) years.

Student Code of Conduct

Students are expected to uphold the college’s Student Code of Conduct, available in the appendix. In cases where a student’s conduct interferes with the mission of the College, disciplinary action may be taken against the student. The Student Code of Conduct contains regulations for dealing with the alleged student violations of the Student Code of Conduct in a
manner consistent with the requirements of due process. Students must also comply with all local, state, and federal laws.

Student Consumer Information

As a “student-centered college” and in accordance with the 2008 Higher Education Opportunity Act, MTC maintains a variety of important student consumer information readily available for students on the college’s website. Additional information may also be found by visiting the HEOA website.
Non-discrimination & Harassment

Marion Technical College’s policy related to non-discrimination and harassment is applicable to discrimination and harassment on all bases protected by law, such as race, color, national origin, sex, disability, age, military status, or sexual orientation. Additionally, Title IX of the Education Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

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

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

Reporting Procedures

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

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

Brenda Feasel
Title IX & Civil Rights Coordinator
1467 Mt. Vernon Ave.
Marion, OH 43302
740.386.4189
feaselb@mtc.edu
Appendix
Common MTC Terminology

Advising

The process of discussing academic program requirements with a professional advisor, faculty advisor, or the dean/director of your chosen major. Advising includes creating an academic plan, registering for courses, discussing academic challenges, and more.

Add/Drop

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

Admission

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

Articulation

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

Canvas

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

College Tech Prep

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

**College Credit Plus (CCP)**

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

**Continuing Student**

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

**Co-requisite**

A course that must be taken concurrently/in the same semester as another course. Co-requisites are typically support courses for college-level writing and math courses.

**Course Number**

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

**Course Section**

Each MTC course is assigned a course section number.

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

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

Section numbers that begin with letters are special sections and enrollment is limited, such as courses at the Marion Division of the Whirlpool Corporation, Vaughn Industries, and area high schools (CCP). For example, W2S1 is a Whirlpool section, and NU70 is a CCP class offered at North Union High School.
Some sections are offered as a “flex course” in an 8 week session within the full semester. These sections are designated as 1S (first 8 weeks) or 2S (second 8 weeks). For example, 1S01 would be an 8-week, daytime course offered during the first half of the semester.

**Credit Hour**

A unit of time awarded for course work. Credit hours are used in computing grade point average, the status of a student as full time or part time, and for fulfillment of graduation requirements. It also denotes the actual time spent in class or online. Generally, 1 credit is equal to one hour of class time, but some courses may vary (such as labs).

Credit hours also give indication to how much time should be spent out of class doing homework, reading, studying for exams, etc. For each credit hour in class, students should expect to spend 2-3 hours out of class preparing; for a 3-credit class, that equates to an additional 6-9 hours per week.

**Early College Credit Options**

MTC offers several options for high school students to obtain college credit including dual credit earned through the College Credit Plus program, AP credit, and College Tech Prep articulated credit. Contact the Office of Admission for details.

**Elective**

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

**Full-Time Status**

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

**Half-Time Status**

Any student enrolled in 6 to 11 credit hours.

**Lab Fees**

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

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

Pass/Fail Option

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

Prerequisite

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

Returning Student

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

Syllabus

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

Transcript

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

Tuition

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

The following college policies were referenced throughout the student handbook and contain useful information to aid students in their academic pursuits.

While the college policies found in this appendix are helpful, there are many other pertinent policies that govern MTC. Please note, all current college policies can be found on the MTC website.

For questions related to a college policy, please contact the President’s Office at (740) 389-4636 ext. 4217.
MARION TECHNICAL COLLEGE CODE

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).

Policy Owner: Student Services
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.

Policy Owner: Student Services
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

Policy Owner: Student Services
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.
   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.

2. 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.

3. 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.

(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
AP 440  Student Grievances/Complaints

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

Policy Owner: Student Services
AP 521  Academic Misconduct: Plagiarism  Approved 10-17-16

POLICY:

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:

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

Policy Owner: Chief Academic Officer
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 568  Appealing a Final Course Grade

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